



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Town Manager**

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## **Town Manager Goals Through April 1, 2026**

**To ensure continuity of services and operations, mitigate staff burnout, encourage positive morale and workplace stability for employees, and to ensure focus on forward-focused financial planning and strategy, the Town Manager will achieve the following:**

- (1) By March 1, 2026, successfully recruit and train qualified candidates for the (1) Human Resources Coordinator, (2) Treasurer/ Assistant Collector, and (3) Board/Committee/Commission Support in the manner prescribed by Select Board Policy 25: Town Manager's Powers of Appointment. Each incumbent will be introduced to the Select Board as is customary, allowing the Select Board to track the progress of this goal.

**To allow for implementation of the Town Manager's Administrative Department Reorganization Plan, and to encourage effective delegation and time management by the Manager, while ensuring compliance with human resources requirements and streamlining and centralizing human resources functions, the Town Manager will achieve the following:**

- (2) By April 1, 2026, the Town Manager shall provide the Human Resources Coordinator incumbent with on-the-job training and knowledge transfer to include: reviewing collective bargaining agreements, personnel bylaws, and relevant town policies; reviewing hiring and personnel action processes; reviewing current procedures for various human resources duties; transferring login credentials and access to personnel files and other human resources files; identifying key contacts in the organization and outside related to human resources and ADA Coordinator functions; and debriefs on current human resources initiatives and challenges. Further, the Manager will work with the incumbent to identify appropriate areas of professional development and preliminary goals. The Town Manager will report out on progress incrementally after hire.

**To encourage transparency and clarity between the staff, the public, and the Town Manager's Office, and to ensure the success of future collective bargaining negotiations, the Town Manager will achieve the following:**

- (3) By February 1, 2026, the Town Manager will prepare or facilitate the preparation of the four (4) July 1, 2025 through June 30, 2028 integrated collective bargaining agreements. Each of these agreements will be signed by the Select Board and the respective union and fully executed copies will be posted to the Personnel page of the Town website.

**To encourage transparency, ensure compliance with the Open Meeting Law, and to facilitate operational efficiency, the Town Manager will achieve the following:**

(4) By February 1, 2026, the Town Manager will complete an executive session minutes project that will include:

- a. Posting all released executive session minutes for calendar years 2020, 2021, 2022, 2023, 2024, and 2025 to the Town website;
- b. Establish a process to ensure that as executive session minutes are approved for release, that they are posted to the website within 30 days of approval;
- c. Review and identify all held executive session minutes from 2020, 2021, 2022, 2023, 2024 and 2025, to determine the reason said minutes were held and to document the reason in a tracking system (excel document) to be shared with the Select Board, and to provide a recommended plan for the Board's periodic review of held minutes to determine potential release.

**To support the Town Manager's professional development and improvement, the Town Manager will achieve the following:**

(5) By April 1, 2026, the Town Manager will apply to the International City/County Management Association's (ICMA) Voluntary Credentialing Program and will take the associated assessment. The Town Manager will report to the Board when the application is submitted and when the assessment is completed.