

To: Elected Boards
From: W. Shepeluk, Manager
Date: May 12, 2017

Re: Manager's Report- April 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 **fourth** of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

With town and village meetings in the rear view mirror, my budget work revolved around putting into place the programs and projects approved by voters at the annual meetings. I met with and worked with the public works director and the three department heads he oversees to plan for projects they would be undertaking with the arrival of good weather.

I prepared and presented 1st quarter financial statements to the select board, library commissioners, and cemetery commissioners. Trustees and W-S Commission will likely get theirs later in May.

I spent about 10 hours documenting my time and then writing the Manager's Monthly Report for the month of March

Board Meetings-April: I spent about 18.5 hours preparing for meetings of elected board in April and I spent 12.85 hours in the meetings. Time in meetings as follows:

- **Select Board**
 1. April 3rd-- 2.20 hrs
 2. April 17th—Joint with Trustees—3 hrs.
- **Trustees**
 1. April 12th – 2.75 hrs
 2. April 17th—Joint with SB, see above
 3. April 26th—Joint with Water-Sewer Commissioners 1.5 hrs
- **Library Commissioners**
 1. April 10th—1.0 hr.
- **Water Commissioners**
 1. April 17th—1.15
 2. April 26th—Joint with Trustees, see above
- **Cemetery Commissioners**
 1. April 4th—1.25 hrs.

Staff Relations

Met with individual department heads periodically through the month. Much of the time spent was planning for highway and recreation projects, including spring cleanup of streets, parks and fields in the village, parks and fields in Waterbury Center, paving projects-the earliest we hope to do in June include Metayer Court, Lakeview Terrace and Sunset Drive, as well as a sidewalk improvement project on N. Main Street near the Delphia's Car Wash. Also coordinating the purchase and construction of a new play structure for Anderson Field.

Met with police chief to address Workers' Comp issues, staffing, and issues of concern regarding monthly reporting. Met and corresponded with Cpl. Mazzilli to get up to date info that he could help present at trustees meeting. Began process of gathering information needed if village chooses to eliminate its police dept.

Attended "Employee Breakfast" generously prepared and presented by elected board members. Thank you!

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 investment portfolios for: Town Calkins Fund and Veterans Monument Fund, in particular.
- Continued work on updating and amending investment policies for the reserve funds. Goal to have some policy amendments ready for consideration in May by the trustees.
- Continued working with Barb Farr and AOT concerning Main Street Project. Met with Barb and Chris Nordle, Esq. (representing town) once again, concerning necessity/condemnation phase of the Main Street Project

Legal Issues

Spent 20 hours +/- during the month of April on town and village legal issues, including:

- 2 full days at a Public Service Board hearing for Verizon's proposed North Hill cell tower
- Continued 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). The Atwood PUD issue appears close to being resolved
- Discussions with Town Health Officer and attorney regarding a potential public health issue at a residence on Stowe Street. The fact that the property is owner occupied continues to hamper efforts to resolve the issue.
- Spent two hours with 2 attorneys representing the village on issues concerning police

VLCT/VTCMA/ICMA

- April 6th & 7th—ICMA Regional Meeting, Newport, RI. Attended the conference and presented at a 3 hour workshop “Leadership Strategies to Move Communities from Disruption to Connection and Renewal.” See attached
- VLCT VERB Trust, April 27th
 - Human Resource Administration
 - Unemployment Insurance
 - Legislative Report
 - Trust Audit-Final Report and approval of same

Grants Administration—NA this month

Economic & Community Development

- Review agendas, minutes of WADC meetings—did not attend meeting of RW Board or WADC board.
- Met with Zoe Gordon, EDD for updates on economic development issues and discussion of EDSP and held Exit interviews with her in preparation for her resignation.
- Met with RW search committee twice to interview candidates for Economic Development Director to fill vacancy caused by Zoe’s resignation. Alyssa Johnson has been hired and will start in June after graduating from UVM in late May.

Infrastructure

- Activity is ramping up concerning the Main Street Reconstruction process. Staff discussions about this take place at least weekly. Held meetings in April with VTrans and Stantec staff and Chris Nordle, town’s attorney to begin planning for Necessity Hearings and Compensation Hearings, if necessary for the project
- Planning for:
 - Paving
 - Sidewalks
 - Recreation picnic shelter and play structures
 - Colbyville Bike-Ped Study
- CIP updates-NA in April—hope to start May/June

Day to Day Work

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

- Time Card Administration: 1 hour each week
- Meetings with Police Chief-met 3 times in April, but not nearly every week due to vacations & other leave
- Weekly (or more often, as often as necessary) discussions with PWD or municipal engineer, or both, for updates on projects: Review spring work schedules for hwy, water, sewer depts. Discussed schedules for paving and sidewalk repair. Significant effort and time on “Arnot

sewer issue”—spent almost 10 hours in April of dedicated time to water-sewer issues (not including meetings, general admin or communications related to W-S), about 6 percent of a month’s “normal schedule”.

- 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.
- Communications: Spent 39.5 hours on e-mail, phone and US Mail etc... in April. I generally look at e-mails on weekends or other “days off”. Over the 30 day period it is 1.3 hours a day on communication, 90% I’d guess is via e-mail. Averaged over 20 actual “work days” in April, communication takes 1.975 hours per day.
- Spending considerable time on the issue of “amendments to village charter”—several meetings with trustees, individually and in meetings, as well as with legal counsel to bring a thorough proposal to the voters
- Created a spreadsheet to attempt to keep track of time by a “general list” of tasks. The more time I spend on more specific items causes me to “add columns” to my spread sheet. As you can see from attached, it is quite wide!

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. *I have a meeting scheduled with the VLCT Human Resources Consultant later in May. My intent is to bring a complete personnel policy to the boards in June---July at latest.*
- **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. **Finding time to do this is proving difficult**
- **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. **This is being done in meetings, especially with the select board where most of the currently “inexperienced” members serve. Have discussed most reserve accounts, PILOT, and to a general extent areas of municipal authority.**