



**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  
November 30, 2016

The meeting was called to order at 9:01 a.m. In attendance were Chairman Mike Martin, Commissioner Peter Gove, Town Administrator Tracey Hutton and Secretary Terry Atwood.

The minutes of 10/19/2016 were accepted as written with 2 amendments.

FY2018 budget requests were discussed. Town Administrator requested 2% for salaries and wages. Town Administrator arrived at numbers by taking an average FY15 and FY16. Board reviewed each line item. It was noted that \$23.5k was not spent from the FY16 budget.

Mike stated that a total of 11k was cut from the total budget request but that the bottom line keeps an additional 15k in for a new truck. David requested 2k out of building maintenance be moved to increase the repair and maintenance account. Mike, Peter and Tracey agreed. David asked what happens if the Finance Committee doesn't want to fund a truck. Tracey responded that she will fight for the truck and if they didn't approve it she would fight to have the 11k put back into the budget. David stated that Highway could propose to amend the budget on town meeting floor if Fincom doesn't fund the truck or returning the 11k to the budget. Tracey stated the snow budget will remain as is. Discussion followed regarding snow budgets. David stated that Harvard went over their snow budget by a huge amount. Discussion followed that an override was passed for snow money and should remain in the snow budget as intended. All agreed on the proposed budget numbers. Tracey getting quotes for shoveling and ice melt applications for the town hall, library and police station for 2018 winter. Babin will keep these duties for this winter. Terry will contact Babin to ask them to remove a clause on their current proposal about charging for pushing back snow if needed. It is not applicable in Dunstable, as Highway pushes back snow.

Tracey left the meeting at 9:42 a.m.

Discussion followed regarding Highway's street opening bylaw and rules and regs. Several changes need to be made that the board agreed upon. They are:

- a 5 year moratorium on cutting a newly paved road;
- If more than 3' cut made on any road, it must be planed 2" deep and paved 25' from each outer edge of the trench;



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- the 'working foreman' phrase throughout the document should be replaced with 'highway superintendent'

- section 2.11.13.2 in the current rules/regs should specify 3 ½" binder, 2" finish (the same requirements that are currently proposed to be included in the planning board's subdivision rules/regs);

- any patch made needs to be infrared and, from November 15-April 1, when it's too cold to infrared, and too cold to make a permanent patch, a temporary patch must be put down with bituminous concrete, followed by excavating the bituminous concrete from the trench and infrared the patch when the weather becomes warm enough.

Regarding Alexander Way, the board agreed they would not recommend the street be accepted until patches on Lake St (in conjunction with electrical service installation) are complete.

It was noted that a bond requirement is already in place in section 2.10.1. Mike stated the board will ask for a bond in the future with street opening applications.

Board discussed section 2.11.13.2 in the current rules/regs and the necessity and reasoning for a concrete pad under the roads. Terry will ask Jeff Rider about this requirement.

Terry will consult with Jeff to start the process of amending the street opening rules/regs.

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Terry Atwood  
Highway Secretary