

To: Elected Boards
From: W. Shepeluk, Manager
Date: March 20, 2017

Re: Manager's Report- February 2017

As a result of the boards' evaluation of my work that was completed in December 2016, I have been asked to submit a report detailing tasks worked on and accomplished each month. This is the second of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

All the elected boards approved budgets for submission to voters at town and village annual meetings by the 30th of January. I finished writing the "Manager's Report" for both the town and village annual reports, as well as summary tables, snapshots and narrative reports about town and village reserve funds on February 1st. In total, 10 Reports, summaries and tables were prepared for the two reports plus the "detailed line item" town and village operating and capital budgets that took up 25 pages of space in the two reports.

I spent about 8 hours documenting my time spent and then writing the Manager's Monthly Report for the month of January.

Board Meetings-February: I spent about 8 hours at board meetings in February.

- **Select Board**
 1. Feb. 21st 1.50 hrs
- **Trustees**
 1. Feb. 8th-- 1.00 hrs
 2. Feb. 22nd 1.50 hrs
- **Library Commissioners**
 1. Feb. 14th-- 1.00 hrs
- **Colbyville Bike/Ped Committee**
 - 1 Feb. 21st-- 1.50 hrs
- **Flood Plain Management Group**
 - 1 Feb. 21st-- 1.50 hrs

Staff Relations

Met with individual department heads periodically through the month. Spent considerable time with PWD, WWTP chief operator, police chief, planner & ZA.

Financial & Contract Management

Continuing management of town/village investment portfolios, including meetings with John Sherman of Edward Jones. Coordinated with Barb Farr on HMGP projects and grant projects associated with local transportation projects. Some highlights:

- Meetings with town and village financial advisor to review and re-balance investment portfolios for: UDAG Fund; Cemetery Fund
- Continued work on updating and amending investment policies for these funds. Goal to have some policy amendments ready for consideration in May.
- Advised Barb Farr as town sought final determination of eligibility for the Healey Ct. elevation project. “Closed out” that project, submitted for final reimbursement from state/FEMA—about \$22,500.

Legal Issues

Feb. 6th: Attended meeting with Bill Woodruff, PWD at the VT Dept of Labor to discuss a VOSHA inspection of town highway garage, village WWTP and WTP, all of which occurred last November. Fines were issued, however negotiated a reduction of fines from \$7,200 to \$2,600. As a result of the interaction with VOSHA, in process of reconstituting an employee safety committee. Working with VLCT and staff to improve record keeping of work related injuries.

VLCT

- February 2nd-- 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
- Feb. 16th-- VLCT Local Government Day/Special Meeting of VLCT Membership. Attended with local officials from across Vermont to discuss issues of concerns to municipalities. Testified before joint house/senate government operations committees—election issues, PSB-Act 250 issues and municipal charter discussions dominated. Membership amended VLCT by-laws pertaining to VLCT legislative policy and process for its adoption.

Grants Administration

- Worked with Barb Farr to enter into contract with Steve James to update cost estimates for potential elevations at these properties: Hackett, Finucane, Flanders, Drake
- Assisted with budget preparation for \$100,000 grant application from the Downtown Transportation Fund for wayfinding/lighting amenities for Main Street reconstruction project

Economic Development

- Review agendas, minutes of WADC meetings—did not attend a meeting in February
- Two meetings with Zoe Gordon for updates on economic development issues and discussion of EDSP.

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 3 times in February
- 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
- E-mail-phone correspondence. Did not count specifically as I did in January, about the same numbers, however

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:

First 3 items are same from last month

- **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.
- **Continue review of investment policies and preparation of amendments to insure investment and distribution policies are in keeping with needs of the community going forward.**
- **Offer an "orientation" to board members-esp. select board, to inform board members of their roles as members of a board and the responsibilities of the boards they serve on. Last did this in 2009-2010 when there was a major change over in board members of the SB. While we have had a number of new members come on board since 2012, there was little opportunity for on-going training during the long recovery from T.S Irene.**