
TO: Selectboard
FROM: Rod Francis, Town Manager
RE: Town Manager Report
DATE: March 16, 2022

Financial Position of Town

The Finance Director and I will be available to discuss the month-end for February 2022 at the March 23rd meeting. February represents about the two third point of progress through the financial year. Acknowledging that there are seasonal variables (for both revenues and expenditures) and many other factors we can still gauge our performance in general terms. Two thirds of the way through the budget year suggests actual expenditures should represent 66% of the total operating budget. As of the end of February actual expenditures represent 61.40% of the FY22 budget.

However, the second half of the monetary articles have not been expensed, nor have the reserve fund allocations been made. Accounting for these commitments shows actual expenditures equal 68.58% of the FY22 budget, or just over the 66% goal. On the other hand, we are now through our most expensive season when we have considerable overtime (snowplowing) and heavy use of materials (fuel, sand and salt). Recent staff changes and warmer weather will likely moderate our monthly expenses.

Given the global security and economic situation we remain vigilant about the impact of inflation on our operating budget for the remainder of FY22 and the upcoming FY23 budget. All our departments have a reliance on gas, diesel and propane to fulfill the town's mission. All services and products we consume (salt, sand, gravel, blacktop, concrete etc.) are directly or indirectly impacted by the dramatic increase in oil prices. It is expected that we will need to monitor operations constantly to ensure we come in on budget for FY22 and start FY23 with realistic expectations about what the budget will fund in light of this unanticipated circumstance.

Casella Service Agreement

We contract with Casella to provide collection, transportation of waste materials, and processing of recyclable materials. This includes the provision of receptacles at the transfer station to receive waste and recyclables. This agreement was extended from April 4, 2021 to April 4, 2022 due to covid-19. Key costs in the contract (such as hauling waste) are expected to increase approximately 11.6%. I am hoping to discuss ways to minimize cost increases with Casella as part of renewing the agreement.

IT

The new on-site server is in place and proprietary software we utilize for lister functions, mapping and other aspects of town activity have been successfully installed by CCI and with some support from individual vendors. We are now in a fairly stable environment where we can make decisions about upgrading internet service to fiber-optic, streamlining our phone vendors (there are multiple) and begin replacing individual workstations and laptops. We have been provided with a comparison of fiberoptic vendors service prices. CCI continue to provide effective support and have worked through some complex email issues and failing machines in the past couple of weeks.

DPW Staffing

In the past three months we have experienced turnover in staff at DPW. Currently two of eight FTE positions are vacant; the half-time office assistant position is also vacant. We continue to spend considerable time recruiting and have made a commitment to training and supporting a skilled team in a respectful workplace. We are eager to recruit a halftime assistant to support the DPW office.

| | Title | Filled/Vacant | FTE (%) | Notes |
|----|---------------------------------|----------------------|----------------|---------------|
| 1 | Director | F | 100 | |
| 2 | W. Foreman | F | 100 | |
| 3 | Eq. Operator | F | 100 | |
| 4 | Eq. Operator | F | 100 | (starts 3/21) |
| 5 | Eq. Operator | F | 100 | (starts 3/21) |
| 6 | Eq. Operator | V | 100 | Advertised |
| 7 | B&G Technician | V | 100 | Advertised |
| 8 | B&G Maintenance Custodian | F | 100 | |
| 9 | Office Assistant | V | 50%F | Advertised |
| 10 | Transfer Station Lead Attendant | F | 40 | |
| 11 | Transfer Station Attendant | F | 40 | |
| 12 | Transfer Station Attendant | F | 40 | |