Monthly Road Crew Minutes

## June 19th, 2018

## Windham Meeting House

## 8:30 a.m.

**Present:**

 Kord Scott Selectman

 Robert Kehoe Selectman

 Maureen Bell Selectwoman

 Josh Dryden Road Foreman

 Claudia Voight Select board Clerk

 Dan Diaz Road Crew

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

**Budget Review:**

* Room to spare in Budget to make up for salt & sand expenditures
* Josh re: road signs – has list and read regulations regarding size of sign in relationship to MPH for road place on
	+ Number of posts per sign depends on size
	+ Discussion revolved around sizes and number needed
* Josh commented on money for maintenance on equipment and replacement parts needed
	+ Brakes on trucks – may want to do some maintenance themselves to save money
	+ Discussion revolved around various maintenance/repair needs, backup parts for winter – when they should be purchased..etc.
		- In past parts were purchased in the summer
	+ Kord will take M/I’s out and put on fund balance sheet
	+ Maureen discussed diesel fuel and impact on budget numbers
		- Fire Department and School fuel use discussed
		- Kord suggested adding a line item for school and fire department items to be able to track expenditures more accurately

**PACIF update on garage repairs & maintenance**

* Bob – discussed purchasing policy
	+ Authorization needed over $1,000 needs approval
* Bid process discussed – Bob read letter – need to get comparative Bids
	+ Bob has list of potential candidates for job for Josh
		- Bob will walk them through if they are interested
		- Bob concerned about conflict of interest and will withdraw his interest in the job if necessary
		- Bob will give Josh copy of potential candidates so he can go through with candidates
	+ Completion date discussed

**PACIF update on garage repairs & maintenance – con’t**

* Completion date:
	+ To be in compliance need to have done by July 25th
	+ Josh will initiate calls to potential other candidates to see if they have interest
	+ Sparky will do work if others are not interested
* Discussion about jobs to be done
	+ Many small repairs
	+ Back up cameras in vehicles that do not have them needed
		- If approved, where would money come from in budget as not budgeted in
		- Kord discussed what funds it can possibly come out of and will run by Peter to make certain he is ok with what funds are to be taken out

**Paving update:**

* Maureen – nothing this year
	+ Putting aside funds for future paving
		- $125,000 cash in account
		- $60,000 to be moved and State Aid money to come in
	+ Kord discussed numbers and made motion from Select Board meeting from June 18th regarding allocation of funds
		- Conversation revolved around Grant money and when they possibly may receive
		- When was last time Windham received Grant money?
	+ Kord – if Windham does receive Grant money they should have over $500,000 to help with pave for Windham Hill road
		- Josh questioned how much of the Paving money can be used for various other related jobs
	+ Discussion moved on around Culvert repair
		- Kord suggested that they get quotes

**Roadside Mowing:**

* Kord presented quotes for mowing
	+ Discussion revolved around time table and review of last year’s quote, who is interested and can do the job in the time needed for the Town
		- Reviewed Bids
			* Questions presented in general regarding who has best equipment
			* Kord read both Bids
		- Kord made Motion to go with Orchitt – all in favor – approved
			* Josh to contact Orchitt

**MRGP:**

* Maureen discussed at the June 8th Select Board meeting
	+ Maureen sent off Notice of Intent
	+ Gave Peter DEC Application and he will cut check
* Kord presented follow up question for the Regional Commission regarding road erosion
	+ Regional Commission will come out and meet with Josh to do a drive by
		- Josh will reach out to Emily Davis with the Regional Commission

**MRGP – Con’t**

* Kord – question in regards to various structures that need work
	+ Can we supplement money from other Budget areas – no can not
	+ Discussion revolved around what Grant money can and cannot be used for
* Maureen read letter with overview of what programs the Grant Aid program reimburses for

**Summer Work Schedule:**

* Josh has a white board in his office with jobs to be tackled
	+ Maureen questioned the schedule – if the Select Board can’t see the white board how do they know what is on the schedule
		- Discussion revolved around how to keep Select Board informed
			* Perhaps taking picture of board and sending to Select Board
			* Presenting a weekly bulleted list
		- Kord suggested when doing timecards on Monday Josh to do a short list of what was accomplished for the week
			* Discussion about improving timecards
				+ Maureen suggested presenting more of an excel type which would include jobs done
				+ What deterrents such as weather influenced the jobs completed or effected budget
				+ Discussed “journaling” to detail
				+ Maureen to work on a rough draft of a template to use
* Discussion revolved around training Dan and jobs that will be allocated to Dan and priority list of jobs such as the stone line ditches
	+ Bob asked about the culvert inspection and cleanout
		- One area he had questions about and suggested visiting each area this summer to review
		- 326 culverts in town
		- Will pick a road and walk it to review
		- Kord stated it will be helpful in determining which should be a priority
* Discussed updating Town Map with Windham Regional
	+ Turning in paperwork so Map can be updated as work is done
	+ Dan will reach out to Windham Regional to discuss progress

**Throwing up one side of Harrington Road:**

* Maureen postponed discussion

**General Discussion:**

* Josh brought up his allocated vacation/personal time
	+ He has been here 5 years
	+ He reviewed the Town policy and wants clarification of what he has available
		- November 15th he will start 6th year
	+ Kord stated that this needs to be clarified
		- Select Board will review
* Dan presented question in regards to health insurance
	+ When does it go into effect
	+ Dan needs to discuss with Peter

Maureen moved for Select Board to go into Executive Session at 10:10 AM

* We exited Executive Session at 10:30 PM
* No actions were taken
* Kord moved that the meeting be adjourned at 10:30 AM –all in favor – approved

**Respectfully Submitted:** Claudia M. Voight Select Board Clerk