



**BOARD OF ROAD COMMISSIONERS
TOWN OF DUNSTABLE
TOWN HALL, 511 MAIN STREET
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**MINUTES
June 6, 2016**

The meeting was called to order at 6 p.m. In attendance were Chairman Mike Martin, Commissioners Peter Gove, Wes Goss and Secretary Terry Atwood. Also in attendance was Town Administrator Tracey Hutton and a member of the Personnel Board, Peter Georges.

Tracey explained the amendments to the Complete Streets policy. The first one is in regards to the Mass DOT design element and explains that the projects are considered within the context of the individual town. The second amendment explains that there are performance measures and ensures that the town evaluate its own work as it relates to the policy. Peter asked if this was affecting the current Main St. road project. Tracey explained that yes it is regarding the design of the project. She also stated that the project application was submitted to the Project Review Committee and should be reviewed this week. Discussion followed. Mike expressed that he feels like the project will be a go based on feedback he has heard from the state. Mike made a motion to accept the amendments. Peter seconded motion. Voted unanimous.

Board reviewed the minutes of 4/4/16, 4/15/16 at 4 pm and 4/15/16 at 7 pm. Peter made a motion to accept all 3 sets of minutes as written. Mike seconded. Voted unanimous.

The Highway foreman's new job description was reviewed. The title is being changed to Highway Superintendent. Tracey took the job description provided to her from another town and reviewed and made changes with the Highway foreman as applicable. Paving estimates were specifically included as this is one of his tasks. Wes stated that it is basically what he does now plus his Water Dept. Superintendent job. Discussion followed regarding class B trucks. Tracey will change the description to include CDL B. Peter questioned in it should include hydraulics license requirement. Tracey said the minimum requirements are included but she will add hoist engineering license. This new job description will be presented to the Personnel Board for review tomorrow. Peter asked why the Town Administrator is listed as one of two supervisors. Tracey explained that she is the personnel administrator and anything to do with personnel issues will go before her. The road commissioners will still handle all day to day road operations and issues. Tracey further stated the personnel bylaw is in place and the policy is currently being developed. Terry asked if the highway personnel will lose anything they have in the current highway policy. Tracey said they will be going to overtime after 40 hours (not over 8 hours as currently is in place). She also stated that overtime after 40 hours is based on federal standards. It was noted that some towns and Collective Bargaining Agreements allow overtime after 8 hours. It was stated that vacation and sick time do not count toward the 40 hours. Peter stated that he didn't think that was fair as the employee is essentially penalized for taking vacation or sick time. Tracey stated that the policy being developed is for the entire town and the goal is to be fair to all the employees. The clerical staff would have to be paid overtime for meetings, etc. if the policy was over 8 hours. Discussion followed. Wes sees both sides and it was suggested that the highway personnel have a different policy than the rest of the town. Tracey will get a copy of the policy to the Board when available.



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Mike made a motion to change the Highway foreman's job title to Highway Superintendent. Wes seconded the motion. Voted unanimous.

Discussion followed. Tracey will inform the Personnel Board tomorrow of the vote to change the title to superintendent. The commissioners also stated that the laborers are not just laborers and their job descriptions should reflect all that they do including fixing town vehicles. Some towns have mechanics but not Dunstable. The laborers do multiple other tasks including voting booths set up and break down.

Tracey left the meeting at 6:40 p.m.

The driveway permit for 330 Groton St. was reviewed and approved.

A West Auto invoice was signed for processing.

Peter made a motion to adjourn the meeting. Mike seconded.

The next meeting to be determined.

Meeting adjourned at 6:50 p.m.

APPROVED