

Town Administrator Goals for 2018-2019

Policy and Procedures:

Goal 1: Develop department head mission statements for all departments with clear goals and measurable objectives.

Goal 2: Maintain, update for public, and manage issues / project summary list made available on Town website and reported out each BOS meeting

Goal 3: Create internal interdepartmental (including schools) advisory committees including: Emergency Management Committee, Capital Improvement Committee, and Budget Committee. This will improve communication, cooperation, and planning townwide.

Communications:

Goal 1: Develop and provide triennial Department Head reports to be presented to BOS in September, January, and May by the DPW, Police, Fire. Other departments as requested.

Goal 2: Develop Town Strategic IT Improvement plan that includes:

- A. Capital inventory and assessment
- B. Capital spending plan of action
- C. Assessment of departments needs currently and in the future
- D. Review IT management / operations structure and investigate need or potential for staff, rationalization, shared resources with schools, private contracts

Goal 3: Improve external communication with the public through technology, including financial transparency, use of social media, and community dialogue.

Financial:

Goal 1: Take all necessary actions to sustain and potentially increase the Town's current bond rating.

Goal 2: Provide the BOS publicly and quarterly financial update in September, December, March, and June that includes revenue, expenditures, capital budgets, and enterprise funds in cooperation with town's Asst. Finance Director.

Goal 3: Develop internally a standardized and consistent operational and capital budget process including forms, expected information, and presentation.

Goal 4: Develop and present longer-term fiscal analysis of town's operations budget and debt

Capital:

Goal 1: Develop an analysis and program to improve the overall condition of the town's sidewalks and streets. This was an issue of high priority in the Master Plan Survey.

Goal 2: Work with BOS to form a Strategic Planning Committee whose goal is to develop a long-term plan to address capital needs of the town and as well as funding options.