

Barre Town Administrator  
Goals and Objectives for FY21  
SMART Goals

**Specific, Measurable, Achievable, Relevant, Time Bound**

**1) Community Relations**

- Attend off hour's community events with local businesses, neighborhood, and community groups.
- Develop and maintain Town social media accounts.
- Establish a working business roundtable to better prepare the Town for business development.
- Develop bylaw to have meetings recorded for transparency and accessibility.
- Develop a process for timely posting of electronic meeting minutes

**2) Relationships with Selectboard and other levels of Government**

- Provide a written monthly report that details what has been initiated, made progress, or been accomplished.
- Establish and maintain working relationships with the School Administration.
- Work with CMRPC to identify grant opportunities for various projects.
- Work with state and federal delegations on access to funding and other state and federal opportunities.
- Meet regularly with neighboring towns' administrators to collaborate.

**3) Human Resources and Labor Relations**

- Review and revise position descriptions by FY22.
- Meet with employees in small groups to address inefficiencies and assign projects to improve institutional processes.
- Build communication and collaboration among departments.
- Conduct Wage survey analysis.
- Conduct annual employee evaluations
- Host monthly department meetings
- Communicate with department heads weekly

**4) Financial and Capital Planning**

- Meet regularly with the Finance Team to maintain collaboration between departments and build a strong foundation for future fiscal years.
- Begin FY22 budget draft with Departments in December 2020.
- Develop a schedule and plan of action with Treasurer/Collector and Accountant to get the Town's Bond rating back.
- Review Town Capital Plan.
- Develop a committee with regional school district partners to collaborate and make a plan to set the budget.

- Assist Fire Station Building Committee in process to plan and develop a new fire station.
- Develop plan to address needs at Henry Woods Municipal Building

#### **5) Community and Economic Development**

- Create and maintain a Vacant Property Registry for both residential and commercial/industrial properties in Town.
- Clean up the Town Tax Title list and resolve outstanding cases to collect back tax value, or get properties into compliance.
- Establish and maintain working relationships with area Chambers of Commerce.
- Work on getting a Master Plan process started in FY22.
- Work to revise the Open Space Plan and explore funding opportunities.
- Submit action grants under the Municipal Vulnerability Preparedness (MVP) program