

Town Administrator's Report for Selectboard Meeting on July 14, 2016

Workers' Compensation Requirements for Contractors—The Town obtains its insurance, including Workers' Compensation coverage, from the Vermont League of Cities and Towns (VLCT), in addition to receiving information and advice from VLCT on a myriad of municipal matters. During the past year VLCT has amended documentation required from towns with regard to contractors hired by towns. Some community members have expressed confusion by the requirements—so a representative from VLCT has been asked to explain the requirements.

Preliminary Year-End Financial Review—The fiscal year ended on June 30th. The Town Treasurer will review the end-of-year budgeted and actual revenues and expenses.

Financial Management Questionnaire—This questionnaire is required to be completed every year in accordance with 24 VSA §872(b) and 32 VSA §163(11).

Update on wage claim by Town Clerk/Treasurer—We have been notified that the Department of Labor has mailed a letter requesting a clarification. The letter has not yet been received.

Mozart Festival Ensemble—Bill Fraser-Harris has developed a relationship with the newly re-organized Mozart Festival; three concerts are proposed at the Town beach on three Thursdays, 7/21, 7/28 and 8/4, from 7 pm –8 pm. Admission would be free, but those attending would pay for parking. The performance would be an ensemble, so not the full orchestra, which will be playing the following Friday nights at Cairns Arena in South Burlington. The First Constable has been asked if he is available for traffic control, and the Fire Chief has been notified.

Employee Performance Reviews—The description of the process that as used last year is in the packet—updated for new employees. The Performance Appraisal form is also in the packet. The Town Clerk/Treasurer, the Chair of Senior Center Board of Trustees, and the Chair of the Library Board of Trustees have been contacted regarding the proposed process. Selectboard members will need to determine which Selectboard members will participate in the reviews for the various employees, and approve the process for 2016.