

**Town of *Dunstable* Selectboard**  
**Meeting Minutes**  
**December 18, 2018**  
**Town Hall, Dunstable, MA 01827**

**Convened:** 8:35 am

**Present:** Leah D. Basbanes, chair, James E. Tully, member; James W. Dow, Chief of Police; Brian Rich, Fire Chief; Mike Martin, Roads Commission

**Request from School Committee for Summit of Groton & Dunstable**

The Board started by discussing a doodle poll that was sent out by the School Committee. There was discussion on attendance and what dates would make sense for the Board members. The Board determined that most members are flexible on the dates proposed, which ranged from early January to early February. It was felt prudent for each member to respond to the poll to indicate what dates they had available and to then wait and see what date the School Committee would settle upon after hearing back from all the invited participants. The purpose of this summit meeting is to try and have Groton's Board of Selectmen and Finance Committee and Dunstable's Board of Selectmen and Advisory Board come to a meeting that would be hosted by the School Committee in order to discuss school funding in FY20.

**Common Victuallers License(s)**

The Board considered the Common Victuallers licenses for Dunstable Convenience and for Dunkins. These two license applications were received in a timely manner this year, with only one license application outstanding. The licenses granted will be good through December 31<sup>st</sup> of 2019. The Board then seeing no reason not to approve the issuance of these annual licenses, determined to proceed with doing so while also deciding that the third such license would be put on its agenda for January 8<sup>th</sup>, 2019 in anticipation that the applicant would have their paperwork back to the town by the end of the calendar year as required.

A motion to approve and issue Common Victuallers Licenses for the Dunstable General Store and the Dunkins was made by Mr. Tully. The motion was seconded by Ms. Basbanes and passed by majority vote.

**Street Light Audit**

The Board noted a few areas that the audit missed. Chief Rich offered to assist Chief Dow in updating the list to ensure accuracy. There was then discussion of how to go about seeing them fixed. Chief Rich noted most of the National Grid contacts are working on the gas side of the business and it may be easier to ask them at a later date. Chief Dow recalled that some of the lights were shut down by the town due to the high bills at one point. There was then discussion of how many lights were previously private. A lot of communities are updating by changing to LEDs through the Green Communities program.

**Finale Vote on New Town Administrators Contract**

The Board determined it was not ready to approve the contract in light of some changes recommended by Labor Counsel. Labor Counsel had some concerns about the wording of a few provisions. The main two being with the provisions concerning Annual Town Meeting approval as well as the section on termination. Other considerations had to do with the vacation time, and how it would be pro-rated since the Town Administrator would be 20 hours a week. So, for example, four weeks of vacation shouldn't be more than 80 hours a year. The Board then considered Mass. Gen. Laws, Chap. 44, §31, and its liability provision and whether this would restrict the town in having a provision making the contract contingent on Annual Town Meeting vote. Labor Counsel has advised previously that once the first year of a contract is funded, the town is obligated to fund the subsequent years. It was noted that this would still require the contract would be funded subsequently would be

*Approved and adopted on 1/8/19*

by budget appropriation. But having clear language in there as to that effect makes sense. Plus having the contract approved by Annual Town Meeting makes sense as it demystifies the matter for the public and gives it an imprimatur of public approval. The Board felt it prudent to simply clarify the language. The Board determined it would hold a special meeting to approve the contract subsequent to the changes and would have Mr. Voelker ask Labor Counsel to make the necessary changes.

### **Executive Session**

The Board scuttled the session as unnecessary.

### **Minutes**

The Board considered the minutes from its meetings held on December 4<sup>th</sup> and 11<sup>th</sup>, 2018. Seeing no necessary modifications, the Board determined to proceed with approval.

A motion was made by Mr. Tully to approve the minutes from December 4<sup>th</sup>, 2018 as written. The motion was seconded by Ms. Basbanes and passed by majority vote.

A motion was made by Mr. Tully to approve the minutes from December 11<sup>th</sup>, 2018 as written. The motion was seconded by Ms. Basbanes and passed by majority vote.

### **Rt. 113 Project Update**

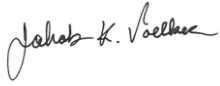
Mr. Martin spoke briefly about where things stand with the project. His only concern is the water line underneath it. He's worked to find money for that, but that has been a challenge. The water line should be re-done since the road is being dug up anyway for the project. There may still be some hope of getting that water line updated which lies directly under the project. So MassDOT will likely cover a portion of it, but not all. There will be a meeting, and Representative Harrington will be coming to help push for more funding. The Board asked if David Skerrett had been asked for his help. Mr. Martin was uncertain but felt that any help that is available would be worth pursuing. The Board asked if Mr. Voelker could get a summary on the project and see if a conversation may be had with someone at the Commonwealth level, perhaps the Governor's Office, or otherwise, that would be positive. Mr. Martin noted that this needs the support of the State Rep and State Senator. He noted this isn't a loan from the Commonwealth, but rather funding. He then spoke about the difficulties of getting funding from the Commonwealth on a number of related fronts. The main concern for Mr. Martin for this specific project for the water system is the 6-inch line that runs under that area of the road. He said that line has been there nearly a century and it may not last much longer. If there is a brand-new road on top of it, it might hold, but a few years later you might have to cut that new road up and re do the pipe. Something Highway would like to avoid. The Board asked what the new pipe should be.

Mr. Martin responded that it should be 12 inches with a new main. Roads Commission would also like to see the water line on Hillcrest done as they are hesitant to repave Hillcrest until that line is replaced for similar reasons as to the Rt. 133 Project. Why pave new and then cut up a few years later. Chief Rich noted that the system has a lot of dead ends and the system should be looped. Mr. Martin ballparked a few numbers on the cost and noted that Representative Harrington thinks she can help with a portion of it. The Board then discussed various out of the box ideas including whether the Commonwealth would be willing to trade paving for water line. Meaning if the town agrees to pay for a bit more paving in the Rt. 113 Project perhaps the Commonwealth might be willing to help with the water line running under that paving. Any work that can be done outside of the Water Infrastructure Project, which is mostly focused on the hydropneumatic tanks and on Pleasant Streets line for affordable housing. Mr. Martin interjected to state he's done everything he can to get help from the Commonwealth. So clearly some help is needed. The meeting on the Rt. 113 Project hasn't been announced yet as they are waiting on the Commonwealth and MassDOT. But he agreed to let the town know once he's aware. The Board noted that the incoming new Town Administrator has experience on these kinds of

projects and should be included. The Board concluded by thanking Mr. Martin and the Roads Commission for all their hard work on this project.

A motion to adjourn was made by Mr. Tully at 9:11 am. The motion was seconded by Ms. Basbanes and carried by majority vote.

Respectfully submitted by

A handwritten signature in cursive script that reads "Jakob K. Voelker".

Jakob K. Voelker, Assistant Town Administrator