



TOWN OF HILLSBOROUGH

Administrative Services Report

November 2025

Budget

- Capital Improvement Plan requests for FY27-33 were submitted November 21st.
- Operating budget requests are due December 19th.
- Water and Sewer Rate Structure study is continuing.

Communications

- Website — Created online curbside collections calendar and meetings calendar for elected and appointed boards.
- Other — Finalized public access signage. Finalized and translated mailer on project for Lawndale Sewer Basin. Started making initial plans for Government 101 changes for 2026.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payroll.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Offer accepted. Start date TBD.
Police Officer	Continuous recruitment.

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

- Verizon account updated with correct names, distributions, deadlines cut off, devices upgraded, best plans selected.

Safety and Risk Management

- Finalized the settlement with NCLM for the equipment that was damaged during TS Chantal. Settlement checks should be coming in for the 9 pieces of equipment that were damaged.