Call To Order: 7:30AM - The meeting was called to order by Tom at 7:30am.

The Board reviewed the current Highway Department Clothing Policy (effective May 1994). After some discussion, the Board agreed to revise the third paragraph to read:

“Anyone coming to work without their uniform once issued, will be sent home to retrieve their uniform and their pay will be docked accordingly. The Superintendent may use his/her discretion outside regularly scheduled work hours.”

The Board agreed to review the amended policy at its next meeting to consider its adoption.

Noting that the MA Dept of Labor advises that “paid” lunch breaks are illegal under MGL C149 sections 100 & 101, the Board advised the Superintendent that employees working more than six (6) consecutive hours must take a thirty (30) minute unpaid lunch. The Superintendent stated that he thought that the highway did not have to comply with MGL C149 and referred the DOT. The Board stated that the only exemption for highway employees that they were aware of would be through Union negotiations and asked the Superintendent to abide by MGL C149. The Board stated that they were willing to look at any information the Superintendent wished to submit to the Board for further consideration.

After some discussion, the Board agreed to allow the Superintendent to submit his Monthly Report five (5) business days after the end of the previous month. The Board told the Superintendent that he needed to adhere to submission deadlines.

The Board reviewed a recent plumbing invoice with the Superintendent. The Board told the Superintendent that he needed to manage his budget and not incur expense overages. The Board also stated that the Superintendent needed to provide better communication to the Board about the state of his budget, potential shortfalls etc. Citing another example from the Drop Off Center earlier in the year and the recent plumbing overage, the Board cautioned the Superintendent not to incur anymore overages.

The Board stated that the Superintendent needs to become more vigilant in monitoring time and attendance issues and with his budget management. Lax oversight appears to have led to poor public perception and poor public confidence. The Board stated that they were willing to work with the Superintendent to assist with corrective measures. The Board stated that customer service and public relations were of the utmost importance to correcting the current poor public perception of the department.

The Board asked the Superintendent to plan an “Open House” to allow the public to walk through the newly expanded highway facility. The Board reminded the Superintendent that they would like a comparison of actual costs (showing donations, on site labor etc) v. prevailing wage costs.

The Board adjourned at approximately 8:10am.

Respectfully submitted,