

Town Manager Monthly Report

12-Aug-20

Action/Task/Item:	Year:	Status/Comment:	Board Meeting Target:
Town Plan-Based:			
Ensure that the ZAO (or their designee) has the training and resources to enforce state Residential Building Energy Standards and issue Certificates of Compliance on development projects greater than 800 SF.	2020	Function of budget and available training programs. Planning/Zoning Director needs to request such training and resources.	N/A
Investigate the use of land owned or controlled by the Town for dedicated affordable housing.	2020	Currently, the Town does not have any land holdings that could serve for the development of any housing, including affordable.	N/A
Take a leading role in promoting opportunities and choices for parents in need of childcare by, among other things:			
Creating a standing community committee to coordinate the provision of childcare services in Town.	2020	Respectfully, any standing community committee should be the responsibility of the Selectboard, not the TM. But, TM would help, as applicable, with any recommendations of such committee. VT DHCA maintains the <i>Planning Manual</i> which probably has some relevant info/guidelines/recommendations for communities to take.	10/14/20 (Committee appointments?)
Exploring how to lower the costs of childcare provider background checks such as using the NPD.	2020	TM to ask NPD Chief	N/A
Complete the Community Rating System (CRS) certification process to qualify for maximum state reimbursement for flood events and assist homeowners.	2020	TM to consult with Planning/Zoning Director. May already be completed.	TBD or N/A
Update and re-adopt the Local Hazard Mitigation Plan (LHMP) and the Local Emergency Management Plan (LEMP), and ensure consistency with the goals, objectives, and policies of the Town Plan.	2021	Draft 5-year LHMP to be available 8/12/20; adoption and submittal to FEMA for approval by end of September 2020. LEMP already updated and adopted for calendar year 2020.	<u>Subsequent LHMP</u> Adoption 07/23/2025; 2021 LEMP Adoption 3/24/2021
Consider how to address barriers to development related to limitations on septic capacity, including a review of the findings of the 2005 study conducted by the Norwich Sewer Committee in light of current challenges and changes in wastewater management.	2021	TM <u>only</u> will be involved with such task if authorized/initiated by the Selectboard and there is sufficient funding for a consultant. This issue notoriously is a "hot button" issue in Town.	TBD
Create a long-range plan for construction and maintenance of sidewalks, bikeways, trails, and park-and-ride lots.	2021	Planning Director should consult with DPW Director first as to status of existing inventories. TRORC should be asked to help develop such long-range plan. Note the existing park-and-ride lot at Huntley Meadow is sufficient. However, the Town should be prepared to plan for and regulate the possibility of additional Dartmouth College parking being proposed in Town. Trails Committee and Planning Commission are integral to any discussion and/or plan.	TBD

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Develop a Stormwater Management Plan.	2023	TM will provide oversight when Planning Director in collaboration with DPW Director initiate plan drafting.	TBD
Review hybrid and electric options for any municipal vehicle purchase or replacement.	On-going	Already TM has Dept Heads considering hybrid/electric options for vehicle purchases. Also, TM intends to work with Selectboard when they opt to take up a Green Fleet Policy draft.	As applicable
Work with Green Mountain Economic Development Corporation (GMEDC) to recruit appropriate business to Norwich.	On-going	Contact with Bob Haynes has occurred "regularly" to ensure both the Town and GMEDC are mutually informed of activities.	As applicable
Accommodate bicycle and pedestrian safety when rebuilding and upgrading roads and bridges.	On-going	Current projects: Browns Schoolhouse Rd Pedestrian Bridge replacement and Beaver Meadow Sidewalk Scoping Study. TM to encourage Planning/Zoning Director and DPW Director to get together on land use regulation changes (e.g., Zoning Ordinance) and to discuss procedural changes to address this safety issue. Police Chief to be added as necessary and applicable.	Function of bylaw drafting; procedure update is N/A
Maintain a capital budget & program that is aligned with the goals and objectives of this plan.	On-going	Refer to Budget under Fiscally-Based.	1st or 2nd Nov meeting annually
Implement the strategic initiatives developed by the Trails Committee.	On-going	Assuming the Selectboard endorses a more "formalized" Trails Committee, the TM would have additional interaction (through the Rec, DPW, and even P/Z) regarding the capital budget & program, other funding sources for projects. Also,	At least 1st or 2nd Nov meeting annually for capital budget
Continue to participate and meet the requirements of the National Flood Insurance Program, so that owners within floodplains are eligible for flood insurance.	On-going	TM coordination with P/Z Director	As applicable
Implement the hazard mitigation programs, projects, and activities identified in the [2020] Local Hazard Mitigation Plan, and subsequently adopted plans.	On-going	Pending FEMA approval of the draft plan currently being completed for submittal to FEMA	TBD, as applicable
Fiscally-Based:			
Monthly Financial Reports	On-going	Information provided to the Selectboard includes balance sheet and line item report of expenditures and revenues. Additional information TBD by the Selectboard, as applicable and available.	2nd Selectboard meeting of each month
Annual Audit	On-going	FYE 2020 audit currently underway.	11/11 or 11/18/20
Budget	On-going	Dept Heads preparing their budgets (and updated capital budgets) for submittal to TM by Oct 15; TM to prepare overall budget for Selectboard packet on Nov 6	11/11/2020

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Tax Rate Setting/Billing	On-going	Annual process for setting tax rate	7/14/2021
Finance Department Staffing	2020	Recommendation: hire Becky Grammer full-time; and, outsource Finance Director responsibilities through 6/30/21 (part-time). Re-examine Finance Director position during budget season.	8/12/2020 & Nov/Dec
Change to different accounting software (?)	TBD	TBD	TBD
Annual Review Follow-up:			
TM Monthly Reports	On-going	Written report to the Board for the first meeting of the month summarizing significant Town developments and potential upcoming issues. Should be discussions of high level issues, not a reading of daily activities. Also, TM reports will focus on new issues and not reiteration of what has already been discussed. It should be a guiding document not a diary. Actively show prioritizing demands.	1st Meeting of each month
Monthly Financial Reports	On-going	On the second meeting of each month, presentation should be made (in the packet) of income statement (monthly and YTD and vs budget), balance sheet, and designated funds update. TM to be prepared to discuss these and understand them well.	2nd meeting of each month
Long-range, strategic capital budget	On-going	All budget information will be presented at one agreed-upon time including proposed expenditures, projected revenues, designated fund balances, and capital budget & program. A schedule should be presented to the Board for this process by the end of the summer. (Full budget information presented to the Board by the 2nd meeting in October, so the Board and TM have adequate time to discuss long-range strategic planning. Note, TM states above that the budget, etc. will be provided for the 1st meeting in Nov rather than the 2nd meeting in October. This provides adequate time for the Dept Heads and the TM to prepare the necessary information. If it can be delivered to the Board sooner it will.	11/11/2020
Listening skills	On-going	TM to adapt to personalities of the Board, staff, public at-large, and other Town officials. (Note TM already completed a 10-week leadership course through the <i>Kansas Leadership Center</i> .)	As applicable
Strategic Plan:			
Dept Heads' individual plans amalgamated in TM overall plan	2020-21	Dept Heads currently tasked with crafted strategic plans related to their respective departments. TM has asked P/Z Dir to coordinate this effort.	TBD

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Selectboard Strategic Plan	TBD	TM administration of this, subject to Dept Head/TM overall strategic plan recommendation(s) and subject to Board's deliberations.	TBD
Selectboard Updated Community Survey (?)	TBD	2019-20 Selectboard had agreed to at least annually conduct a community survey. The 2020-21 Selectboard needs to discuss/decide whether to continue this original idea. TM administratively is assumed to plug into this related to an overall strategic plan for the Town (beside the Dept Head/TM strategic plan).	TBD
Policy-Based:			
TM Procedures related to Selectboard adopted Policies	2020	Goal: TM to complete drafting of relevant procedures by calendar year's end	1st Meeting in Jan 2021
Personnel Policies - Redo (subject to Union Contract approval)	2020-21	While a major redo has been provided to the Selectboard in Oct 2017, its update is pending the Union Contract Approval. TM plans to draft a new set of Personnel Policies using the VLCT model policy as the backdrop, despite the already drafted document.	Adoption Goal: 2nd meeting in Feb 2021
Other:			
Union Contract Ratification/Approval	2020	Awaiting Union signatures on agreed upon Comprehensive Tentative Agreement (CTA); full document "redline" being drafted subject to CTA; both parties to review ultimately agreed upon "redline"; Union meeting/ratification; Selectboard meeting/approval; signatures; distribution of executed document.	TBD (unclear why the CTA remains unsigned by Union)
Tracy Hall Renovation/Energy Project	2020-21	Start-up pending Aug 11 vote. If vote passes, TM to pick up where the project left off. If vote fails, Town should decide what is/are next step(s), especially given last year's Town Meeting to reduce fossil fuel use by 5% annually until not used.	TBD
Reduction of fossil fuel use 5% annually until not used	On-going	TM to re-examine this with Energy Committee, subject to Tracy Hall Aug 11 vote	TBD
Network System:			
Network Assessment Improvements	2020-22	2020 - Striving to fix immediate needs now. Will use budget process for discussion and funding concerning, probably, a phased approach to the remaining assessment identified needs (e.g., network server and peripherals as 1st phase and workstations and their peripherals as Phase 2.	Either Aug 26 or Sept 9; then TBD subject to budget discussion

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Webpage Overhaul	2021	Plan: 1) ascertain general funding needs and advocate for FYE 2022 funding during budget process; 2) "Let" an RFP/RFQ, subject to funding and voter approval at Town Meeting in advance of July 1, 2021; and, hire contractor after July 1, 2021 to complete overhaul.	1) Sept/Oct - TM only; 2) Dec 2020/Jan 2021 and pre-July 2021; 3) post-July 1, 2021
Generator Replacements:			
Public Safety Bldg, including apparatus bay	2020	1st priority	26-Aug
DPW Highway Garage	2021	2nd priority, subject to Tracy Hall re-vote. If possible, will replace failed generator with current one at public safety building. Otherwise, will need to purchase new with additional funds added to Generator Designated Funds	Earliest: Post-7/2021 (unless old public safety bldg generator can be used)
Tracy Hall	2021	3rd priority, subject to Tracy Hall re-vote. If Tracy Hall re-vote passes, would recommend factoring in replacement generator with financing. If vote fails, purchase replacement generator with additional funds added to Generator Designated Funds. Also, if vote fails, this generator becomes 2nd priority over Highway Garage (but, with fingers crossed that at least on an interim basis the public safety generator can serve the Highway Garage electrical "load".	Earliest: Post-7/2021
Communications Tower	TBD	Currently, this generator runs well. However, Generator Designated Fund new appropriations still need to be raised to address this generator at some point in the future.	N/A
Delinquent Tax Payer procedure - initiate tax sales for severely delinquent properties	2020	Discussions with Finance Office and legal after the 1st Tax Installment deadline passes. (Also, in adherence with updated Tax Collection Policy.)	As applicable