

Town of Woodbury Select Board

Approved Meeting Minutes – April 4, 2017 Special Meeting

Select Board Members Present: Michael Gray-Chair, Guy Rouelle, Thomas “Skip” Lindsay

Town Officers Present: Michael McGlynn-Lister

Town Employees: None

Members of the Public: None

Media: None

Michael Gray called the meeting to order at 5:31 PM

Agenda: Hiring a new Road Crew Foreman

Michael provided an up to date assessment of the road crew’s status noting both Greg Parkhurst and David Pike will remain as road crew members.

The discussion focused on what is the best way forward in terms of hiring a qualified road crew member. Options considered included:

- Short term: Hire a qualified part time crew member and wait until a qualified full time crew member is hired.
- Long Term: Assess job applications to determine if applicant has the skills to qualify as a road crew member and road crew foreman.
- Long Term: Should the applicants not possess the attributes of a road foreman, then hire the most qualified applicant for a road crew member position, and seek applicants for a “part time” Road Commissioner.

Skip presented three documents in draft form for discussion:

1. Town of Woodbury Road Crew Job Description that detailed specific duties, responsibilities, skill requirements, education, terms of employment, and experience. Experience is broken down into three levels:
 - Level 1: Entry level. May not possess the knowledge or experience in highway maintenance or repair but be willing to learn and be supervised by the Foreman.
 - Level 2: Capable of operating all Town equipment & knowledgeable in road construction, maintenance & repair.
 - Level 3: Requires all the skills in Level 2 and supervises road crew members, assists Select Board in preparing the highway budget, tracking highway Grant costs, possess knowledge, skills and ability for computer data entry and reporting.

2. Town of Woodbury Application for Highway Road Crew Position.
3. Media Advertisement for Road Crew Position

After considerable discussion, the Board decided not to move forward with the short term remedy and therefore pursue the long term solution.

The Road Crew Job Description document will be changed to include Levels 1 and 2 requirements. Experience Level 3, Road Foreman, will become a stand-alone document.

Posting for the jobs will include printed and electronic media. Applications and job descriptions will be available on the Woodbury Web Site, <http://www.woodburyvt.us/> and at the Town Offices.

Michael introduced a motion to adjourn at 6:40PM, Guy seconded the motion, and the motion carried unanimously.

Approved Date: _____

Michael Gray: Select Board Chair _____

Guy Rouelle: Select Board Member _____

Thomas Lindsay: Select Board Member _____