

## **Town Administrator Goals and Objectives**

### **FY20**

#### **Financial**

1. Develop and deliver a five year CIP by November 2019
2. Prepare five year financial forecast for revenues and expenditures
3. Integration of Clear Gov into budgeting process for FY20
4. Continue to revise budget worksheets to provide greater transparency and greater understanding
5. Refine and expand BOS budget policies
6. Continue to identify revenue opportunities
  - a. Medfield Landfill closure and solar opportunities

#### **Town Operational Systems**

1. Explore installation of electric vehicle charging station in municipal parking lot
2. Coordinate MJS memorial at the Town Hall
3. Begin review of Town House telephone system
4. Consolidate cell phone contracts
5. Launch updated Reverse 911 System utilizing Civics Plus

#### **Communication**

1. Expand and increase communication with Board
2. Continue to improve customer service
3. Increase residents accessibility to all information
  - a. Expand social media
  - b. Utilize existing tools within Civics Plus

#### **Human Resources**

1. Implement Evaluation process for Department Heads and hourly employees
2. Develop a proposal for reducing/limiting the Town's employee benefit costs beginning in FY2021
3. Begin quarterly professional development/training opportunities for Town Hall staff

## **Town Government**

1. Continue to work on identify opportunities for Town Hall staff/building efficiencies and or restructuring
2. Minutes to be submitted to the for approval by the BOS by the following meeting
3. Create summer internship program for MHS students
  - a. Goal of uploading historic BOS information to the website
  - b. Work with Boards/Committees to digitize historical information
4. Develop a plan for building and grounds maintenance for all municipal buildings/properties
5. Policies and Procedures for BOS adoption
  - a. Continue to identify priority areas for development of improved or new policies and procedures
  - b. Development of guidance and/or procedures for hiring of department heads
6. Draft policies for adoption that were identified in FY19

## **Personal Development**

1. Attend at least one professional development meeting per quarter. Groups to include but are not limited to ICMA, Mass Municipal Managers, Mass Municipal Personnel Association, Metrowest Managers Group, Norfolk County Managers

## **Economic Development**

1. Identify and implement shared parking downtown
2. Lot 3
3. Develop plan to address commercial/business concerns during North Street reconstruction
4. Develop plan for improved Park Street Signage

## **Medfield State Hospital**

1. Continued implementation of the MSH Master Plan
  - a. Special Town Meeting Preparation