

Major Ongoing and Additional Goals Major Goals for the Town Administrator

1. Communication and Community Relations

- Regularly prepare a column and/or press release for local media.
- Write a TA report to the Selectboard biweekly, on average. Each report to include a quantitative measure of the achievement of at least one of the Major Goals. Normally a different goal will be addressed in each report, so that over a period of time, progress in all of the goal areas will be demonstrated.
- Improve the Reverse 911 communication system Be in attendance and participate in major local meetings as well as regional/state meetings.
- Regularly speak to or meet with service clubs/civic organizations.
- Make substantial improvements in the Town's website Maintain open communication with committees, boards, volunteers, and the public, including school department.
- Attend at least four different Town board or commission meetings per year

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Projects and Initiatives

- Undertake a quarterly series of public forums on topics of interest (e.g., on ethics, taxation, strengths and weaknesses of the Town's governance structure) Introduce at least one major innovation, project, or initiative per quarter.
- Regularly report to the Selectboard about ongoing projects/initiatives, including Selectboard/TA responsibilities regarding implementation of the Master Plan. Demonstrate progress toward implementing these Master Plan goals.
- Town website rebuild
- Image building, with a concentration on South Hadley Falls. Work with the Redevelopment Authority as it prepares a redevelopment plan for the Falls.
- Negotiate with Holyoke Gas and Electric regarding the futures of the canal parks and the parking lot in the Falls Employee professional development.

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

3. Management/Policy Development

- Develop or revise three management policies or procedures per quarter
- Submit a proposal for codification of the Town's Bylaws
- Meet regularly with department heads; maintain a record of the dates and general purposes of significant meetings with department heads.
- Hold at least one staff development meeting per quarter.
- Provide opportunities for professional development and/or advancement for staff.

Quantitative evidence of:

- Successful streamlining of departmental interactions. Review the functions of appointed Town commissions and boards and make recommendations to the SB regarding their being continued, merged, or sunsetted.
- Improved workload assignments.
- Increased information sharing.
- Maintaining a positive labor-management climate.

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

4. Efficiencies and Planning

Assist in the Quantitative evidence of:

- development of a Mass. Chapter 40R affordable housing plan for the Falls Attrition-based staff reductions.
- Assist in the dIncreased efficiency in TA-administered programs/programs. evelopment of a town-wide bike path plan
- Successful realignment(s) in staffing/programs.
- Work with the Redevelopment Authority as it prepares a redevelopment plan for the Falls.

Successful cost cutting or planning innovation(s).

Improved delivery of services.

Policy development.

Increase focus on capital planning for physical plants.

Rating:

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Comments:

5. Finance and Economics

- Develop a common financial vision and goals.
- Build multi-year town-wide financial strategies.
- Develop long-term borrowing and debt retirement strategies
- Meet regularly with the CEDC and the RA to discuss/present progress on redevelopment in South Hadley Falls and in other areas of town.
- Regularly meet with local businesses.
- Meet regularly with appropriate financial boards and individuals, school department financial officers, and others, and provide updates to the Selectboard.
- Evidence of improvement in financial planning and operations.

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

** It is recommended that the TA maintain a log of all of his major activities that are directed at the fulfillment of these g
Major Goals.

Summary:

Rating total:

Comments:
