



VILLAGE of WHISPERING PINES

MANAGER'S REPORT - MONTHLY

December 13, 2017

- Police Station Renovation
 - On Friday, December 8, 2017, I notified Thames Construction that we were moving forward with terminating their contract effective December 1, 2017, if substantial completion was not accomplished by then.
 - In the interim, the liquidated damages that began December 1, will continue to accrue at a rate of \$300 per day. We also reserve the right to impose liquidated damages for the twenty (20) days between November 10 (contract completion date) and December 1.
 - I have briefed the Village Attorney on the situation and he will be prepared to assist us with officially terminating the contract, if necessary, and taking any other action necessary to hold Thames accountable for the uncomplete work.
- Upcoming Events
 - December 21 – Village Employee Christmas Party @ Whispering Woods, 12
 - December 25 – Christmas, Village Hall closed
 - December 26 – Holiday, Village Hall closed
- Lakeview Drive Property
 - SNS Engineering & McGill Associates were directed on December 4 to proceed on their respective scopes of work. Both will start immediately.
 - SNS Engineering
 - Subdivision and recombination of parcels
 - Topographic survey
 - Tree locations (those greater than 12")
 - Locations of streams, wetland areas, visible utilities & encroachments
 - Timeline forthcoming; but, contingent upon weather.
 - McGill Associates
 - Environmental Site Assessment
 - Anticipated completion by the first week of January.



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- Public Works
 - Construction of the Summerfield Pavillion underway. Estimated completion time before Christmas.
- Administrative/Personnel Matters
 - I will be out of town and essentially unreachable between December 9 through 17. During my absence, Linda will be the point of contact for all Village matters that need immediate action.
 - Tree Lighting Ceremony was well attended and successful.
 - We have three (3) candidates for the full-time vacant Firefighter position. The written examination will be administered on Thursday, December 21, at 9am, followed by an oral interview that afternoon. The target start date for the new Firefighter will be Monday, January 8, 2018.
 - Implemented Administrative Procedure 3-2, Expenditure Authorization Procedures
 - Establishes internal policy and procedures to ensure compliance with NCGS 159-28
 - Purchase Order required for expenditures greater than \$1,000
 - Purchase Requisition required for expenditures less than \$1,000 and greater than \$150
 - Board Vacancies
 - Board of Adjustment
 - Alternate Member
 - Alternate Member from ETJ
 - Planning & Zoning – Alternate Member from ETJ
 - Lakes & Watershed Board
 - Cardinal Lake Representative
 - Member-at-Large