

## **FY2010 Town Administrator Goals (Adopted on 9/1/09)**

### *Economic Development*

- Monitor 40R (Kingston Place) project and track financial items and milestones in development agreements.
- Work to complete the ETA designation with Plymouth.

### *Town Services*

- Assist the Town Government Study Committee with its review of form of government.
- Work to set goals and objectives with Departments.
- Review job functions and conduct performance Reviews of staff under the BOS purview.
- Seek bi-lateral and regional partnerships to reduce expenses and/or improve service offerings/ delivery.

### *Environmental*

- Work to enhance solid waste reduction/recycling efforts; investigate SEMASS contract renewal or alternatives.
- Assist Green Energy Committee with Green Initiatives and Wind Turbine project; seek grant funding.

### *Information/Communications*

- Similarly inform BOS of activities, progress, or concerns.
- Work with Department Heads to review functions and ways to enhance professionalism, communications and transparency.
- Enhance the use of technology for greater efficiencies and communication. Evaluate software/hardware technology.

### *Policy/Regulatory Issues*

- Review and update Administrative policies and distribute to all.
- Assist Boards, Commissions, and Committees on compliance with new open meeting, ethics, and other MGLs.

### *Fiscal Management*

- Work to present a balanced budget without the use of reserves, and develop multi-year fiscal projections to guide strategies for budgeting and collective bargaining.
- Seek opportunities to have inter/intra departmental cost sharing, staff sharing, and other ways to control costs and reduce expenses town-wide, and avoid job loss.
- Solicit ARRA or other grant funding opportunities.