

RUTLAND TOWN SELECTBOARD COMMITTEE MEETING

HIGHWAY COMMITTEE

TUESDAY JULY 19th, 2022

The Highway Committee of the Rutland Town Selectboard met at 9:00 AM on Tuesday July 19th, 2022, at the Rutland Town Municipal Town Hall. Present was Selectboard Chairman Don Chioffi, Selectboard Member Joe Denardo, Selectboard Member Mary Ashcroft, Selectboard Member Kurt Hathaway, Road Commissioner Dave Sears, Town Administrator Bill Sweet, and BJ Hathaway

- 1) The committee reviewed a draft contract which would be used with our winter maintenance contractors.
 - a) A template from VLCT was used to create this draft.
 - b) Discussed giving all the contractors a copy of the draft to have them aware of it.
 - c) The committee would like to have this ratified by the 1st of September.
 - d) The current budget does not have any considerations for compensating the contractors for the increase in fuel costs since the budget was created.
 - e) There has not been an increase in the compensation to the contractors in several years.
 - f) Discussed adding a calculation for fuel cost changes. VTrans has a template they use.
 - g) Each contractor is paid a lump sum, divided into 10 installments paid on each payroll cycle.
 - h) The number of callouts, 43, and the total amount of reimbursement, has not been changed.
 - i) Suggested some language to clarify payment amounts and timelines.
 - j) Discussed having language around what the Town will provide, such as the cutting edge for the plow and salt for the roads.
 - k) Discussed the insurance amount required to be carried by the contractor. The draft language has \$2M in coverage, we have accepted \$1M in the past. No decision was made on what to ask for currently.
 - l) Discussion on timelines for the contract to begin, dates for equipment to be ready for the season and the ending dates and response times for call outs. Specifics will be added to the draft and be ready for a follow up meeting in the next couple of weeks.
 - m) Discussed the length of time a callout would be defined for. 4 hours was suggested over the 6 in the draft.
- 2) Discussed the possibility of expanding our two-way radios to be able to provide them to our contractors if they were interested.
 - a) They would need to be leased for the winter maintenance season.

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- b) We would need to discuss a short-term lease option with the vendor.
 - c) No decision was made at this time.
- 3) Discussed winter maintenance plans for 2022 – 2023
- a) Commissioner Sears provided a copy of his plan to the attendees.
 - b) Reviewed the plan, which accounts for one of our contractors retiring and not being available. It would utilize our 3rd small Town truck to fill in and modifying the routes.
 - c) There would be some cost savings, with a contractor not having to be paid and using a Town truck for a route.
 - d) BJ Hathaway expressed interest in taking over the East Pittsford Road route, and having the Town take over the Grove Street route. This was discussed, but no decision was made.
 - e) The Town owned cutting edge and holder will need to be returned to the Town by the contractor retiring. This is a Town owned part.
- 4) Discussed the approaching vacancy of a road crew member.
- a) If someone new is hired who does not have a CDL, should the Town cover the cost of obtaining the CDL license. The cost of which is estimated at \$5000.
 - b) Discussed if an agreement to remain an employee should be drafted if the Town does cover the cost.
 - c) The schools and classes available in the state are limited.
- 5) Discussed the replacement heating system project for the highway garage.
- a) We heard back from Act 250, and they told us this is a maintenance task and does not need Act 2150 approval.
- 6) Discussed the paving project on Cheney Hill Lane.
- a) The paving contractor is not available this week.
 - b) The project is scheduled for the week of July 25th.
 - c) There is some work by the Highway crew to be done ahead of the paving.
 - d) The road was built by the developer and some issues have been discovered with the base materials. Discussed how to prevent this in the future, on roads which the Town takes over.
- 7) The delivery date of the culvert for the Town Line Road project keeps getting pushed back. It is currently expected the end of August. We will coordinate with the paving contractor.
- 8) The tree on the corner of Conner Drive and Town Line Road is still an issue. We have not heard from the property owner. Further attempts will be made to reach them.

The meeting adjourned at 11:00 AM.

Respectfully submitted, Bill Sweet