

AMENDED
SUMMARY OF RECOMMENDATIONS: LEADERSHIP MEETING
Westbrook Multi-Media Center, January 10, 2008

PRIORITIES	RESPONSIBLE PARTY	TIMELINE	FINANCIAL IMPLICATIONS (IF ANY)	RESOURCES NEEDED
Immediate upgrade of web page, improvements of e-mail and all electronic communications in the town hall.	First Selectman	ASAP	TBD – Budget Request Necessary	
Position of Finance Director	Board of Selectmen, Treasurer and Board of Finance	ASAP	TBD – Budget Request Necessary	
Resident access to Westbrook’s four protected open space parcels for passive recreation.	Conservation Commission	Fiscal Year 08 (7/1/08 – 6/30/09)	Costs associated with establishing gravel parking areas & for implementing management plans that are being developed.	Assigned parking area at new town garage, volunteers for implementing management plans.
Youth & Family Services – Salaries and Benefits	Board of Selectmen and Jonathan Dean	June 1, 2008	Funding for Staff	
Harbor Commission - Dredge	Harbor Commission	ASAP	Short term - \$120,000 Long term - Additional Federal Funding	
Add town statutes to website.	First Selectman and Municipal Staff	ASAP	TBD – Budget Request Necessary	

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Goals of Our Agency – Continue to serve the nursing and public health needs of Westbrook <u>only</u> . Keep us a town only agency.	Westbrook Visiting Nurses & Public Health	Ongoing	TBD – Budget Request Necessary	
Eliminate separate consulting services with Wetlands, Zoning, Planning. Combine Engineering & Legal Consultant.	All appropriate Boards, Commissions and Staff	60 – 90 Days	TBD – Budget Request Necessary	
Land Use Office needs a “Routing Tree” directing applicants through the process to complete projects.	Land Use Staff, Board of Selectmen (Additional part-time staff required)	ASAP	TBD – Budget Request Necessary	Land Use Admin. & tech. support to relieve professionals of routine/clerical responsibilities.
Land Use needs a part-time Consulting Engineer.	Land Use Staff, Board of Selectmen	ASAP	TBD – Budget Request Necessary	.
Capital Budget – Plan and Implementation.	Board of Finance	In Process	TBD	
Capital Improvement Plan – Submission. Ten-year fiscal forecast. Review auditor’s suggestions with selectman.	Board of Finance	In Process	TBD	

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Board Of Education & Town – Shared resources. Contracted services, personnel, facilities, technology.	Board of Selectmen/Board of Education	ASAP	TBD – Budget Request Necessary	Facilities Manager, technology support (collaborate with town).
Boards & Commissions schedules, agendas, minutes on town website.	First Selectman and Staff	ASAP	TBD – Budget Request Necessary	
Traffic – Smoothly flowing traffic through the center of town. Slow down traffic throughout town and a speed monitoring device.	Police Advisory/Traffic Authority Board	In Process	TBD	Use Westbrook Events to communicate traffic changes, etc.
Board of Selectmen adopt special rules for all town meetings.	Board of Selectmen	ASAP	None	
Help the Library Expansion Committee complete the project on time and on budget.	Library Committee	In Process		Help the architect & Building Committee complete the library.
Publicize Westbrook assets. Give out gateway a facelift.	Economic Development Commission	In Process	TBC – Budget Request Necessary	

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Protection of surface and ground water. 1) Open space protection 2) Conservation easements 3) Education.	IWWC & Conservation Commission	Ongoing	TBD	
Expand our current nursing services offered to <u>all</u> our townspeople through <u>funded</u> programs; such as health screening programs, senior safety & wellness programs.	Westbrook Visiting Nurses & Public Health	In Process	TBD	Funding \$ - direct dollars or grant dollars to help fund small projects in town from the schools to the senior centers.
Community access TV, Channel 18 Educ. HKHS, Channel 19 Public & Govt.	Cable TV Advisory Council	Begin Immediately	TBD	Community access TV & video with Studio trained for local production.
Volunteer video teams to get free access equipment & studio use training with focus on Selectmen Meetings, Board of Finance Meetings & Town Meetings.	Cable TV Advisory Council	Begin Immediately	TBD	Community access TV & video with Studio trained for local production.
Protect the town forest and utilize the forest for educational and recreational activities.	Mark Leas, Forest Commission	Begin Immediately	TBD	

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Have available weekly household garbage deposits (similar to Essex and Old Saybrook). Pay per bag.	TBD	TBD	TBD	
Youth and Family Recreation Center.	Rich Annino, Park & Recreation Dept.	In Process	TBD – Budget Request Necessary	Additional resources for recreational, community and sporting activities.
				ADDITIONAL RESOURCES NEEDED
			TBD – Budget Request Necessary	Increased financial commitment from town for services provided for free or at a loss.
			TBD – Budget Request Necessary	Two hand held microphones for town meeting for audience speakers.
			TBD – Budget Request Necessary	Training for volunteer board/commission members.

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			TBD – Budget Request Necessary	Hiring paid day staff firemen (two minimum).
			TBD – Budget Request Necessary	Computer & printer on counter in Assessor’s office for taxpayers to be able to access their property cards (same as in the Town Clerk’s office) with up-to-date information on BOA appeals.
			TBD – Budget Request Necessary	Safe, healthy development of the residents of our community especially youth, seniors & families.