Selectmen’s Meeting Minutes Memorial Hall May 30, 2019 5:00pm

**Call to Order** – Chairman Manners called the meeting to order. Other members present included Matthew Marchese, Andrew Baker and Town Administrator, Terry Narkewicz.

**Highway Update**:

Backhoe Replacement - After test-driving four backhoes from various vendors, the Highway Superintendent and crew have decided to purchase a new JCB Backhoe for $145,500. The Town shall finance the purchase over a five-year period with an interest rate of 4.1%. The dealer will allow $6,000 for the town’s 2005 JCB backhoe.

Brook Road Bridge Replacement Project – the Town has received a “notice to proceed” on the Brook Road Bridge Replacement project. The Town received $500,000 from the Massachusetts Department of Transportation’s Municipal Bridge Program. The Highway Superintendent will begin work with Gill Engineering for a lump sum fee of $75,490. Gill Engineering will oversee bridge engineering & design, permitting, bidding, and construction oversight. Gill Engineering’s proposal lists an estimated project completion date of September 24, 2020.

Basset Road Bridge – the project is out to bid with a bid opening of Wednesday, June 12, 2019.

Volkswagen Grant Opportunity – the Highway Superintendent has submitted requests for three new trucks (two large truckers and one that does not require a CDL license to drive). If awarded, the Town would have to schedule a special town meeting to secure funding.

Line Painting – is scheduled. Ideally, owners should remove their vehicles from the streets and town-owned parking lots. The Highway Superintendent typically places flyers around town to notify residents.

Skinner Road Reconstruction – The anticipated completion date for roadwork (including paving) is June 30.

Highway Vacancy – Since 2011, the Town has hired sixteen (16) highways employees and the majority of them have left the position after a year or less for a variety of reasons. The Town’s most recent hire remained on the job for approximately three months. The town invests a lot of time and energy in recruiting and training these individuals therefore, the Board has decided that it is time to look at the “onboarding” process. Andrew held a preliminary meeting with the Highway Department with the hopes of creating a team onboarding approach that will lead to successful long-term employment amongst new hires. Using feedback from that meeting, Andrew and the Highway Department have begun to prioritize skills and develop some initial criteria that will be useful when conveying performance expectations of the job to a new employee. They will also develop a rating system to evaluate the individual’s progress in the first three, six, nine months of hire. Criteria such as technical skills, critical thinking, initiative, and safety were just a few of the ideas discussed. Highway Superintendent, Mark Shippee and Highway employee, Steve Hoar were present for the discussion. Steve voiced frustration regarding the high turnover rate within the department. He noted that the variety of skills needed for the job is complex and no one walks thru the door knowing how to operate every piece of machinery. He indicated that he has always been willing to mentor new hires, answer questions, and help when needed but they have to show some initiative. Steve also suggested that the inequity of pay amongst the workers is also problematic for some. He noted that the town paid the last hire an hourly rate of $19.50; just $.50 shy of what other crewmembers make after 4+ years of employment with the town. Crewmembers feel slighted especially when the new hire’s performance does not reflect their level of experience and job knowledge. Rather than speak for the crew, Steve suggested a meeting with the entire department. Each of the Board members agreed to a meeting with the highway department providing that it was constructive and a means of developing common understandings. The meeting will take place on Monday, June 10, 2019 at 4:30pm at the Shelburne Fire Station.

**Other Business**:

**FY’17 CDBG Grant Extension for Highland Village Renovation Project** – at the request of Breezeway Farm Consulting, Matt presented a three-part motion as follows:

* Request DHCD to extend the FY’17 CDBG Grant Program until September 30, 2019;
* Contingent to DHCD’s approval to extend the grant, extend the Town’s contract with Shelburne Housing Authority to oversee the Highland Village bathroom and kitchen upgrade project to September 30, 2019 and extend the Town’s contract with Breezeway Farm Consulting, Inc., to administer the FY’17 CDBG through October 31, 2019 and;
* Authorize the Chairman of the Board of Selectmen to sign all documents associated with these extensions.

Andrew seconded the motion, which passed unanimously.

**EV Charging Station Opportunity** – Eversource is offering an incentive program, which will pay 100% of the infrastructure costs of an EV Charging Station. The Town would pay for the charging station and installation. Board members will consider the information and act upon the offer at their next meeting if they deem it favorable.

**Adjournment** – Matt presented a motion to adjourn the meeting at 7pm. Andrew seconded the motion, which passed unanimously.

Respectfully Submitted,

Terry Narkewicz, Town Administrator