



**BOARD OF ROAD COMMISSIONERS
TOWN OF DUNSTABLE
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MINUTES
JANUARY 31, 2018

Commissioner Mike Martin made a motion to open the meeting at 7:10 p.m. Commissioner Gove seconded. In attendance were Chairman Mike Martin, Commissioners Peter Gove and Paul Dalida and Secretary Terry Atwood.

Peter made a motion to accept the minutes of January 10, 2018 as written. Paul seconded, voted unanimous.

Paul explained the Safe Pathways Committee's intention to place a crosswalk in the vicinity of Larter Field/Groton St. across to the Town Forest for the purpose of connecting town trails. Discussion followed on the proposed location.

Proposed FY19 budget briefly discussed. Paul would like to add crack-sealing equipment added to the budget to help address the deteriorating roads. Mike and Peter agreed.

The Pavement Management Plan contract from Beta Group, Inc. was reviewed. Mike noted the price did not include police details. After some discussion it was agreed that Mike would talk to the police chief as the details may cost less if obtained directly from the town. The cost of the details was approximated to be about \$2,000. This would be additional costs to the Highway budget. Paul feels it warrants asking the Advisory Board for an additional \$2,000 as these are unexpected costs. The Advisory Board has approved Highway's request for \$5,000. Highway ultimately will pay \$3,125 out of the Highway budget. An additional \$5,000 has been secured from a grant for a total cost of \$13,125. Peter questioned the payment schedule to Beta Group and what 'lump sum paid at the end of the project' entails. Paul feels confident that the town will be billed monthly and a final payment would go out to Beta Group upon completion of the project. Peter also pointed out that the contract states 'up to 40 miles of road'. The town has approximately 41.12 miles of road. Paul feels that the cost will increase if more than 40 miles of road is serviced. The suggestion was made to stop Beta Group at 40 road miles and eliminate Fletcher and Hollis Streets as those were the most recently paved roads and should be in good shape. The road commissioners want to be able to stop Beta Group at 40 miles to keep the project at the quoted cost. Terry will ask Tracey for a breakdown of costs for each task and let her know that the Board wants to be able to stop the Group at 40 road miles. Paul also wants an electronic copy (section 9.1 and 9.2 of the contract).

The Board moved onto the wage and classification chart for the Highway Dept. employees. Paul has created a new spreadsheet with current numbers from local towns for wages and benefits. In addition, he has referenced the Consumer Price Index and Bureau of Labor Statistics numbers. The Board feels these numbers are more accurate than the existing wage classification chart as they reflect the local market and take into consideration benefits such as clothing allowance and on call pay. Information was also presented that clearly shows the town should have two additional highway workers in addition to increasing the current pay rates. The Board will present the new information to the Personnel Board at an upcoming meeting.

Peter made a motion to adjourn at 8:55 p.m. Mike seconded. Voted unanimous, meeting adjourned.

Respectfully submitted,

Terry Atwood
Highway Secretary