

## Daniel Sarnoff

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**From:** Leon Potok  
**Sent:** Monday, November 12, 2018 10:07 PM  
**To:** Daniel Sarnoff  
**Cc:** Mayor and Board  
**Subject:** Monthly Report follow-up

### Village Manager Report

Consolidation of Phone Systems - you report that "we are working to upgrade...". Please provide specific timeline for implementation.

There has been no mention of the parking app rollout, but for the Police Department reports in the last two months noting problems. Have these been serious? Have they been fully addressed?

I've previously requested parking app data - utilization rates - lots vs. rest of the Village? impact on revenues? Has Mary Shiffer completed a plan for implementing the various changes in parking? If so, please share. If not, when will the plan be completed? How long until we receive the key from Duncan for changing rates on the Village's meters?

I suggest that the Accela project timeline be updated monthly to reflect work performed to date, milestones for completion, and explanations for any changes in the timeline. Such a report should be prepared by the vendor.

### Building Department report

The monthly report should include a detailed plan and monthly update on the implementation of the Matrix recommendations. Please include such a plan for the next work session..

Barking dogs - the Board was advised that the Vet Hospital on Boston Post Road would be working on a mitigation plan in consultation with the BD. What's the status of the plan?

6 Staub Court - the Board has been copied on a number of emails from Doug Dunaway regarding the BD's interpretation of the number of permitted apartments at this address, but without any meaningful response from the BD. What's the status of this issue?

### Clerk-Treasurer report

Telecommunications: the Village no longer receives a discounted rate in the absence of a signed contract. How long have we been without a signed contract and what's the financial impact? What's the plan?

### Parks Department

Note that staff "prepped cement pads for future memorial benches in Harbor Island Park". The Board had previously directed that no more pads are to be placed in HIP without review with the CFTE for alternatives that would be more pervious, smaller and more attractive. Why has the Board's directive been ignored?

### Other

I suggest that the department reports for individual departments be broken down between ongoing operations and projects, and that projects be reported along the same lines as provided in the Village Attorney's monthly report. Namely, what progress has been achieved in the most recent month, with prior month updates included as well. Major projects involving outside contractors should include a project timeline and an explanation for any variances from previous projections.

I look forward to receiving the DPW and Planning Department monthly reports.

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