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