Selectboard/Road Crew Monthly Meeting Minutes

August 27, 2018 – Windham Meeting House

Present at Meeting: Maureen Bell – Selectboard Chair, Acting Clerk

 Kord Scott – Selectman

 Bob Kehoe – Selectman

 Josh Dryden – Road Foreman

 Dan Diaz – Road Crew member

 George Dutton – resident

 Palmer Goodrich – P&L Trucking

Meeting commenced at 8:30

**Roadside mowing** - Bruce is still mowing – is approx. 75% finished. Has about another week. Had been delayed due to equipment problems and also weather-related issues. Need to start thinking about next year, with fewer contractors interested. VTrans contracts with towns sometimes, since they have the equipment. Problem is that it might get done too late in the season. Josh will look into the details.

**Heavyweight permits** – there has been some “coffee-shop talk” saying that Windham does not let overweight trucks in town – that they are routinely denied passage. That is not entirely true – if there is a reason for a truck to be in town, all they have to do is respond to the permit denial with their reason: tell us where and when they are working. Alternatively, they can supply the detail with the permit application – they don’t have to wait for it to be turned down. We are simply trying to cut down on unauthorized overweight vehicles using Windham as a pass-through.

Kord is continuing to research the issue of enforcement and road postings with DMV and VTrans. Dan asked about efficacy of “No thru trucks” signage. Maureen will look into the town’s Parking and Highway Ordinances, if they exist.

**Road signage and boundaries** – George Dutton came to talk about several issues. He would like “Hidden drive”, “tractor” and speed advisory signs posted near his farm (Riley’s mailbox). Josh understood the areas and will get those ordered and placed.

Discussion ensued regarding road widths and rights of way (3 rods or stone wall to stone wall), road drainage, berms and new traffic patterns. As traffic has increased, roads have gotten wider to accommodate and keep up with the traffic.

The road in front of the house on the corner has been altered, but placing a rock (s) is not the answer. Since the area is historic in nature, Bob would like to see us preserve it to a degree – not horse & buggy preserved, but more so than it is now. It was agreed that we will bring in some soil and put proper markers in the road. Kord suggested a site visit – it will take place Sept 4 at 4:30 pm, before the next SB meeting. We (Kord) will ask Pete Newton to join us, since he always concerned about the nature of the road.

**Sand bids** – we have 2. Are expecting 3. Will wait until the next SB meeting to open them.

**Culvert bid** – have only received 1 along with some “no interest” answers. Will go out to other companies to see if any of them are interested. We might have to put this project off until next spring because of budgeting constraints.

**PACIF update** – went through the list of 18 items, 13 of which are done, training/inspection/repair is already scheduled or material purchase is now authorized. Five items, ranging from purchasing some material to writing procedures are still open. Tremendous progress addressing these items has been made so far.

**Invoice approval** – reviewed procedure for Josh to approve vendor invoices. Treasurer will put invoice copies in his mailbox on a weekly basis. Josh will confirm that work took place, materials were received and everything is properly invoiced. He will then code the items to the proper budget line.

**Road maintenance schedule** – ditching and culvert maintenance to start/continue on Old Cheney, White, Burbee Pond, Woodburn, Abbott, Chase and Wheeler roads. Grading and chloriding will continue on the rest of the roads.

Specific culvert request from homeowner on White Road, by Mercy Lane. Kord will take a look to determine if they need to put in a culvert. We need to continue our discussions about driveway culverts and write a policy, because it is not the town’s responsibility to install or maintain them.

**Budget review** – budget is tight, but we are monitoring it. Will check if we can put off the 1000 hour service on the grader for another 100 hours. We can do some of the routine maintenance ourselves until then.

**Equipment issues** - broken springs on the truck are being fixed and the backup camera is being installed.

**Misc.** - look into (short-sleeved) brightly colored t-shirts for next year. The uniform long-sleeve shirts are too hot to wear during the summer.

**Road commission** – all in agreement that a single Road Commissioner would be more functional than the SB acting as such. It would be great to find a part-time, working Road Commissioner.

**Evaluations** – discussed the format previously used by Kord with the Road Crew. Will use the same format this time around. Will get them scheduled shortly.

**Time cards** – need to develop a better system of reporting daily detail to include some specifics of the day. Don’t have to write a book about it, but Dan’s log example is a good one. Have to find some mutually agreeable solution.

**New truck** – Josh has a vendor willing to build a truck to our specs without a commitment from us. He will put together his wish list, in case we can fund this next year.

**Open communication** – Josh and Dan can’t be everywhere, all the time. They would appreciate hearing from the SB as well as residents when there is something wrong – downed trees, potholes, drainage problems, etc. We will figure out a way to publicize this, as well as “safe roads at safe speeds”.

**Town garage** – Bob would love to see a little work done to improve the appearance of the building – perhaps some windows and a coat of paint!

**Agenda format** – Kord suggested using a similar format to the regular meeting agendas so as not to re-invent this for every meeting, i.e. public comment, new business, old business.

At 11:33 Kord moved that we go to Executive Session to discuss a personnel issue. All agreed.

No decisions were made.

Kord moved that we exit Executive Session at 11:39. All agreed.

Maureen moved that we adjourn the meeting at 11:39. All agreed.

Next meeting is scheduled for September 18.

Minutes submitted by Maureen Bell

Approved at 9.4.18 SB meeting