Monthly Road Crew Meeting

## May 22, 2018

## Windham Meeting Room

## 8:30 a.m.

**Present:**

 Kord Scott Selectman

 Robert Kehoe Selectman

 Maureen Bell Selectwoman

 Josh Dryden Road Foreman

 Claudia Voight Select board Clerk

Meeting called to order at 8:43 a.m. by Maureen

**Garage repairs discussion:**

* Bob – discussed list of items to be done at Garage – wants input – discussion focused on electrical work – priority
* 6 items need to be done by 6/26
* Will do walk around with Kurk and Josh – will look for bids, need permit from state for electrical and fire inspection ….to do electrical
* Lots of electrical deficiencies from state inspection
* Many violations will come up that are not reflected in state report – no need to get into/discuss until they come up from bid inspections, if they do
* Sparky can do repairs but needs to be done legally
	+ Need to have three bids for comparison
* Kurk wants to bring inspector in before work starts
* Josh is tackling “maintenance and repairs” items which he has started on, outside of electrical work to be done
* Kord – motion to have Sparky to do it providing two other bids - all in favor[[1]](#endnote-1)
* Claudia motion to keep work in Windham if possible – work over $5,000 need to go to bid
* Electrical will be 1st step- Bob will start right away and also reach out to other electricians for bids for comparison

**LD Safety Marking letter:**

* Maureen gave copy to Josh
* Kord called VTRANS – if people want to pursue it they can – it was a microburst situation and the paint ran – there is a process, it is not the town it is a contractor from VTRANS who did work
* No budget for lines for town, Josh – went to classes but they suggest not doing it – just the center lines – state responsible for class 2 roads – town on class 3 roads

**Budgeting:**

* Kord – budgeting process, items that are discussed/identified need to be added to budget when next budget discussion
* Kord – budget worksheet, add line items to be remembered for future – do not need money/amount associated with it at time
* Kord - Line item under diesel fuel should be taken off sheet
* Numbers are correct as far as original numbers and what was spent
* Monthly numbers are correct
* Kord – IMO report continually under development, questions come up and the qualified…etc…
* Maureen questioned process in regards to fire company and school being responsible for diesel charges, what is towns portion…etc –
	+ Kord will check into this - not certain which way town does it – Josh he knows fire dept. does end of year report

**Amazon Prime account discussion:**

* Maureen asked Josh if he still needs items
	+ Josh responded that he needs items for the garage and has been shopping around to comparative shop
	+ Fire extinguisher Signs needed and he priced it out
	+ Had bought flashlights via Amazon due to lower price
* Maureen asked Josh to see if it’s worth the $110 a year shipping cost that town pays for prime account status
* Renewal is in May, in March need to look if past year town used enough or more

**New road crew employee discussion:**

* Maureen distributed letters/communication/paperwork to be done for new employee
* Maureen – asked if anyone has knowledge of how to do DMV check for new employees license – Kord stated to just check with DMV, suggested checking with WCSU

**Josh – DOT Bridge Class discussion:**

* We may want to rethink it, if we legally repost roads in mud season; town can be fined for certain situations/violations…etc. Town trucks may not be able to run on the roads.. etc. Maureen feels that there are exceptions which include Town trucks..etc.
* We need to know rules/regulations before posting – Kord agreed. Will bring man in from DOT enforcement to discuss and understand what is best for town – to post or not to post

**Sign permit for sign for Tater Hill**:

* Josh questioned if there is one
* Bob – if it meets road setback requirements, permit not needed, If outside of requirements then permit needed
* Bob – need to check with zoning administrator if in question

**Discussion about Ralph**:

* Peter gave Maureen numbers
* Take Johns salary into consideration – plus what we are paying Ralph we are basically the same/even
* We are ok up to now
* No budget left for Ralph
* Need to use him sparingly – Josh will need to take on some of the training, Kord thinks perhaps best as Josh would like to train him the way he wants him to be trained.
* Will cut Ralphs hours

**Municipal Roads Letter/update:**

* Kord has not studied yet
* Maureen – did we submit anything last year?
* Need to be submitted by 6/22
* Kord, result of Act 64
* Not near process of having work done, have to end of July to get info to state, there is an application deadline coming up to get towns name into state that we are applying for
* Kord will follow up
	+ For Grant money for road erosion repair

**Personnel Files:**

* Question asked in regards to personnel files – are they locked up/location
* Need to start personnel file for Dan
* Claudia directed to start file and follow up on this issue

**Summer work for road crew:**

* Kord – asked Josh what plans are for summer work
	+ Road Signs
	+ Training Dan
	+ Garage - OSHA
	+ Grading/ditching/culverts/Dust Control
	+ Sweeping
	+ Trees cleanup from storm

**Road Commissioner/Select Board & Communication with Road Crew:**

* Discussion revolved around the need to figure out communication system since no single Road Commissioner
* Select Board acting as a whole as Road Commissioner
* Josh will need to communicate with all three Select Board members
* One email address to be created which Josh will use and will go to all three Select Board members to expedite the process

Move to adjourn 10:49 by Maureen – all in favor

Respectively Submitted 5/31/18 Claudia Voight Select Board Clerk

1. [↑](#endnote-ref-1)