



Administrative Services Report

January 2026

Budget

- Held departmental review meetings for FY27 budget requests.
- Continued work on Raftelis rate structure study.
- Continued work on OpenGov chart of accounts update and integration with Tyler.

Communications

- Created Emergency Updates page for quick summary of the status of current town operations and services.
- Completed revision of boil water signs in English and Spanish. Created map and listing of recommended locations if needed throughout town.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Police ALERT Administrative Intern	Start date: 2/16.
Police Officer	Continuous recruitment.
Police Sergeant	Closed 2/1.
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

- Work with external security team has produced a clean bill of health after our security event in December. Working to identify what security configuration changes can be made to address/prevent future issues.
- Identified and rolling out a password manager as well as stronger multifactor authentication as part of strengthening cyber security best practices. Finance is kicking off, with other departments to come.

Safety and Risk Management

- Received the insurance settlement for all but 3 of the vehicles damaged during Chantal. To date we have received \$1,246,107.39 in insurance settlements for vehicles and equipment that was damaged.