

October 6, 2014

FROM THE SELECT BOARD:

TOWN MANAGER QUARTERLY OBJECTIVES FOR OCT-NOV-DEC 2014

OBJECTIVE #1

Identify opportunities to reduce the costs of town services in the current year's budget by presenting select board with possibilities or actual reductions made once a month.

EXPECTATIONS

Find areas to minimize expenditures in the current years budget and present on a monthly basis.

OBJECTIVE #2

Manage projects and expenditures to ensure best value of resources using spreadsheets as provided to you by the select board and keep updated.

Employee log books are being recommended as a helpful aid to you.

Spreadsheets to include all projects requiring sealed bids and/or RFP'S and supporting documents, including Town Manager time, town employee's time, all town owned equipment and vehicle time.

EXPECTATIONS

All active projects spreadsheets updated and included in our packets every two weeks.

OBJECTIVE #3

Enhance and encourage internal communication and information sharing with and among employees, select board, and other boards and committees in a timely fashion.

EXPECTATIONS

Agenda packet out at 4:30 pm on Thursday

Any information that needs to be provided to select board or any other boards, committees, commissions for meetings and workshops to be given to select board 48 hours in advance.

Only emergency items may be added to finished agenda or provided at meetings,

Agenda items that have dollar amounts or data needed for select board decisions to be made need to be included in packet, or brought to meeting so you can answer questions with factual information.

OBJECTIVE #4

Pursue any opportunities for inter-local savings.

Example: Purchasing Office Equipment

Cell Phone/ Phone system

Electronic Time Sheets

Review snowplow contract for salt savings

Mutual Aid Fire Dept's. try inter local purchases

EXPECTATIONS

Each meeting provide the select board with any possible inter-local savings.