

To: Elected Boards  
From: W. Shepeluk, Manager  
Date: December 12, 2017  
Re: Manager's Report- October & November 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. **Through the end of July the town had borrowed \$432,000 from the village. The principal was fully paid by the end of August after the first tax installment due date. Interest paid to the village was \$1,127. The borrowing required by the town was about 78% less than planned for in the budget. About \$3,875 budgeted for short-term interest went unspent.**

I spent about 5 hours documenting my time and then writing the Manager's Monthly Report for the months of September and October.

**Board Meetings-September & October.** I spent about 31 hours preparing for meetings and attending meetings of elected boards in October and November. Several significant issues were addressed in these months requiring extra prep time & frequent joint meetings. Multiple meetings on the same days make for long days and evenings

- **Select Board**
  - October 2, 1.5 hrs*
  - October 11—**Joint with Trustees & PC**, 2.5 hrs
  - October 23—Joint with Trustees-health ins. issue, paving plan 4.5 hrs*
  - November 6—**Joint with Trustees-CDBG** revolving loan fund, policing options, 5 hrs
  - November 20—police services discussion, bike/ped issues etc., 3.5 hrs*
- **Trustees**
  - October 25—police & Halloween, 1.5 hrs
  - November 8—legislators re: charter change etc..., 3 hours
  - November 29—Boy Scouts, RFP 51 S. Main, Solar at Ice Center?, 3.5 hours
- **Library Commissioners**
  - October 2, did not attend*
  - November 13, did not attend
- **Water-Sewer Commissioners**
  - October 23—Howard Ave/Rt 100 main, Main St., 3.5 hours*
  - November 20—Howard Ave/Rt 100 main, micro-hydro/solar, capacity study, 2.5 hrs*
- **Cemetery Commissioners**
  - October 3, did not attend
  - November 7, preliminary 2018 budget-project identification, etc..., 1.5 hrs.

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, Main Street, Micro-Hydro project at Guptil Rd Vault, grants administration for highway culvert replacement projects etc...

**Planner**—discussions re: multiple court cases-North Hill, Grange, Sweet Rd--LWCF projects

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

**Rec Director**- 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 8 hours on direct legal issues concerning town and village—Supreme Court oral arguments-Hubacz; Grange (resolved & settled Oct 23<sup>rd</sup>); Grayson.

North Hill ruling- period for appeal of PUC decision expired October 23, 2017. Verizon did not appeal. Denial of the permit application was upheld. **Cost to the town to oppose this project in order to defend the town plan:**

2015: Legal fees:	\$ 6,553.98
2016: Legal Fees:	\$73,433.75
Wildlife Study:	\$12,077.71
Aesthetic Study:	<u>\$ 9,036.66</u>
Sub-Total 2016:	\$94,548.12
2017: Legal Fees:	\$57,833.16
Wildlife Study:	\$ 9,856.62
Aesthetic Study:	<u>\$ 2,306.57</u>
Sub Total 2017:	\$69,996.35

Grand Total direct expenditures by the town, over three budget years, to oppose Verizon's proposed cell tower on North Hill: **\$171,098.45**. I estimate at least 250 hours of staff time spent on this issue over the course of the two years of litigation. **Using a 75%-25% split for Steve's time and my time, respectively, the cost to the town for staff time was about \$12,165**

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

- VLCT VERB Trust Meeting: October 4, 9:00-11:00
- VLCT- Board Meeting: October 4, 11:00-12:30
- VLCT Town Fair & Annual Meeting: October 4-5, Presently off the VLCT Board of Directors
- Northeast Conference on Public Administration: November 4-Made a presentation with 3 other VT municipal officials and Dick Cate, VP Finance at UVM—Changing Landscape for small municipalities.

**Grants Administration/AUDIT**— Audits of town and village completed in October. Spent about 20 hours on this since June.

### **Economic & Community Development**

- Review agendas, minutes of WADC meetings.
- Met with Alyssa Johnson, EDD re: TD Bank, 51 S. Main, Main Street project

### **Infrastructure**

- Activity is ramping up concerning the Main Street Reconstruction process.
- On-going discussions of upgrading sewer on Elm Street to allow Main St sewer to be built according to customary standards
- Howard Ave-RT 100 water main upgrade—contract approved
- All paving and sidewalk projects completed

### **Public Safety**

- Continuing work with WPD and Chief Feccia toward dissolution of the WPD
- Met with officers and employees of WASI to discuss its operating deficit and plans to raise more money (perhaps through tax appropriation) in the future in order to continue operating.

### **Staffing**

Hired Michelle Ryan of Waterbury for the position of Bookkeeper/HR Asst. Started work December 11<sup>th</sup>. Michelle is working closely with LeeAnne Viens, Senior Bookkeeper. All are hopeful of a smooth transition as LeeAnne is expected to retire at the end of January.

### **Day to Day Work**

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

- Time Card Administration: 1 hour/week
- Police Chief-generally once per week
- PWD-Weekly (or more often, as often as necessary) updates on projects: Review schedules for hwy, water, sewer depts.
- 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.
- **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.
- **Budget Preparation—2018 budget prep has begun, in earnest**

End of Report