

**TOWN OF MIDDLETON
PRIORITIES AND GOALS
FY2025-2027**

**ADOPTED BY THE SELECT BOARD
DECEMBER 3, 2024**

Introduction: This document is intended as a guide for the Select Board, Town Administrator, and Town departments. It is intended to provide a broad framework within which we operate and direct our time, efforts, and resources. Commencement is expected during the identified time horizon, though completion may extend past the identified time horizon.

1. Continue to support the Town Building Committee to keep the public facilities project on budget and schedule. The project will be undertaken with a long term view, ensuring it meets near and long term needs, minimizes operational costs, and takes advantage of modern building technologies.

Period of Performance: FY25-26

Milestones:

- **FY25: Construction, site work. Creation of centralized maintenance oversite for town-owned properties.**
- **FY25-26: Coordination of move-in, project close-out.**

2. Implement long view planning initiatives via Planning Board meetings and the Town website. Utilize these studies to link and leverage grant funding.

Period of Performance: FY25-27

Milestones:

- **FY25: Rt. 114 Northern Corridor Study**
- **FY26: Middleton Square/Town Center Study**
- **FY27: Kick Off Master Plan Review Process**

3. Conduct a Town-Wide Fee Study.

Period of Performance: FY24-27

Milestones:

- **FY25: Continue fee study; recommend changes for Select Board adoption**
- **FY26: Implement findings into FY26 budget**

4. Develop information technology with additional projects through the Regional IT Collaborative and newly funded IT position.

Period of Performance: FY24-27

Milestones:

- **FY25-26: Connect to regional fiber network, continue to migrate away from paper records**
- **FY26: Deliver an IT system for the new Public Safety and Town Hall buildings that will communicate with the rest of the Town network.**

5. Increase recruitment strategies for volunteers and committees.

Period of Performance: FY25-27

Milestones:

- **FY25-27: Promote vacancies using multiple means**
- **FY25-27: Build pipeline of engaged and knowledgeable volunteers and link their experience with pertinent boards and committees.**
- **FY25: Develop and hold citizen academy**

6. Compile complete list of Town Owned properties. Examine paths forward to surplus, develop, or preserve where appropriate.

Period of Performance: FY25-FY27

- **FY25: Update and compile complete list. Development action plan for each property. Implement action plan for each property**
- **FY25: Continue conditions assessments for existing properties and identify funding to repair/maintain properties. Fund and hire dedicated maintenance professional. Upgrade to more energy efficient systems where appropriate.**

7. Identify opportunities to study and address town wide traffic concerns and development.

Period of Performance: FY25-FY27

- **FY25-27: Coordinate with MassDOT to identify opportunities to link traffic remediation with potential development.**
- **FY25-27: Implement action plan where appropriate.**
- **FY25: Begin Design phase for redesign of Rt.114 & Rt.62 intersection.**
- **FY26: Bid/Construction phase for redesign of Rt.114 & Rt.62 intersection.**

8. Renew focus on employee engagement, satisfaction, and appreciation for recruitment and retention

Period of Performance: FY25-FY27

- **FY25: Continue with periodic, systematic review of salary surveys in relation to compensation in peer communities.**
- **FY25: Prioritize employee health and wellness as part of staff trainings.**
- **FY25: Continue where budgeting allows the progress towards increasing the Town contribution to health care split up to 70/30.**
- **FY25: Distribute a quarterly employee newsletter.**

9. Overall communications strategies

Period of Performance: FY25-FY27

- Continue pre town meeting
- Increase public and internal communications with boards and committees.
- Continue Department Head updates on a regular basis.
- Host Town Administrator coffee hours on a quarterly basis.
- Produce quarterly Town Administrator update videos.
- Develop a monthly digital Town Administrator newsletter.

10. Long Term Planning

Period of Performance: FY25-FY27

- Develop and present a long-term plan (beyond goals) mapping out the next 5-10 years in Middleton. Update on an annual basis and present at the start of each Fiscal Year.

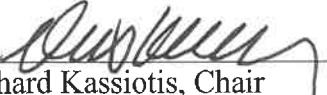
11. Middleton 300th Anniversary Celebration – 2028

Period of Performance – FY25-29

- Appropriate Funds for the 300th Celebration
- Establish Committee for 300th Anniversary Activities
- Work with Town Departments to support Anniversary Activities

December 3, 2024

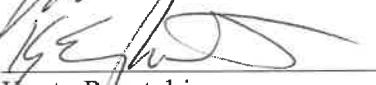
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