

## TOWN ADMINSTRATOR REPORT

5/13/25

1. COMPLETED ITEMS:

Field Audit by Baker Tilly. At the closing meeting the lead auditor stressed the need for tighter process controls in 2025. This was a first audit experience for Liz Brown and she did well.

2. ONGOING:

Financial Working Group- Cash Flow Analysis. The forecast for 2025 is complete. The focus now is on debt service and capital expenditures in the years 2026-2028.

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

Resurfacing Tennis Courts

ESB Microgrid Project

3. UPCOMING:

Prep for Board of Review Meeting May 27th

Early 2026 Budget Planning Process.

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

RECEIVED

MAY 9 2025

Initial: dg