

TOWN OF ALBURGH SELECT BOARD
SPECIAL MEETING
Municipal Conference Room
Tuesday, August 1, 2017 at 7:00 PM

Present: Chair Tyler Gotshall, Alton Brusco, Cheryl Moomey, Lee Kimball, Chuck Pease, Danielle James Choiniere

Guests: None

Meeting was opened by Chair Tyler Gotshall at 7:03 PM.

AGENDA ADJUSTMENT

The board and school were recently asked by DuBois & King if performing the sidewalk renovations on Champlain Street would be OK during the school year, or not. The board opted to get it done ASAP and stated temporary arrangements can be made to be sure children can still safely walk to school. Lee Kimball to send a response email to engineer John Merrifield.

ROAD FOREMAN JOB DISCUSSION

Alton stated they have been seven months without a foreman and the highway crew and road commissioner have handled requirements thus far. Foreman costs were over \$40,000 with benefits, excluding overtime. Cheryl asked if one goes on vacation, who covers? Alton said they do go on vacation and alternate.

Discussion ranged to having a seasonal position with a clear start and end date. The new hire could do the village side streets, but should still have a CDL to be able to use a plow truck in a pinch.

Lee mentioned ex-foreman Bing and his knowledge of regulations. He was an invaluable help. Is that not needed anymore? Alton and Tyler said current employees can handle it between them, and the road commissioner helps. Permitting can be done by contractors/engineers. Alton's position of road commissioner was brought up as not an infinite post and a future commissioner may not want to or be able to perform current functions. Alton said it was fine right now. Though no current employees have expressed interest in the foreman position, it was considered respectful to inquire. Lee asked if they could work without a supervisor and Alton said they pretty much have. He checks in each morning.

Lee asked if the highway crew would appreciate doing more vehicle/shop maintenance and less plowing, but each has his own truck and route and are used to that. Things do not always break between storms either, usually it's during use.

The board went through current highway foreman job description to tailor it toward a seasonal employee. Being able to fix the basics and have a CDL license were recommended. Not having too many particulars should lead to an improved applicant pool. It will be advertised from August 15-October 1, 40+ hours per week from the 2nd Monday in November until final week in March.

Once a job description is produced, Lee suggested asking the highway crew for their input. The new hire can have current crew as "supervisors" and a raise to compensate the latter was suggested. Chuck asked if each highway man asks the seasonal individual to do a different task, whom do they listen to? The remaining board didn't think that would be an issue, and Alton would also be there to help manage. The highway crew could also be asked to sit in during interviews to offer input the board may lack.

EMPLOYEE REVIEWS

Alton and Cheryl weren't too keen on reviews as they can cause more problems or just be completely ineffective.

Lee liked them both from a supervisor and employee perspective, used not punitively, but as points of discussion. He appreciated getting taken seriously as an employee. Cheryl asked how often the board did reviews, and the board answered not regularly.

Tyler Gotshall motioned to go into executive session per 1 V.S.A. § 313(a)(3): the appointment or employment or evaluation of a public officer or employee. Lee Kimball seconded, all in favor. Motion carried at 9:13 PM.

Lee Kimball motioned to come out of executive session. Cheryl Moomey seconded, all in favor. Motion carried at 10:26 PM.

ADJOURNED

Lee Kimball motioned to adjourn. Tyler Gotshall seconded, all in favor. Meeting adjourned at 10:27 PM.

Respectfully submitted,
Danielle James Choiniere

These minutes are draft only, slated to be approved at the next regularly scheduled meeting: August 8, 2017.