

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

Re: Manager's Report- June 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. **As the end of June marks the close of the first half of the year, I spent extra time reviewing budgets and financial statements. The town's cash flow needs required borrowing in anticipation of taxes. As recommended by staff and approved by the trustees and select board, the village lent the money to the town from its UDAG Fund. Interest is being charged, but the payment of interest by the town benefits the village rather than the town paying interest to a bank**

I failed to keep a diligent record of my time worked during the last week of June, but it appears I spent about 9 hours documenting my time and then writing the Manager's Monthly Report for the month of May. This is about average since I began keeping a record.

Board Meetings-June: I spent about 16 hours preparing for meetings and attending meetings of elected board in June. The trustees met with the select board in a joint meeting on June 5th. The trustees met on June 14th but that entire meeting served as a public hearing concerning the proposed charter changes.

- **Joint Select Board-Trustees**
June 5
- **Select Board**
June 19
- **Trustees**
June 14, 26
- **Library Commissioners**
June 128
- **Water-Sewer Commissioners**
June 26
- **Cemetery Commissioners**
June-did not meet

Met with individual department heads periodically through the month. **This month I visited highway department & water department job sites in the field. As summer rec program time**

approached I worked closely with Rec Director to complete hiring for summer recreation & pool programming and made sure training and staff orientations were completed

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 additional tax anticipation notes. The town borrowed \$215,000 from the village's UDAG Fund in June at a rate of 2% per annum. Through the end of June the town's borrowing from the village totaled \$290,000

Coordinated with Barb Farr on local transportation projects. Some highlights:

- Continued working with Barb Farr and AOT concerning Main Street Project. The select board determined in June that the criteria for the "necessity" of the project had been met. The "appeal period" for the necessity finding ends on July 7th (getting a bit ahead, Rick Boyle appealed the necessity finding on July 7th). Continued meeting and working with Barb and Chris Nordle, Esq. (representing town) to prepare for and conduct compensation hearings for property owners who have not yet come to agreement on a price for the necessary temporary or permanent easements. Hearings are scheduled for several dates in July and August.

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. **A draft settlement is now circulating and all parties are hopeful that an agreement can be finalized soon.**
- **The parties involved in the North Hill Cell Tower Certificate of Public Good process have filed final briefs and counter-arguments with the PSB. We await a ruling**
- **The town is involved in an appeal of a zoning permit issued to Grayson for a subdivision on Sweet Farm Road. This case is before the Environmental Court, but mediation has been suggested as a first option. The town, the permit holder (Grayson) and the appellant (Anderson) have hired attorneys and are preparing for mediation. *The line items for legal services in the town's general government department is 65% overspent as of the end of June. Through June legal line in the Planning Zoning Department is overspent by 231%. On a real dollar basis, spending is \$22,769 over the combined legal budgets of \$30,800.***
- **The village voted on June 20th to amend its charter, effectively dissolving its general government authority on June 30, 2018. I continue to work with lawyers address issue related to that.**

- **The village has filed an appeal with the Vermont Supreme Court seeking to overturn a ruling made by Judge Teachout at Washington Superior Court in the Hubacz v. Village of Waterbury (police officer termination) case.**

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

- VLCT Board Meeting: June 27th— VLCT Celebrated its 50th Anniversary, I was a speaker at the event
- VERB Trust,-June 8th –Strategic Planning 10:00-1:30
- Attended Rotary Club’s Annual “Change-Over Dinner”. Ingrid and I were guests. The Rotary Club presented me with a Paul Harris Fellowship award for service to the community.

Grants Administration—NA this month

Economic & Community Development

- Review agendas, minutes of WADC meetings—Welcomed Alys Johnson as the new RW Economic Development Director. She is busy in June helping to get ready for the ArtsFest in July. After that event, we plan to meet to discuss Economic Development in the community.

Infrastructure

- Activity is ramping up concerning the Main Street Reconstruction process. Staff discussions about this take place at least weekly. Meetings with VTRANS concerning “necessity and “compensation” are occurring more frequently Planning for:
 - Paving—**delayed by rain**
 - Sidewalks-**delayed by rain**
 - Recreation picnic shelter and play structures-**both completed in 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-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 about 20 hours on e-mail, phone and US Mail etc. 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. **Summer is a busy time for all, especially with the SB meeting about Main Street almost weekly. Perhaps we can plan a joint meeting in September.** 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.