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