

Town Administrator Goals and Objectives

January 1, 2019 to June 30, 2019

Financial

1. Create new Budget Projection Worksheets with Financial Team
 - a. Easier to Follow
 - b. Centralized Information
2. Create Budget Calendar for FY2021 Budget Process
 - a. Seek input from Town Departments, Warrant Committee, School Committee, Board of Selectmen
 - b. Compliance with Town Charter, Financial Policies, etc.
 - c. Submitted no later than first meeting in June, 2019
3. Demonstrate your personal command of the town's budgeting and revenue forecasting process, so we have confidence, going into FY21's budget cycle that the information we are using to develop the budget is reliable and as accurate as possible for the particular point in the process that we are using it.

Communication

1. External: Utilize existing website/twitter to increase online access to information/communication
2. Increase Transparency which is defined as providing more information to residents and Board of Selectmen
3. Internal: Monthly Department Head Meetings
 - a. Improve communication
 - b. Facilitate cooperation between departments

Human Resources

1. Fill vacant positions in Accounting/Town Administration
 - a. Update job description for Assistant Town Administrator
 - b. Begin employment no later than July 1, 2019.
2. Work with Personnel Board to start outlining a process for annual evaluations for FY2021
3. I9/Medical Audit of HR files
4. Develop a proposal for reducing/limiting the Town's employee benefit costs beginning in FY2021

Town Government

1. Policies and Procedures for BOS adoption
 - a. Identify 3 - 5 high priority areas for development of improved or new policies and procedures

- b. Develop plans for implementation of these improvements during FY20, although the improvements, themselves, may take longer than one year to implement.
2. Work on identifying opportunities for Town Hall staff/building efficiencies and or restructuring

Personal Development

1. Join ICMA (International City/County Management Association)
2. Attend at least one professional development meeting per month. Groups to include but are not limited to Mass Municipal Managers, Mass Municipal Personnel Association, Metrowest Managers Group, Norfolk County Managers