

Operations Connection

Message from the Director

Scott A. Rogers

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I've been a licensed professional engineer for almost 20 years, and most of the stereotypes fit me. I prefer numbers to words. I hate public speaking. I like to analyze and solve problems. And for most of my professional life, I've been scared of change. After all, change represents the unknown and nothing is scarier to an engineer than uncertainty.

Fortunately, being scared of change has not meant that I'm completely against it or closed minded to it. In fact, since coming to Operations almost 8 years ago now I've led a number of changes within our Division. Now I'm excited to be helping to lead the biggest organizational change this Agency has seen in quite some time – the merger of the Operations Division and the Program Development Division into the Highway Division, under the leadership of the Chief Engineer, Rich Tetreault.

This change is exciting for a number of reasons. Now, everybody who touches an aspect of our highway infrastructure is part of the same team. It doesn't matter if you plow snow, design bridges, develop surveys, or get permits to do work, everybody is part of the same team. And everybody is charged with the safe and efficient movement of people and goods. There are no more silos. There is no more "us and them". It's just "us"... The Highway Division.

As part of the Highway Division, the Maintenance and Operations Bureau will continue to be "where the rubber meets the road". The importance of maintenance activities can't be over stated. With limited resources and ever increasing demands, maintaining what we've got is more important than ever. Maintenance needs to be a priority, and this new organizational structure should help give us resources and support to help us do just that.

Our response to Tropical Storm Irene helped illustrate how dynamic, innovative, and responsive this Agency can be. A huge reason for that success was that we all pulled together, across divisional boundaries. Since then, we've worked hard to build and sustain relationships and to encourage folks to work together. We heard a number of positive comments after this spring's regional meetings, where we had district staff in the same room with designers and construction staff, having some real conversations about the highway infrastructure we're all charged with taking care of. A number of folks said "I wish we could work together like that more often." Well, now we can.

I hope you will join me in embracing this change as we each play our part to help the Highway Division achieve the Agency's goals. Together, we can do some pretty amazing things.

Projects

District 9 - Ingenuity

Operators in District 9's Irasburg garage wanted their all-season bodies to drop material a little closer to the center-line of the road. They came up with a very elegant solution: moving the chute outboard using a spare piece of pipe to fit into the stock tube, and adding a small plastic deflector under the bed chain to direct the material to the repositioned chute.

As so often happens, we're impressed by the ingenuity of the crews in the field as they make our already impressive equipment even better for the task at hand --- perhaps their solution will be appealing to others!

Central Garage

Installation of Automated Vehicle Location units have now been completed in 70 plow trucks covering the state's highest priority (Orange) plow routes. The systems track truck location, material spreading rates, and plow up/down status live from a web-based interface. The systems should provide better transparency, accountability, and documentation of our good efforts to keep the roads clear, and have the potential to improve efficiency and safety.

Plow truck plow and body systems for the 2014-2015 winter season are under construction at Tenco in Barre. Good progress has been made to-date, and we hope to have all trucks in-service by mid-fall.

Rewards & Recognition

Walk a Mile in Our Plow Shoes

April 2, 2014

To whom it may concern-

I would like to take a moment and tell you about my journey with Houston Lee, out of the Middlesex garage, the interstate crew.

First, I would like to state that Houston went out of his way to make sure I was comfortable when I first entered into the plow truck. He assisted me with getting into the cab, by allowing me to enter safely and securely. For a first time rider, the plow trucks are extremely gigantic!

I never realized the difficulty it is to actually run and maintain a plow truck. As a Vermont resident, I never really thought much about the actual inside of a plow truck, and what it has for mechanical (manual) equipment vs. electronic equipment, which the two are both very important, but both very different.

Houston, who has the newest truck on the roads, was an absolute pro at running the plow. The technical difficulty that these drivers face during their journey on the roads reached far beyond my curiosity.

I learned more about making our roads safe and what it actually takes to do the job. I would have never imagined the things they go through during their journeys on the roads.

I have to give our men and women "props" for the job they do making our roads safe during our long winter months.

Again, a special thanks to Houston Lee, a wonderful, polite and knowledgeable young man. I wouldn't have taken home with me the information I did if it wasn't for Houston.

Thank you all for allowing me to take this journey.

Take care,

Tracy Parsons
Financial Specialist II
Financial Operations, Accounting Unit
VAOT-Davis Bldg.



Maintenance and Operations Bureau Employees of the Month

April

OPS Division,

I'm very pleased to announce that the Operations Division's Employee of the Month for April is Ashley Jonas from the Business Office.

Ashley's nomination (from somebody in the Districts) said, in part: "I've had the pleasure of working with Ashley on many occasions and have asked her to provide information on a wide range of topics ranging from salt reports to budget revisions and each time I am impressed with her professional skills to get the job done as well as her truly contagious pleasant demeanor. Ashley is the kind of employee who does not seek recognition and does not brag about the work she performs because she simply feels that she is fulfilling her job duties. It's precisely this type of employee who deserves this kind of recognition the most. I have always found Ashley to be very dependable, professional, intelligent and always enthusiastic. We have many highly skilled people on our roster but what makes Ashley stand out from the rest is when you walk away from a project that you've worked on with her you walk away with confidence knowing she has given her highest abilities. It's a rare talent to captivate someone's attention with a combination of intellect and friendliness. She pulls it off somehow and we need to recognize people like this....especially because Ashley is the future of this organization."

Please join me in congratulating Ashley. Her daily attitude, work ethic, and efforts to make our workplace better have clearly been noticed by her co-workers.

Scott

May

OPS Division,

I'm very pleased to announce that the Operations Division's Employee of the Month for May is Rachel Beauregard from District 5.

Rachel's nomination (from a coworker) said, in part: "It is with great pleasure that I nominate Rachel Beauregard for employee of the month. Rachel is the Tech IV in District 5 and was originally assigned to work with our Towns on Irene damage. During this time she created working relationships with the District 5 municipalities that has resulted in smooth flows with the FEMA and FHWA ER programs between the municipalities, the State and Federal Agencies. This relationship was brought to the top during our disaster events of May and June 2013 and the Ice Storm of December 2013. Towns contacted Rachel and she was doing damage assessment and providing assistance within hours. In addition to the assistance with damage, Rachel has been assigned the Town Highway Grant programs and her relationship with the Towns has provided them with a better understanding of the program and applications that have fewer errors than before.

During this session of the legislature, the District 5 municipalities were very active in lobbying to extend the limited service positions and for making some of these positions permanent. During their testimony they gave glowing reviews of the work Rachel performed. They took this active role because of the relationships that Rachel has established with them."

Please join me in congratulating Rachel. Her daily attitude, work ethic, and efforts to make our workplace better have clearly been noticed by her co-workers.

Scott

June

OPS Division,

I'm very pleased to announce that the Operations Division's Employee of the Month for June is Richard Morrisette the Equipment Specialist from the Morrisville garage in District 8.

Richard's nomination (from a coworker) said, in part: "Richard is always willing to help anyone of us out in the shop. Richard always has a smile on his face from the time he walks in the door in the morning till he walks out at the end of the work day. He likes to joke around with the crew, so it makes the day go by so much faster working with Richard. One of the biggest things with Richard he is always willing to let the crew run the machinery to try it out."

Please join me in congratulating Richard. His daily attitude, work ethic, and efforts to make our workplace better have clearly been noticed by his co-workers.

Scott

Continued on Page 10



“Kudos!” from your fans...

Dear Scott,
 On St. Patrick's Day my husband and I were traveling through your state hauling a brand new horse in a trailer we had borrowed. The young horse panicked and flipped over upside down hanging from her lead with her legs out the door of the trailer. Needless to say it was a very traumatic experience for us. As my husband tried to free her I desperately tried to flag down passing motorists to help. Car after car passed me. Then, thankfully, one truck stopped. It was Mark Knapp and Tim Sweeney. They are our heroes! They helped fix the trailer so we could continue on our 4 hr drive home. They stayed with us until we were able to get the terrorized horse back on the trailer. ~~Of course~~ that was not easy.

It was wonderful to have their calming presence. They were truly wonderful and I'm certain that we could not have done it without them.

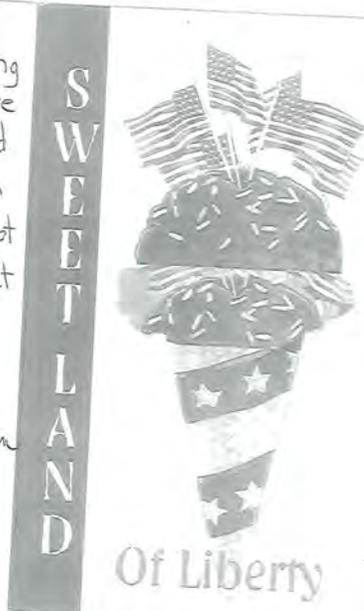
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Sincerely,

Rachel Zimmerman

RECYCLABLE

MADE IN THE USA
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From: Minter, Sue
 Sent: Monday, May 12, 2014 6:53 AM
 To: Velander, Russell
 Cc: Rogers, Scott; McCool, George; Gammell, Wayne; Searles, Brian; Persons, Kim; Tetreault, Richard
 Subject: Re: Mark Knapp and Tim Sweeney

Thanks for sharing this wonderful story & our heartfelt thanks to Mark & Tim!

Sincerely,
 Sue

Sue Minter

From: Rogers, Scott
 Sent: Thursday, May 08, 2014 7:03 AM
 To: McCool, George; Velander, Russell
 Cc: Gammell, Wayne; Searles, Brian; Minter, Sue; Persons, Kim; Tetreault, Richard
 Subject: Mark Knapp and Tim Sweeney

George and Russ,

Please see the attached letter from Mrs. Rachel Zimmerman, and extend our thanks to Mark and Tim for their selflessness in stopping to help her and her husband on the side of the road.

This is true customer service, in every sense.

Great work!

Scott



“Kudos!” from your fans... Con’t

From: Ide, Robert
Sent: Monday, June 02, 2014 10:41 AM
To: Rogers, Scott
Subject: Happy report

Scott;

Please send out a very positive “shout-out” to the workers in District 7. I was running late this morning and drove US 2. As I approached East Montpelier at about 7:45 from the east, one of our crews was busily working the potholes in a well marked work zone. I really appreciate their efforts to improve my ride. They have some major challenges with the surface they are charged with keeping in a smooth condition.

It was good to slow down and allow them a safe zone to ply their trade.

Rob

Robert D. Ide, Commissioner
Vermont Dept. of Motor Vehicles

-----Original Message-----

From: vt-cms-support@egov.com [mailto:vt-cms-support@egov.com] On Behalf Of phillis.mosher4@gmail.com
Sent: Tuesday, June 03, 2014 10:24 PM
To: Filkorn, Erik; Blake-Sayers, Eileen
Subject: [General Questions and Comments] GREAT JOB!

Phillis Mosher sent a message using the contact form at <http://vttrans.vermont.gov/contact>.

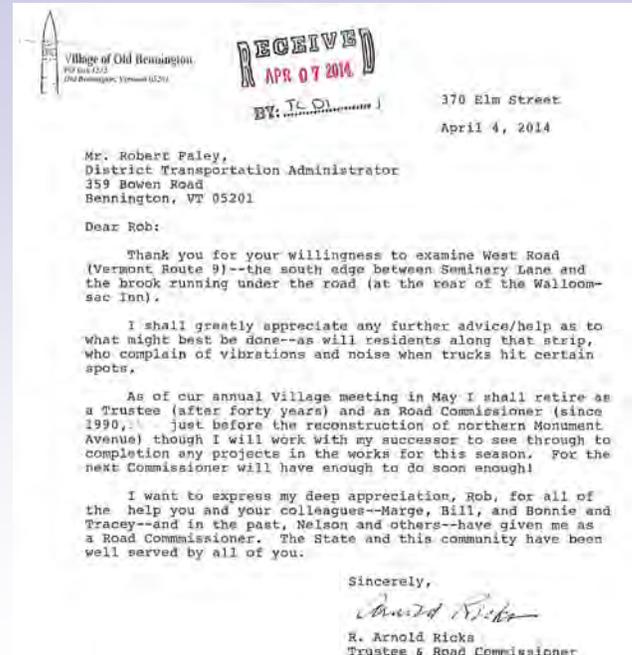
What a considerate and amazingly efficient job the VTRANS folks are doing to clean up the downed trees along route 5 between Coventry and Newport. Just want to thank them for giving us our beautiful corridor along the Black River back to us.

From: robert lewis <rlewis@northfield.vt.us>
Date: June 16, 2014 at 10:37:25 AM EDT
To: "Gammell, Wayne" <Wayne.Gammell@state.vt.us>
Subject: Tom Anderson
Mr. Gammell,

As I head into retirement I am attempting to touch base with those who have been of great help to me over the years. I first met Tom Anderson when I was Town Manager in Hardwick and needed a work permit in the State ROW on Rte. 14 for a water line. Tom was extremely helpful in getting that task done for us. Since then I have worked with Tom on numerous road projects over the years and Tom was always the stabilizing factor in those projects through his patient and knowledgeable approach to each. His guidance saved my bacon more than once!

I hope you know how lucky you are to have men like Tom in your employ.
I wish you all well going forward and keep up the good work.

Kind Regards,
Rob Lewis, Town Manager
Town of Northfield





“Kudos!” from your

-----Original Message-----

From: vt-cms-support@egov.com [mailto:vt-cms-support@egov.com] On Behalf Of Kbriggs@etsd.org
 Sent: Friday, July 18, 2014 2:35 PM
 To: Blake-Sayers, Eileen; Filkom, Erik
 Subject: [General Questions and Comments] Thanks to Ernie

Kevin Briggs sent a message using the contact form at <http://vtrans.vermont.gov/contact>.

I just wanted to take a second and thank Ernie and the crew for the quick response to the ditch concern of Tanglewood Drive in St. Albans. Literally, less than 24 hour returning of my phone call, to the site visit and then the actual work being accomplished within a two week span....not only met by exceeded my expectations.

Thanks again Ernie and Crew,

Kevin Briggs, President
 Tanglewood Homeowners Association,

From: Anne O'Brien <aobrien@gmavt.net>
 Date: June 30, 2014 at 1:28:41 PM EDT
 To: 'Richmond Town Manager' <townmgr@gmavt.net>, "Hosking, Dick" <dick.hosking@state.vt.us>
 Cc: 'Taylor Yeates' <yeates.taylor@gmail.com>
 Subject: RE: Paving in Richmond - US 2 Leveling

Very big thanks to all who worked on this project. Nice Job!
 Rep. Anne OBrien

From: Marshall, Renita
 Sent: Friday, July 18, 2014 7:39 AM
 To: Lewis, Tom; Mercier, Amy
 Cc: Rogers, Scott; Gammell, Wayne
 Subject: Ride Along With Paint Crew

Thank you to everyone who made it possible for me to ride along with one of the Traffic shop paint crews yesterday. In the almost five years I worked there, I never took advantage of the opportunity to ride along with them, as I always thought I'd just get to it "at some point".

I rode with Bill Devins and his crew: Norman Abdella, Dustin Boyce and Charles "Chuck" Couillard. I rode both in the cab and on the back of the truck. I got to witness the public who got impatient and drove over the freshly painted stripes. For me, this was a pivotal moment, as I have been the frontline for complaints about paint damage to vehicles and have heard everything from "your crew painted my car" to "your crew told me to drive over the paint" to "Somehow your truck painted sideways instead of down". I assisted with directing traffic when we were able to find a good place to stop and most of the public seemed appreciative: waving and smiling as they passed by.

It was nice to be able to see the paint truck in action as I had only seen it run in the yard. The crew was very in sync and knew exactly what to do when it was time to stop and/or refill tanks of paint and beads, when traffic backed up and when dropping and picking cones (there is an art to it or they tip over)

We painted in the Barton, Burke and Sutton area...on a sunny day like yesterday, I also got to enjoy some beautiful views.

Again, thank you to everyone who made this happen. I truly appreciate it.

From: Richmond Town Manager [mailto:townmgr@gmavt.net]
 Sent: Monday, June 30, 2014 8:20 AM
 To: Hosking, Dick
 Cc: Anne O; Taylor Yeates
 Subject: Paving in Richmond - US 2 Leveling

Dick, everything seems to have gone well. I'd like to thank you for all of that work, it has made a big difference here. You can pass this along to all involved.

Geoffrey Urbanik
 Town Manager
 Town of Richmond

PUBLIC SERVICE RECOGNITION WEEK ~ May 5 - 9, 2014

To all VTrans employees:

Last week we celebrated Public Service Recognition Week. Many of you attended our all-Agency meeting and ice cream social where we honored the recipients of the VTrans Agency Awards, including, by Division, the outstanding work of our employees, managers and teams. Another group of outstanding VTrans employees were also recognized by Governor Peter Shumlin last week at the statewide Public Service Recognition Awards Celebration. We have listed below all the award winners. The description of their successful efforts is attached. We wanted to be sure you were all aware of the terrific work of your colleagues, and join us in congratulating them for their success.

Of course, a team is only as good as the sum of its parts, and each of you play an essential role in our Agency success. We thank you for your ongoing work and commitment to VTrans.

If you would like to see photos from the statewide Public Service Recognition Week event, you can view them here.

Please join us in congratulating them and thanks to all of you for your hard work and dedication.

Sincerely,

Brian and Sue

Employee of the Year

TOM ANDERSON

Tom assigns and oversees the workload of the District 6 Technicians, which includes permitting, right-of-way issues, project estimating, layout and construction, as well as many other maintenance issues. Tom is responsible for working closely with the various town officials of the 28 towns in District 6. This often means meeting on site with them, or taking calls to answer questions related to the TH Grant programs, the Better Back Roads program, FEMA PA and FHWA ER (from preliminary damage assessment to project closeout), stormwater and drainage issues, road design issues, construction safety issues, or any other technical assistance the towns might need.

Tom always accepts new assignments with enthusiasm, no matter what topic they might be on. Because of Tom's experience, knowledge, and to be candid, his work station, he often gets asked to participate in Agency wide and even inter-Agency committees and task teams.

Public Services CG Team Awardees



Photo by: Mark Shelton

Above L-R: Darby Merrihew, NW CG Regional Supervisor; Dennis Reid, SW CG Regional Supervisor; Jeb Spaulding, Secretary of Administration; Sue Minter, Deputy Secretary of Transportation; the Honorable Governor Shumlin; Jeff Hebb, SE CG Regional Supervisor; Scott Rogers, Director of Maintenance and Operations Bureau, Dave Thurber, CG Fleet Operation Supervisor and Ken Valentine, CG Superintendent.

2013: John T. Gray Manager of the Year

DAVID BLACKMORE

Recognized for his exemplary performance and service to the Agency over the past several years, through a myriad of challenging circumstances in which he has constantly and consistently risen to meet each challenge placed before him in service to the traveling public. He has repeatedly demonstrated his skills in communicating with the media and representing VTrans in an outstanding manner during the many and varied weather events, emergency projects and planned high profile construction projects that impact our State's largest urban and high traffic areas. His vast experience in every aspect of highway maintenance has bestowed upon him the title of 'resident expert' in a number of areas.

Dave promotes quality awareness and is committed to the highest standards of excellence and customer service. He empowers his employees with authority and resources to get results, and excels at developing talented employees.

Team of the Year

THE MORRISVILLE GARAGE

The Morrisville garage is an amazing example of the dedication, talent and teamwork that is prevalent in the maintenance section. They are a hardworking group that watches out for one another's safety and wellbeing, often volunteering to relieve each other from labor intensive jobs and flagging. They take immense pride in their equipment and in their garage. The yard is always organized and trucks are always ready to respond to any emergency. In 2013, not a single member of the garage failed to answer their call to duty, summer or winter, day or night.

Team members include Bill Kennison, Ben Boucher, Brad Carriere, Scott Harvey, Richard Morrisette, Robert Tenney and Greg Sargent.

Special Interests

Labor Management Committee Meeting Minutes

AOT Labor Management
Meeting Minutes,
For June 19, 2014 Meeting

Present from Labor was Chair Jason Heath, Vice Chair Art Aulis, Jonathan Leonard, Jerry Comstock, Senior Union Rep David Van Deusen, Present from management was Director Scott Rogers, Wayne Gammell, Ken Valentine, Kari Miner (Kari present for agenda item #1 only).

Training Center Update:

Management (Kari Miner) gave a general update on the training center and reported that things continue to move forward in a positive manner. Management also stated that the VT Local Roads program is now being transitioned into the center. Management expressed that training local (town/city) road crews with the same standards and alongside state road crews will help better coordinate disaster responses if and when we have another Irene.

Labor again expressed strong support for the mission of the training center, and reported that their experience with it has thus far been very positive. Labor Chair Jason Heath recounted how he recently took the supervisor training and found it very informative.

Labor suggested that it would be great if we can get the training programs accredited by a higher education facility. Management stated that they are looking into this and like the idea, but there is a cost associated with this and that will need to be looked at.

Labor suggested that it would be good if workers could register for courses online. Management agrees in principle, but needs to be sure that the registration process is inclusive to local supervisors being fully aware of what the worker is doing, etc.. In other words they still want a supervisor's signature on the registration forms. Labor suggests allowing for "electronic signature." Management is looking at different options to achieve these combined goals. [*Note, since this meeting management reports the following: Kari Miner has discussed the LMC's idea of electronic signatures for training registration forms with our IT department. IT believes they can make this work, and have assigned somebody to work with Kari to make it happen. It may take a little time due to other commitments, but is in process.]

Management requested that Labor provide additional ideas for training topics. Labor suggested the following:

- Ergonomics in the truck/personal health
- Fostering positive interactions with the public

Labor again expressed the willingness to work with management legislatively to better guarantee proper funding for the training center as is appropriate and required. Management expressed appreciation for this offer. Labor also reiterated that it is looking forward to having a labor delegate serve on the training center oversight committee in future, as was previously discussed in Labor Management.

Agreed Upon Action: Labor will be happy to work with management on any future funding issues in order to support the mission of the training center. Management will further explore the ideas brought up in the discussion [and has already made progress on allowing for online course registration].

AOT Internal Structure:

Management informed labor that all aspects of AOT that concern themselves specifically with the roads will be merged into one department. In Operations (which presently includes the local garages, Central Garage, and the bridge crew) will be merged with the engineers, etc.. This will be known as the Highway Division. Scott Rogers, currently the head of Operations, will no longer be serving as a political appointee, but will serve as a regular manager (still in charge of Operations) under Richard Tetreault. [*A diagram of the new structure will be included, as a separate form, to these minutes.]

Scott Rogers will still serve as the immediate point person (for management) concerning grievances and the disciplinary process. Labor expressed concern that this could shift the increasingly positive culture established, in part, through the Labor Management Committee. Management expressed that they respect those concerns, but that management would work hard to export the positive elements of what has been built to other aspects of AOT. Both labor and management discussed the possibility of forming a new Labor Management Committee for those subdivisions of the Highway Division that are not under Operations. Operations Labor

Management will continue as it has been going, and will not be merged with any other AOT Labor Management Committee (if and when one is formed.)

Agreed Upon Action: Labor and management agree to consider forming a new and separate Labor Management Committee for those new sub-groups within AOT that will now be part of the Highway Division.

AOT Budget/Paving Projects Update:

Management gave a report back on AOT funding for this year. All sides are pleased with the fact that AOT has achieved the best funding yet from the general assembly. Management also informed labor that folks can look at the ongoing/planned paving and other construction projects on the web by going to the following online address:

http://vtrans.vermont.gov/sites/aot/files/Construction2014_08.5x11.pdf

Labor again reiterated that they would be happy to work with management in future years in order to build legislative support for funding issues as may be required and appropriate. All agree that it is in AOT and the public's interest to maintain adequate funding levels.

Agreed Upon Action: Labor and management will communicate and support each other in future years concerning budget issues in order to best guarantee our roads are well maintained, safe, etc..

Rumor/Bridge Crew:

Labor stated that they are hearing that the bridge crew may again be divided up and sent back to the districts. Management expressed that they are not looking to disperse the entire bridge crew, but that have looked at the possibility of sending a few workers back to the districts. Management, in general, reports that they always are open to looking at better ways of doing things, and would welcome labor's perspective. Labor offered to solicit input from the bridge crew on issues and ideas.

Agreed Upon Action: Management will communicate with labor if and when it would be helpful for labor to solicit ideas and input from the rank and file bridge crew workers.

Sweeper/Vac Truck or Vac Truck:

Labor proposed to management that it may be cost effective and agreeable for AOT to purchase and own its own Sweeper/Vac Truck or Vac Truck. Labor Chair Jason Heath presented management with various figures and recent use logs concerning a rented truck. Labor asserted that in the long term it would be cheaper for the state to own its own truck (as opposed to renting them-as they do now). Management (Ken Valentine) pointed out that these trucks cost a lot to buy. Management (Scott Rogers) pointed out that if AOT had its own truck, it would then be responsible for potential hazmat disposal, etc.. Labor (Jason Heath) again made financial comparisons between renting and owning, asserting that owning may be cheaper. Management agreed to further research this possibility.

Agreed Upon Action: Management will research the economic feasibility of purchasing a Sweeper/Vac Truck or Vac Truck.

Lateral Transfers:

Labor asked management to clarify the reasons why openings in garages are not made available to workers in other area garages, before the full hiring process is initiated. Labor poses the scenario were a worker in Garage X would rather work at garage Y because it is closer to his/her home. When an opening occurs in garage Y, why can't the worker from garage X (assuming they hold the same position as the open position) transfer into that job, and the hiring process move forward instead for the opening created in garage X. Management explained that years ago this was done, but for various reasons this process was changed. Management recalls VSEA taking issue with this old procedure. Historically VSEA recalls that such expressed concerns may have been in order to allow local garage workers (holding a lower position) the opportunity to apply for a promotion in the garage where they are currently employed. Labor and management agree to consider this issue further.

Agreed Upon Action: Labor, through their union the VSEA, will look at contractual means of addressing this issue, and management will consider this issue further as is appropriate.

New Employee Recruitment Drive:

Labor and management previously have agreed that it is in their joint interest to recruit new quality, career minded employees for AOT. That said, labor reported that it has achieved a commitment from VSEA President, Shelley Martin, to expend VSEA

resources on print ads advertising career opportunities in AOT. VSEA is currently pricing out print ads in Buyers Digest, Hemming's Motor News, Green Mountain Trading Post, and Seven Days. Labor also presented a draft print ad that highlights the benefits of working for AOT under a union contract; the print ad includes bullet points of the pay and benefits received by AOT workers. Labor informed management that its print ads would ask potential workers to physically come into the VSEA Union Hall in Montpelier in order for union staff to assist people in filling out the online application. Labor expressed the desire to time any efforts on its part with outreach efforts from management. Management expressed its continuing support in coordinating such an effort with labor. Management also expressed a desire to further refine and unify the public messaging where possible. Both sides agree to form a sub-committee to further advance this effort with an eye to implementation in September.

Agreed Upon Action: Labor and management will form a recruitment subcommittee to coordinate efforts. From Labor Jason Heath (Chair), and Art Aulis (Vice Chair) will serve on this committee. This committee will meet to discuss further ideas on July 23rd.

New Employee Orientation:

Labor asked Management to agree to grant their Union 15 minutes of time with each new hire. Labor envisions this time as an opportunity for a Steward to discuss the Union, its role and function, which each new hire, etc.. Management expressed a general support for this idea. Management is agreeable to having local Stewards meet with local new hires.

Agreed Upon Action: Management will work with Labor to grant local Stewards 15 mins to discuss their Union with new hires, in the local garages.

Union Decals on AOT Trucks:

Labor requested from Management the ability to place union (VSEA) stickers on AOT trucks. Labor is proud of their Union affiliation. Management states that within reason, it is not very concerned with a VSEA sticker on trucks. Removing said stickers is not a priority for Management as long as they do not represent a safety issue.

Agreed upon Action: If and when small scale VSEA Union stickers are placed on the left side window, Management will not make a priority of having said stickers removed.

Set Date For Next Labor Management Meeting.

Agreed Upon Action: Next Meeting September 25th, 2014

See LMC: "Column" on Page 18

Maintenance and Operations Bureau Employees of the Month

July

Maintenance and Operations Bureau,

I'm very pleased to announce that the Maintenance and Operations Bureau's Employee of the Month for July is Scott Moore the Senior Maintenance Worker from the Wilmington garage in District 1.

Scott's nomination (from a coworker) said, in part: "Route 9 in Marlboro on the east side of Hogback was recently closed due to a car fire and gas spill. Scott Moore was on scene, wearing both his Fire Department hat as well as his VTrans hat. This was a very chaotic scene in which there was some initial mis-communication that caused tempers to flare. Scott was instrumental in getting folks to work together to expedite cleanup and get traffic flowing again. It's hard to wear two hats at once, but Scott professionally filled both roles simultaneously and really helped the situation. Well done Scott."

Please join me in congratulating Scott. His daily attitude, work ethic, and efforts to make our workplace better have clearly been noticed by his co-workers.

Scott

2014 ~ Annual Job Expo



Above & Right: Display and talking with students.

D8-employees set-up an outdoor display of Agency equipment and photo-boards at the annual Job Expo held at Collins Perley in St. Albans on March 27. Students from area high schools attending the morning session of the Job Expo stop by to ask questions and discuss opportunities for future careers with the Agency.



Above: District 8 employees with display. (from left to right) D8 - Allen Matten, Mike Derby, Donna Howard, Berkley Clark and Hobie Gates (Bridge Crew).

I am pleased to announce that Tyler Hanson joined the Operations Environmental Program at the entry level Stormwater Technician Position on June 29, 2014. He is a recent graduate of Johnson State College where he received a Bachelor of Science in Environmental Science & Natural Resources. Tyler has been working for the Operations Division as a temporary employee for just over a year now supporting the needs of our small culvert asset management efforts and in doing so has gained valuable insight into how asset management and stormwater regulations intersect.

Welcome Tyler!

Governor's Corporate Cup

Right: The "Ops is Tops VTrans Gang" ran in the Governor's Corporate Cup on May 15, 2014. (L-R Front) Alec Portalupi, HQ Tech Svcs Engineer; Amy Mericer, HQ Financial Manager, Ashley Jonas, Financial Administrator. (L-R Back) Tiffanie Fortier, Tech Svcs; Jennifer Callahan, HQ Environmental, Melissa Burge, HQ Business Office.



Brian Birkheimer joins us as a temporary employee in Rutland based Southwest Regional shop. Brian is currently a student at Vermont Technical College enrolled in Diesel Power Technology and is here with us to get his internship. Brian graduated from Poultney High School in 2013 and currently resides in Wells Vermont with his family.

Glenn Massey, District 2, received his Associates degree in Business from Community College of Vermont and graduated on Saturday, June 7, 2014.

We are very proud of Glenn's accomplishment. He worked hard for this achievement.

Congratulations Glenn!



Personnel Updates

New hires

D1 - **Michael Pierce**, TMW II, Bennington Garage.

D7 - **Eric Lang**, TMW IV, Bradford; **Jon Leonard**, TMW IV, Lyndonville; **Thomas Camarra**, TMW IV, North Montpelier; **Tom Vivian**, TMW III, North Montpelier, and **Jason Newland**, TMW IV, St. Johnsbury.

CG -Justin Burkewitz, Motor Equipment Mechanic I, Southeast Regional shop in White River Junction.

Promotions

D2 - **Marc Pickering**, to District Project Manager

D4 - **Ray Chase** to Area Maintenance Supervisor, Williamstown Garage.

D5 - **Rejean Lafleche** to General Manager

D7 - **Gerald Griswold** to TAMS, Newbury garage; **Dana Caron** to TSMW, Lyndonville, and **Mandy Peters** to TMES, St. Johnsbury.

Transfers

D7 - **Ken Cantin**, TMW IV from St. Johnsbury to Lunenburg Garage; **Bob Gallant**, TMW IV from North Montpelier to Lyndonville Garage; and **John Dunbar**, TAMS from Newbury to Middlesex Garage.

Retirements

D5 - **Eugene Allen** retired on 5/1/2014 with 37 years; **Michael Wilder** retired on 2/1/2014 with 30 years of service and **Art Danyow** will retire on 8/1/2014 with 23 years of service.

D7 - **Steve Montgomery**, retired on 1/24/2014 with 14 years of service; **William "Bill" Boulay**, retired on 4/30/2014 with 32½ years of services, and **Dennis Whitehill**, retired on 7/27/2013 with 31+ years of service.

D8 - **Douglas Ovitt**, retired on 5/30/2014 with 28 years of service. **Jim Dubuque** retired 4/30/14 with 32 years of service.

D9 - **Douglas Matten**, retired 5/30/ 2014 with 21 years of service.

TS - **Mark Dindo** retired 6/30/2014 with 35+ years.

Jim Dubuque, D8 SMW- North Hero, retired 4/30/14 with 32 years of service. His co-workers from Highgate and North Hero sent him off with good wishes and a delicious lunch. Co-worker Mike Martin and helpers served cheeseburgers and French fries.



Years of Service

- D1 *Paul Mychack*, May 13, 2014 - 20 years
Margie Skinner, May1, 2014 - 30 years
Tanner Yule, June 22, 2014 - 5 years
- D2 *Kenneth Hathaway*, May 17, 2014 - 10 years
Kirby Staib, May 9, 2014 - 15 years
- D3 *Robert Blair*, May 1, 2014 - 30 years
Leon Parker, June 14, 2014 - 10 years
Robert Trombley, May 9, 2014 - 15 years
- D4 *Kenneth Carter*, May 11, 2014 - 5 years
Robert Stanton, April 20, 2014 - 5 years
- D5 *Steven Campbell*, July 12, 2014 - 10 years
Dean DeGray, June 1, 2014 - 30 years
Linda Derosia, June 15, 2014 - 10 years
Rickard Hosking, May 19, 2014 - 45 years
Steven Sprague, June 15, 2014 - 5 years
- D6 *Russell Velandar*, July 1, 2014 - 40 years
- D7 *Shauna Clifford*, June 1, 2014 - 25 years
William Devins, May 28, 2014 - 10 years
Michael Heame, June 28, 2014 - 15 years
Peter Johnson, April 26, 2014 - 10 years
Scott Somers, July 6, 2014 - 5 years
- D8 *Timothy Fournier*, June 14, 2014 - 10 years
Sharon Resseguie, June 1, 2014 - 40 years
Ellen St. Marie, June 27, 2014 - 10 years
- D9 *Richard Cotnoir*, July 6, 2014 - 5 years
Russell Deslandes, June 1, 2014 - 40 years
- CG *David Carslaw*, July 19, 2014 - 15 years
Jason French, July 19,2014 - 15 years



Together
 Working ^ to get you there!

Operations Connection is on the web:
<http://www.aot.state.vt.us/maint/Operations.htm>
 February 1st; May 1st; August 1st and November 1st

Questions/ Comments/ Suggestion
 Kim Persons, VTTC: Employee Development
kim.persons@state.vt.us

CELEBRATE

Gerald Griswold accepted the TAMS position in the District 7 Newbury garage. He started on Monday June 30th.

Congratulations Gerald!

The Central Garage welcomes Justin Burkewitz to our Southeast Regional shop in White River Junction. Justin had previously been a temporary employee in the Northeast Region, and we are happy to have him join our full-time ranks!

CONGRATULATIONS!

Fundamentals of Supervision (FOS) Graduates

Group 1—May 2013 - June 2013
Graduation: September 11, 2013



Above: L-R Front: Dan Bruyette, District 8; Peter Johnson, District 7; Hobie Gates, Bridge; Mike Desautels, Bridge; John Peduzzi, District 5. L-R Middle: Gary McGinnis, District 7; Jonathan Harrington, PDD; Pam Sargent, F&A; Renita Marshall, TS; Terri O'Shea, Instructor. L-R Back: Tom Roberts, District 3; Roy Willey, District 7; Shannon Gilbert, District 2; Perry Elie, District 9; Richard Whittier, District 9.

Group 2 - May 2013 - June 2013
Graduation: September 18, 2013



Above: L-R Front: Mark Lamotte, District 9; Alain Pion, District 9; Terri O'Shea, Instructor. L-R Middle: Michelle Redmond, District 4; Camille Erwin, VTTC; Rejean Lafleche, District 5; Steve Guyette, District 5. L-R Back: Andrew Martin, District 7; Chris Taft, District 1; Shawn Lafountain, District 8; Pierre Lamarche, District 9; Eric Kipp, CG; Peter Lynds, District 4; Gerald Griswold, District 7; Lance Duquette, District 7; Richard Williams, District 4.

I am pleased to announce that Rejean Lafleche has been offered and has accepted the position of General Manager for District 5. Rejean brings a diverse background and experience to this position that will be an asset to the District and AOT in general.

Ray Chase has accepted the promotion to Area Maintenance Supervisor for the Williamstown Garage effective 5/18/2014. Ray has been the Senior Maintenance Worker in the garage for the past 4 years and he has been the acting supervisor since late March. Ray brings some excellent attributes to this position, and we are pleased that he has accepted the challenge. Congratulations Ray!!!

Group 3 - January 2014 - March 2013
Graduation: June 18, 2013



Above: L-R Front: Seven Scribner, HQ; Ryan Foster, PDD; Paul Libby, PDD; Callie Ewald, PDD; Carl Senecal, District 7; Chris Slesar, PDD. L-R Middle: Terri O'Shea, Instructor; Jason Tremblay, PDD; Diane Dargie, District 7; Amanda Habel, CG; Rose Lessard, F&A; Joanne Fleurrey, VTTC; Kim Persons, VTTC - Employee Development. L-R Back: Jason Health, District 5; Pat Richard, District 7; Scott Somers, District 7; Steve Patneude, Bridge; Amy Mercier, HQ; Todd Eaton, District 3; Donald Morgan, Bridge; Jody Tanner, Bridge; Sal Balzanelli,

Group 4 - January 2014 - April 2014
Graduation: June 24, 2013



Above: L-R Front: Joe Doucette, District 7; Kevin Sargent, District 7; Dana Caron, District 7; Mark Ingalls, District 9. L-R Middle: Kim Lewis, District 4; Morgan Tyminski, District 3. L-R Back: Eric Januszewski, District 4; Dustin Royer, District 9; Brad Keith, District 3; Scott Fortney, PPAID; Mike Labounty, Bridge; Jon Leonard, District 7; Les Jackson, District 7; Al Potter, District 7.

I am pleased to announce that Marc Pickering has accepted the position of District #2 Project Manager. Please direct all district project correspondence and inquiries, plan reviews and other PM related communications, etc. to him accordingly and please update any "group" listings (previously directed to John Alexander) accordingly. Thank you.

Congratulations Marc!!

VTrans Training Center Bulletin

Issue No. 16, August 1, 2014

Employee Development

Managing Under the Contract Part I

This one-day workshop will introduce participants to Diversity, Harassment, Discrimination - Personality Styles. The focus is on building skills in these areas to support continuous behavioral improvements to the overall workplace.

Course Dates: August 26, 2014, September 4, 2014 or October 23, 2014

Time: 8:30 to 4:00 **Note: New begin / end time**

Location: VTrans Training Center

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Managing Under the Contract Part II

This one-day workshop will introduce participants to the skills used to mediate through tough situations, learn and develop conflict management skills and explore the consequences when your supervisor is also your friend.

Course Dates: August 27, 2014, September 9, 2014 or September 16, 2014

Time: 8:30 to 4:00 **Note: New begin / end time**

Location: VTrans Training Center

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Managing Under the Contract Part IV

This one-day workshop will examine the requirements, responsibilities and interplay between the Federal Family Medical Leave Act (FMLA), the Vermont Parental and Family Leave Act (PFLA), the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and Workers' Compensation.

Course Dates: August 19, 2014 (more dates coming)

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: John Berard, DHR Labor Relations Specialist

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Special Note: This class is intended for supervisors / lead workers and is specific to State of Vermont (SOV) contractual provisions.

Education = future

Towns are welcome to attend training sessions advertised with the insignia  included in the class title.

V TTC Staff

Towns Managing Under the Contract Part III

This workshop focuses on Discipline, Corrective Action and Grievance Handling. It will examine substantive and procedural issues that can arise while administering the collective bargaining agreements. Grievances will be discussed, including the standards that apply to grievances, timeliness requirements, and principles of contract construction. Substantial time will be devoted to lesser disciplinary actions and dismissals. Due process considerations, such as right to union representation at a meeting that may lead to discipline and right to a pre-termination meeting, will also be discussed. Other topics of discussion include protected activities, discrimination claims in grievances, resignations, performance evaluations, just cause standards, layoffs, and overtime. VT Labor Relations Board (VLRB) case law, and court and arbitration decisions.

Course Dates: August 5, 2014 (more dates coming)

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: John Berard, DHR Labor Relations Specialist

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.

Cost: N/A

Special Note: This class is intended for supervisors / lead workers and is specific to State of Vermont (SOV) contractual provisions.

The VTTC has adopted the training competencies developed by the Transportation Curriculum Coordination Council (TCCC), a committee of AASHTO. TC3:

- Level I Entry / Awareness
- Level II Intermediate / Qualified
- Level III Advanced / Competent
- Level IV - Project Management (Administrator, Superintendent)

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.



VTrans Training Center Bulletin

Employee Development

Towns

Ethics

This half-day workshop will introduce participants to the tools needed to build strong ethical behavior in the workplace.

Course Dates: August 19, 2014, September 9, 2014 or October 2, 2014

Time: 8:30 to 12:00

Location: VTrans Training Center

Instructor: VTrans / Legal Division

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.

Cost: N/A

Mandatory EEO Training for Agency Supers. & Mngrs.

This training will review the EEO Policy Statement, the Affirmative Action Plan (AAP), federal and state laws relative to EEO, the administration of the Agency's EEO Program, policies, procedures, and manager and supervisor responsibilities relative to implementing the AAP.

Course Dates: August 14, 2014, September 18, 2014 or October 16, 2014

Time: 9:00 to 2:30

Location: VTrans Training Center

Instructor: Civil Rights Staff

Audience: Designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Towns

Interviewing & Hiring for Success

This one-day workshop explains the State's hiring process and practice in detail. Course includes interviewing concepts necessary to identify and select qualified applicants, avoid legal pitfalls, learn skills for better interview preparation, learn effective interviewing techniques, streamline the decision-making process, and welcome the new employee.

Course Dates: September 3, 2014, October 1, 2014 or November 4, 2014

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: Colleen Montague, EEO, Civil Rights

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

"Writing" the Performance Review

This one-day workshop teaches participants each step in completing the State's Performance Evaluation Report (AA-PER-6C) — completing the cover page, reviewing major job duties and expectations, writing supervisor's notes and setting goals for the next rating period.

Participants will work in groups to examine sample performance evaluations and discuss how, or if, the overall rating in the samples are supported by the supervisors comments.

Course Dates: September 9, 2014, October 7, 2014 or November 6, 2014

Time: 9:00 to 3:30

Location: VTTC

Facilitator: Chris McConnell, DHR Field Services Director

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Safety & Health

Towns

Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: August 19, 2014, August 20, 2014 and August 21, 2014

Time: 8:00 to 12:00

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

Towns

Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: September 16, 2014, September 17, 2014 and September 18, 2014

Time: 8:00 to 12:00

Location: SW Region: Mendon

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

Cost: N/A

Towns

Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: October 21, 2014, October 22, 2014 and October 23, 2014

Time: 8:00 to 12:00

Location: NE Region: Derby

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

Cost: N/A



VTrans Training Center Bulletin

Safety & Health

Working Over Water "WOW" (VTrans Supervisors Only)

This two-day training will focus on JSB base WOW and will include practice using boats and buoys.

Course Dates: September 10, 2014 **and** September 11, 2014

Time: 9:00 to 2:00

Location: VTrans Training Center

Instructor: Chad Poston, District 4 and Rob Gentle, VTTC Safety Instructor

Audience: VTrans Supervisors

Cost: N/A

Defensive Driving

This program is designed for the experienced operator who understands the basics of handling a vehicle and equipment.

Class/Workshop Objectives:

- Uses proper driving skills.
- Obeys all applicable traffic regulations.

Course Date: Anytime

Location: Online Course

Instructor: <http://humanresources.vermont.gov/training/classroom/online>

Target Audience: All employees who operate State owned vehicles or all employees who operate their private vehicles for greater than 2,000 reimbursable miles annually. (Governor's Fleet Safety Executive Order No. 04-93).

Cost: \$20.00

Towns Trenching and Shoring - SE Region

This 2-day "competent" level training focuses on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping.

Course Dates: August 6, 2014 and August 7, 2014

Time: 8:30 to 3:00

Location: District 2 - Dummerston

Instructor: Dave Berard, WSSI

Audience: Safety Specialist and "lead" persons assigned to excavation work.

Cost: N/A

Towns Trenching and Shoring - SW Region

This 2-day "competent" level training focuses on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping.

Course Dates: August 13, 2014 and August 14, 2014

Time: 8:30 to 3:00

Location: District 3 - Mendon

Instructor: Dave Berard, WSSI

Audience: Safety Specialist and "lead" persons assigned to excavation work.

Cost: N/A

Technical Services

Roads and Rivers participants should be prepared for weather events. Wear tall rubber boots, hats, sunscreen, sun glasses; have rain gear available, and make sure you are protected against ticks.

Bring your lunch each day, and have plenty of drinking water available during site visits.

Towns

Roads and Rivers Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure.

Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: August 26, 2014 **and** August 27, 2014 Note: 2-day training

Time: 8:30 to 4:30 **Note: New begin time**

Location: VTrans Training Center & on-site

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A

Towns

Roads and Rivers Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure.

Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: November 20, 2014 **and** November 21, 2014

Time: 8:30 to 4:30 **Note: New begin time**

Location: VTrans Training Center & on-site

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.



Continued on next page...



VTrans Training Center Bulletin

Announcements:

Chainsaw Safety

This one-day class will focus on job safety analysis (JSA) plan, each tree, introduce bore and face cuts, identify hinge and trigger wood, wedge and tree placement, limbing and blocking, spring pole relief and tree hang-up procedures.

Training will offered in October 2014.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.

Computer Training

- Outlook 2010 Level I / Level II
- Word 2010 Level I / Level II
- Excel 2010 Level I/ Level II
- Excel: Maximizing Pivot Tables
- File Management 2007 / 2010
- PowerPoint Level I / Level II

If you would like to attend any of these classes please send a completed registration form to the VTTC and you will be notified as soon as the course becomes available.

Communication:



"What do you mean we don't communicate?
I sent you e-mail on Monday."

The VTTC welcomes your suggestions, comments and honest feedback. Your input is important to us - Tell us how we're doing.

If you have a class you'd like to see available at the VTTC, and/or are interested in instructing a class, visit our website and complete the "Suggest a Class" or "Instruct a Class" form(s).

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.

Project Management Training

Fall 2014

Project Management Fundamentals Course Objectives (1-Day):

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Project Management Essentials Course Objectives (3-Days):

- Identify the basic concepts and terminology of professional project management.
- Lunch a project
- Estimate project work
- Create a project schedule
- Plan project costs
- Plan for project risks
- Plan for project quality and compliance
- Manage human resources for your project.
- Manage project procurements
- Plan for change management and monitor the project scope.
- Monitor and optimize project schedule and cost.
- Monitor quality of project work and the risks involved.
- Plan communication strategies and manage stakeholder relationships.



Safety & Health

Now that the Safety Team has moved "uptown" to the VTTC facility (effective 04/20/14) we are as cool as cucumbers! We are striving to produce training around the state so district personnel and even some municipalities can participate more readily and conveniently. We are hoping to impact workloads less while still offering the quality training VTrans employees need and expect.

Currently on our hit list is the the CSA (Construction Safety Awareness). This is now a 3 day class that Rob Gentle teaches with help from the District Safety Specialists or the Ops Safety Technicians. New employees can benefit from meeting resources available in their own district as well as at VTTC. These started in June with two regions already held.

The Trenching and Shoring classes are planned for July and August around the state. There are 6 sessions to allow for more attendees than last year. Please check the VTTC Bulletin for dates and locations. The class this year will be focused on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping. This is Competent Level training.

Next is Job Safety Analysis (JSA) Training to review the use of JSA's and how to emulate Art Aulis' work on creating JSA's organized by equipment, tasks, and activity code. Art impressed the Safety Task Force (STF) members in March and his management has graciously loaned him to us to plan and create this training. This training is gearing up for an August debut.

Our next entry to the hit list is Working Over Water (WOW). Chad Poston and Rob are planning this training to include buoy and boat basics. We would like the first class to be supervisors only to bring up any issues that may need tweaking with WOW plans. This class is looking toward September. We will roll out the finished product for all interested employees after that.

After WOW, we are aiming our efforts at chainsaw training. There are two (2) teams of instructors. In the North, we have Scott Harvey and Greg Sargent from D8. In the South, we have Anthony Solari, D3 and Peter Coonrad, D1. These four have the expertise and safety focus that we want and need to instill for chainsaw use throughout AOT. As other groups have heard about this training, they have been asking where they can sign up. As with the others, keep checking the VTTC Bulletin for these classes. We are aiming for October for this chainsaw training.

Lest you think I've forgotten, Safety Day 2014 was well-received at National Life. Scott Rogers single-handedly held back the rain clouds and ensured good weather for all. The favorite exhibit was D5's Tow Plow. Every visitor to this exhibit immediately turned wide-eyed with interest. Houston Lee did a great job explaining the parts and use of this Tow Plow. Special thanks to John Dunbar, Art Danyow and Dave Blackmore for supplying the equipment and Houston for this event. Frankly, each exhibitor contributed to the success of this day. Thank you all. You made this a great event with plenty to see and learn regarding a wide variety of safety topics. We opened many eyes that Friday!

Please continue to request classes or offer to teach classes at VTTC. AOT is chock full of talented people and we can all benefit by spreading this wealth around. When you visit VTTC next, feel free to stop by. You can mingle with the cool crowd (our offices here are air conditioned!) and get training.

By: Camille Erwin, Safety & Health Branch Manager

LMC: "Column"

We are currently still looking to fill seats for Districts 1, 2, 3, 4, 6, and Bridge Crew. If you work in one of these districts / bridge crew, and you would like more information about this committee or have issues you would like to have discussed, please e-mail us. If you have suggestions for bargaining you may also contact us and we can pass those ideas along to the bargaining team.

Jason Heath (Chair)
fyfytr14@comcast.net
 District 5

Art Aulis (Vice Chair)
gaulis@myfairpoint.net
 District 9

Jerry Comstock (Recruitment & Retention)
Jerry.Comstock@state.vt.us
 Central Garage

Johnathan Leonard
jsleon@myfairpoint.net
 District 7

Brad Carriere
hpfsems1@yahoo.com
 District 8

By: Jason Heath, Chair, District 5

ONE KIND WORD
 can change
 someone's
 entire day