**Selectboard Emergency Meeting**

Monday March 12, 2018

Windham Town Office

**Present:**

 Maureen Bell Selectwoman

 Kord Scott Selectman

 Bob Kehoe Selectman

 Josh Dryden Town Garage Forman

 Jonathan Gordon Town Garage Road Crew

Meeting was called to order by Kord at 9:05

Bob Kehoe distributed a copy of Guide to Open Meetings to attendees- attached

This was an Emergency Meeting called by the Select Board in response to a Letter of Resignation presented to the Town by Jonathan Gordon.

* Jonathan is basically new to plowing – he has been experiencing unexpected anxieties and concerns related to the position while on the road which has carried over to his personal life, after consideration he felt it best to resign
* After presenting his resignation letter, he had opportunity to speak with Kord. Kord encouraged Jonathan to attend the Emergency Meeting and to consider staying as the Town will work with him to help him work through his anxieties and to address any concerns he may have.
* Jonathan agreed to attend the Meeting to openly discuss his concerns and consider rescinding his Resignation.

Discussion initially revolved around proper Exit Interview/Process

* Kord communicated with Jill Muhr from the VLCT – informing Kord that formal procedure needs to be followed. VLCT has a variety of Employee Assistant Programs and Jonathan was encouraged to reach out to them for help.

Kord opened the floor for general discussion

* Jonathan openly discussed his concerned and his anxiety regarding plowing – having the plow going backwards, various hazards, etc. He asked if there classes he can take. He is concerned about his emotional health however he wants to get help and stick with it – he suggested perhaps having a seasoned driver who is insured drive with him to help him overcome concerns.
* Josh commented that Richard stopped in to sugar house and mentioned that there are resources out there to help Jon overcome his anxiety about plowing
* Bob shared his experiences – supporting Jon and encouraging him to try overcoming his anxiety. Bob wants to empower Jon to know that the Select Board is behind him all the way. On the job is the best training you can have, the Town will support him all the way.
* All Select Board members told Jon they are behind him all the way. It’s lonely at garage when the guys are by themselves especially working long hours and into the night by themselves. It’s never going to be perfect. Select Board will work to get Jon the help he needs for the anxiety. Issues compound under pressure and Jon is under pressure to get the roads clear and misc., it’s been a long winter. Conversation continued to revolve around helping Jon and letting him know he is not alone and his feelings are valid.

Conversation moved on to ensuring that all Equipment is maintained properly

* Bob commented that this is important so that Jonathan and all drivers feel secure and confident while on the road.
* Maureen asked if there is a mechanic who handles this – Josh commented that Hal Colman does and he checks the equipment on a regular basis.
* Kord commented that Josh has been networking to find a good support network, Hal is one of these contacts and lots of progress has been made in this regard, there are fewer issues with equipment as a result.

At this point it was agreed that the Select Board should reach out to Attorney Brian Monahan to ensure they are following proper procedure given that Jonathan has agreed to rescind his Resignation.

* Kord called Brian and put him on Speaker
	+ Kord announced who was present at Meeting and purpose of Meeting
	+ Gave Brian overview of discussion that has taken place thus far and that the Resignation Letter had not been fully distributed
	+ At this point Jonathan would like to rescind his Resignation, he wants to stay on, what advice can Brian give to ensure the Select Board is following proper procedure
* Brian suggested keeping a copy of the Resignation Letter (attached) and Jonathan should write a letter rescinding his Resignation and submit it to the Select Board. The Select Board will then accept the Rescind Letter.
* Jonathan commented that he will submit the Rescind Letter within the next 48 hours.

Closing comments revolved around thanking Jonathan and supporting him

* Kord asked Jonathan if there was anything further the Select Board could do for him and Jonathan said no, he was happy with outcome of meeting
* Maureen gave Jonathan contact numbers of State Organization for help and also told Jonathan that if he is out in the middle of the night and becomes anxious to call her at anytime
* Select Board thanked Jonathan and that they are happy he is sticking with it and has been able to open up.

General discussion continued

* Bob asked Kord if there are current job descriptions given that Bob is new to Select Board and he would like to be clear about who does what. Kord said he will send them to Bob
* . Discussion revolved around empowering employees, upgrading job descriptions…etc.

Meeting Adjourned at 10:00 a.m. by Kord, 2nd by Maureen