

MEMO

DATE: July 13, 2021
FROM: Michael Maniscalco
TO: Town Council
SUBJECT: Transparency Report
CC: Scott Roberts & Vanessa Perry

Item Num	Action Item	Ranking	Notes
1	Digital Audio and Video made available to the public through web and app	Complete	All meetings are recorded digitally either in video or audio and then posted on the Town website.
2	Agendas and minutes Updated on Website	On-going	All major Boards and Commissions are up to date. There are a couple of minor Boards whose minutes are not up to date by 2 meetings or have not met during the pandemic.
3	Advertise and Use Connect SW App	Complete	The application has been updated to work with the latest iOS version for iPhone. We receive daily DPW work requests thru the system. We have posted about the upgrade on social media (FB) as well.
4	Increase Social Media Presence	Complete	The Town currently operates a Facebook page and Twitter account. Additionally, the Health Department, Parks and Recreation, Fire Marshal, Public Works, Youth & Family Services, Senior Center, Food and Fuel Bank, SWAN Parenting, Teen Center, Police Department, and Emergency Management all have and operate a Facebook pages. The Police Department, Public Work and Recreation also operate Instagram account. The Town and Recreation Department have YouTube Channels.
5	Monthly Email Blast Subscription	On-going	Monthly the Town Managers office sends out an email blast through thr reverse 911 system that is a boiled down version of the Town Managers report that is sent to the Town Council.
6	Town Billboard	In Progress	The DPW is currently working on installing electronic signs.
7	Staff and Board Chair Email Access	Complete	All staff have email access. The entire Town Council has email and laptops. Any Board Chairs that have asked for email have been granted. Some have opted out based on the FOI presentation.
8	Opportunities to involve Unaffiliated Voters	Not Started	Not sure who responsibility this is but it seems to be the responsibility of the Town Council.
9	Instructional video to explain how residents can get involved	Not Started	GMedia is willing to create videos is someone has ideas.
10	Make website and app more user friendly	Complete	Website and SW Connect was updated recently.
	KEY:		
	Not Started		
	In Progress		
	On-going		
	Complete		