

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

Re: Manager's Report- September 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 eighth of such reports.

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.**

I spent about 4 hours documenting my time and then writing the Manager's Monthly Report for the months of July and August.

Board Meetings-September. I spent about 12 hours preparing for meetings and attending meetings of elected boards in September.

- **Select Board**
September 5: 1.15 hrs
September 18—**Joint with Trustees**, 2.15 hrs
- **Trustees**
September 13, 1 hour
- **Library Commissioners**
September 14, Did not attend
- **Water-Sewer Commissioners**
September 25, 2.5 hours-attended by phone
- **Cemetery Commissioners**
September 5, 1 hour

Met with individual department heads periodically through the month.

PW Director & Municipal Engineer-discussions to develop paving plan, wastewater capacity study, potential locations where extension of sewer may occur, Parker Court sewer replacement, Micro-Hydro project at Guptil Rd Vault, grants administration for highway culvert replacement projects etc...

Planner—study concerning potential expansion of village historic district, zoning re-write updates

Police Chief—close out of PD, sale of assets, case management, service issues while winding down

Rec Director-End of summer program debriefs, transition planning, discuss involvement with upcoming community events-River of Light, Winterfest, Discussion of facility needs

Financial & Contract Management

Continuing management of town/village investment portfolios. Budget administration

Legal Issues

Spent about 10 hours in July on direct legal issues concerning town and village

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. Unfortunately this has dragged on as there were issue concerning the grading plan, runoff from the site and the property line. The settlement is in final form and hope to have final approval on October 23rd.**

- **North Hill Cell Tower** –Hearing Officer has recommend denial of Certificate of Public Good. Verizon asked for oral arguments before Public Utility Commission, which took place September 12th in Montpelier. The PUC decided against Verizon, declining to issue a permit for the tower. Verizon still has the opportunity to appeal to the state Supreme Court. No final disposition yet.
- **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. Court date is now scheduled for mid-November. *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 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. Oral arguments were presented before the Vermont Supreme Court on October 12th.**

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

- VLCT- Board Meeting: September 7th, Noon-3:30
- VLCT Joint Investment Committee: September 8th, 10:30-12:30
- Northeast Conference on Public Administration-met with Richard Cate, UVM VP of Finance to prepare for a presentation I will be making to the conference with 3 other VT municipal managers and a representative of VLCT

Grants Administration/AUDIT— Many staff, including me, have been working with Bill Yacavoni, CPA, on the town and village 2016 audits. I have spent about 20 hours on this in September. Audit is expected to be complete by end of October.

Economic & Community Development

- Review agendas, minutes of WADC meetings.

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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 in August.
 - Butler Street neighborhood, including speed tables-completed in September
 - Sidewalks-N. Main Street- **underway in September**

Staffing

No changes to report. Recruitment for Bookkeeper Position has begun

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 several times in September-working towards dissolution of the PD and to provide highest quality coverage possible during the transition—for a variety of reasons, this has been a challenge.
- 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: Still a large consumer of my time

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