TO: Board of Selectmen

FROM: Norman Khumalo

DATE: August 11, 2011

REF.: Town Manager Report for the August 16, 2011 BoS meeting

1. Request to lift hiring freeze: Assistant Town Accountant :
   Included in your packet is the completed requisition form and job description for Assistant Town Accountant position. I respectfully request the Board to lift the hiring freeze for the Assistant Accountant position for the following reasons:
   a) This position is mission critical relative to preserving the town's accounting functions.
   b) There are pending end-of-fiscal year and beginning-of-fiscal year projects that could be jeopardized by failure to fill this position.
   c) Position fulfills a key role in risk management and the town's audit functions.

2. IT Coordinator position :
   This is intended to update the board on steps I have taken to move forward the hiring of the IT Coordinator. I have assembled an interview panel including Maryrose DeGroot (HR Director), Bob Bushway (Assessors), Joe Bennett, Kathy Dooley and Ken Clark. I have also invited John Mosher to participate and he has volunteered to join the panel. Interviews will be scheduled next week, of which a recommendation from the panel will be forwarded by end of the week.

3. Municipal Elections to the Boston Region Metropolitan Planning Organization (MPO)
   Elaine Lazarus has advised me that the local MPO local municipal seats are up for election in October 2011. Hopkinton is currently an elected representative with the term expiring this year. If the Town wants to run again, nomination papers are due by September 23. Per Elaine, a few other communities in South West Advisory Planning Committee (SWAP) have expressed interest in running. Hopkinton could put its name either for the SWAP seat or one of the two at- large seats. I respectfully respect the board direction on whether Hopkinton wants to run for any of the named seats.