

To: Elected Boards
From: W. Shepeluk, Manager
Date: June 13, 2017

Re: Manager's Report- May 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 **fifth** of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

Review of revenues, expenses and budget priorities is an on-going task.

I spent 8.75 hours documenting my time and then writing the Manager's Monthly Report for the month of April. This is down from 10 hours the month before-trying to reduce time spent on this task as requested by board of trustees

Board Meetings-April: I spent 27.5 hours preparing for meetings and attending meetings of elected board in May, not including the May 31st continuation of the Main St. Necessity Hearing. That will be reported with meeting information for June. The time spent in meetings in May was inflated beyond the norm by two things: A Saturday meeting and a sole purpose "Necessity Hearing", in addition to regular SB meetings. In addition, there was a special SB meeting concerning a public health issue. The trustees had one additional meeting as well concerning its charter vote.

- **Select Board**
May 1, 13, 15, 22
- **Trustees**
May 5, 17, 24
- **Library Commissioners**
May 8
- **Water Commissioners**
May 22
- **Cemetery Commissioners**
May 9

Staff Relations

Met with individual department heads periodically through the month. Visited highway department & sewer department job sites in the field. Consulted key staff concerning potential changes to the personnel policy, on which I have spent considerable time in May and into June, preparing it for board review.

Worked closely with Rec Director to complete hiring for summer recreation & pool programming.

Financial & Contract Management

Continuing management of town/village investment portfolios, including meetings with John Sherman of Edward Jones.

Town's available cash to pay current expenses dropped to the point where it became necessary to issue the first tax anticipation note of the year. The town borrowed \$75,000 from the village's UDAG Fund at a rate of 2% per annum.

Coordinated with Barb Farr on HMGP projects and grant projects associated with local transportation projects. Some highlights:

- Continued work on updating and amending investment policies for the reserve funds. Goal to have some policy amendments ready for consideration by trustees by mid-summer. Had a goal for an earlier time on this, but time is being used to prepare for vote on charter amendments.
- Continued working with Barb Farr and AOT concerning Main Street Project. Continued meeting and working with Barb and Chris Nordle, Esq. (representing town) to prepare for and conduct necessity hearings. This was accomplished in May and a final decision on necessity by the Select board is expected in June.

Legal Issues

Spent about 6 hours in May on direct legal issues concerning town and village, including health officer issues. (Not including Main Street Necessity).

- Continued discussions with town's attorney, community planner and zoning administrator mainly concerning the Grange Hall
- 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. Special meeting of Select Board was held concerning this issue.

VLCT/VTCMA/ICMA—Municipal Advocacy, Education/Professional Development Opportunities

- VLCT Board Meeting: May 4th— noon-2:30
- VLCT Workshop: Human Resources May 10th-8:30-3:30, Agenda attached
- Vermont Town & City Management Assoc. (VTCMA) Spring Conference, May 18 & 19. Agenda attached.
- VERB Trust,-briefing with Director of VLCT Risk Management Services-meeting preparation, May 25th
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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 Karen Nevin & Jeff Larkin to discuss departure of EDD Zoe Gordon and to prepare for new appointee, Alysa Johnson

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— **Met with consultant and VTrans representatives to provide direction for the recommendations to be included in a Final Report to the select board. Also discussed possible funding sources for proposed bike-ped infrastructure improvements.**
- CIP updates-NA in May—hope to start June/July

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-generally once per week. Met 3-4 times in May.
- 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.
- 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.
- Communications: Spent 24.5 hours on e-mail, phone and US Mail etc... in May-that is 15 hours less than last month--HOORAY.
- 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
- Attempting to get out in the field more often to meet with public works depts.’ Staff, summer staff and to inspect projects.

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 had my scheduled meeting with the VLCT Human Resources Consultant on June 1st. My intent is to bring a completed draft personnel policy to the boards for review by late summer. Hope is sooner rather than later, but acknowledge extra meetings for Main Street, Village Charter etc... and these cause other issues to be pushed off.*
- **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.**