

**2017 - 2018 Internship Work Plan**

Project	Details	Coordination	Timing/Status
<b>Learning Opportunities</b>			
Professional Development and Networking	ICMA Annual Conference, Emerging Leaders Program, MMA meetings, Future Managers, BOS Meetings, Budget Summits	Town Manager, Assistant Town Manager (ATM)	ongoing
<b>Town Manager - General Government Oversight</b>			
Office support	TOB phones; office coverage; and events as requested	ATM	ongoing
Pelham Road Facility	Assist with Program Development for Pelham Road Community Center options	Town Manager, ATM, Recreation & Community Program Director	Fall 2017
Selectmen Orientation	Update the BOS orientation Guide	ATM	3/1/2017 - annual process
Development - Middle Manager's	Co-facilitate ICMA Middle Managers' Program	ATM	17-Sep
National Grid	Mass. Save Program Coordination	ATM	on-going
Community Choice Program	Serve as Town contact for Community Choice Program	ATM	on- going
Town Manager Budget	Coordinate, prepare, present Town Manager's Office FY19 budget	Town Manager, ATM	Oct-17
Senior Management Team	Assist with planning and logistics for annual retreat for Senior Manager's	Town Manager, ATM Facilitator	Sep-17
Town Report	Draft financial section for Manager's Office	Finance Director	Oct-17
Board of Selectmen	Assist with annual goal setting for the BOS	Town Manager, ATM	Jun-17
20/20 Vision Committee	Provide staff support and coordination with Town Manager	Town Manager	ongoing
Senior Management Team	Assist with annual Goal Setting for the Senior Management Team	Town Manager, ATM	5/1/2017
Citizens Academy	planning, publicity, registration, logistics, coordination, attendance, and evaluation	Town Manager, ATM	8/17 - 12/17
Town Meeting support	•Annual Town Meeting preparation	ATM	Spring 2018
	•Special Town Meeting preparation	ATM	Fall 2017
<b>Human Resources</b>			
Collective bargaining support	participate collective bargaining meeting	Town Manager, Human Resource Director (HRD)	on-going for 9 bargaining units 2018
	prepare comparable community data		
	participate health care coalition		
Administrative Directives	management of Town property	ATM	
	computer use 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, logistics of staff training	ATM, HRD	on-going
Webpages	Assist in review and developing a more robust web presence	ATM, HRD	
<b>Economic Development / Land Use</b>			
Parking Analysis	Phase 2 Center Parking Data	Economic Development Director	
<b>Department Projects</b>			
Storm Water Utility DPW	Storm Water Utility Investigation Program	DPW Director - Town Engineer	
Hartwell - Compost Facility review fees	Fee review for compost materials, permits and punch card system	DPW Director	Aug-17
Fire Department	Provide assistance as needed with the development of a new Fire Headquarters	Town Manager, Fire Chief	Fall 2017