

TOWN OF WINHALL SELECTBOARD
Special Meeting Minutes for Wednesday, May 14, 2014

PRESENT: Bob Oakes, William Schwartz, Steve Blanchard

ALSO: Lissa Stark, Town Administrator (arrived at 3:45 PM), Randy Kimball (Highway Foreman), Trevor Dryden, Donny Derby

CALL TO ORDER:

The special meeting was called to order at 2:00 PM at the Town Hall.

EXECUTIVE SESSION: TOWN GARAGE FIRE:

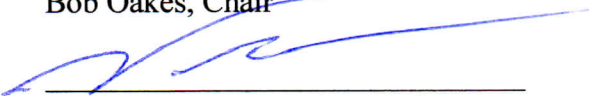
At 2:05 PM the Selectboard voted to go into executive session to discuss personnel matters; ***motion by Oakes; seconded by Blanchard; unanimous.*** At 3:35 PM the Selectboard came out of executive session; ***motion by Blanchard; seconded by Oakes; unanimous.*** Out of executive session, the Selectboard agreed to the following: 1) Donny Derby (WHD) could work a "flextime" schedule over the summer, approximately 32 hours; he would retain fulltime status with the Town of Winhall. 2) Kimball would review the project and time scheduling forms the Selectboard would provide him; as well Kimball would prepare a daily and weekly schedule for all projects during the coming months which the Selectboard would review at their meetings. 3) Derby and Dryden would submit all time and project record sheets to Kimball for his review and approval; Kimball would then submit the sheets including his to the Town Administrator for scheduling, payroll and budgeting purposes. All submissions must be submitted in EXCEL and given to the Town Administrator no later than Monday @ 9:30 AM of the week following the services provided. If there were any computer glitches or assistance required the Town Administrator could assist the Highway Department in that regard. 4) If Kimball had any issues, questions, or concerns regarding procedure or policy, he should address those concerns directly to the Selectboard or the Selectboard's designated liaison and not the Town Administrator; ***motion by Schwartz; seconded by Blanchard; unanimous.***

As there was no other business, the meeting was adjourned at 4:30 PM; ***motion by Blanchard; seconded by Oakes; unanimous.***

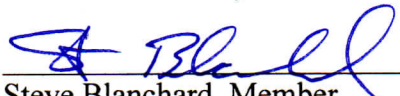
Lucia Wing, Secretary



Bob Oakes, Chair



William Schwartz, Vice-Chair



Steve Blanchard, Member