



**BOARD OF ROAD COMMISSIONERS**  
**TOWN OF DUNSTABLE**  
**TOWN HALL, 511 MAIN STREET**  
**DUNSTABLE, MA 01827-1313**  
**(978) 649-4514 X227**  
**FAX (978) 649-8893**  
**roads@dunstable-ma.gov**

**MINUTES**  
**April 2, 2014**

The meeting began at 7 p.m. In attendance were Chairman Mike Martin, Commissioner Dana Kinne and Secretary Terry Atwood. (Absent was Commissioner Tom Dumont.)

Mike made the following motion:

“I move that the Board of Road Commissioners, acting for the town, vote to accept deeds of donation of temporary and/or permanent easements from abutting landowners relative to the repair and reconstruction of that portion of Main Street that crosses the Salmon Brook by bridge or culvert, as follows:

- William J. Primeau and Jean M. Primeau:  
Permanent Easement            578 sq. ft.  
Temporary Easement            472 sq. ft.
- Alfred Richard Drew, Jr.:  
Permanent Easement            504 sq. ft.  
Temporary Easement            400 sq. ft.
- David G. Sweet, Jr. and Lisa Sweet:  
Permanent Easement            461 sq. ft.  
Temporary Easement            55 sq. ft.
- David Sweet and Linda Sweet:  
Temporary Easement            848 sq. ft.

All of said easements shown on a plan of land prepared by Earth Services Corporation, dated March 3, 2014, to be recorded in the Middlesex North Registry of Deeds.”

Dana seconded the motion. Motion voted unanimous.

Board discussed the Main St. bridge project and hopefully all requirements will be in by next week's deadline so the project can be advertised for bid.

Dana brought up a notice for posting in the highway garage directing all employees, effective immediately, to complete vehicle inspection books the first time they use a vehicle on a particular shift. Accordingly, each driver shall complete their vehicle inspection book at the beginning of each shift before using a vehicle. The employees have previously known about this requirement. Mike agreed that the notice should be posted.



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The vacant foreman position was discussed. It was agreed to wait a couple of weeks to move on hiring a replacement as one employee will be on vacation for the next week and a road commissioner is out sick tonite.

The salt shed project was discussed. The surveyors were out earlier this week and highway's designated area has been marked at the site. Terry has called Alan Chaney to request a time when the Town Forest Committee can go out together with the road commissioners to walk the site.

The yearly road materials bid was discussed. The same estimated quantities will be used for this year's bid and a June 2, 2014 opening date will be used.

The request for additional snow money form was presented. The board will go to the Selectmen and Finance Committee for signatures for an additional \$10,000. To date, the account is approximately \$1,500 in the negative.

At 7:35 p.m. Selectmen Ken Leva entered the meeting. Board discussed the Main St. bridge project and Ken wanted to make sure that the project requirements are being met so the project can go out to bid as soon as possible. Ken will call town counsel tomorrow to also confirm that the project is on target to go out to bid.

Ken also brought up Sky Top Lane and the need for it to be accepted by the town. Board discussed the issues preventing it from being accepted in the past. Recent research and communication with town counsel have identified the issues that need resolving. The necessary steps toward street acceptance will be taken in the foreseeable future.

Discussion followed regarding the FY15 budgets. Ken clarified that the Finance (Advisory) Board's role with those budgets are to 'advise' and that the road commissioners are elected officials and, therefore, have control of their own budget. Ken stated that good communication and working together should lead to understanding the advice the Fincom is providing, but that it's the road commissioners who have the authority over their budget. Mike stated that in the past, Fincom has just cut the budget requests and the road commissioners were not informed until the night of town meeting, when it was too late to change. Terry will email Fincom tomorrow to request Fincom's highway budget numbers for FY15 to date. It is noted that the public hearing for the upcoming FY15 budgets is April 28, 2014.

Discussion followed regarding the overall status of the town, including the soon to be town administrator, and how the boards will be working together with the administrator to improve and strengthen town procedures.

The meeting adjourned at 8:20 p.m.



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**Respectfully submitted,**

**Terry Atwood  
Highway Secretary**