

Town Administrator FY'19 Goals/Objectives

The following list is exclusive of the Selectboard FY'19 Goals, for which the Town Administrator has significant roles/responsibilities. Please see attached for the Selectboard FY'19 Goals.

Human Resources:

1. Develop a structure and complete an evaluation of all Department Heads (Level of Effort (LOE): Medium?)
2. Revision to Personnel Policy (LOE: Medium)
3. Present a Computer Use Policy to the Selectboard for action (LOE: Low)

Financial:

1. Work with the Selectboard and Advisory Committee on the preparation of the FY20 Budget and May 2019 Annual Town Meeting Warrant (LOE: High)
2. Work with the Collins Center and applicable staff/officials on a 5-Year Capital Plan using Community Compact Funds (LOE: Medium?)
3. Work with Financial Team to implement an Integrated Municipal Financial Software (LOE: Low?)

Buildings/Infrastructure:

1. Exhaust Evacuation Systems at Fire Station #2 (voted 2017 ATM, funds exp. 6/30/19) (LOE: High)
2. Assist IT Coordinator with IT Improvements, i.e. Server and Workstation Replacements (voted 2018 ATM, funds exp. 6/30/19) (LOE: Low)
3. Assist IT Coordinator in rolling out a cyber security training for employees using Community Compact Funds (LOE: Low?).
4. Route 31 Bridge Grant – Assist Highway/RAC re: design/construction (construction completion required by 12/31/19 based on grant) (LOE: Low)
5. Ball Hill Road Culvert – Assist Highway/RAC re: design (LOE: Low)

Misc:

1. Working with the Police Chief to implement EMT training for police officers using Community Compact Funds (LOE: Low)

The LOE signifies the level of effort required by the Town Administrator (not by her staff or other officials).

** The Selectboard voted all in favor to accept the Town Administrator's FY'19 Goals as written, with the understanding that it may not be feasible to accomplish all listed goals given available resources.*

Town-wide Broadband Initiative

The Selectboard and Town Administrator will continue to work with Charter Communications to bring internet and broadband services to all residents.

East Princeton Village Improvement Project

This project involves the reconstruction of about 1.2 miles of Route 140 centered around the Historic Village of East Princeton. The purpose of the project is to improve safety for the residents and the traveling public as well as to restore the Historic character of the Village. The Selectboard and Town Administrator will work with the Road Advisory Committee to ensure that all legal requirements are met to obtain rights of way and bids on the project. The Town will provide updates regarding construction and other related issues.

Building Stabilization Projects

At the 2018 annual town meeting, voters approved funds for needed repairs for Bagg Hall, the Town Annex and the existing Public Safety Building. The Selectboard and Town Administrator, working with employees and perhaps some townspeople, will start this work.

Develop and Begin Implementation of a Communications Plan

The Selectboard would like to do a better job of communicating with townspeople. It will create a formal communications plan covering means and desired frequency of communications. The Selectboard will begin more regular communications with the townspeople.

New Public Safety Building

Establish a new committee to make recommendations on how to move forward with the public safety complex need. The Selectboard & Town Administrator, along with the support of the Facilities Steering Committee Phase II, would then bring these recommendations to a special town meeting.

Medical Response

The Selectboard & Town Administrator, in collaboration with the Fire Chief and Police Chief, will meet and prepare a plan including budget and timeline (as needed) for the purpose of establishing a more rapid response for medical calls within the town.

Sale of Mechanics Hall

Establish a new committee to research and recommend any restrictions to be placed on the sale of the property. The committee is also asked to develop a description of the property and research methods by which the town can lawfully sell the property. Once complete, the Selectboard will vote the final terms and conditions of the sale, and the Town Administrator will begin the process to advertise the property.

Sell Unused Property

The Selectboard and Town Administrator, working with a team of employees and, perhaps, representatives of one or more committees, will develop guidelines and materials for the sale process and will begin a methodical process of disposal of unused town property.

Increase Selectboard focus on long-term strategic thinking

The Selectboard & Town Administrator will evaluate best practices in the separation of duties between the Selectboard and Town Administrator, with the goal being to effect greater long-term strategic planning.

Teamwork – Selectboard, Town Administrator and Advisory Committee

The Advisory Committee Review Committee recommended that the Selectboard, Town Administrator and Advisory Committee look for ways to improve their working relationship in order to more effectively serve the town. The Selectboard and Town Administrator will engage the Advisory Committee in discussions about effective roles for the Advisory Committee.

Begin Clarifying Roles & Responsibilities: Better Definition for Council on Aging and Council on Aging Director

The Selectboard and Town Administrator, working with the Council on Aging and the Council on Aging Director, will develop a formal Council on Aging committee charge that defines the roles and responsibilities of the Council. In addition, the Selectboard and Town Administrator will review and modify the job description of the Council on Aging Director as necessary to conform to the overall view of the relationship between the Council on Aging and the Council on Aging Director. The Selectboard and Town Administrator see this as a model to be applied to other town committees.

Long-Term Financial Planning

The Selectboard and Town Administrator will continue the work initiated by the Ad-Hoc Financial Group, relating to long-term financial planning, to maintain an updated 5-year plan.

Add a Student to Selectboard as a Deliberating, but Non-Voting, Member

The Selectboard will announce the opportunity, review and select a student, and work to incorporate the student as fully as possible into the Selectboard. The Board would value a younger perspective on issues of import to the town with a secondary goal that the real-life town government experience would be of value to the student.

Town Use of Sonoma Space at Post Office Place

The Selectboard and Town Administrator will continue to work to reach an agreement on the Sonoma space with the Post Office Place management team. Upon signing of a lease, the Town Administrator and Council on Aging Director will oversee the build-out of the space. While the space is under construction, the Selectboard and Town Administrator, working with the Council on Aging Director, will develop a policy on the non- Council on Aging use of the space.

Bagg Hall Renovation/Addition

The Selectboard recognizes that this is still an important need that should be addressed as soon as the board feels comfortable bringing it to the forefront. The Selectboard believes that a new Public Safety building must currently take priority. The Selectboard supports the Friends of Bagg Hall in their fundraising efforts. These efforts will help the community understand what kind of financial support is available to assist the town in meeting future building needs.