

Town of Greenfield

Road Commission Meeting

Thursday, April 21, 2011

Present: Peter Hopkins, Chairman. Duffy Fox, Gary Russell, Dale Russell, Myron Steere, Norman Nickerson, Aaron Kullgren.

Absent: Mike Merzi, Greg Martus

Minutes: Patricia La Pree

Meeting was called to order by Peter Hopkins at 5:35 PM.

All members present reviewed five applications for the position of Department of Public Works Director.

Questions for the candidates to be interviewed were generated by each member:

Questions from Duffy Fox:

- 1) How are you at installing under drain?
- 2) What tools are required to install a culvert?
- 3) What equipment maintenance experience do you have?
- 4) What heavy equipment experience do you have?
- 5) What pitch is required for water to flow off a paved road?
- 6) What pitch is required for water flow off a dirt road?
- 7) What are the minimum requirements for a road recon?
- 8) What experience do you have ordering or spec-ing equipment?
- 9) What benefit does Calcium chloride have on a dirt road?
- 10) Do you know which Town roads are and which are right of ways?

Questions from Gary Russell:

- 1) What are the pros and cons of Calcium Chloride on dirt roads?
- 2) Name two benefits of properly installed under drain.
- 3) Name at least one material you can add to deep soft mud that will not make more mud.
- 4) What is the largest tree you can cut on a scenic road?
- 5) Scenario: It is night time, and you come across a small downed tree in the road. It has an unidentified wire on it. What should you do?
- 6) Name three things to consider when starting a valid road recon.
- 7) Are dirt roads cheaper to maintain than hot top?

Questions from Dale Russell:

- 1) What one quality do you bring to the table that sets you apart from the other candidates?
- 2) Where do you see yourself in three years? In five years?

- 3) Where do you see the Highway Department in three years? In five years?
- 4) Can you do cost estimation for budgets?
- 5) Do you know how to set up a preventative maintenance program?
- 6) Do you know how to read and implement an oil analysis program?
- 7) Do you have supervisory experience? Describe it.
- 8) Do you feel like this is a hands on, work beside the employees position?

Question from Myron Steere:

- 1) How would you set up a road repair/maintenance program?
- 2) When you have multiple emergencies, how are you going to prioritize what you are going to do?

Questions form Norm Nickerson:

- 1) Do you see his job as a long term opportunity?
- 2) What are the long term goals that you would implement in the department?
- 3) Discuss an employee problem and work and how you handled it.
- 4) Have you ever managed a 600,000 dollar budget, and how?
- 5) How would you manage employee hours creatively to keep down over time?
- 6) How would you handle an angry resident due to a mistake made by one of your employees?
- 7) How would you implement communications between the select board and other departments with your department?
- 8) How do you manage the maintenance of equipment to minimize down time?
- 9) If asked of your present employer, what would they say are your three best and three worst qualities?
- 10) If you get rid of any of the US States, which one would it be and why?
- 11) What assignment that you have had in previous employment was the most difficult ad how did you resolve it?

Questions from Peter Hopkins:

- 1) Would you be willing to relocate?
- 2) In previous employment, what did you like the most? The least?
- 3) What do you do with your time off?
- 4) What do you see as the biggest challenge to you in this position?

The Commission will review each set of questions and develop a final list of questions at the next meeting. Kullgren suggested that there be a set of 6 or 7 questions for the first interview and 3 or 4 for the second interview candidates.

La Pree will have the minutes ready for the Commission by Monday April 25 and they will be sent to all members of the Commission by email for review.

The Commission discussed how to conduct the interviews and whether the Select Board will conduct the interviews with members of the Commission present with the candidates. Kullgren stated he will discuss it with the Board at the meeting tonight and let the Commission know the outcome at the next Commission meeting.

Adjournment: The meeting was adjourned at 6:25 PM by Chairman Hopkins.
The next meeting will be held on Thursday April 29 2011 at 5:30 PM.