



MEMORANDUM

To: Town Council

From: Ray Carpentino, Town Manager

Date: 9/16/2024

Subject: Town Manager's Report

Copies: File

Town Clerk

- The Office has been receiving applications for the upcoming Presidential Election in person, mail and through the electronic absentee ballot portal. They are seeing an increase in requests for ballots to be sent out of the country through the electronic absentee ballot portal.
- The Office provided support to the Registrar of Voters' on the August 13, 2024 Republican Primary. They processed 32 early voting ballots over the seven days of early voting and received back 20 voted absentee ballots. A total 169 individuals voted on August 13, 2024 at their polling place.

IT

- A pilot of FIDO2 keys for phishing resistant authentication for cyber security compliance has started. This will eventually replace passwords.

Registrars

- The Town Manager entered into an "Electronic Voting Equipment Lease Agreement" with the State of CT for the lease of 14 DS300 electronic ballot box voting machines (tabulators) and ancillary equipment. The lease payment for the 10-year lease term is \$1.

HRLC

- HRLC has moved forward with the development of the, Centralized On-line System for Volunteer & Community Engagement Opportunities with the support of IT's Media Coordinator.
- Multiple positions have advanced to the interview stages of the search process, including a) the search for a Mini Bus Driver b) the search for an Economic and Business Development Manager, and c) the search for a Per Diem Custodian—which resulted in a hire.

Finance & Operations

- Our Finance Department, principally, Mona McKim, our Director of Finance, received the GFOA "Certificate of Recognition for Budget Preparation" for our 2024-25 budget. This is the second consecutive year receiving the GFOA award, and the second year the Town has ever received such award.
- Staff has been working extended hours on finalized reporting for audit fieldwork (09/02-09/14).
- The Director conducted the Firehouse Roof Bid. Four bids were received. The low bid was \$141,000.
- Finance Staff trained departments and staff on electronic (paperless) time sheets for part-time staff.

