Annual Meeting

VTRANS & Windham Road Crew

March 28th 2018

Town Office

Present:

Joshua Dryden Road Foreman

Kord Scott Selectman

Robert Kehoe Selectman

Maureen Bell Selectwoman

Meghan Brunk VTRANS D2

Marc Pickering VTRANS D2

Meeting called to order at 10:30 a.m. by Kord Scott

**Annual Plan & Budget:**

* Discussion revolved around obtaining Grants and Annual Plan
  + Marc explained the parameters for applying for a grant and what the State looks for during an assessment
  + Items covered included
    - Percentage covered by state
    - Threshold in emergency to qualify for grant
    - What State looks for during assessment
    - Road classifications
    - Process Town needs to take if new road added to Town

**VTRAN Orange Book:**

* Marc gave Kord a copy of The Orange Book
  + The handbook is provided to assist and guide the elected and appointed officials within local government in the State of Vermont.
  + It is intended to provide a general understanding of the processes regarding the various state-aid programs available via the Agency of Transportation and selected responsibilities of the officials.

**Financial Plan:**

* Marc distributed the Annual Financial Plan with estimates/breakdown to be reviewed by Select Board and signed if accepted
  + - Income which shows estimated State Funds and Town Tax Funds
    - Expenses which describes covers Winter Maintenance, Non-Winter Maintenance and Major Construction Projects with estimated amounts
  + Financial Plan reviewed
    - Motion by Kord to approve Plan from VTRANS
    - Approved
* Certificate of Compliance
  + Marc distributed the Certificate of Compliance for Town Road and Bridge Standards & Network Inventory for review and signature
  + Certificate reviewed by Select Board
    - Motion by Kord to approve Certificate
    - Approved

**Class 2 Paving Plan:**

* Meghan asked to verify that the Towns Class 2 Paving Plan is not a go for this year
  + Kord confirmed that it is not however that Marc had encouraged the Town to apply anyway as a precaution
  + Marc commented that applying each year shows need – the Program is approved by the Legislature – helps to get increased funds for the State
  + Marc mentioned that the plans are supplemental to Town Plans/Funds and suggest the Town always have backup Funds
  + Critical nature of the Project needs to be looked at
* Maureen asked about the application process
  + Marc responded that it is an easy two-page application
  + Meghan will send the application
  + April 15th deadline
* Kord asked where the Town stands
  + Meghan responded that Windham is 16 for paving
  + Usually a 5 to 8-year turnaround
  + Windham has 9.2 miles of Class Two roads
* Maureen asked where Windham falls with the 9/2 miles
  + Meghan responded the smallest is 2 miles and largest is around 20 miles so Windham is almost in the middle

**Road Posting, Reclassification and Enforcing Policy:**

* Conversation turned to destruction of main roads in the Town due to the increased truck traffic using Windham Hill Road as a cut through from Route 30 to Route 11
* Marc commented that if the roads are properly posted the Town has ability to enforce policy
* Reclassification the road is a process and will also effect money from State
  + Section 13-3 in The Orange Book outlines the process
* Bob commented that the Town needs to determine what avenue they want to take to minimize truck traffic
  + Suggested a meeting around this topic be held
  + Kord agreed they need a special meeting to discuss paving issues and misc. other

**Structures Grants**

* Meghan asked if the Town has plans to apply again
  + Kord responded yes
  + Town has been setting aside some money for projects
  + Kord mentioned they have engineer estimates
  + Marc responded that we can use the estimates and encourages us to apply each year
  + Meghan offered her assistance with the application process – email her the estimates

**Erosion Inventory Plans**

* Meghan inquired about the Erosion plans
  + Kord responded that we have not started it however the deadline for submission is July 30th
  + Windham Regional Committee is supporting Select Board with this
  + Meghan said she is available for additional information and will be happy to assist

**Bridge Inspection Report:**

* Meghan mentioned that the Inspection Report is available on line and she will send the link
  + State does not send report via email any longer
  + Report shows State Projects and misc. other information
  + Bridges over 20 feet are inspected every two years

**Salt Storage:**

* Marc brought up the subject of end of season salt storage with Josh
  + State keeps full load and has sheds to hold reserves
  + Recommend that the Town keep the shed full at the end of the season
  + Marc also mentioned there is grant money available to build larger shed if needed
* Kord asked Marc about available grants for buildings and equipment
  + Marc was not aware if so

Meeting adjourned at 11:45

**Kord asked Select Board to stay to discuss other matters**

* Kord motioned to go to Executive Session
  + Approved
* Update on Johns situation discussed
  + Josh and Kord discussed, saw him at dinner – John wanted personal/vacation days for time he was off
  + Kord wanted to run this by the Select Board
    - What impact on Workman’s Comp
    - Kord checked with Peter – no impact
    - John put in for the time he was off – 8 days in the pay period
    - Kord spoke with John at dinner, he was still withdrawn and not certain of what he wanted to do. Kord, feeling that some is family pressure ..etc.
    - Josh spoke with John a bit – texted John – medications changed and things are good
    - Josh talked with Mike McClaine re: John given notice, Josh had not heard – so he reached out to John
    - John didn’t confirm resignation but he would be back to work on Monday the 2nd
* Josh’s concern – when he comes back and what will happen next winter
  + Bob commented that they need to do a proper evaluation … have to follow all procedures.
  + Yes we may be faced with same thing next year but Town needs to follow proper procedure
  + Maureen, if he does come back it gives us a few months to evaluate situation
  + Bob – wants to review job descriptions
  + Maureen asked if Jared is on board to work as backup
    - Josh – yes however John is coming back to work on Monday
* Kord asked to discuss next topic in confidence as it was personal in nature