

2019 - 2020 Fellowship Work Plan

Project	Details	Coordination	Timing/Status
Learning Opportunities			
Professional Development and Networking Opportunities	ICMA Annual Conference, Emerging Leaders Program, MMA meetings, Future Managers, BOS Meetings, Budget Summits	Town Manager, Assistant Town Manager (ATM)	ongoing
Town Manager - General Government Oversight			
Office support	TOB phones; office coverage; and events as requested	ATM	ongoing
Selectmen Orientation	Update the BOS orientation Guide	ATM	3/1/2019- annual process
Senior Management Team	Assist with planning and logistics for annual retreat for Senior Manager's	Town Manager, ATM Facilitator	8/1/2019
Board of Selectmen	Assist with annual goal setting for the BOS	Town Manager, ATM	6/1/2019
Senior Management Team	Assist with annual Goal Setting for the Senior Management Team	Town Manager, ATM	5/1/2020
Development - Middle Manager's	Co-facilitate ICMA Middle Managers' Program	ATM	9/1/2019
Citizens Academy	planning, publicity, registration, logistics, coordination, attendance, and evaluation	Town Manager, ATM	8/19-12/19/annual
Town Meeting support	Special Town Meeting preparation	ATM	Fall 2019
	Annual Town Meeting preparation	ATM	Spring 2020
Town Manager Budget	Coordinate, prepare, present Town Manager's Office FY20 budget	Town Manager, ATM	10/1/2019
Town Report	Draft financial section for Manager's Office	Finance Director	10/1/2019
National Grid	Mass. Save Program Coordination	ATM	on-going
Community Choice Program	Serve as Town contact for Community Choice Program	ATM	on- going
20/20 Vision Committee	Provide staff support and coordination with Town Manager	Town Manager	ongoing
Human Resources			
Collective bargaining support	participate collective bargaining meeting	Town Manager, Human Resource Director (HRD)	on-going for 9 bargaining units 2018-2019
	prepare comparable community data		
	participate health care coalition		
Administrative Directives	social media policy	ATM/HRD/IT	2018-2019
	password policy		
Recruitment	Assist in employee recruitment both at the staff level and Senior Manager level	Human Resource Director	as needed
Organizational Training	Assist with the planning, logoistics of staff training	ATM, HRD	on-going
Webpages	Assist in review and developing a more robust web presence	ATM, HRD/IT/PIO	
Economic Development / Land Use			
Hartwell North	Assist as project move forward	Economic Development Director	
Department Projects			
Storm Water Utility DPW	Storm Water Utility Investigation Program	DPW Director - Town Engineer	
Electronic Process Improvements-IT	DocuSign, Workiva (possible), other pilot programs to implement/test throughout the year	IT	2018-2019
Mentor program-TMO	1-Research otherTowns programs 2-Research options ICMA/ELGL/MMMA 3-Interviewing current employees 4-Produce comprehensive report including findings and recommendation	ATM	2018-2019
Transportation	With Lexington taking the lead on the Regionalization and Efficiencies grant, part of the Community Compact Grant program, this will be a great opportunity. RFPs are due back on May 7 so we will have a scope of work to narrow in on. Susan and Charlotte are on board with having Rajon work closely with them on this project	Human Services Director (HSD)/ATM	2018-2019
DPF	Creating a format for the 20 year capital plan	DPF Director	2018-2019
Employee Academy	planning, publicity, registration, logistics, coordination, attendance, and evaluation	ATM	9/18-3/19