



Joan McNamara <jmcnamara@natickma.org>

Fwd: Temporary Comptroller

Jonathan Freedman <jfreedman@natickma.org>

Mon, Feb 22, 2021 at 5:51 PM

To: Joan McNamara <jmcnamara@natickma.org>, Selectmen <selectmen@natickma.org>

Cc: Robert Rooney <rrooney@natickma.org>, John Townsend <jtownsend@natickma.org>, James Errickson <jerrickson@natickma.org>

Board members -- FYI.

Joan -- please upload John's email to Novus for the Acting Comptroller Appointment item.

Thanks,

Jonathan

Jonathan Freedman
Chair, Natick Select Board

Please note that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law (M.G.L. c. 66 § 10).

----- Forwarded message -----

From: **John Townsend** <jtownsend@natickma.org>

Date: Mon, Feb 22, 2021 at 3:00 PM

Subject: Temporary Comptroller

To: Jonathan Freedman <jfreedman@natickma.org>

Cc: Robert Rooney <rrooney@natickma.org>

Hi Jonathan

We have been working on our transition plans for the Comptroller position and after evaluating the Office and work loads we have determined that Francesse Dorval, the Assistant Comptroller is the best person to assume the role of temporary Comptroller while we search for a permanent replacement and recommend that the Board appoint her to the position of Temporary Comptroller. As the Assistant Comptroller, Francesse is well versed in the operations of the office, knows the staff, gets along well with other members of the Finance Department (she does the reconciliation of cash from the Collector's Office and works well with the staff there), has been working with Arti on the on-going audit and is familiar with the next big upcoming event for the Comptroller's office, the year end close. I will be making some adjustment to the workflows of the Comptroller's Office, Assistant Director of Finance Juiling De Los Reyes will be taking over the administrative management of MUNIS and project manager responsibilities for the Accounts Receivable Module Upgrade and Thomas Muy Finance Coordinator will assume the back-up responsibilities for payroll. Of course both myself and Ms. Del Los Reyes will be available to provide any additional support that Francesse may need.

The search for a new comptroller has started out slowly, however, we have in recent days received a couple of resumes that may sort of have some potential. We'll keep the Board updated as we move along.

Please let me know if you have any questions regarding the plan. If it sounds reasonable, I'll have Francesse at the meeting on Wednesday to introduce her to the Board and answer any questions they may have. Thanks.

John
John M. Townsend
Deputy Town Administrator/Finance Director
Town of Natick
508-647-6416