

Town Manager Goals and Objectives FISCAL YEAR 2017

Budget and Finances

1. Develop, implement, and manage a balanced budget - Town Manager must develop and manage a balanced budget in conjunction with the Town Accountant, Town Treasurer/Collector, and School Superintendent. The financial team must meet periodically to ensure that the approved budget is maintained as appropriated in order to avoid shortfalls and streamline the financial monitoring process.
2. Town Manager will expect monthly reconciliations from the Town Accountant, Town Treasurer/Collector and the school business office and report findings to the Board of Selectmen.
3. Town Manager will work with the financial team to complete year end closings, reconciliations, research any variances, and prepare for outside Audit by August.
4. Town Manager will implement Auditor's management letter recommendations in conjunction with the Town Accountant and the Town Treasurer/Collector.
5. Develop, manage and implement a five year financial forecast for the Town, as well as a five year Capital Improvement Plan.
6. Town Manager will continue working with MUNIS and all financial officers to ensure that all systems are running efficiently, all necessary staff are trained, and all financial networks are communicating.

Communication

1. The Town Manager will maintain an open and transparent atmosphere and ensure that all Board of Selectmen members are informed of all important matters impacting the town.
2. The Town Manager will keep Board members apprised of any and all legal matters that the Town is involved in, as well as their status.
3. Town Manager will work with the Chairman of the Board of Selectmen to develop an agenda by no later than Wednesday evening before a Monday Board meeting.
4. Town Manager will ensure that all Board members have an emailed copy with a hardcopy of all relevant meeting materials provided no later than 5:00 p.m. on Thursday before a Board meeting.
5. The Town Manager will provide complete and accurate information to Board members as requested. Information is to be shared with Selectmen in a timely manner and the entire Board should be copied when information is requested.

6. The Town Manager shall utilize all sources of media including newspapers, the town website, social media and the town's television station to increase positive communication with all parties. Every effort should be made to highlight the town in a positive way in order to improve the reputation of the town.
7. The Town Manager will continue his positive relationship with the School Administration as it is imperative that the town and school continue to work together in order to progress.
8. The Town Manager will continue communicating and working with business owners, community clubs and organizations, and other town citizens to ensure an easy and open access to town government.
9. The Town Manager will work with the Community Compact to codify human resources policies, update employee performance reviews and personnel plans.
10. The Town Manager will continue working with the Communications Committee to update and increase town communications and web pages.

Business and Economic Development

1. Town Manager will work with all town businesses to improve their opportunity for successful operations in the community.
2. Town Manager will encourage and solicit new manufacturing and/or industrial development in the town and utilize space in the Industrial Park whenever possible.
3. Town Manager will encourage new retail business opportunities in the downtown area in accordance with the Master Plan. The Manager will also to establish a Downtown Partnership among business owners to foster communication among all retailers.
4. Town Manager will take advantage of the town's natural resources, parks and recreation to encourage new business growth in the community.
5. Town Manager will work towards negotiating and implementing the solar field as established.
6. The Town Manager will establish and promote a policy to eliminate blighted properties as soon as possible in order to make the town more attractive to new business.
7. The Town Manager will work with the DPW Director to fund infrastructure maintenance and upkeep and improve roadways.
8. The Town Manager will continue working with the DPW Director to monitor the Transfer Station and improve fiscal solvency.
9. The Town Manager will work with the Enhancement Committee to implement a strategy for revitalizing the downtown area.