

TOWN ADMINISTRATOR'S REPORT
PROPOSED POLICY
IT Workplace Use of Artificial Intelligence Policy

MEETING DATE: 02/09/2026

REQUESTED BY: TOWN ADMINISTRATOR

ISSUE:

The Town's Information Systems Director has developed the DRAFT Workplace Use of Artificial Intelligence Policy.

BACKGROUND:

The purpose of this policy is to provide guidance to Town officials and employees on the acceptable use of artificial intelligence (AI) and large language models (LLMs) in their official duties.

At the 11/24/25 meeting I presented a DRAFT IT Artificial Intelligence Policy. At that meeting, the Board discussed and requested a revised policy.

- AI tools approval list.
- A defined log retention policy.
- Clarification that the policy's authorized AI tools are intended solely for work-related activities.

Department Heads reviewed the original and revised DRAFT policy.

RECOMMENDATION:

The Board should discuss and ask questions about the proposed policy.

The Select Board may wish to amend the proposed policy, research further, or adopt as presented.