

## TOWN ADMINSTRATOR REPORT

6/10/25

1. COMPLETED ITEMS:

Coordinating Zoning Administrator resignation.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

Resurfacing Tennis Courts.

ESB Microgrid Project/Grant. Eliminate Town Hall inverter portion as no longer necessary.

Working with the Horton Group to get an insurance bid on tank spill liability.

Interim Zoning Administrator

Clinic Blood Draws for Law Enforcement

3. UPCOMING:

Early 2026 Budget Planning Process.

Creating New Job Description for Short Term rental Clerk

Procedural Documentation for all Town departments including procedures (what, who and when) and work instructions (how).

Discussion about Full Time Ambulance Director position

RECEIVED

JUN 6 2025

Initial: dgj