



## ***Town Administrator Goals FY2020***

### **Community and Outreach**

- Strengthen the relationship between local business and town staff by touring one business per month, facilitating a town wide business survey and integrating executive effort with the Economic Development Coordinator and Committee
- Commit to coffee hours in the community quarterly at the Senior Center and the Hub Diner to speak with residents about initiatives and their issues
- Commit to daily, weekly and monthly outreach to the community through Hubbardston Living, Gardner News, Facebook, Twitter and the Town Web site
- Investigate and report findings on improved cell service, water/sewer infrastructure, town pit usage, sale of town owned land and growth opportunities

### **Departments**

- Complete department improvement plans that coordinate with the FY21 budget
- Continue to work with officials from the Quabbin Regional School District to strengthen relationships and improve long-term planning
- Implement all IT upgrades, hardware and software within 48 months
- Commit to scheduled, quarterly meetings with department heads to keep department efforts in line with the strategic vision
- Commit to attending board and committee meetings not previously visited by the end of the fiscal year

### **Human Resources**

- Implement HR consulting to remain compliant with current HR practices, employee training and new hire procedures
- Update all employee folders
- Create an employee welcome guide and welcome committee for new hires
- Get remaining employees on a sustainable and understandable wage plan

### **Budget and Finance**

- Update all financial policies with new town accountant
- Create targets for savings goals that integrate all current long term plans
- Empower the CIPC and integrate this committee into the FY21 budget process
- Improve quarterly financial reports

### **Infrastructure**

- Update the 5-year capital plan to include all potential request through FY25
- Maintain the road maintenance plan at a five year projects
- Visit and document every major piece of infrastructure in town and ensure it is on a plan for eventual updating