

To: Elected Boards
From: W. Shepeluk, Manager
Date: April 17, 2017

Re: Manager's Report- March 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 third of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

After having prepared for two months, the town and village budgets were presented for approval at town and village meetings on the 7th and 8th of March respectively. While the public asked questions of the boards and manager, all of the budgets passed without controversy, including robust capital budgets.

I spent about 7 hours documenting my time and then writing the Manager's Monthly Report for the month of February

Board Meetings-February: I spent about 10 hours at and preparing for meetings of elected board in March. In addition, I attended briefly the meeting of the Flood Plain Management Group.

- **Select Board**
 1. March 20th-- 3.00 hrs
- **Trustees**
 1. March 22nd - 1.50 hrs
 2. March 31st-- 1.75 hrs
- **Library Commissioners**
 1. March 13th-- Did not attend the meeting as I was out sick. Prepared a report from home, however. 1.00 hr
- **Water Commissioners**
 1. March 13th-- Did not attend the meeting as I was out sick. Prepared memos prior to meeting that commissioners discussed. Spoke by phone to Karen King to ensure my recommendation to the board would be presented and understood. 1.00 hr
- **Flood Plain Management Group**
 - 1 March 27th--.50 hrs

Staff Relations

Met with individual department heads periodically through the month. Visited the wastewater plant twice, the highway garage once and the police department 3 times. Re-instituted a monthly safety committee meeting. Department heads from every department or a representative from each

department attended the meeting. I have appointed Peter Krolczyk, chief operator of the sewer department and Steve Lotspeich, community planner as co-chairs of the committee. We met for 1 hour in March to develop a strategy for moving forward with the committee's work and to remind staff of injury reporting requirements. Safety programs being developed include; blood borne pathogen; hazardous materials, respiratory safety; confined space entry; highway "work zone safety; fire extinguisher program etc...

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: Village and Town Tax Stabilization Funds and Cemetery Fund
- Continued work on updating and amending investment policies for the reserve funds. Goal to have some policy amendments ready for consideration in May.
- Worked with Barb Farr seeking information about potential elevation of historic homes on Randall & Elm Streets.
- Continued working with Barb Farr and AOT concerning Main Street Project. Met with Barb and Chris Nordle, Esq. (representing town) concerning necessity/condemnation phase of the Main Street Project
- Discussions with Barb Farr and Karen Nevin about RW role in support of business during project. Seeking and securing funding from AOT to fund some of these efforts
- Met with Peter Plagge of Good Neighbor Fund to discuss use/transfer of town's Calkins Fund which is to benefit the poor or those in need in the community

Legal Issues

- Spent 8 hours +/- during the month discussing with town's legal counsel issues related to North Hill cell tower application before PSB proposed by Verizon
- Discussions with town's attorney, community planner and zoning administrator about 3 appeals of decisions on applications related to land use/development that had been before the ZA or DRB: Grange Hall; Atwood PUD (Rt 100/River Rd/Howard Ave); Grayson subdivision (Sweet Rd).

VLCT

- March. 16th-- VLCT VERB TRUST (Employment Resource and Benefits Trust), Inc.
 - Human Resource Administration
 - Unemployment Insurance
 - EAP-Health Advocate Programs
 - Trust Audit

Grants Administration—NA this month

Economic & Community Development

- Review agendas, minutes of WADC meetings—did not attend meeting of RW Board or WADC board. Did meet with Ex Dir, EDD and hiring committee at least twice, in total
- Met with Zoe Gordon, EDD for updates on economic development issues and discussion of EDSP.
- Attended Grand Opening Celebration of Hunger Mountain Children’s Center-introduced Governor Scott, met with staff members of Congressional Delegation and state agencies (Commerce, HHS)
- Met with RW search committee to agree to details and to strategize about search for new Economic Development Director to fill vacancy caused by Zoe’s resignation. Recruitment of new director began in earnest in March. A new EDD may be hired prior to the distribution of this report.
- Attended RW Annual Meeting at Cold Hollow Cider Mill’s Apple Core Luncheonette

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 2 times in March
- 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, I believe. Have begun better counting of hours.
- Almost immediately after the annual village meeting, I developed influenza. I was out of the office on sick leave March 9-14, returning to work on March 15th.

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:

The items below remain goals. I work on them all from time to time. However, items of less importance, but needing more immediate attention stifle attempts to get to these more important items.

- **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 annual meetings have come and gone and as new elected board members have taken their places, I will try to move this issue up on the priority list and get it accomplished within the next several weeks.**

- **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.
- **Financial Reviews-**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.
- **Board Orientation-**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.