

**Selectboard Agenda
Johnson**

Date: Tuesday, September 8, 2020

Electronic Meeting via Zoom and Phone Call-In

<https://zoom.us/> and joining Meeting ID: 344 652 2544.

You can also join by phone by calling:

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 344 652 2544

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

7:00 p.m. Review and approve minutes of meetings past August 17th and August 24th 2020

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:10 p.m. Administrator's Report, Action items, signature required items.

Members of the Public:

None Scheduled

ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) VLCT Annual Meeting Voting Delegate Appointment
2. (D, A) Request for the Town to Participate in Robert Wood Johnson Foundation Culture of Health Prize
3. (D, A) Resignation and Appointment to Intermunicipal Law Enforcement Study Group
4. (D, A) Discussion of the Mission of a Racial Justice Committee and Notice for Volunteers
5. (D, A) Accept Resignation of Public Works Supervisor/Highway Foreman and a Public Works Operator

Selectboard issues/concerns, Executive Session (if needed) Adjourn

Town Administrator's Report

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ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) VLCT Annual Meeting Voting Delegate Appointment

We need to appoint a voting delegate for the annual VLCT Property and Casualty Intermunicipal Fund (PACIF) and VLCT Employment Resource and Benefits Trust (VERB) meetings. The meetings will take place online on Wednesday September 30th.

2. (D, A) Request for the Town to Participate in Robert Wood Johnson Foundation Culture of Health Prize

We participated in an application for the prize last year. I have been speaking to Jenna's Promise and other local health partners about submitting again this year. I believe that we should participate again this year.

3. (D, A) Resignation and Appointment to Intermunicipal Law Enforcement Study Group

Greg Tatro will be unable to serve on the study group. Duncan Hastings is available to represent Johnson with Diana Osborn.

4. (D, A) Discussion of the Mission of a Racial Justice Committee and Notice for Volunteers

A draft of the posting calling for volunteers is available along with a draft of the charge of the committee.

5. (D, A) Accept Resignation of Public Works Supervisor/Highway Foreman and a Public Works Operator

Brian Krause has submitted his resignation as the Public Works Supervisor/Highway Foreman and Raymond Gilcris has formally submitted notice of his upcoming retirement. Hiring notices are available for review.

GENERAL INFORMATION ITEMS

Information Items:

- 1. ICMA: Membership Renewal**
- 2. Return Letter: Rose Bartlett**
- 3.**

Budget Items:

Legal Issues:

VLCT: PACIF

State/Federal Issues:

1. Vermont Enhanced 911 Board (2)

Administrator's Correspondence:

Workshops: Virtual Town Fair 2020

Newsletters: VLCT 2019 Annual Report, VLCT News September-October 2020

Brochures & Ads: Genetworx covid-19 test kits

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

TOWN OF JOHNSON
P.O. BOX 383
(802) 635-2611 FAX (802) 635-2393

WHEREAS, the Town and Village of Johnson have adopted an Inclusivity Statement; and

WHEREAS, the Town of Johnson has participated in trainings to better understand bias and its effect on individuals; and

WHEREAS, the Town of Johnson has made a statement in support of anti-racism; and

NOW, THEREFORE,

BE IT RESOLVED BY THE TOWN OF JOHNSON SELECTBOARD AND THE VILLAGE OF JOHNSON TRUSTEES:

Volunteers will be sought to serve on a Racial Justice Committee to provide recommendations to the Village of Johnson Trustees and the Town of Johnson Selectboard on:

- Education opportunities for the community to learn about issues of racial and social justice.
- Public displays to express support of racial and social justice.
- Policies and procedures to promote racial and social justice.
- Engage with community residents to continue the conversation on issues of racial and social justice.
- Coordinate with local partners and stakeholders to further the cause of racial and social justice.

We encourage the committee to use the document Municipal Engagement for Diversity, Equity, and Inclusion

(<https://www.vtrural.org/sites/default/files/content/documents/Engagement%20Tools%20for%20Municipalities.pdf>) for further guidance.

The Town of Johnson is seeking 3 volunteers willing to serve the community on a committee to work on issues of social justice. The selected volunteers will be part of a newly formed committee charged with pursuing issues of justice and equity. The Selectboard anticipates discussing and voting on membership to the committee at its September 21st meeting.

The committee will be made up of 3 volunteers appointed by the Town Selectboard and 3 volunteers appointed by the Village Trustees.

Good candidates have applicable skills and experiences including:

- A commitment to racial and social justice.
- Ability to communicate well and work collaboratively with other Board members.
- Ability to act as an engaged liaison between Town Selectboard, Village Trustees, and the community at large.
- Prior committee experience is a plus.

Please submit a letter of interest to tojadministrator@townofjohnson.com and attend the September 21st Selectboard meeting at 7:00PM via Zoom at <https://zoom.us/> and joining Meeting ID: 344 652 2544.

The Town of Johnson Public Works Department is currently seeking a qualified candidate for a full-time Highway Equipment Operator. The routine duties of the position include year-round road maintenance using appropriate trucks, equipment, manual labor, and other duties as assigned by the Road Foreman. Successful candidates will demonstrate an eagerness to develop their professional skills and apply current best practices. The Town of Johnson offers a competitive wage and benefits package, a successful candidate will start at \$17.00 and up depending on skills and experience.

Candidates must be eligible to work in the U.S., at least 18 years of age, must have a valid Commercial Driver's License (with at least a Class B endorsement), and a high school diploma. Applicants must be able to perform the duties of the position. This includes operating heavy equipment in all weather conditions, following all appropriate safety procedures, working outdoors, and performing a variety of physically demanding tasks.

The Town of Johnson is an equal opportunity employer and prohibits discrimination or harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Interested candidates should seek more information from and/or send cover letter and resumes to:

Town of Johnson

ATTN: Brian Story

293 Lower Main West

Johnson, VT 05656

Or by email to: tojadministrator@townofjohnson.com

The Town of Johnson Public Works Department is currently seeking a qualified candidate for a full-time Public Works Supervisor/Highway Foreman. The routine duties of the position include personnel management, employee and contractor oversight, safety oversight, detailed record keeping, budget development, highway and bridge maintenance, equipment operation and maintenance, and any other tasks assigned by the Town Administrator. The Public Works/Supervisor/Highway Foreman must be able to work independently and exercise sound judgement in completing tasks and managing developing circumstances. Successful candidates will demonstrate an eagerness to develop their professional skills and apply current best practices.

The Town of Johnson offers a competitive wage and benefits package. This is an exempt, salaried position.

Candidates must be eligible to work in the U.S., at least 18 years of age, must have a valid Commercial Driver's License (with at least a Class B endorsement), and a high school diploma. Applicants must be able to perform the duties of the position. This includes operating heavy equipment in all weather conditions, following all appropriate safety procedures, working outdoors, and performing a variety of physically demanding tasks.

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TOWN OF JOHNSON PUBLIC WORKS DEPARTMENT

Position Title: Public Works Supervisor/Highway Foreman

Employment Category: The position is a full-time, FLSA exempt salaried position.

General Summary:

This is a department head position which operates under general supervision and takes directives from the Town Administrator and reports to the Selectboard. Requires experience with personnel management, all aspects of highway and bridge construction/maintenance, employee/contractor oversight, heavy equipment operation/maintenance, job safety, safety training and oversight, mechanical ability, record keeping, computer use, and communication skills, assistance with budget management and development, any other tasks assigned by the Town Administrator and/or Selectboard.

Essential job Functions:

- Plan, supervise and coordinate daily highway department operations and projects. "Working foreman" position requires ability to operate town equipment and perform same jobs as other department employees when necessary but requires a high level of administrative capacity. **Requires ability to respond quickly and live within 30 minutes travel time of Johnson.**
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and department buildings and keep records on all major pieces of equipment.
- Prioritize public works projects and maintain documentation of completed and ongoing progress.
- Read and understand blue prints, construction drawings, bid specifications, surveys, and use a transit, building level or other advanced measuring tools in laying and constructing projects.
- Monitor department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their complaints. Where unsure how to handle a complaint, refer it to the Town Administrator or Board Chair.
- Assist in development of annual budget and long term budgetary planning.
- Make and maintain records of all purchases. Review and code invoices for proper budget category and submit to Payroll Officer weekly and manage purchases and department expenses to stay within budget.
- Understand and implement Town adopted Policies, Standards or Ordinances, recognizing that such actions are as a representative of the Town of Johnson.
- Recognize and communicate to Selectboard and or Town Administrator any priority projects or problems.
- Follow weather conditions affecting highways and make provisions for extra maintenance required.
- Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations.

- Meet with the Selectboard at least monthly. Submit reports to Selectboard monthly.
- Any other tasks as assigned by the Selectboard relating to town operations.

Supervisory Functions:

- Manage staff overtime within budgetary requirements. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work.
- Ensure that all employees maintain all required licenses or certifications required to perform their jobs.
- Recommendations for hiring/firing or disciplining of employees in accordance with the Personnel Policy.
- Prepare annual written performance review of each employee based on job descriptions.
- Review and verify employee time sheets and submit to Payroll Officer on specified day. Ensure that employees assign hours to the proper time sheet labor category.
- Supervise highway personnel to obtain top quality workmanship, efficiency, employee satisfaction and morale.
- Responsible for development and oversight of employee safety programs and training. Responsible for regulatory and codes and standards compliance. These include but not limited to VOSHA, MUTCD, CDL, MSHA, State and Federal Motor Carrier Rules, VTRANS Standards, Stream Alteration and Water Quality Rules and Regulations and any other applicable rules, regulations and standards.
- Ensure proper safety procedures and personal protective equipment are employed, bring safety violations or unusual personnel problems to the attention of Town Administrator.

Education/Training:

- ~ High school education or equivalent preferred.
- ~ Education, training or work experience in civil engineering or related field beneficial.

Experience:

- ~ Five years experience with heavy equipment operation, road construction and road maintenance.
- ~ Experience or working knowledge of paving and paving materials and practices, bridge maintenance, drainage and culvert construction, and storm water and erosion control maintenance and best practices.

Required Skills:

- ~ Ability to read blueprints, surveys and job and bid specifications.
- ~ Ability to use computers spreadsheet, data base, word processing and specialized software programs and to maintain digital employee records for safety and training, etc.
- ~ Ability to carry out complex written or oral directives or instructions.
- ~ Ability to use a transit and other tools to establish grades and lay out projects.
- ~ Advanced mechanical skills a plus.
- ~ Ability to work with and effectively supervise employees.
- ~ CDL with endorsements and a clean driving record. Class B required Class A preferred.
- ~ Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees. Strong written and verbal communication and interpersonal skills essential.
- ~ Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc.

in all weather conditions.

~ Final offer of employment subject to passing a physical and CDL requirements.

Term of Employment:

Hired by the Selectboard after interviews and reference checks. Terms of employment, compensation, and benefits set by the Selectboard and governed by Personnel Policy. Six month probationary period a condition of employment.

Evaluations: Annual evaluations detailing the performance of the Road Foreman. The Foreman will be afforded an opportunity to respond to the evaluation. A six month review will be prepared and continued employment will be based on a satisfactory review.

Compensation and Benefits: Salary and benefit package to be negotiated with the Selectboard (subject to Personnel Policy) annually and based on satisfactory job performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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