



**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
June 19, 2018

Chairman Mike Martin called the meeting to order at 7 p.m. In attendance were Mike Martin, Commissioners Peter Gove and Paul Dalida and Secretary Terry Atwood. Also in attendance was Tom Finn representing Brox Industries, Inc.

The road materials bids were opened and taken under advisement. Secretary will verify bids are complete. Bids will be awarded at a later meeting. (Unofficial results attached). The contract and agreement will be sent to the town attorney for review before it is sent out to winning bidders.

The board reorganized. Peter made a motion to keep Mike Chairman. Paul seconded, voted unanimous.

The following minutes were accepted as written:

- 5/23/2018 Peter Gove made a motion to approve, Mike seconded, voted unanimous (Paul absent from meeting)
- 5/4/2018 Mike made a motion to approve, Paul seconded, voted unanimous (Peter absent from meeting)
- 4/18/2018 Paul made a motion to approve, Mike seconded, voted unanimous
- 4/17/2018 Paul made a motion to approve, Mike seconded, voted unanimous (Peter absent from meeting)
- 4/17/2018 hearing Paul made a motion to approve, Peter seconded, voted unanimous (Mike recused himself from hearing)

Terry brought up her new work arrangement. Now that she is working solely for the Board Of Road Commissioners and has retired from the Board of Assessors, she will post new hours, once decided. Board asked her to get a quote for a new computer as the current one will stay with the Assessing Department. A new phone will also need to be secured. Board agreed.

The New England Boring Contractors' application for a street opening permit for 12 test borings for the town on Pleasant St. from Pond to Groton Streets was reviewed. Board determined the fee to be \$200 in addition to a bond for \$10,000 and certificate of insurance with limits as stated in the Streets, Ways and Driveways rules and regulations, Section 4.2.1. Board is also requiring flowable fill to be injected into each hole up to 6" below grade of the hot top with the remaining 6" to be infrared hot top. Terry will inform the contractor.

Streets, Ways and Driveways bylaw and rules/regs was discussed. Board wants Jeff Rider to add a phrase stating, in essence, uncapped conduit be required on any street crossings before the base course of aggregate is put in place and be fully compacted before paving with 2' required beyond any disturbance.



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The Complete Streets policy was discussed. Paul stated that highway/town owns the engineering part of it and the state will require the town to comply with state standards. It needs to be included in the water project. Paul suggested that a committee be created with representatives from Zoning, Planning and the Advisory boards. He also would like to be designated as the Complete Streets administrator for the town and will speak to the Board of Selectmen about writing a letter to MassDOT requesting him as the designee.

The Beta Group will present the results of the pavement management plan this Thursday.

Paul also spoke about MassWorks providing up to \$1 million via a STRAP grant program to small towns with less than 7000 population. This grant, if secured, would need to also be in compliance with Complete Streets and a suggestion to use this grant money would be to rebuild Groton St. to Hall St. for better visibility and safety.

Paul developed daily report forms and presented the forms for review to Peter and Mike. These forms would be for the highway employees to complete and would track and show how Highway's time and money is spent. Terry can enter this information into a database. Discussion followed.

Mike Martin made a motion to adjourn the meeting at 9:28 p.m.

Respectfully submitted,

Terry Atwood
Highway Secretary

APPROVED