

## TOWN ADMINSTRATOR REPORT

6/24/25

1. COMPLETED ITEMS:

Coordinating Zoning Administrator resignation.

Short Term Rental Clerk Job Position Description

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. Secure reimbursement for downpayment to Jolma Electric

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:

File 2024 ARPA report.

Review proposal for additional microphone installation on town board room.

Discussion with outside contractor for seasonal cleaning of bathrooms.

Early 2026 Budget Planning Process.

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 20 2025

Initial: dg