



# Administrative Services Report

## February 2026

### Budget

- Raftelis presented alternative water and sewer rate structures at February workshop.
- FY27 budget balancing continues.
- Nonprofit Partnership application period is open (closes March 31)

### Communications

- Completed affordable housing webpage.
- Shared information on annual, monthlong switch to chlorine disinfection through news releases, social media, bill messages and bill inserts.
- Prepared public access training.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Police ALERT Administrative Intern	Started 2/16.
Police Officer	Continuous Recruitment.
Police Sergeant	Closed 2/1.
Utility Maintenance Technician	Reviewing applications.

### Diversity, Equity and Inclusion:

- Continuing to keep up to date with status of House Bill 171 Equality in State Agencies/Prohibition on DEI.

### Information Technology

- AI Policy Draft Development Continues
- Physical Security Group – Next Steps
- Password Manager and Strong MFA Rollout Continues

### Safety and Risk Management

- Quarterly random drug testing was completed.
- CPR/AED/First Aid classes started.