**Template for writing a S.M.A.R.T. Goal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal: Implement priority LRRP & Master Plan projects**

1. **Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal*?)

**Given capacity limitations, it will be important to create a Grant Matrix to identify the various local, state, and federal and grant programs to leverage funds to support the implementation of projects and planning efforts** **identified through the Local Rapid Response Plan and Master Plan efforts. Additional feedback on prioritization of specific projects will be needed from the Planning Board, Board of Selectmen, Town Administrator’s Office, and Master Plan Steering Committee.**

2. **Measurable** (*How can you measure progress and know if you’ve successfully met your goal?*):

**Creating the Matrix is the first deliverable. Creation of an updated business roster for ED outreach and communication would be another short-term deliverable (winter).** **Creation of a business roster for ED outreach. Researching and applying for the grants will be ongoing, but it is challenging to identify a useful metric.**

3. **Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

**Yes; the development of the Matrix is already underway. Additionally, I have successfully applied for local and state grants in each of the last five years. That said, I would like to attend a workshop or training on interactive “Story Maps,” which will be a feature of the final Master Plan.**

4. **Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

**Identifying and applying for potential funding resources to implement Town goals is an annual process; however, the recent LRRP and ongoing Master Plan process will identify specific priority actions.**

5. **Time-bound** (*What’s the deadline and is it realistic?*):

**There are various grant windows through the course of the year, depending on the source of funds. Furthermore, we will be able to perform some recommended tasks (e.g. Create a Business Roster) in-house.**

Employee’s Signature Date

(This signature does not imply agreement or disagreement with the evaluation but only indicates the employee has read it and been provided an opportunity to respond if he/she chooses to do so. The employee also understands that the Performance Evaluation will be placed in their Employee File.)

Matt Mecum, Chair Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Seth Ridinger Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Jamie Underwood Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)