

Report of the Acting Town Manager

May 6, 2015

1. Personnel Updates-

- a. Library Director** – Beals Memorial Library has been without a Director for the past five months with the retirement of Julia White Cardinal. The staff, Trustees and Friends of the Library have done an extraordinary job going above and beyond keeping the Library staffed and opened. On March 26th, we welcomed an Interim Library Director, Brian Tata. He was supplied through the Mass. Library Systems BiblioTemps. Mr. Tata jumped right in and has done a great job in the few weeks he was the Interim. He was one of the candidates that had applied for the permanent position. After interviews by the Library Trustees and myself, Mr. Tata has been appointed to the position of Library Director effective tomorrow, May 7, 2015. A copy of his resume is included. It is customary for the Town Manager to bring appointments to the Board for their affirmation.

Action Requested: If it would please the Board, a vote to affirm the action.

- b. Land Use Clerk** – The Building Land Use Clerk position has been vacant for a few months. After posting in house, Deb Skinner, the current part-time Asst. Town Clerk, has expressed interest and appointed to this position. She will work full-time for the Town, 20 hours in the Town Clerk's office and 17 hours in the Land Use office.

Action Requested: If it would please the Board, a vote to affirm the action.

2. Financial Update –

- a. Spending Freeze** – Please find enclosed a Spending Freeze Memorandum from the Town Accountant for all Town Municipal Departments. Any expenditure's that are not a contractual obligation and that is equal to or in excess of \$150.00 must have prior authorization from the Town Accountant and the Town Manager's office.

Action Requested: None.