**Windham Special Selectboard Meeting Minutes – Road Crew**

**April 24, 2018**

In attendance:

Josh Dryden – Road Foreman

Kord Scott – SB Member and Road Commissioner

Bob Kehoe – SB Member

Maureen Bell – SB Member

Maureen called meeting to order at 8:30 am

Hiring of new full-time road crew member and possible part-time member:

-Have received 7 applications.

-Josh and Kord will carefully go through them to come up with eventual interviewees and begin conducting those interviews.

Having participated in and distributed materials from an HR Law webinar last week, Maureen went over a few points to remember when interviewing candidates:

-Keep questions appropriate; don’t show bias, don’t discriminate, etc.

-Remember all of their information and interviews are to be kept confidential.

A letter of thanks to all applicants, asking if they’d be interested in part-time work, will be drafted and distributed for comment by Maureen.

There was a brief (on-going) discussion regarding adding a 3rd full-time crew member. Kord reiterated that we must clearly justify the need before the town would approve.

A motion was made to adjourn the meeting at 10:30. All were in favor.