

Selectboard
April 11, 2019
SPECIAL MEETING

All minutes are draft until approved by the Selectboard; please check future minutes for approval of these minutes. Meetings may be videotaped; recordings are held by Green Mountain Access Television. GMATV info: PO Box 581, Hyde Park, 05655; info@greenmountainaccess.tv or 802-851-1592

Members Present: Susan Bartlett, Chair; David Gagnier, Vice-Chair, Roger Barry, Roger Audet and Roland Boivin
Members Absent: None
Others Present: Ron Rodjenski, Town Administrator; Mark French, Road Foreman; GMATV did videotape this meeting.

Susan opened the meeting at 9:00 a.m.

1. **Welcome** – Added review of Loader Bids to the agenda. No public comment.
2. **2019 Loader Bids** – The Board reviewed the April 1st bid results with Road Foreman Mark French and discussed the concerns of the low bid as it is a smaller machine and the submitted documents did not comply with the request for proposals. The low bid is about \$3,000 less than the second low, John Deere. The John Deere response and specification list had no deviations. Motion by Roland to award the bid to John Deere for an amount not to exceed \$142,844. Seconded by Roger. Discussion: Mark will confirm delivery schedule for the John Deere loader. Voting: 5 in favor, 0 against, motion passed.
3. **Highway Staffing:** The Board felt that one more week of help from Mr. Renaud would be ok since Mark L. will be out on medical leave for the month of April. Dave stated that the ETO time for Mark L. was about 50 hours for his family leave purposes. Roger A. suggested that the Board needs to discuss more fully the current unpaid family leave policy, Section XIII, and if there are situations that the Town would pay for some family leave time in combination with ETO time then it needs to be made available to all employees. The current policy is to allow employees up to 12 weeks of unpaid family leave time. More discussion on the leave policy is needed.
4. **Policy Worksession**
 - a. **Cross-training Plan** – Highway equipment operators should provide the Selectboard with their current status of training on town road equipment; the grader, loader, backhoe, roadside mower, etc. Susan felt that cross-training during the summer work plan is a priority for 2019, even at the risk of less work being accomplished. Roger A. noted that during the summer, highway operators should have a priority on highway and not fire calls. Dave stated that there was a need to focus on leadership and accountability in addition to cross-training this summer. The assessment of current skills will be the first step, then incorporating cross-training time into summer work projects. Dave stated that cost management is something that could save the town tax dollars, such as could each highway task be accounted for and then analyzed. Currently, the town employees do not code time by each project but collecting the data could show where savings & efficiencies with new equipment or additional labor, etc. Ron will work with highway on listing current skill levels. Roger B. will review the cross-training goal with the crew.
 - b. **Fire Department** – The Selectboard agreed that exploring cost-saving options at both fire departments that serve Hyde Park, without reducing service to taxpayers, should be done this year. Susan reminded the board that both Fire Chiefs appeared to be open to an outside consultant to review operations and make recommendations. Dave will continue to work on this topic as fire liaison and reach out to Carol Fano to see if she can assist him with her prior experience in fire services and information technologies.
 - c. **Summer Work Plan** – The Board reviewed the road foreman's list of work for 2019. Discussion on hiring a year-round permanent 5th crew member that would allow more supervisory time for the Foreman and help the department quantify areas to reduce operational costs. Use of the new digital time clock to assist in capturing data for each task or project management will be explored.
 - d. **Winter Operations Plan & 1111 Permit Policy** – deferred.
5. **Other Town Policies and Next Worksession Date:** Friday, April 19 at 8:00 a.m.
6. **Adjourn** – Motion by Roger A. to adjourn, seconded by Roland, so voted at 10:55 a.m.