

To: Elected Boards
From: W. Shepeluk, Manager
Date: August 18, 2017

Re: Manager's Report- July & August 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 **seventh** of such reports.

I will be on vacation August 19-September 2nd, returning to work on September 5th. I have reported here for the month of July and August 1-18.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

Review of revenues, expenses and budget priorities is an on-going task. **For several months 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. The first installment of taxes was due on August 11th and for the time being the town has fully repaid the village the \$432,000 that was borrowed. The town paid the village's UDAG Fund \$1,126.73 in interest. The town will pay school taxes collected and owed to the school district in the amount of \$4,901,585 the week of August 28th. After that payment is made, it may be necessary for the town to borrow again from the village in anticipation of taxes.**

I did not keep a diligent record of my time worked during several weeks in July, but I spent about 7 hours documenting my time and then writing the Manager's Monthly Report for the month of June.

Board Meetings-June: I spent about 18 hours preparing for meetings and attending meetings of elected boards in July and 9 hours or so for meetings held between August 1st and August 14th. The select board met on July 3rd to set the town's tax rates and have held several "Necessity and Compensation" hearings for the Main Street project were held in July and August, as well.

- **Select Board**
July 3,10,17,31, August 7, 14
- **Trustees**
July 26
- **Library Commissioners**
No meeting
- **Water-Sewer Commissioners**
No meeting
- **Cemetery Commissioners**
July 18, August 1st

Met with individual department heads periodically through the month.

Financial & Contract Management

Continuing management of town/village investment portfolios.

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

- Continued working with Barb Farr and AOT concerning Main Street Project. The select board held several “compensation hearings” in July and August related to the Main St reconstruction project.

Legal Issues

Spent about 4 hours in July on direct legal issues concerning town and village. (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—there has been additional negotiating between the town and the property owners. Hopeful this will be finalized in late August or early September**
- **North Hill Cell Tower –Hearing Officer has recommend denial of Certificate of Public Good. Expectation is that Verizon will seek oral arguments before Public Service Commission and will continue pursuit of a CoPG**
- **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. Mediation, the first option toward reaching resolution, was conducted. No settlement could be reached. Expect the case will go to court on October 19 and 20. The line items for legal services in the town’s general government department and in the Planning Zoning Department is significantly overspent, as I reported last month. Costs will definitely go higher as cost for trials are significant.**
- **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. The case is set for review of record and oral argument some time in October.**

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

- VLCT—Quality of Life Policy Committee meeting to develop policies pertaining to land use & environmental issues for inclusion in VLCT 2018 Legislative Policy and Goals. Noon-3:00
- VLCT- Board Meeting: July 27th Noon-3:30
- VERB Trust,-August 3rd 9:30-12:30

Grants Administration/AUDIT— Barb Farr, Steve Lotspeich and Alec Tuscany have been involved with the close out of the CDBG-DR pump station flood proofing grant, requisitioning for funds from the Colbyville bike-ped study grant. Many staff, including me, have been working with Bill Yacavoni, CPA, on the town and village 2016 audits.

Economic & Community Development

- Met Alysa Johnson, RW Economic Development Director, to discuss local revolving loan funds and a strategy to market the availability of these funds for economic development & housing projects.
- Review agendas, minutes of WADC meetings. Attended WADC meeting on August 2nd

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—completed work scheduled for Metayer Court, Lakeview Terrace, Sunset Drive and a significant leveling project on Guptil Rd.
 - Butler Street neighborhood-late August reclaim & September paving
 - Sidewalks-N. main Street-**delayed by rain, scheduled for September**

Staffing

I have been informed of two pending terminations of employment, not related to the Police Department

- **LeeAnne Viens, Bookkeeper, will retire in January 2018 after more than 35 years with the town and village.**
- **Deb Fowler will be resigning her position as Recreation Director, for family reasons. Her departure date, at present, is spring 2018. She and her family will be returning to Canada, their homeland, a few years earlier than they had anticipated.**

I am disappointed about this news in both instances

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 4 times in July-working towards dissolution of the PD. Joby has been retrieving equipment issued to part-time officers, selling items allowed to be sold and transferring equipment purchased with state grant funds to other police agencies. On August 17th:

The Waterbury Police Department transferred the following equipment purchased with grant money to the Northfield Police Department:

2 All Traffic Solutions Shield 12" portable speed signs.

Sign #1 SN: 12993110228. Manufactured in August of 2013.

Sign #2 SN: 129920140168. Manufactured in May of 2014.

1 Laser Technology INC UltraLyte 100 Laser Speed Gun SN# UX006527. Manufactured in 2002.

Folding Reflective Traffic Barriers.

2 sets of operational Stinger Spikes.

2 sets of Stinger Spikes without any tire deflation spikes installed, used for training.

Paul White, Law Enforcement Liaison for the VT Governor's Highway Safety Program got a copy of this info. The serial numbered items will be reassigned to Northfield PD.

- 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 22 hours on e-mail, phone and US Mail etc. in July and Attempting 15 so far in August..

Manager Work Plan

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. **Given the village's charter amendment, I recommend holding off changes until January of 2018.**
- **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. **Given resignations listed above, we need to talk about filling those positions—finance director discussion that I raised in my answers to boards' questions during my evaluation last fall should be revisited.**

- **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.

End of Report