



## BOARD OF ROAD COMMISSIONERS

TOWN OF DUNSTABLE

TOWN HALL, 511 MAIN STREET

DUNSTABLE, MA 01827-1313

(978) 640-4544 x207

### MINUTES

**BRC2018-09-20**

The meeting began at 10 a.m. In attendance was Chairman Mike Martin, Commissioners Peter Gove, Paul Dalida and Secretary Terry Atwood.

This meeting is a FY20 budget working session.

Highway Superintendent wages is first on the highway budget line items. The equipment operators have received the first 2 weeks of their increases. Retro pay to July 1 will be figured out by David and Terry.

#### **Salaries:**

*Highway Superintendent* pay should be the same as fire chief at a grade 11. Board will request 94,500 for FY20 superintendent position which includes 2% cost of living increase.

*Secretary* should be made a contract employee at \$400 week beginning January 1<sup>st</sup>, which would propose a budget request of \$20,800 which also includes 2% cola for fy20.

Currently the 2 equipment operators earn an average of \$27.50 per hour.

*Two additional laborers/driver* are needed and will be a grade 4 at \$25/hour. FY20 budget request is 222,800 for 4 employees, 2 equipment operators and 2 laborers/drivers at the approved personnel board rate and also includes the 2% cola.

*Overtime wages* were discussed. An increase for fy20 budget by approximately 5% unscheduled overtime of the total wages \$222,800 or \$12,000. It was noted that two employees should be working together for safety reasons. It was also noted that highway is requested to do various tasks throughout the town not necessarily highway related such as picking up dead animals, putting flags up on the telephone poles at certain times of the year and changing library lightbulbs are some of the non-highway related requests that highway has complied with for years.

*A clothing stipend* will be requested, 5 people at 900/year for a total of \$4,500/year. A new line item needs to be added.

*Snow time standby*, a new line item and will be part of snow wages will also be requested. When highway hires 2 new laborers/drivers, highway could eliminate some part time drivers. Board will add 15,000 for 5 people, for a total budget of \$72,000 for snow standby. (5 employees @ 3k/year increasing the budget by 15,000.)



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*Snow removal outside plow companies* line item will be increased.

Mike left the meeting at 11:10.

New laborer/drivers could do the following capital repairs:

310 inlets/catch basins over next 6 years need to be fixed. Board wants to fix them all because the roads need to be paved. Two new employees could possibly repair 2 per week for 8 months a year, April thru November, 70 per year, 4.5 years to fix them all. Board needs to add a Line item for capital improvements. (Noted that Beta's pavement mgmt. plan at 5-8 million doesn't include inlets.) At a cost of \$1500 ea x 2 per week is \$3000/week, excluding materials frame and covers. Cost would be \$2500 /week labor/equipment (\$1000 equipment plus \$1500 labor). At 2 days a week for 2 men the total hours required would be 64 hours/week. For maintaining shoulders, 2 men at 1 day/week are required for 8 months a year (includes gravel/rock/regrind and culvert maintenance).

Current highway garage needs to be updated so it meets the building code. David will work on getting an estimate. Paving needs to be done at current garage and the salt shed needs to be relocated as it was supposed to be relocated last year.

An increase in the number of employees, capital repairs, building repairs, salt shed relocation are all things needed to bring highway resources up to where they should be.

Also noted that the River St. barn needs a bigger door. Some equipment is stored, but a truck may possibly be able to be stored there in a pinch.

Engineering line item for 100,000 needs to be added by Terry.

Paul made a motion to accept the minutes of 8/20/2018 with amendments. Peter seconded, voted unanimous.

A second budget session will be held at a later date.

Paul made a motion to adjourn at 11:45 a.m. Peter seconded, meeting adjourned.

Respectfully submitted,

Terry Atwood

Highway Secretary