

Goals and Objectives
David A. Colton
Town Administrator
2011

1. Financial

Town Administrator shall work closely with the Selectmen, Finance Committee, Budget Sub-committee, and Town Accountant in providing financial leadership. Objectives:

- Develop a three year budget forecast to adapt to economic uncertainties. Present a draft forecast in September 2010.
- Hold no fewer than 3 budget sub-committee meetings in the fall of 2010 to articulate fiscal goals and objectives, as well as strategies for implementation, to the town
- Identify areas for savings and potential budget busters
- Gather departmental budget requests and refine them in coordination with department heads during January 2011
- Present a fiscal year 2012 budget and budget message on or before April 1, 2011 as required by the Town Charter.

2. Human Resources Management and Labor Relations

The Town Administrator shall interact with employee groups in good faith; in an atmosphere of mutual respect and trust.

Objectives:

- Resolve open contracts in a timely manner.
- Produce wage and benefit agreements that are fiscally sound
- Prepare and submit a revised Personnel Plan
- Implement changes to streamline the personnel by-law

3. Community Relations

The Town Administrator shall be an active participant in the Easton community. Objective:

- Attend off hours community events
- Develop positive and productive relationships with civic, business, and other groups important to the Town of Easton

- Produce regular local access TV programming to improve the dissemination of information to the community.
- Conduct the town's business in an open and transparent manner; maintain credibility with the media and general public.

4. Quality of Life

The Town Administrator shall develop and support programs that improve the quality of life for all Easton residents.

- Work with the Council on Aging and Recreation Directors to expand and improve programs
- Continue to make progress on plans to renovate Frothingham Hall
- Support the Land Use Agent in creating a data base of Town owned land and in identifying opportunities for active and passive recreation

5. Planning and Economic Development

The Town Administrator shall actively participate in the planning process especially with regard to housing, economic development, open space enhancement, historic preservation, and transportation enhancement. Objectives:

- Assist the newly hired Planning Director in his transition period
- Continue to find ways to enhance staff support for the Historical Commission, Community Preservation Committee, Planning Board, Conservation Commission and other committees of the Town.
- Develop further support of the Recreation Commission's land development goals utilizing existing staff.
- Work to insure that the planned preservation and reuse of the Easton Shovel Works as housing is implemented with success.
- Help the Easton Affordable Housing Trust through a transition from a start-up agency to an operating one.

6. Infrastructure and Public Works

The Town Administrator shall actively participate in the development of infrastructure improvement planning and implementation.

Objectives:

- Build on the progress made in the implementation of wastewater collection, treatment and disposal options for the Town of Easton in 2010.
- Assist with the implementation of energy efficiency and conservation measures proposed by DPW
- Assist the DPW, School Department and Green Communities Committee in developing a five year plan and grant application to the DOER for its implementation.

- Assist the DPW Director in planning for transportation enhancements in the following locations:
 - The vicinity of the Easton Public School complex
 - Intersection of Foundry Street and Prospect Street
 - Intersection of Routes 138 and 106.

7. Town Government Efficiency and Effectiveness

The Town Administrator shall strive to improve the overall effectiveness and efficiency of Town government. Objectives:

- Ensure that appointed town boards and committees are adequately supported by staff;
- Strive to ensure that the best possible quality of services is delivered to the public with courtesy and respect at all times.
- Continue to annually review the performance of essential department heads and Town Counsel
- Continue the enhancement of the Town's capabilities with regard to the web site.
- Develop a reorganization of The Council on Aging and recreation Departments
- Make substantial progress towards paperless bill presentment.

8. Service and Support to the Board of Selectmen

The Town Administrator shall be responsive to the needs of the Board of Selectmen.

- Objective: Keep the Selectmen well informed of the matters under his control
- Objective: Prepare high quality analyses and accurate information regarding the various issues facing the Town

9. Relationships with other levels of Government

The Town Administrator shall strive to establish positive working relationships with agencies of other towns, the Commonwealth of Massachusetts, and the Government of the United States.

- Objective: Review, analyze, represent and present the position of the town and Board of Selectmen relative to implemented and proposed legislation and governmental policies and regulations.
- Objective: Pursue funding opportunities in support of town priorities and policy goals.
- Objective: Stay abreast of and perform research involving governmental legislation, policies and regulations.

10. Personal and professional growth

The Town Administrator shall pursue his continued growth and advancement and enhance his education for the good of the town.

- Objective: Attend professional meetings, seminars and conferences.
- Objective: Continue active membership in state and national professional organizations.