



Town Manager's Monthly Report

To: Honorable Mayor and Council
From: Eileen Scerra, Town Manager
Subject: January 2026

UPCOMING MEETINGS

Planning & Zoning: Thursday, February 12, 2026
Town Council Meeting: Tuesday, February 24, 2026

Town Hall will be closed on Monday, February 16, 2026 for Presidents' Day

TOWN MANAGER'S UPDATE

- ❖ I attended SCAT dinner & breakfast.
- ❖ Selected candidate for open position for Administrative Asst. fka receptionist.
- ❖ Prepared on boarding documents for new hire. She is scheduled to start Tuesday, February 17.
- ❖ Worked on Election related materials.
- ❖ Held meetings to discuss Fire & Ice updates ensuring coordination and planning efforts remain on track.
- ❖ Reviewed personnel policy, finalizing a few sections.
- ❖ Revised facility use packet.

TOWN REPORTS

- ❖ CODE & BUILDING DEPT, Eric Evans
- ❖ FINANCE, William Mumford
- ❖ MVFD Activity Report
- ❖ DSP Activity Report