



**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  
December 14, 2017

Mike Martin called the meeting to order at 1 p.m. In attendance were Chairman Mike Martin, Commissioners Peter Gove and Paul Dalida. Also in attendance were Secretary Terry Atwood, Town Administrator Tracey Hutton and Highway Superintendent David Tully Jr..

Peter brought Paul up to date and explained that Mark Cullen has started his employment as a truck driver/laborer with the Highway Department and is doing well.

Peter made a motion to accept the minutes of 10/17/17 and 10/18/2017. Mike seconded, voted unanimous.

The pavement management plan was discussed. Tracey explained that originally there was a grant for \$10,000 from the state. This grant has been reduced to \$5,000 because there were so many unexpected applicants. Highway is being asked to fund \$8,125 (up from the 3,125 originally requested). Tracey has spoken with the Advisory Chairperson and she feels confident that \$5,000 of the \$8,125 will be given back to Highway from the Advisory Board. The pavement management plan was given good reviews (when prepared by the Beta Group) from area towns and will hopefully lead to a higher Chapter 90 allotment for the town. Discussion followed regarding possibly reducing the cost by the town doing some of the legwork. Tracey left the room to call Beta at 1:10 p.m. Paul expressed his thoughts that this would be concrete data to show the Advisory Board and Town Meeting attendees showing why Highway needs the amount of money required to maintain the roads up to at least the state standards. Tracey returned stating that they will take \$4,000 off and provide 1 day to train with David and 2 days to follow-up. Discussion followed. Peter stated that he thought this was voted on this one time before and that Highway didn't want to spend any more than \$10,000 grant that was offered at that time. Discussion followed.

Tracey stated that this plan would also be compatible with GIS which is an added benefit. Paul again stated that this will show how roads, if not maintained, generate increases in repair costs. Tracey would like this done before town meeting.

Mike expressed that if the Advisory Board is willing to fund \$5,000 then he is okay with proceeding with highway providing the \$3,125. He emphasized that he does not want to spend the Chapter 90 money on anything other than paving. Peter agreed.



**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**

Mike made a motion contingent on the Advisory Board funding Highway with the \$5,000 transfer that Highway will fund the remaining \$8,125. Peter seconded the motion. Motion passed unanimous.

The total would be \$13,125 with \$5,000 coming from the grant, \$5000 from the Advisory Board and \$3,125 funded by Highway.

Peter stated the site work on roads should be completed after the snow is gone.

Paul would like a plan set up during the winter months, giving each street a numerical score between 1 and 5. Highway will have their own set of numbers to compare with Beta's numbers. Town meeting can potentially see both data sets for comparison. David would give each street a number based on existing conditions.

Tracey stated that stormwater information could be added to this system later, which is another benefit with the new stormwater regulations.

Tracey stated that the Advisory Board is meeting on January 4<sup>th</sup>. Tracey will prepare the transfer request. Highway will pay the invoice and then be reimbursed by the Advisory Board should the Board agree with funding the \$5,000. Tracey left the meeting at 1:41 pm.

Peter stated that there's a Capital Planning meeting on 12/20. A new one-ton truck has been requested by Highway. Mike explained that the request for a hotbox (about \$28k) was not granted. Paul stated that it should be kept on the list for next year as he thinks the Capital Planning Committee has a 5-year plan.

Mike stated that the Highway trucks and equipment are very well maintained and the Highway employees do a great job keeping things in good shape.

Board discussed the personnel board's wage classification and job descriptions from the Highway Department. The board feels the wages and job descriptions are not accurate and need to be reworked. The board agreed to request all documentation and criteria from the personnel board as well as the names of towns that were used to compare against Dunstable. In the meantime, highway will call local area towns and obtain pay rate and job description information to use as a comparison. Terry will request the information from the personnel board.

The Water Department current issue was briefly discussed and David's split time with that board.



**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**

Paul brought up Safe Pathways request for highway to attend the next meeting and give input regarding a crosswalk from Larter Field to the trails across the street at the town forest. Mike and Peter agreed to attend the meeting.

Mike made a motion to adjourn the meeting. Paul seconded, voted unanimous. The meeting adjourned at 2:28 p.m.

Respectfully submitted,

Terry Atwood  
Highway Secretary

APPROVED