

**(Bold)** - indicates goal leader

	Top Priority	Mid-Priority	Low-Priority
1	<p><i>Reach conclusions on facilities management consolidation and, if appropriate, develop consolidation specifics with Superintendent of Schools and implement consolidation.</i></p> <p><b>Responsibility:</b> (Town Administrator, Deputy Town Administrator, School Administration)</p>		
2	<p><i>Complete evaluation of "human services" departments and, if appropriate, develop and implement specific reorganization plans ideally designed to provide better service while saving money.</i></p> <p><b>Responsibility:</b> (Town Administrator, Deputy Town Administrator)</p>		
3			<p><i>Investigate centralized room scheduling for meeting rooms in Town buildings at a minimum and implement if appropriate.</i></p> <p><b>Responsibility:</b> (TBD)</p>
4			<p><i>Develop consolidated listing of all public social, recreational and educational events offered by Town departments, including Schools if possible. Make this listing available on the town's website and in hard copy at various town and school locations. Update at least monthly, more often if practical.</i></p> <p><b>Responsibility:</b> (TBD)</p>
5		<p><i>Assign one or more people responsibility for the Town of Natick website. This person (or persons) should reorganize the website to make it easier to find things, periodically check that all links are working, information is up-to-date, post information and/or train others to post information, etc. Make sure that complaints about the website are addressed in a timely manner.</i></p> <p><b>Responsibility:</b> (Deputy Town Administrator, Director of Information Technology, Administrative Staff)</p>	
6			<p><i>Evaluate use of technology for communication with Selectmen, e.g., Town email addresses, electronic meeting books, lap tops, etc. Implement decisions made.</i></p> <p><b>Responsibility:</b> (Director of Information Technology, Deputy Town Administrator, Administrative Staff, Selectmen)</p>
7			<p><i>Evaluate feasibility and cost of shift of current policy which stipulates that no improvements (i.e. paving, tree work, etc) are made to unaccepted roads other than to ensure safe passage for</i></p> <p><b>Responsibility:</b> (Director of Public Works, Town Counsel)</p>
8	<p><i>Continue to refine and improve "Performance Measurement" process; provide measurable efficiency improvements in the FY 2013 budget documents for some major function(s) in each department.</i></p> <p><b>Responsibility:</b> (Town Administrator, Deputy Town Administrator, Department Heads)</p>		

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	Top Priority	Mid-Priority	Low-Priority
<b>9</b>	<i>Assess the level of funding needed for the health insurance safety net, and see how the Town can best utilize new legislation regarding municipal health insurance reform if enacted.</i>		
	Responsibility: <b>(Town Administrator, Deputy Town Administrator, Director of Personnel)</b>		
<b>10</b>	<i>Implement new Chart of Accounts, MUNIS payroll system and new purchase order system throughout the organization</i>		
	Responsibility: <b>(Comptroller, Department Heads, All Clerical Staff)</b>		
<b>11</b>	<i>Begin to address document storage and archiving issues</i>		
	Responsibility: <b>(Director of Information Technology, Deputy Town Administrator, Town Clerk, Administrative Staff)</b>		
<b>12</b>	<i>Provide leadership regarding the re-writing of the Zoning By-Law</i>		
	Responsibility: <b>(Town Administrator, Community Development Director)</b>		
<b>13</b>	<i>Continue evaluation of Regional Dispatch</i>		
	Responsibility: <b>(Town Administrator)</b>		
<b>14</b>	<i>Conduct collective bargaining with 10 unions</i>		
	Responsibility: <b>(Town Administrator, Director of Personnel, Deputy Town Administrator)</b>		
<b>15</b>	<i>Advance the disposition process for Eliot School and East School</i>		
	Responsibility: <b>(Town Administrator, Appointed Committee)</b>		
<b>16</b>	<i>Implement recently purchased Reverse 911 System</i>		
	Responsibility: <b>(Police Chief, Fire Chief, Town Administrator, Director of Information Technology)</b>		
<b>17</b>	<i>Finalize acquisition process for state-owned land next to Fire Station #4</i>		
	Responsibility: <b>(Town Administrator)</b>		
<b>18</b>	<i>Inventory Town-owned land and recommend parcels to be disposed</i>		
	Responsibility: <b>(Town Collector, Department of Public Works (GIS), Tax Title Counsel)</b>		

**Consolidated FY 2012 Town Administrator Goals**

*approved by BOS - August 1, 2011*

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	Top Priority	Mid-Priority	Low-Priority
<b>19</b>	<i>Employee evaluations</i> <ul style="list-style-type: none"> <li>o <i>Extend into lower levels of non-union personnel</i></li> <li>o <i>Develop employee goals</i></li> <li>o <i>Train department heads</i></li> <li>o <i>Complete prior to January 1 to budget for FY 2013</i></li> </ul>		
	Responsibility: (Town Administrator, <b>Director of Personnel</b> , Department Heads)		
<b>20</b>	<i>Revise projected impact on taxpayers of High School and Community/Senior Center projects based on actual bid costs; evaluate use of Capital Stabilization Fund to further mitigate impact</i>		
	Responsibility: ( <b>Finance Director</b> , Town Administrator, Deputy Town Administrator)		
<b>21</b>	<i>Development of a plan for capital spending so as to stabilize debt spending</i>		
	Responsibility: ( <b>Finance Director</b> , Deputy Town Administrator)		
<b>22</b>	<i>Expand/review Capital Plan to include mid to long range planning and operating budget impacts for all projects</i>		
	Responsibility: ( <b>Finance Director</b> , Deputy Town Administrator)		