

## MINUTES

### CASTLE VALLEY ROAD COMMITTEE MEETING

TUESDAY, MAY 18<sup>th</sup>, 2021 at 4:30 P.M.

CASTLE VALLEY COMMUNITY CENTER

2 CASTLE VALLEY DRIVE

Due to the potential spread of COVID this meeting was held outside in the Town Pavilion. Masks and social distancing were required.

Members Present: Jazmine Duncan, Pamela Gibson and Jeff Whitney.

Members Absent: Glen Wilson.

Recorder: Jocelyn Buck.

Public Present: None

Roads Department: Mingo Gritts

#### **Call to Order**

M Duncan (acting Chair) called the Meeting to order at 4:47 PM

#### **Call to Order**

1. Open Public Comment: None

2. Approval of Minutes of Roads Meeting March 16th 2021.

Whitney motioned to approve the March 16th 2021 Gibson seconded motion passed unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts reported they are continuing to grade roads. A hydraulic hose on the grader had to be replaced, a dump truck tire had to be replaced and the power steering in the Ford dump truck will need some work. Souza completed Flagger certification training. Bailey, Pace and Shafer have been graded

4. Correspondence: None

5. Administrative: Database reports Gibson reported that April was a light month as Souza did not work. , Clarification Record Form was approved to help document verbal contact information. The Suggestions Form was approved to be posted go on the Town website.

#### **New Business**

6. Discussion and Possible Action re: Future Planning- Review Job Descriptions and Compensation. Gritts announced he will be leaving his position with the Town in the next couple of months. The Committee discussed potential changes to the Road Manager job description prior to posting the position. They discussed hourly verses salary compensation for the Road Manager. Salary would give the position more flexibility and may add more of a feeling of responsibility. Previous salaried employee worked a lot of hours and was minimally compensated. M Duncan offered the Manager position could include administrative work which would be salaried and the equipment operator part could be hourly. A lot would depend on the qualifications of applicants. Souza will start training on operating the grader. It was agreed to work on the job description for next month. Buck suggested posting the Equipment Operator 2 position right away to start getting potential applicants ASAP. The Committee agreed to add "operate the tar pot" and remove the education requirements and replace that with "basic reading and writing skills" to the Operator 1 job description. And Operator 1 would "Learn to perform operating ..." and the Operator 2 description would require they already know operating techniques. Basically the Road Manager is an Operator 2 and also does the required administrative work.

Whitney stated that given the cost of living in this Valley someone will do this job because they want something to do and help to the Town because it is only part-time position with no benefits. Discussion continued on the possibility of dividing the Manager position's salary between Operator 2 on salary and hourly for administration work or visa versa. Flexibility in the position would be advantageous. Gritts and Whitney offered to help do interviews. The Committee will work on recommendations to change the Road Manager job description.

There was some discussion on changing the Committee meeting day but nothing was changed until they consult with Wilson who has a conflict.

#### **Unfinished Business**

7. Discussion and Possible Action re: Approval of Standard Operating Procedures. (tabled)left tabled but M Duncan encouraged the Committee and Gritts to work on the SOPs for next month .

8. Road's Budget

There was discussion on how to budget for replacing the culvert on Castle Valley Drive. That was the main reason for the last tax increase. There is a place saver for the culvert on CIB list. Whitney explained that there is an epoxy-like product that can be used in corrugated culverts that is chemically cured and seals the cracks. He will get more information on that product. There was discussion on whether COVID stimulus money could be used for various infrastructure projects. There also could be money available with FEMA grant. Gibson will work up some reports showing annually how much time is spent on the various work types.

9. Emergency Planning- Evacuation Planning

10. Closed session- not needed.

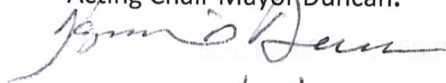
**Adjournment**

Whitney motioned to adjourn, Gibson seconded motion passed unanimously.

Duncan adjourned the Meeting at 6:05 PM

**Approved:**

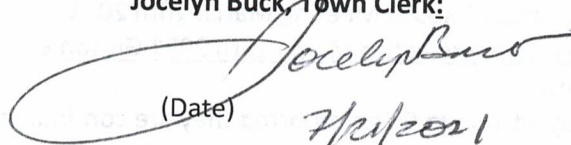
Acting Chair Mayor Duncan:



(Date) 07/21/2021

**Attested:**

Jocelyn Buck, Town Clerk:



(Date) 7/21/21

**OFFICIAL COPY**

**CV Recorder**

