

DEPARTMENT OF PUBLIC WORKS
Meeting October 2, 2017
Minutes

In Attendance: John King Jr.
 Courtney Manning
 Doug DeCesare
 Kevin Bartlett

John King called the meeting to order at 5:30 PM

Board read and approved the minutes of August 14, 2017 and September 25, 2017.

Kevin stated that the flail mower is down; the main frame that carries the boom broke. Hopefully up and running by the end of the week.

Grant secured for \$81,000 toward field data collection, engineering, design, and permitting and to replace culvert on Brockelman Road.

Price of \$500 from J & M Chimney for Highway Building repairs, they are mostly cosmetic; Kevin has another price coming in too, from Jeff Baer.

Kevin had a meeting with Orlando last week, who had contacted Deb Sanders to find a list of all town-owned properties of 10-15 acre parcels for possibilities for the land swap for Well #2. Kevin had maps printed of the parcels to show the commissioners.

Doug stated that at the next Board meeting, they should vote reorganization of the Board.

In regards to people working through their lunch and leaving a half hour early; John said he looked into it and the staff is paid an 8 hour work day that includes lunch, but they still need to work the 8 hour shift. If they work through lunch break, that is their choice, but they are not to leave a half hour early. You cannot be paid twice for the same worked hours.

Board voted (3-0) at 5:50 PM to enter Executive Session.

Reconvened from Executive Session at 6:05 PM

Doug brought up the weekly reports, and suggested that those reports come back. Monday – ask foremen what they have planned for the week, and follow up on Friday. Kevin says he gets daily reports, and there are work orders. Board would like to see those reports. Board would like to review at every meeting. John King brought up that if one department isn't busy, a man can be moved to a busy department to help out when necessary.

Board used to look at the payroll and sign it. They no longer have to sign it, but the Board would like to review at the payroll. Discussion of callback overtime hours – Kevin has them punch in and punch out – if a guy is called in again during that 4 hour period, should be same callback. Board agrees. Union did not. According to the contract, callbacks are for a specific task. Example – putting out signs, 4 hours, picking up signs – 4 more hours. Board wants the guys to call in and call out, by phone if not by radio.

Looking ahead, in regards to snow and ice in the middle of the night – King does not want to rely on the police to notify of bad road conditions.

Arrow sign at the end of Lunenburg Road is being replaced (Bartlett Consolidated).

Who is setting the agenda for the meetings? Board agrees that Kevin will set the agenda with input from the Board. Members can call Kevin independently and have an issue added to the agenda that they want to discuss at the meeting.

Kevin gave Uniform Policy to the Board for their review. He ran it by the insurance company already.

Next meeting date set for October 16, 2017.

Meeting was adjourned at 6:25 PM.

John King Jr., Chairman

Courtney Manning, Member

Douglas DeCesare, Member

Three handwritten signatures are written on three horizontal lines. The first signature is 'John King Jr.', the second is 'Courtney Manning', and the third is 'Douglas DeCesare'.