

Town of Charleston
Selectboard Meeting 2/23/17

MINUTES

A meeting of the town Selectboard was held February 23, 2017. Attending: Selectboard Members Dean Bennett, Meghann Carter and Larry Young; Road Foreman Bernie Pepin; and Selectboard Clerk Colleen Kellogg.

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING

Meeting called to order at 7:00pm.

Motion by Ms. Carter to approve the minutes of the February 9, 2016 meeting as written; seconded by Mr. Young and unanimously approved.

Jane Lazorchak of VT Dept. of F&W rescheduled her appearance to the March 9th meeting. VTF&W is acquiring a parcel of land in town and is required to meet with the Selectboard beforehand.

Regarding VTrans plans to paint centerlines on paved Class 2 roads, Ms. Kellogg will let them know that Charleston will not be resurfacing any roads this year.

Personal protective equipment (PPE) requirements chart for highway employees was reviewed and updated. Ms. Kellogg will make the edits and create a laminated poster for the garage. Mr. Pepin and Ms. Kellogg will look into prices and PACIF grant opportunities for the safety equipment recommended by loss control staff—dump locks and water tank for the cutoff saw.

As PPE requirements now include the use of a regulation “tagged” chains, the Selectboard asked Mr. Pepin to get prices for one short and one long tagged chain—one for lifting and another for pulling.

Mr. Young moved to adopt a boot reimbursement allowance—with receipt—for highway employees for the purchase of one pair of safety-toe boots per year, not to exceed \$200 per year, seconded by Mr. Bennett and approved.

Ms. Kellogg consolidated previously-approved safety policies and benefits into the Personnel Policies document and will add the boot allowance benefit. Mr. Young moved to adopt the policies document as edited, seconded by Ms. Carter and approved. Ms. Kellogg will have an edited copy ready for signatures at the Tuesday morning Road Commissioners meeting.

Ms. Kellogg presented draft highway job descriptions as updated by the Selectboard during personnel review discussions. She will have clean copies ready for the Tuesday Road Commissioners meeting—to be shared and signed by each employee.

Town of Westmore has contacted Mr. Pepin about interest in reclassifying Hinton Hill Rd from

Class 3 to Class 2. Ms. Kellogg reports that the NVDA will see that required traffic studies are conducted this year and the matter will be discussed at the annual financial meeting with VTrans; however, the Selectboard has concerns about committing to additional maintenance.

For grant billing purposes, Ms. Kellogg asked the Selectboard to set a reimbursement rate for use of the Town's pickup. Mr. Young moved to set the rate at \$20/hour in keeping with FEMA rates, seconded by Mr. Bennett and approved.

Regarding a pending grant application to the Better Roads program, Ms. Kellogg reports that NVDA has provided a letter of commitment to support the town in conducting a Road Erosion Inventory as required by the new Municipal Roads General Permit. Mr. Young suggests the Town take the opportunity to plan needed improvements to Twin Bridges Rd.

Motion by Mr. Young to adjourn, seconded by Mr. Bennett and adjourned at 8:00 pm. The next Selectboard meeting is March 9th, 2017 at 7:00 pm.

Selectboard, Town of Charleston