

**TOWN ADMINISTRATOR GOALS**  
Feb 2023 - Dec 2023

Current % Complete **40%**

#	Goal	Description	Due Date	TOTAL	2023	Timely Elements	%
				Elements	Elements	Completed	Complete
A	Transparency & Communication	The Town Administrator will work with the Select Board to foster an environment that is transparent and where information is readily accessible on the Town's Website no later than June 30, 2023.	6/30/2023	7	7	1	14%
B	Streamline Operations	The TA will work with departments to streamline processes, review current fee schedules, and consolidate information before December 30, 2024.	12/31/2023	7	7	2	29%
C	Complete Grant Projects	To complete all four outstanding open grant projects by December 31, 2023.	12/31/2023	4	3	2	67%
D	Complete Procurement Projects	To complete all eleven outstanding open grant projects by September 30, 2023.	9/1/2023	11	11	7	64%
E	Prepare Changes for Annual Town Meeting	The TA will work with appropriate departments to: offer a replacement of Town Accepted Street lists; compiled bylaws with outdated sections removed; revised revolving fund bylaw to include inspectional services, update recreation, and add trash services before Town Warrant closes on March 27, 2023.	4/1/2026	6	6	6	100%
F	FY24 Budget	Work with all departments and Fin Com to produce transparent budget with consolidation and efficiencies by May 1, 2023.	5/1/2023	9	9	6	67%
G	Charter	Work with the Select Board, Departments, and Community to start working on a review of the Special Act (Town Charter) and submit a final document to the Select Board for review and to move forward to ATM in May of 2024.	2/1/2024	7	5	1	20%
H	SB Materials	Work on Select Board materials being compiled and submitted online for review 48 hours in advance of SB meetings by June 30, 2023.	5/1/2023	4	4	4	100%
I	DPW Building	Work with DPW Building Committee to come up with a plan for, strategize, and prepare financial strategy for funding a new DPW Building. Address current issues to make DPW building work while waiting. Complete by 06/2026	6/30/2026	6	4	1	25%
J	EDC	Assist the Economic Development Committee with their charge and producing their deliverables by June 30, 2023.	6/30/2023	3	3	2	67%
K	Consistency	Work with all to establish practices and procedures to create consistency amongst departments and employees where applicable in at least five areas before the end of December 2024.	7/1/2025	5	3	1	33%
L	Technology, Security	Work with staff to comply with revised cybersecurity regulations, create IT equipment inventory, create IT replacement plan, and evaluate for efficiencies by December 2023.	6/30/2023	8	8	1	13%
M	Applications and Fees	Review Select Board applications and fee schedule. Work with Exec Assisant to add all applications to the Town's View Permit site and update all fees to electronic payment option no later than July 1, 2023.	7/1/2023	3	3	0	0%
N	Employee Satisfaction & Engagement	Seek to promote a positive workplace environment where staff feel valued and respected, assesses and implementing three non-monetary ways to improve satisfaction, complete by December 30, 2023.	12/31/2023	4	4	0	0%
O	Comply with FY22 Audit Recommendations	Review financial audit and implement suggested changes no later than June 30, 2024.	6/30/2024	10	5	2	40%
P	Workforce Development	Provide a performance review of all department heads, pursuant to Town Policies, and identify opportunities for employee development including recommending and supporting available training, certification and/or further education no later than December 30, 2023.	12/30/2023	8	8	0	0%
<b>TOTAL</b>				<b>102</b>	<b>90</b>	<b>36</b>	<b>40%</b>