

**Town of Pepperell**  
**Goals and Objectives Form**  
*March, 2010*

**Department:** Town Administrator

**GOAL:** (One sentence)

Develop a strategic plan to create a sustainable financial base to adequately fund municipal services

**OBJECTIVE:** (One to three sentences)

Create a forecasting procedure which gives accurate indicators of cost and revenue projections

**Tasks or Activities** (List two-three pertinent projects, with time lines).

Continue to engage the financial group in reviewing all accounts

Review revenue sources both current and potential

**OBJECTIVE:** (One to three sentences)

Create a needs assessment for capital expenditures

**Tasks or Activities** (List two-three pertinent projects, with time lines).

Engage the Capital Program Committee early in Fiscal Year 2011 to establish a long-term capital plan

Review our present debt funding and review alternatives to using operating funds for capital debt

**OBJECTIVE:** (One to three sentences)

Stress economic development which captures the uniqueness of Pepperell as a community and location

**Tasks or Activities** (List two-three pertinent projects, with time lines).

Work with appropriate departments to create zoning which meets the needs of sustainable and environmental sound economic development

Work with State agencies to promote Pepperell as a unique and business friendly community

**GOAL:** (One sentence)

Instill upon the community a sense of pride and confidence in the services provided to them through the local municipal government

**OBJECTIVE:** (One to three sentences)

Develop a plan to educate the community on the goals and objectives of the departments, not only on the question of how funds are spent, but more importantly reasons for the services

**Tasks or Activities** (List two-three pertinent projects, with time lines).

Have department heads develop a list of goals and objectives for FY 2011

Educate the department heads on the process of setting goals and objectives and their importance to developing a budget

Distribute this initial set of goals and objectives to the community

**OBJECTIVE:** (One to three sentences)

Work with Town officials to understand the goals and objectives of the departments and the resources necessary to carrying out what has been identified as the priorities for the departments

**Tasks or Activities** (List two-three pertinent projects, with time lines).

Publish the current list of goals and objectives

Institute a budget process that intermingles funding with management goals