

**Diana's Updates**  
**Assistant Town Coordinator**  
**July 27, 2026**

### **Administrative Actions**

Since it is the beginning of the fiscal year, several agreements are being renewed. I ask for approval of the following "administrative actions":

- David and I have been working together to approve the various FRCOG coordinated highway contracts. Final signed copies are available to Tracy Styles for the highway department.
- Franklin County Solid Waste Management District MOUs have been signed so the FCSWMD can negotiate contracts for hauling and disposal contracts on behalf of the town.
- Approval of the agreement with the Franklin County Sheriff's Office for regional animal control services.

### **FY27 Town Coordinator Office staffing**

You have each heard from Lizzie with her proposed schedule when she begins work next Monday 8/3. Her schedule will be Monday – Thursday starting at 9am, with Thursday ending a bit early. Selectboard meeting days will start at 1pm.

I plan to work Wednesday and Thursday midday with additional hours on Monday or Friday as needed. I will work an average of 14-15 hours per week during a transitional period, through 9/23. After that my schedule will be 8-10 hours per week.

David will have 5 hours a week available for consultation through the transition period. We also have 10 hours of time budgeted for Jeannette to assist with office organization and orientation if both Jeannette and Lizzie agree.

### **Town Appointments**

I have received some additions to the list of town appointees and ask that you approve the updated list.