



Administrative Services Report

December 2025

Budget

- Operating budget requests were due 12/19.

Communications

- Conducted division retreat with operational review and priority setting for remainder of Fiscal Year 2026 and for Fiscal Year 2027. Created secondary logo for emergency management.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Started 12/15/25.
Police Officer	Continuous recruitment.
Police Sergeant	Closes 2/1/26.
Utility Maintenance Technician	Open until filled.

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

- Post Event – Implementing improved security best practices, documenting, and working with Cybersecurity insurance provider, vendors, and counsel.
- Streamlining paid services by eliminating duplication or extraneous services that are no longer in use (cellphones, internet service providers, fax, landlines, software).
- Kicking off physical security working group to focus on cross departmental collaboration with focus on physical security systems, infrastructure, processes, and documentation
- Setting up and testing new processes and procedures with Patch Testing group for better testing and rollout of changes, updates, and procedures.

Safety and Risk Management

- Along with the Emergency Operations team we rolled out Winter Weather Kickoff where workplace safety and policies were discussed with supervisors and employees.
- Closed out the Chantal claim for equipment damage where we received \$276,866 in damage reimbursement.