

Report of the Town Administrator

August 9, 2016

1. Personnel Updates-

- a. Department Head Quarterly Reports- A memo to all department heads was issued last week to bring everyone back into the habit of submitting quarterly reports. I intend to have these reports in your packets for selectmen meetings each quarter.

• **Board Action Requested-** None.

- b. Red Flag Complaint- Someone within the organization, as is their right, has anonymously filed a Red Flag Complaint against me (see enclosed). The process is set that when a complaint is filed it comes to our Auditors, the town accountant and to me. In this case the complaint did not come to me as it was about me. When the town accountant got the complaint she reached out to counsel for guidance. He advised that I receive a copy of the complaint to offer a “defense” of myself, to then seek a vote of the Board as to whether or not you find merit in the complaint or not and to then notify the complainant of your determination, anonymously again, through the Red Flag software program.

• **Board Action Requested-** Allow me to “defend” myself against these three listed issues and if you feel able, vote to find the complaint(s) with or without merit.

- c. Cleaning Contract- Prior to making the final award on the cleaning contract I came across information that caused one of the proposers to be deemed unresponsive. The net result of this determination is that our prior cleaning company--- This and That--- has been awarded the contract. The owner of the company, Facilities Director mark Mercurio and I met last week and the company is set to begin this week.

• **Board Action Requested-** None.

2. Financial Updates-

- a. Community Compact- The personnel from the McCormack Institute at UMass Boston will be in town for a project kickoff meeting on August 16, 2016 at 11:00am in the Selectmen’s chambers. I will have all of the finance team in the meeting and I encourage the Board to pick a member to serve as the liaison. I am asking the same of the Finance Committee.

Board Action Requested- None requested.

- b. FY16 Audit- Our auditors have been back in town hall continuing our annual independent audit.

Board Action Requested- None requested.

3. Project Updates-

- a. FEMA/MEMA Generator Grants- We have been approved for an extension on our generator grants until December 31, 2016. I’d like to thank TEMA chair and vice chair, Shirley Coit and

Tom Whittier for carrying the ball this far and I'd like to ask the Board's vote to designate me the Authorized Signatory and Project manager per the FEMA/MEMA grant requirements.

Board Action Requested- If it would please the Board....

SAMPLE MOTION- I move to name James Kreidler as the Authorized Signatory and Project Manager for the Hazard Mitigation Program Community Shelter Generator and Senior Housing Generator.

- b. Open Gov- I have been researching additional software platforms that can offer us the transparency and utility of the Open Gov platform. Selectman King and I have spoken about a few options. My goal would be to have two to three vendors come in before you to make presentations for your consideration.

Board Action Requested: Your thoughts please.

- c. Policies- I had enclosed DRAFT copies of the first and second policy pieces for your review and consideration at your last meeting. You will recall they were Board Policies and Procedures and a Board and Committee Handbook. Have you each had the opportunity to review them?

Board Action Requested: Please review and let's discuss.

- 4. Miscellaneous Updates- None