

To: Elected Boards
From: W. Shepeluk, Manager
Date: February 9, 2018
Re: Manager's Report- December 2017-January 2018

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 tenth of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

Review of revenues, expenses and budget priorities is an on-going task. In December, this task consumes much more of my time. I worked closely with LeeAnne Viens, Bookkeeper to conduct year-end budget review to insure that scheduled and budgeted payables were properly processed and paid. The most important part is to review the schedules of indebtedness for both the town and village to make sure all debt service, especially bond payments, were made as planned and required. At the same time this past December, Michelle Ryan, the new bookkeeper came on board. Orientation and training was incorporated into the bookkeeper's "end of the year and beginning of year routines". These tasks included closing the books of the town and village for the month, quarter and year, as well as filing records with the state retirement system, Social Security Administration and preparing W-2 reports and forms for filing with the IRS.

During the same time, I worked closely with department heads to begin the process of building the budgets for 2018. I also work with the tax/utility billing clerk to understand where the town-village stands regarding its major receivables. In addition, I reviewed the 2017 year end budget for the fire department in order to prepare and present a draft fire services contract to the Town of Duxbury for 2018.

I spent about 3 hours documenting my time and then writing the Manager's Monthly Report for the months of October and November.

Board Meetings-December & January. I attended 17 of 18 meetings held by elected boards in December and January. Spent 36 hours in those meeting. As I spent most of the month, including 8 Saturdays or Sundays preparing budgets, I'm sure close to 100 hours was spent in preparation for those meetings.

- **Select Board**

- Dec. 4-- 3.5 hrs

- Dec. 18—Joint with Trustees 3 hrs

- Jan. 8—3 hrs

- Jan 10—2.5 hrs

- Jan 15-- 2.5 hrs

- Jan 22—2.75 hrs

- Jan. 23-Special Town Meeting—1.5 hrs

- Jan. 29—2.5 hrs

- Meeting concerned budgets, parking issues/51 S. Main, police

- Jan 10—2.5 hrs

- **Trustees**
 In addition to the two joint meeting listed above with the select board, the trustees met:
 December 13—1.5 hrs
 December 29—1 hr
 Jan 24—2.25 hrs
 Budgets, 51 S. Main, employment /legal issues, closure of PD
- **Library Commissioners**
 Dec 11—1 hr
 Jan 8—1 hr
 Budget discussions
- **Water-Sewer Commissioners**
 Dec 19—2 hrs
 Jan. 22—2 hrs
 budgets
- **Cemetery Commissioners**
 Dec-5---did not attend
 Jan 2—1.5 hrs
 Budgets

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—re-write of zoning by-laws, historic district expansion, 2018 work plan

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

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- Planning-Zoning: Grayson subdivision. Still pending at court. Police employment issues-looks to be resolved, except for Hubacz still pending before Supreme Court.

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

- VLCT VERB Trust Meeting: Dec. 12, 9:30-1:00
- VLCT Joint Investment Committee: Jan 26, 10:00-1:00

Economic & Community Development

- Review agendas, minutes of WADC meetings.
- Met with Alyssa Johnson, EDD re: 51 S. Main, Main Street project
- Budget review with Karen Nevin, RW Exec. Dir

Infrastructure

- Activity is ramping up concerning the Main Street Reconstruction process-design & new soils issue
- 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 for design tentative approval

Public Safety

- Continued to work WPD and Chief Feccia toward dissolution of the WPD through end of December. Coordinated organizing, cleaning office, disposition of furniture and equipment
- Worked with SB toward special town meeting concerning police services contract with VSP

Staffing

Hired Michelle Ryan of Waterbury for the position of Bookkeeper/HR Asst. Started work December 11th. Michelle worked closely with LeeAnne Viens, Senior Bookkeeper. A smooth transition occurred. Michelle is doing well and LeeAnne retired as expected 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
- 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. **As new members will be elected in March, this should be revisited in joint meeting after annual meetings are held.**
- Budget Preparation—2018 budget prep is complete. Annual reports are being printed

End of Report