Town of Windham, VT

**Road Crew Monthly Meeting Minutes**

Tuesday, July 17, 2018

Town Office

**Present:**

Maureen Bell Selectwoman

Josh Dryden Road Foreman

Kord Scott Selectman

Robert Kehoe Selectman

Claudia Voight Selectboard Clerk

Dan Diaz

Richard Pare

Meeting called to order at 8:30 AM by Maureen

* Budget review:
  + Kord talked about equipment expenses – we are over budget
    - Received bill for additional repairs
    - Budget is low and only ½ way through year, concerns
    - Discussion revolved around Josh reaching out to Selectboard if in fact close or over budget and if needed to utilize money from that line item
    - Kord questioned if the loss of a pin on one of the trucks that fell off and utilized money should be submitted to insurance
      * Josh gave history of loss of pin
      * Its new plow – should be under warrantee
      * Pin could have been defective
      * Kord will discuss with Viking &/or insurance company
      * Josh made replacement pin
  + Discussion revolved around budget line items and moving money from one area to another
    - How to handle certain line items that are close to or over budget
  + Maureen questioned fuel charge
    - Josh asked if fuel charge should come out of M/I
      * Kord responded that M/I was taken out as it was confusing to some people
      * Line 42 should have come out of fuel spill $ or M/I not budget
      * Kord will look into it
  + Kord asked if Josh feels they are utilizing more fuel
    - Depends on storms and misc.
    - Need to look at history to see fuel use
  + Josh expressed concerns of any budget conversations related to road crew/town equipment if he is not present and requests that he is included in future discussions
  + Kord opened discussion as to how to handle equipment expenses
    - Maureen commented that purchasing policy needs work
    - Josh suggested once a week run through bills
    - Kord – what are we going to do differently moving forward
      * Discussion revolved around changing bill presentation policy
      * Josh review/sign off prior to presentation/payment make certain applied to correct line item
      * Maureen will discuss with Peter and direct him to talk with Josh weekly to run through bills
        + Josh agrees, he needs to be able to review bills prior to presentation/payment
      * In interim, if questions revolving around budget please let Peter know
* PACIF update on garage repairs/maintenance:
  + Bob – electrical coming in, Josh said should be there today and finish up tomorrow.
  + Bob asked Josh to run through list and tag items that are finished and send to Bob
  + SB wants to know what is completed and still needs to be done
  + Josh asked Bob to stop by to just double check on electrical being done, Bob will do so
    - Bob will stop over on Friday the 20th at 6 AM
* Roadside mowing update:
  + Josh said Bruce’s mailbox not set up – Josh will swing by his house tonight to catch up
    - Bruce having some equipment issues that he is taking care of
    - Maureen asked if town should contact M/M if they are interested if Bruce is further delayed
      * Kord suggested staying with Bruce but having Josh give him a nudge that job need to get done
* Review/clarify Vacation Leave section of Personnel policy:
  + Policy distributed by Maureen
    - Discussion revolved around policy as stated
    - Concerns brought forward regarding current policy and clarification of policy
      * Discussion around vacation days and when does “year” start
      * Kord - PTO policy needs to be resolved
    - Maureen stated that the “Accrued” time should be determined at the meeting
      * After 90 day probation period – 1 week vacation, 1 week PTO for year
        + Everything based off of anniversary date/hire date
* Bob discussed schedules with Josh:
  + Re: roads, need list of roads by name
  + Main concern dirt road – start targeting for ditching/culverts/inspections
    - Get schedule together by road
    - Would be easier to identify by road
      * What needs to be done on each road
      * List by top priority
  + No ditches started yet per Josh
* Bob received call from George Dutton:
  + West Windham Road traffic
  + 6/20 call received from George to Bob – discussed concerns wants signs put up
  + Kord will make trip over to George’s and walk with him
  + Bob mentioned that if homeowner has issue they should also write it down for SB outlining issues..etc.
* Throwing up one side (north?) of Harrington Road
  + Tabled put on to do list – Kord will take care of
* Richard concerns sod pushback on side of meeting house:
  + To take extra caution to Josh
* Next meeting – August 21 at Town Office

Kord motion to adjourn at 10:53am – All in favor – yes

Respectively Submitted: Claudia M. Voight Selectboard Clerk

Attachments:

George Dutton 6/20/18 Letter

2018 Budget

Windham Personal/Vacation time Policy

Londonderry Personal/Vacation time Policy

Approved at 9.4.18 SB meeting