

Town of Pepperell

Goals and Objectives Form

March, 2010

Fiscal Year 2011 brings challenges and it continues to require the need to plan for effective services.

Please complete this form during the month of March, and review with your respective boards by April 15 to allow for publication prior to Annual Town Meeting, May 3, 2010.

Department: DPW/Highway

GOAL: (One sentence)

To provide the residents of Pepperell in the most cost-efficient methods possible with a system of safe public roads.

OBJECTIVE: (One to three sentences)

Upgrade existing roads and sidewalks where poor condition, drainage issues, or alignment issues compromise safety. To maintain all existing public roads to the highest standards. Ensure all new roads proposed for Town acceptance meet the Town's standards and basic engineering practice for safe traveled ways.

Tasks or Activities (List two-three pertinent projects, with time lines).

- Drainage improvements, sidewalk reconstruction, and drainage improvements on Hollis Street between Chace Ave. and Brookline St., which will be followed by a full-width overlay of the street in this section
- Drainage repairs on Mill Street between Nashua Rd. and Hollis St.
- Addressing a significant drainage problem on Haskell Rd. (which may require special funding)
- Correcting vertical sight distance problems on Blood St. and at the west end of Jewett St.
- Constructing the top course of paving on sidewalks constructed within the last few years which were originally constructed with binder course only
- Realign the intersections of Shirley and Mason Streets, and Townsend and Mt. Lebanon Streets so as to improve sight distance
- Correct drainage problems on West Street

OBJECTIVE: (One to three sentences)

Maintain and improve where necessary traffic control devices through Town

Tasks or Activities (List two-three pertinent projects, with time lines).

- Continue semi-annual meetings with the Town Engineer and the Chief of Police to discuss resident's signage requests as well as traffic safety issues that exist or that have recently developed
- As much as funding constraints allow, roadway line striping (centerline and edge-of-road) should be done on the busiest streets and state roads
- Continue to repaint all crosswalks in Town, especially at the schools

OBJECTIVE: (One to three sentences)

Maintain all roadways for safe use at all times of the year and for consideration of environmental concerns

Tasks or Activities (List two-three pertinent projects, with time lines).

- As much as staffing limitations allow, provide proper snow removal and roadway treatment operations during winter operations that will result in full accessibility at all times and as close to normal operations as soon as possible
- Provide vegetative growth management along side all roadways and sidewalks, including by mechanical means or with herbicides (as allowed by permit)
- Clean the sumps of all catch basins at least semi-annually so as to protect the wetlands into which the majority of drainage structures outlet
- Mow/weed all drainage facilities to ensure they function as designed
- Upgrade the culvert in Cranberry Street

Department: DPW/Sewer

GOAL: (One sentence)

To provide the most cost effective, efficient, and environmentally sensitive sewer service to the residents of the Pepperell Sewer District

OBJECTIVE: (One to three sentences)

Preparation for renewing the EPA permit for the Treatment Plant and continue to provide the cleanest effluent possible

Tasks or Activities (List two-three pertinent projects, with time lines).

- Install a protective all-season cover/structure for the ultra-violet disinfection system to allow for better final treatment of the effluent
- Work closely with the EPA and DEP to ensure that our current operations meet any new requirement of these authorities as cost-effectively as possible

OBJECTIVE: (One to three sentences)

Look for any cost savings in the operation of the plant and the collection system during the preparation of budgets and capital requests so as to provide the customers of the system with the most cost effective sewer service

Tasks or Activities (List two-three pertinent projects, with time lines).

- Continue to evaluate the cost comparisons of sludge handling, including trucking sludge to whichever facilities are least costly (trucking plus disposal) versus onsite composting operations as much as available space at the facility allow
- Tracking the market for composting end-products
- Deferring any improvements needed at the plant until they can be put off no longer

OBJECTIVE: (One to three sentences)

Expand the existing collection system in a manner so as not to impact sewer rates and to provide sewer service to all areas in the Sewer District as approved by the Town in 2005

Tasks or Activities (List two-three pertinent projects, with time lines).

- Stay on track for the 2010 sewer extension project that will serve the Brookline Street area, seeking funding at the May 2010 ATM
- Evaluate all remaining sections of the Sewer District to see what areas remain completely without sewer service available and areas that have

only partial service, and set a plan for addressing these areas

Department: DPW/Water

GOAL: (One sentence)

To provide the highest quality and necessary quantity of water to all customers at the lowest possible price.

OBJECTIVE: (One to three sentences)

Maintain the delivery of the highest quality of water

Tasks or Activities (List two-three pertinent projects, with time lines).

- Continue with the annual flushing of all distribution lines that was begun in 2005 and has shown positive results to date
- Continuous monitoring of all chemical feed operations as required by our permits and by the needs of the distribution system
- Continue compliance with all DEP requirements for reporting, especially to comply with the latest Sanitary Survey, a very important 5-year document

OBJECTIVE: (One to three sentences)

Construction of the Nashua Road municipal well

Tasks or Activities (List two-three pertinent projects, with time lines).

- Stay on the schedule for construction approved by DEP in 2008 which extended the permit approval for this well
- Obtain bids in April 2010 for seeking approval for the project at the May 2010 ATM
- Continue coordination with National Grid for obtaining the specific electrical service required for the project
- Continue coordination with the Emerson Village developer, through whose project access is obtained for the well site

OBJECTIVE: (One to three sentences)

Proper, adequate preparation for implementing the Division's Master Plan including all improvements to the distribution system

Tasks or Activities (List two-three pertinent projects, with time lines).

- Perform long-range budget forecasts for the remainder of the Master Plan
- After completion of the Nashua Road well project, begin preparations for Phase I of the Distribution System Improvements Project which will include the two highest priorities in the Master Plan and likely the sections of Phase III that have been partially completed with the 2008 Nashua

Road Sewer Project and the pending Mill Street Bridge Project

Department: DPW/Parks and Cemetery

GOAL: (One sentence)

To maintain and improve as needed all Town-owned athletic fields, parks, and cemeteries

OBJECTIVE: (One to three sentences)

To maintain the Town cemeteries to the best extent possible and to provide suitable space for those needing grave sites at the cemetery

Tasks or Activities (List two-three pertinent projects, with time lines).

- Submit budgets below which it must be understood the basic maintenance needs of the Cemeteries cannot be met
- Provide the layout for the expansion of the Woodlawn Cemetery that will meet the space needs of that facility for the next 3 to 5 years
- Continue equipment maintenance procedures that maximizes the value of our existing equipment

OBJECTIVE: (One to three sentences)

Continue to work with all local athletic groups that have been helping to subsidize the maintenance of the parks and fields during the current tough economic times

Tasks or Activities (List two-three pertinent projects, with time lines).

- Coordinate recent requests from the soccer group to improve the athletic fields

Department: DPW/Transfer Station

One document for each set of Goals & Objectives

GOAL: (One sentence)

To provide domestic waste disposal services to Town residents that includes optimum recycling opportunities to the benefit of the environment, at a cost well below other options

OBJECTIVE: (One to three sentences)

Controlling costs of the operation

Tasks or Activities (List two-three pertinent projects, with time lines).

- Review options available to the Transfer Station that would maximize recycling revenues
- Evaluate the current recycling process at the site (complete separation of various recycling streams) to make sure this is the most efficient recycling method used by the major recycling companies
- Staff the facility such that overtime will not be necessary to the provide coverage needed for Saturday operations
- Investigate on-line use sticker sales and possible alternatives to use stickers

OBJECTIVE: (One to three sentences)

Maximize and publicize the environmental benefits of recycling

Tasks or Activities (List two-three pertinent projects, with time lines).

- Watch for the help of other environmental firms so that new programs such as our mercury reduction program can be added