

To: Elected Boards  
From: W. Shepeluk, Manager  
Date: February 7, 2017

Re: Manager's Report- January 2017

As a result of the boards' evaluation of my work that was completed in December, I have been asked to submit a report detailing tasks worked on and accomplished each month. This is the first of such reports.

I could write that I have been working on budgets since mid-December and be telling almost the whole story. However, day to day work, administration and management duties are necessary to accomplish as well.

### **Budgets**

- Except for January 1<sup>st</sup>, 2<sup>nd</sup>, and 15<sup>th</sup>, I worked every day in January. On three weekend days, I worked from home, but I was in the office here at the Municipal Center on 25 January days and evenings. Early in the month I spent most of my time "closing" the 2016 books of the village and town and worked on budgets for both municipalities for the 2017 calendar year. I presented operating and capital budgets to the trustees, water-sewer commissioners, library trustees and the select board. All of the boards approved their respective budgets for presentation to voters at annual meeting. Once the budgets were approved, I prepared a village manager's report and a town manager's report to explain the budgets, as best as possible, to the voters. I delivered the those documents and other financial statements to the town/village clerk for inclusion in the annual reports of the town and village.

**Board Meetings-January:** Including preparation time spent with the library director and a cemetery commissioner for meeting of those boards that I did not attend, I spent 18.25 hours **at board meetings in January.**

- **Select Board**
  1. Jan 9<sup>th</sup>-- 3.00 hrs
  2. Jan 16<sup>th</sup>-- 2.25 hrs
  3. Jan 30<sup>th</sup>-- 1.25 hrs
- **Trustees**
  1. Jan 11<sup>th</sup>-- 1.50 hrs
  2. Jan 25<sup>th</sup>-- 1.50 hrs
- **Joint SB-Trustees**
  1. Jan 23<sup>rd</sup>-- 3.25 hrs
- **Water-Sewer Commissioners**
  1. Jan 23<sup>rd</sup>--2.00 hrs

- **Library Commissioners**

1. Jan 9<sup>th</sup>-- Did not attend, met with Library Director to review budget that I had prepared for the meeting. 2 hrs.
2. Jan 23<sup>rd</sup>—I attended for about ½ an hour at 4:00 pm to explain changes to the budget originally presented on Jan. 9<sup>th</sup>. I left the meeting to attend the W-S Commission meeting and went from that meeting to the joint meeting of the SB and Trustees.

- **Cemetery Commissioners**

1. January 3<sup>rd</sup>—I did not attend, but spent ½ an hour with Commissioner John Woodruff to review 2016 year-end financial statements for the Cemetery Fund and budgets I had prepared for commissioners. Met with Woodruff on January 5<sup>th</sup> so I could understand what commissioners had voted for budgets and to input the numbers and notes into the town's general ledger. Spent a total of about 5 hours in late December and in January preparing and working on Cemetery budgets and financial statements

## **Staff Relations**

- During the budget building process, I met frequently with the department heads of the town and village and with a cemetery commissioner to understand the needs and listen to requests for resources for all their respective departments. I try to have monthly staff meetings to bring all the department heads from the town and village to discuss issues of concern and to plan for provision of services. During the most recent months of December and January, however, I postponed these meetings as the holidays, year-end work and budget preparation took precedence. Although there was no staff meeting in December or January, I spent 10 hours in face to face meetings with department heads and several more on the phone and by e-mail with them.

## **Financial & Contract Management**

In addition to the work required to build and present annual budgets for consideration by and approval of the 5 elected boards that direct the services provided to the community, I spend a significant amount of time administering the budget and managing the cash and investment assets of the town and village. I researched and updated contracts and MOU with neighboring municipalities and with local Non-Government Organizations. Some highlights:

- Meetings with town and village financial advisor to review and re-balance investment portfolios for: Town Tax Stabilization Fund; Village Tax Stabilization Fund; UDAG Fund; Cemetery Fund—as of 12/31/16, total assets invested in those four funds were \$2,407,513
- Arranged sale of \$350,000 of securities from water department and lent it to sewer department after recommending that to the water-sewer commissioners. Rebalanced water dept. investment portfolio which is now \$536,250
- Reviewed 2016 gains/losses in T & V tax stabilization funds and library fund to determine whether transfers from those funds could be made to operating funds to reduce tax request.

- Accounted for annual income and gains/losses in T & V CDBG Funds, and in the 20 special purpose, CIP or Reserve Funds maintained by the town and prepared reports of the activity in those funds for inclusion in Town and Village Annual Reports.
- Researched budget and Grand List information to update Fire Services Contract with Duxbury. Sent contract and letter of explanation to Duxbury Town Clerk and Select Board
- Read and responded to requests for information about lease between town and WASI for the use of the town owned “ambulance building”.
- Met twice with Karen Nevin, Director RW to discuss budget request for RW and to discuss MOU between town-village and RW for economic development services

## **Legal Issues**

- Between town and village cases, there are three on-going “court” proceedings that require my involvement. Two cases concern the village police department and four different lawyers are involved on behalf of the village, two being paid by the village’s insurance company and two by the village. The town’s case before the PSB concerns its opposition to the cell tower proposed by Verizon for North Hill. I read several e-mails each month concerning these three cases, as well as numerous motions, briefs, depositions, etc... that are submitted to the court or hearing officer. I had two half-hour phone conversations with the town’s attorney for the North Hill case in January. I had one 20 minute conversation with one of the village’s attorney and then a 15 minute conversation with the insurance adjuster about one of the village cases.
- Met for an hour with appellants before the DRB to explain the process and hear their concerns. Reviewed two letters and an opinion from an attorney working with the ZA concerning an appeal of a decision she made in her capacity as ZA.
- Had a half hour conversation with attorney to help assist DRB members understand their role in the conduct of the quasi-judicial hearing concerning the appeal. Wrote an e-mail to DRB chair to explain concerns of the appellants and to clarify lawyers “opinion” that had been mailed to the ZA.
- Received a letter from attorney Richard King, which contained an order from Probate Court Judge Jeff Kilgore along with a check for \$82,465 from the estate of Sherri Silvas, a Waterbury resident who died without a will and with no known heirs. The judge’s order directed Mr. King to send the money “to the town for use by schools situated in that town”, as provided by law. I communicated with Judge Kilgore about his order and then at his suggestion, VLCT and attorney Joe McLean. I exchanged several e-mails with McLean and then with information provided by him, I sent the check, along with a letter to the school superintendent, to WWSU instructing them use the money for the benefit of the Thatcher Brook Primary School.

## **VLCT**

- January 9<sup>th</sup> hosted a 1.5 hr “VLCT President’s Meeting”, which included Maura Carroll, Executive Director of VLCT; Jared Cadwell, President of VLCT; Patrick Scheidel, President

VLCT PACIF Trust; and me as President of VLCT VERB Trust. This was a planning session for the upcoming year and an opportunity to discuss the resignation of the Director of VLCT Risk Management Services, the appointment of an Interim Director, and a potential candidate search for a permanent replacement.

- January 9<sup>th</sup> VLCT Board of Director's Meeting. Montpelier, noon- 3:00. Board reviewed VLCT Legislative Policy, heard updates about Municipal Assistance Programs, prepared for upcoming Local Government Day in the Legislature and a Special Meeting of the VLCT Membership to consider amendments to VLCT by-laws. Both meetings scheduled for February 16<sup>th</sup> in Montpelier.
- January 27<sup>th</sup> VLCT Joint Investment Committee. Montpelier, 10:00-1:00 Met with representatives of Strategic Assets Advisors (financial advisor firm) and Standish, Inc., (fixed income portfolio managers) to hear reports of and give direction to the fund managers concerning the investment portfolios of the two VLCT insurance trusts.

### **Water-Sewer Dept.**

- Two meetings with Deb Sachs, CEO of NetZeroVT who is preparing PSB application for water dept to allow construction of micro-hydro generator in water transmission line.
- Discussion with Ms. Sachs and representatives of All Earth Solutions to consider solar installation on village land near Ice Center.
- Discussions with Woodruff, Tuscany, Krolczyk about final phase of flood proofing project at the main sewerage pump station.

### **Grants Administration**

- Met with Barb Farr and Steve Lotspeich to review all grants from state, especially those of federal funds, to prepare and submit Sub-Recipient Reporting Forms to the state as required. This is a task that I delegated to Barb and to a lesser extent Steve, three years ago. They had already completed most of the data gathering and then prepared the reports for my signature. We meet about grants management January and July and as otherwise required.

### **Main Street/Rt 100 Construction & Planning Grants**

- Receive weekly updates and status reports from Barb Farr about these upcoming projects. Met with Barb, Steve, and others for 2 hours on January 25<sup>th</sup>—Main Street.

### **Economic Development**

- Review agendas, minutes of WADC meetings—attend when possible, but none in January.
- Met twice with Zoe Gordon in January. 51 S. Main Street, general discussion & transition planning

### **Day to Day Work**

General administrative duties necessary to manage the town and village governments.

- Time Card Administration: 1 hour each week

- Weekly meetings with Police Chief-met 4 of the 5 weeks in January
- Weekly (or more often, as often as necessary) discussions with PWD or municipal engineer, or both, for updates on projects
- Various interactions with staff to answer questions, seek information, solve problems, review and process purchase orders, general oversight of department budgets
- Meet with the public seeking information or services
- Phone calls- generally 3 to 5 incoming calls a day. One or two outgoing.
- **E-MAIL!!!**- The bane of modern living—686 received for the month of January, an average of 22 a day. High day was January 25<sup>th</sup> with 38 received. Answered or otherwise sent 203, about 6 to 7 a day. High days-Jan 25 & 26<sup>th</sup> 13 each. I did not count, but I think I spend an hour or more a day on e-mail. I will attempt to keep track in February.

### **Manager Work Plan**

In the coming weeks, with input from elected officials, I will be preparing a work plan for myself for the remainder of 2017. It will have to be flexible to keep up with issues as they arise. A few items that will be included are:

- **Final Review and Adoption of a Personnel Policy**-Working with VLCT to incorporate most recent amendments to labor laws and workplace regulations into the policy. Paid leave for part-time staff-- even for those whose weekly hours are relatively few, must be incorporated into the policy. As there will be at least one new select board member and one new library commissioner after annual meeting, my recommendation is to wait until after the new boards are seated before this issue is addressed.
- **Economic Development Director**-Keep in contact with RW & WADC concerning recruitment and hiring of a new economic development director.
- **Strategic Planning**- Now that most flood recovery efforts have been completed, the new municipal center, the roundabout and the WWTP upgrade are all finished, and before the Main Street Project gears up, this coming year would be a good time to make some decisions about how much tax effort the community can afford and then what services the town/village should provide for its residents and visitors.