



TOWN OF HILLSBOROUGH

Administrative Services Report

June 2025

Budget

- FY26 budget adopted.

Communications

- Website — Updated Contact Us page to provide contact form categories for utilities on the landing page. Updated budget-related pages with Fiscal Year 2026 budget information. Added banner schedule to the About Hillsborough page. Created separate Social Media page for easier sharing of site links and policies and disclaimers. Worked on converting proclamations and resolutions to webpages for accessibility.
- Other — Finalized public access policy and guidelines. Attended library summer reading kickoff and Fire Department open house to share information on OC Alerts and communications information.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Started 6/16.
Equipment Operator	Closed 8/3.
Graduate Intern – Admin	Started 6/2.
Information Technology Manager	Assessment center scheduled for late August.
Police Officer	Continuous recruitment
Utility Systems Mechanic	Closed 7/29.

Diversity, Equity and Inclusion

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

Information Technology

- No updates.

Safety and Risk Management

- No updates.