



Lynnfield
MASSACHUSETTS

**Strategic Planning Committee
Third Meeting
January 24th , 2019**



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Strategic Planning Committee





Strategic Planning Committee Meeting

TOWN OF LYNNFIELD

Board/Committee Name: Strategic Planning Committee

Day/Date: Thursday, January 24th, 2019

Time of Meeting: 7:00 PM

Location: Town Hall

AGENDA

- ☐ Review the Seven Strategic Goals
- ☐ Focus on the Established Number One Priority identified in the last meeting, October 25th, 2018, Goal #1, Renew and finance critical town infrastructure (A thru F),
 - ☐ C, replacing old water system components (water system and its reliability)
- ☐ Do we make Goal #1, Renew and finance critical town infrastructure, Currently A Thru F, and proposed three new priorities, G thru I, their own separate priorities
- ☐ Begin process of setting the Seven current goals by priority
- ☐ Set Agenda for next meeting
- ☐ Review of Milestones and Future Meeting Dates.
- ☐ Next Steps/Homework for Next Meeting
- ☐ Public Comment
- ☐ Adjournment

Where to find us; Lynnfield Home Page

Strategic Planning Committee

1. Lynnfield Home Page

2. Boards and Commissions

3. Strategic Planning Committee

a. Meeting Schedule (Example: Every Other Month, First Thursday of the Month)

b. Meeting Agenda and minutes

c. Slides Presentations from Meetings

d. Working Projects

Website Established

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OFFICIAL WEBSITE OF
THE TOWN OF LYNNFIELD

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Emergency Notification System

Town of Lynnfield, 55 Summer St., Lynnfield, MA 01940
Town Office Hours: Mon-Thur 8:00am - 4:30pm Friday 8:00am - 1:00pm
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Establishing Priorities

Identifying highest priority goals ensures that these are the focus for the Town. The SPC recognizes that the Town may work towards goals of different priorities simultaneously but advises the Town to consider how pursuing other goals will affect achieving the priority goals in terms of the dedication of resources. Working towards the nine goals of the Strategic Plan will be incremental. This report will serve as a semi-annual report and will be maintained by the Staff Planner for the SPC to track the progress of each project or initiative. Within each priority is a gray box: When an item is completed it would be recorded in the gray box in each priority section, and another project or initiative from the Strategic Plan list of actions would be added to this list for the Town to work on. This based from Guidance from the Town Selectmen, Boards & Commission, Departments, Citizens. This will be posted on the Town's Website.

Lynnfield Strategic Plan Goals

Goal #	Description	Priority
1.	Renew and finance critical town infrastructure (A thru F) (new G, H, and I)	1
2.	Increase Participation in Town Government	3
3.	Maintain and develop a strong business community	2
4.	Improve the health of and access to Lynnfield Natural Beauty and Resources; Increase the amount of protected land in Lynnfield	2
5.	Expand the range of recreational opportunities and assets	2
6.	Cemeteries Plans to meet the towns needs for the next 40 years	1
7.	Out Sourcing	3

This semi-annual report will be updated and reviewed by the SPC at their monthly/quarterly meetings. It will be available to the public through the SPC webpage (link to Strategic Planning Committee webpage). The SPC meetings are public meetings and attendance and participation is encouraged.

Establishing Priorities [Draft]

Lynnfield Strategic Plan Goals

Goal # Description

1. Renew and finance critical town infrastructure (A thru F) _____
2. Increase Participation in Town Government _____
3. Maintain and develop a strong business community _____
4. Improve the health of and access to Lynnfield Natural Beauty and Resources;
Increase the amount of protected land in Lynnfield (A and B) _____
5. Expand the range of recreational opportunities and assets _____
6. Cemeteries Plans to meet the towns needs for the next 40 years _____
7. Out Sourcing _____

Priority

1	2	3
x		
		x
	x	
	x	
	x	
x	x	
		x

Comments

1. Do we break Goal #1 into more categories of priorities?
 - a. Is there to many priorities listed under current goal #1? (Keep “infrastructure” as one common goal), see slide #9 and #10.
2. Do we have any new priorities we want to add or delete?

Establishing Priorities [Town Administrator Priorities, Differences]

Lynnfield Strategic Plan Goals

Goal #	Description	Priority		
		1	2	3
1.	Renew and finance critical town infrastructure (A thru F)			
2.	Increase Participation in Town Government			
3.	Maintain and develop a strong business community			
4.	Improve the health of and access to Lynnfield Natural Beauty and Resources; Increase the amount of protected land in Lynnfield (A and B)			
5.	Expand the range of recreational opportunities and assets			
6.	Cemeteries Plans to meet the towns needs for the next 40 years			
7.	Out Sourcing			

Comments

- Submit this Priority Ranking to the Town Administrator for review.
- Set Priorities for the next meeting
- Schedule the next meeting

GOAL ONE: Renew and finance critical Town infrastructure by building a new Public Safety Facility (Police and Fire), Town Hall improvements, updating the High School and renovating the Elementary Schools as needed, replacing old water system components (complaints about the water system and its reliability); build a new Library/youth center/conference center;

Ensuring that our Town facilities and infrastructure meet the needs of Town residents, businesses and personnel is important to the Town's long-term prosperity. It has long been the case that facilities for our Police and Fire Departments have been in disrepair, a finding again reiterated by the Public Safety Committee's recent report on the subject. To enable high-quality public safety services, the Police and Fire Departments need a new home. Similarly, the Lynnfield School Superintendent / Committee has identified the need to address deficiencies in the High School, the Middle School and its elementary schools within the next five to ten years and has already begun the process of working with the State School Building Assistance program to access state loans to enable such work. The Town's water infrastructure is also aging and over time will need replacement to reduce leaks, provide consistency and maintain water quality.

To achieve this goal, the Lynnfield SPC recommends the Town take the following actions:

- a) Develop a plan for building/rebuilding the Town's public safety facility, including the means of financing such improvements.
- b) Develop a school reconstruction plan with Lynnfield, including financing, for renovating the Lynnfield Schools
- c) Look at what building improvements are need for the Town Hall
- d) Look at a combination Library/youth center/conference center for the town
- e) Maintaining and Up Keep of the Town's most Famous and Historical Building
- f) Lynnfield Water District water supply is augmented by MWRA
- g) Repair / Build new Sidewalks
- h) Roadway infrastructure (Summer Street, in conjunction with new water pipe line). Transportation Improvement Program, 7-9 years
- i) Old Library as a new Youth Center, or Town Administration Offices (or other), if new Library is built.

Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

New order of priority

- ☐ Build a new Library (A)
- ☐ Education System Infrastructure (B)
- ☐ Public Safety Building (C)
- ☐ Town Hall Improvements (D)
- ☐ Town Meeting Hall on the Common (E)
- ☐ Lynnfield Water District; (C\F)

For discussion, do we add to Renew and Finance Critical Town Infrastructure

New from last meeting:

- ☐ Repair / Build new Sidewalks (G)
- ☐ Roadway infrastructure (Summer Street, in conjunction with new water pipe line). Transportation Improvement Program, 7-9 years (H)
- ☐ Old Library as a new Youth Center, or Town Administration Offices (I)

Goal #1 Renew and Finance Critical Town Infrastructure**Priority 1**

- ☐ [A] Build a new Library _____
- ☐ [B] Education System Infrastructure _____
- ☐ [C] Public Safety Building _____
- ☐ [D] Town Hall Improvements _____
- ☐ [E] Town Meeting Hall on the Common _____
- ☐ [F] Lynnfield Water District _____
- ☐ [G] Repair / Build new Sidewalks _____
- ☐ [H] Roadway infrastructure (Summer Street, in conjunction with new water pipe line)
Transportation Improvement Program, 7-9 years _____
- ☐ [I] Old Library as a new Youth Center, or Town Administration Offices (if new Library is built) – _____

1	2	3

Goal #1 Renew and Finance Critical Town Infrastructure (Cont)

Priority 1

- ❑ Lynnfield Water District; **(C)** replacing old water system components (complaints about the water system and its reliability); Augment Water District with State Water System (Reliability of Ipswich River Basin, and what to expect in the next 5-10 years as far as reliability). Do we get augmentation from Massachusetts Water Resources Authority (MWRA)



Have conditions remained the same, or worse in the past six years

➤ The Norm verse the exception:

The Lynnfield Center Water District has a water use restriction in force for periods that have reached six months, every year. The use of sprinklers, watering devices, or in-ground irrigation systems is restricted to even numbered calendar days between the hours of 5 PM and 9 PM, or No outdoor use at all. Use of a hand held hose with an attached nozzle is permitted at any time in some cases. When drought condition or water emergencies exist, additional restrictions are announced and imposed to further restrict the outside use of water. Such restrictions include hand-held watering only or a total ban on outside water use. As the district must impose this regulation, violators will be fined

Goal 1, Water Supply - Completion Actions Tracker

Goal	Item	Date	Remarks
1	Debit Exclusion for new pipe/water line		
2			
3			
4			
5			
6			
7			
8			
9			
10			

**With deletion of “Future Revenue” Goal, do we move
Future of Sagamore Golf Course to;**

Goal #4 Health of Lynnfield Natural Resources; Protected Land in Lynnfield Priority 2

- ☐ Add overall narrative here for potential future
- ☐ Development of the Sagamore Golf Course (possible)
 - ☐ Housing, elderly
 - ☐ Business
 - ☐ Conservation land
- ☐ Add to this



Notes from the Meeting

➤ Discussion Points:

- Media Campaign in local Newspapers on priorities

➤ Changes:

➤ Follow-ups:

➤ Near Term Suspense: