

## **Town Administrator FY18 Goals/Objectives**

### Human Resources:

1. Complete evaluation of all Department Heads
2. Work with Selectboard and Collins Center on Organizational Review
3. Work with Cemetery Commission on organizational structure

### Financial:

1. Work with the Selectboard and Advisory Committee on the preparation of the FY19 Budget, continued progress on a 5-Year Capital Plan, and May 2018 Annual Town Meeting Warrant.
2. Assist Selectboard in a Long Range Financial Plan
3. Work with TAcct and Treas/Coll on reviewing Accounting Software (voted 2016 ATM, funds exp. 6/30/2018), maybe need to look at financial software in general.

### Buildings/Infrastructure:

1. Highway – Route 140 project (securing right of way, completion required by August 2018)  
Level of Effort (LOE): High
2. Exhaust Evacuation Systems at HQ & Fire Station #2 (voted 2017 ATM, funds exp. 6/30/18)  
LOE: High
3. Library Roof Repairs (voted 2017 ATM, funds exp. 6/30/18)  
LOE: High
4. Cable – Build-out & communication with residents on progress  
LOE: Low (?)
5. Facilities – Assist the FAC with making substantial progress on buildings plan (voted 2017 ATM)  
LOE: Medium (?)
6. IT Improvements, e.g. Firewall, Server, Workstations, and potentially Email, Website, Phones (voted 2016 ATM, funds exp. 6/30/18)  
LOE: Low
7. Route 31 Bridge Grant – Assist Highway/RAC re: design/construction (construction completion required by 12/31/19)  
LOE: Low
8. Ball Hill Road Culvert – Assist Highway/RAC re: design (design completion required by 06/30/18)  
LOE: Low

### Misc:

1. Records – Continuation of progress on the “2<sup>nd</sup> Floor Records” (voted 2016 ATM, funds exp. 6/30/18)  
LOE: Medium
2. Assist the Selectboard with goal to improve communications with town citizens.