



**BOARD OF ROAD COMMISSIONERS
TOWN OF DUNSTABLE
TOWN HALL, 511 MAIN STREET
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MINUTES 3/9/2017

Commissioner Gove called the meeting to order at 7 p.m. In attendance were Commissioners Mike Martin, Peter Gove, and Mat Morton. Also in attendance were Highway Superintendent David Tully Jr. and Secretary Terry Atwood.

The minutes of 12/27/2016 were accepted as written. Peter made a motion to accept the minutes, Mike seconded, voted unanimous.

It was noted that Jeff Rider, Town Engineer, is working on implementing the requested changes to the street excavation bylaw.

Board discussed the 2 "laborer" job descriptions that the personnel board would like the two highway employees to sign and return. Mike explained his position that is if the two employees sign the job descriptions now they won't have any advancement opportunity to go to a higher grade. Peter also stated that with each title: laborer, truck driver, equipment operator, and mechanic comes additional responsibility which should be higher grades. If they are considered laborers currently, what grade would they be if their job title also included truck driver. Discussion followed. There doesn't seem to be a clear process regarding advancing to a higher grade. Board noted that different towns have different titles and grades. The current 'laborer' job descriptions presented for the two employees to sign include wording that they perform minor and routine maintenance. Mike feels that they are mechanics and do everything except change engines. Discussion followed regarding the process in other towns when employees moves from laborer to equipment operator. Board agreed that there doesn't seem to be a structure in place in Dunstable regarding advancement. Peter stated that each title - laborer, truck driver, equipment operator are progressively paid higher because more skills are required. Mike does not like the current job description for these reasons. Peter also agreed that the job description doesn't reflect the title, laborer, and states they are also truck drivers, equipment operators and mechanics. Mike feels that this job description will stop them from advancing to the next grade because everything is included in this current description yet it unfairly labels them as laborers only.

David stated that when he spoke with the town administrator about what other towns have she stated that other towns belong to unions and Dunstable does not.



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Peter asked if we want laborer/truck driver on their job descriptions like the jobs were advertised for, which means their grade should increase. Mike feels the employees shouldn't sign the current job description. Peter and Mat agree. Mat stated that an employee with a class A license should be compensated higher than a class B and both are required as stated in the job description.

Mike stated that he advised the two employees not to sign and the Board needs to discuss with the town administrator and/or personnel board to redo them. Mat and Peter agreed. Both employees have also stated that they don't agree with the current job description. Peter also stated that new, accurate job descriptions should be done for the benefit of future employees also. All feel that the current employees are not currently compensated for what they really do.

Terry will try and get highway job descriptions, titles and grades from the 6 towns used to compare the rest of the town employees jobs: Groton, Littleton, Essex, Merrimac, Pepperell and Tyngsboro.

Mike stated that Jeff Rider is updating the street excavation bylaws.

Board discussed private ways and occasional requests from homeowners on those ways for the town to accept it as public ways, for instance, Off Pond St. and Lake Circle. For future reference residents will be told that everybody has to sign over the road to the town FIRST, and then the road has to be brought up to town specifications.

Mike briefly summarized stormwater regulations to Mat as he is a new road commissioner.

The meeting adjourned at 8 p.m.

Respectfully submitted,

Terry Atwood
Highway Secretary