

Town of Topsfield

FY14 Town Administrator Goals

1. **Orientation:** Meet with the employees, officials and citizens of the Town of Topsfield to become familiar and knowledgeable about the Town's public services and community challenges; Review key documents to become knowledgeable about the Town's fiscal condition, budget priorities, capital needs, Town bylaws and general operations.
2. **Pay & Classification Study:** Coordinate all town-wide activities necessary to complete the Town's Pay and Classification Study; Work with consultant to review recommendations for prioritization and implementation.
3. **Capital Projects:** Review Facilities Maintenance and Feasibility Study; Prepare a schedule of capital projects to be coordinated in FY 14 and proposed for FY15; Compile all town-wide capital funding requests to begin planning for a multi-year capital improvement plan.
4. **Budget Preparation:** Compile, review & prioritize departmental budget requests from departments under the authority of the Board of Selectmen; Coordinate budget consolidation process for all Town departments; Prepare recommendations for Selectmen review before submission of budget recommendations to Finance Committee.
5. **Town Meeting:** Coordinate department-wide activities and logistics for the 2014 Annual and Special Town Meetings; Compile and track all individual articles from various departments, boards and committees to be considered for placement on the draft warrant; Work with Town Counsel, departments, board and committee chairs, as needed, to draft and revise proposed articles; Compile proposed articles to prepare a draft warrant for Selectmen review and vote of approval.
6. **Health Insurance:** Review Topsfield health insurance claims history, premium trends, current health plan offerings and the GIC benchmarks; Working with MIIA Representative and Treasurer, identify potential savings opportunities and cost impacts; Develop recommendations for the Board's consideration and for discussion with the Town's Insurance Advisory Committee.
7. **Collective Bargaining & Labor Relations:** Review all labor contracts; Identify, and attempt to settle or resolve, any outstanding contract issues; Working with Special Labor Counsel, and in consultation with department heads, develop recommendations and a model negotiations strategy for the Selectmen's approval and vote.
8. **Board Policies & Procedures:** Prepare recommendations/options to the Board of Selectmen for recommended policies and procedures, particularly in regards to the new responsibilities as voted into the Town Administrator's new job description.

Voted by the Board of Selectmen on Monday, December 9, 2013