



Town Administrator's Report

October 2026



Town Administration

2027 Priorities & Plans

Along with the ongoing budget process, Staff is busy planning for 2027. This includes coordinating community events, developing departmental work plans, identifying Staff training and professional development opportunities, and establishing priorities for capital projects, facilities maintenance, and other Town initiatives. These efforts help ensure the Town enters the New Year with clear objectives, coordinated resources, and a continued focus on providing quality services to residents.

First Amendment Training

In September, Staff participated in First Amendment Auditor Training. The training focused on understanding constitutional rights

related to filming in public facilities, maintaining professional interactions with visitors, and responding appropriately to challenging situations while protecting public access, employee safety, and Town operations.

Service Events

Oct. 5: Flu Shot Clinic served 66 residents, some with multiple immunizations

Oct. 10: Shred Event brought in 240 boxes of paper to be securely shredded

Oct. 24: Prescription Drug Take-back, 10 a.m.–2 p.m., Town Hall

Nov. 2 & 9: Fall Leaf Pickup, up to 10 bags collected with trash

Dec. 1–4: E-Waste Collection, 8 a.m.–1 p.m., Town Hall

Communications & Events

September 2026

Website Visitors:
2,300

Communications:
HNA Outreach
Flu Shot Clinic
Promotions
Directory Updates
from HOAs

**Print Directories
Distributed (Total):**
172

Building Department

Monthly Stats

18 Permits Issued

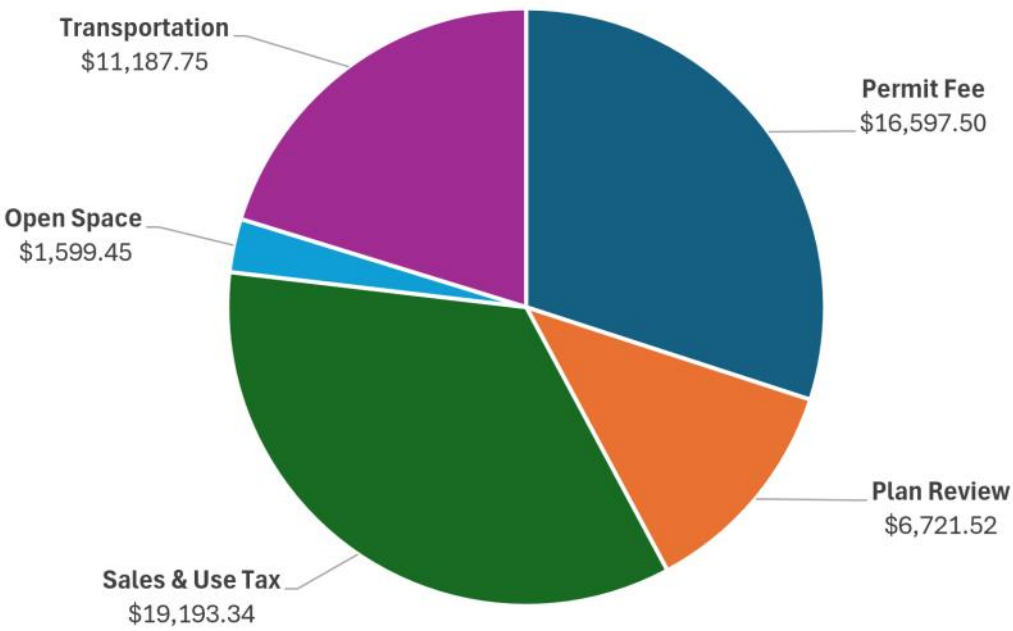
- New SFR: 0
- Major Remodel: 2
- Roofs/Solar: 1
- Basement: 5
- Miscellaneous: 10

32 Inspections

23 Licenses Issued

- General: 5
- Electrical: 6
- Plumbing: 4
- Roofing: 1
- Mechanical: 7

September Revenue: \$55,778.89



Building Department Revenue by Month

Month	2025	2025 YTD	2026	2026 YTD
January	\$93,829.59	\$93,829.59	\$72,067.82	\$72,067.82
February	\$86,149.82	\$179,979.41	\$101,480.56	\$173,548.38
March	\$21,674.44	\$201,653.85	\$61,516.79	\$235,065.17
April	\$49,166.37	\$250,820.22	\$32,813.05	\$267,878.22
May	\$52,520.60	\$303,340.82	\$49,396.87	\$317,275.09
June	\$187,559.32	\$490,900.14	\$102,478.45	\$419,753.54
July	\$8,624.46	\$499,524.60	\$71,107.30	\$490,860.84
August	\$16,123.54	\$515,648.14	\$52,533.21	\$543,394.05
September	\$36,665.18	\$552,313.32	\$55,778.89	\$599,172.94
October	\$12,165.82	\$564,479.14		
November	\$34,892.00	\$599,371.14		
December	\$53,816.56	\$653,187.70		



Public Works Updates

New Hire On Board

James Register was hired to fill the vacancy of the part-time Public Works Technician. With his background in construction, he was able to quickly begin contributing to field operations and maintenance activities with minimal ramp-up time. James has already proven to be a valuable addition to the Public Works team, assisting with inspections, maintenance, project oversight, and other day-to-day Town needs.

Project List Reviewed & Updated

In conjunction with hiring the new part-time Public Works Technician, the annual Public Works project list was reviewed and updated. The updated list identified 111 outstanding projects and maintenance items awaiting completion throughout the Town. The additional staffing provided by James has already increased the department's capacity to address these items. He has begun completing several projects from the backlog while also assisting with routine maintenance, inspections, and ongoing Public Works operations.

Intrepid Fiber Right-of-Way Permit



A comprehensive right-of-way permit was prepared for Intrepid Fiber. The permit authorized Phase 1 work within the public right of way, including

installation of fiber-optic cable, handholes, flower-pots, potholing, and associated restoration work along approved routes.

- Phases 2 and 3 have not yet been approved.
- Phase 2 was planned to address the ditch and lateral crossings once the necessary agreements are in place (shown above).
- Phase 3 was planned to cover work within Wild Plum after the development is formally accepted by the Town.

Read to Plow

The Expedition plow received seasonal maintenance and repairs to prepare it for snow operations.

- To address leaks in the hydraulic system, the plow received a complete hydraulic system overhaul, including replacement of the cylinders, hoses, fluid, and seals.
- The headlight assemblies were replaced due to yellowing and cracking of the existing units.
- The wiring harnesses were upgraded with heavier-duty wiring and connectors to reduce the potential for electrical shorts.
- All bolted connections were cleaned and retorqued, replacing any bent or damaged bolts.

Street Cuts at Club Lane & Wedge Way

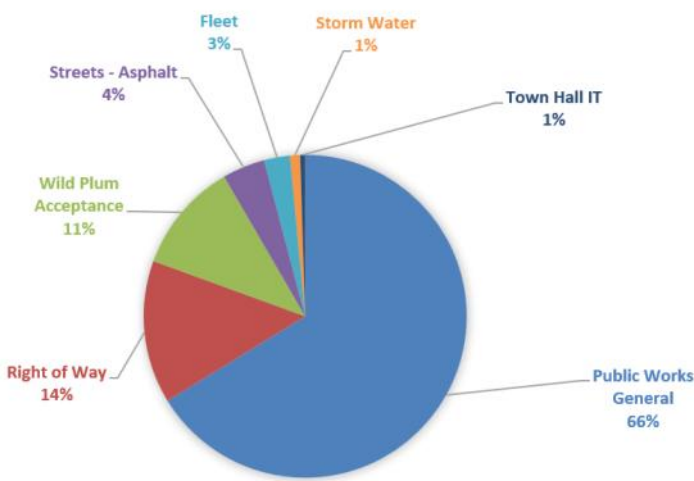
Two street cuts associated with new sewer service connections were observed during the month (shown below).

- Both projects involved connecting new residential construction to the existing sanitary sewer mains.
- At one of the excavations, the existing water lateral was struck near its connection to the water main, which temporarily flooded the excavation.
- The issue was addressed so work could continue, and the affected street and gutter areas required additional cleanup due to mud and sediment generated by the incident.



Public Works (Continued)

Municipal Court



SEPTEMBER NUMBERS	
Public Works General	97
Right of Way	21
Wild Plum Acceptance	16
Streets: Asphalt	6
Fleet	4
Storm Water	1
Town Hall IT	1



SEPTEMBER WEATHER REPORT	
Monthly high	94°
Monthly low	50°
Inches of rain	1.01"

Fines Collected (CV & Bow Mar)

MONTH	2025 YTD	2026	2026 YTD
January	\$5,325	\$4,240.00	\$4,240.00
February	\$10,075	\$1,505.00	\$5,745.00
March	\$15,785	\$5,478.00	\$11,223.00
April	\$22,735	\$8,184.60	\$19,407.60
May	\$28,631	\$10,587.37	\$29,994.97
June	\$32,281	\$7,285.00	\$37,279.97
July	\$37,811	\$3,345.00	\$40,624.97
August	\$41,216	\$6,472.63	\$47,097.60
September	\$46,326	\$4,175.00	\$51,272.60
October	\$50,411		
November	\$54,247		
December	\$59,481		

Docket Summary

The Town held Municipal Court on **Thursday, Sept. 17, 2026.**

TYPE	NO.
Total on Docket	23
Hearings	6
Trials	0
Early Payments & Stays	16
Collections	2
Bench Warrants	0