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From: Lon R. Hultgren  
Sent: Saturday, October 24, 2009 10:04 PM  
To: Matthew W. Hart  
Subject: DPW Policies -- clarification

Matt -- Please forward this email to the Town Council as you see fit.

This week a letter to the editor in the Chronicle incorrectly stated and inferred serious impropriety in two of our Department policies: Borrowing Town equipment and using Town snow plows.

Our equipment borrowing policy for employees is very simple and straightforward. Town employees may check out small equipment like weed whackers, shovels, tamps, etc. with the Superintendent to use after work hours. The equipment is inspected before it is taken and again when it is returned (before the next working day). The borrowing employee is responsible for any damage or repairs to the equipment, no excuses or "pre-existing conditions" allowed. This policy has been in effect for as long as I can remember and has not had any significant problems; I believe this is done in many DPW's across the country. This applies to small equipment only -- we have never loaned an employee a truck, loader, backhoe or the like (nor will we).

Our policy with pickups that have snow plows on them is that when a supervisor is "on-call" during the winter and is expected to report for snow duty and we allow him to take a pickup truck home for this reason, he is permitted to plow his own driveway when he is not "on the clock" for the Town. This allows us to have him available quickly, and is to our advantage. This applies only to the snow operations supervisors in the Dept -- the Director, the Superintendent, and the two Road Crew Leaders (who alternate with one truck assigned between the two of them). No one plows any other private driveways and again, it is for our convenience so that our "on-call" supervisors can be available quickly to respond to snow and ice emergencies.

Lon