

## Town Administrator Update

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Date: April 27, 2026

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Reporting Period April 15, 2026 – April 23, 2026

### 1. General Update

- Working on the transition to include the Interim Town Administrator position into the daily schedule.
- Worked with outside IT to acquire access to files, emails and computers associated with the Administrator

### 2. Town Office

- Personnel record updating
- PACIF safety grant
- Vermont Gas – valuation issues found by the assessors office
- Town Administrator position posted on VLCT, town website, Facebook, Front Porch Forum
  - Received 3 resumes
  - Posting closes May 8<sup>th</sup> at 4:00pm
- Emergency management plan
- Audit
- Philo updated the server for the access card readers
- GCEC meeting to discuss plans for the 250th celebrations

### 3. Town Clerk

- Working on new Dog License software from NEMRC
- Avenu contract renewal

### 4. Planning & Zoning

- DRB public meeting on a 3-lot subdivision of mixed residential/commercial in the Business District
- Administrative 2-lot subdivision of a lot on Cadieux Road
- Administrative 2-lot subdivision of a lot on Ethan Allen Highway – includes new residential dwelling
- Finished updates to CloudPermit for Building, Licensing, and Planning modules
  - Well received by public
  - Working on improvements in the office to assist with the application process for some individuals

- Signed contract for Property module with CloudPermit scheduled kickoff for April 30<sup>th</sup>
- Will be starting second round of letters for STR's. Currently issued 15 licenses.

## **5. Public Works**

- Updated the highway grant application as requested by VTrans
- Fix issue with beach gate not closing – sensor issue
- Signed agreement and deposit check for Cadieux Carpentry for beach update
- Posted job openings for Road Crew and Beach Caretaker
- Culvert issue on Goodrich Hill Road Class 4 road
- VOSHA site visit May 7th

## **6. Ongoing Projects**

- Library joint meeting follow up
- Grant procedures for new online folders
- Dental rate changes coming July 1<sup>st</sup>
- Better Roads Grant
- Animal Control Impound
- NEW – CHIP policy
- Village Designation with RPC
- Law enforcement contract June 30
- LMS/GIDC tour