

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		All meetings are recorded digitally either in video or audio and then posted on the Town website.
2	Agendas and minutes Updated on Website		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		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		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		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		The DPW is currently working on installing electronic signs.
7	Staff and Board Chair Email Access		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 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		GMedia is willing to create videos is someone has ideas.
10	Make website and app more user friendly		Website and SW Connect was updated recently.
	KEY:		
	Not Started		
	In Progress		
	On-going		
	Complete		