



**BOARD OF ROAD COMMISSIONERS**  
**MINUTES**  
**APPROVED WITH EDITS**

**DATE:** NOVEMBER 18, 2020

**MEETING CAME TO ORDER:** 8:00AM

**MEMBERS PRESENT:** Philip G. Knowles, Chairman  
Joseph Gibbons, Clerk  
Thomas Weil

**STAFF PRESENT:** Gary Wildes, Highway Superintendent  
Elisabeth Perkins, Administrative Assistant

**VISITOR(S):** Richard Gandt

**MINUTES:** The minutes of October 21 were approved as written.

**REVIEW OF BUDGET**

**REVIEW OF TASK SHEET AND ACCRUAL REPORT**

The Task Sheet and Accrual Report were reviewed and approved.

**SUPERINTENDENT'S REPORT**

**PROJECTS ONGOING:**

- Preventative maintenance on equipment
- Structure repairs continue while weather permits
- Roadside mowing
- Plow route tree trimming
- Roadside cleanup of leaves from inlet water drains

**PROJECTS COMPLETED**

- Hill Street culvert project
- Installation of Main Street solar light foundations
- Change-over of seasonal snow/ice equipment
- Line painting of streets
- First snow storm of the 20-21 season

## **EQUIPMENT UPDATES**

- The Cat 440 backhoe required two warranty covered service calls
- Cemetery truck is fitted with plow frame, ready to plow
- The wing truck's error codes were diagnosed and repaired

## **ADMINISTRATIVE PROJECTS / UPDATES**

- New administrative member joined Nov. 2
- New mechanic is up-to-date on P/M's and repairs. He is learning the town's roadways for plowing season.
- Front office is closed to visitors and employees practice social distance guidelines.

## **PLANNED PROJECTS**

- Weather permitting culvert repair / clean-outs
- Continued hotbox work
- Shop clean-up and purge
- Order / store any salt deliveries
- Respond to any snow/ice events

## **CORRESPONDENCE**

- None at this time.

## **OLD BUSINESS**

- Phil Knowles suggested that the town should continue looking into the legal status of Coppermine Road.

## **NEW BUSINESS**

- Phil Knowles suggested line painting is needed on Ipswich Road.
- Phil Knowles suggested if there are any warrant articles that they be added to the December agenda to be closed.
- Tom Weil suggested discussion of the Perkins Row Bridge. The bridge is constantly monitored for deterioration with the assistance of Mass DOT.
- Coppermine Road near New Meadows and Nichols Way needs to have electrical underground lines replaced and upgraded due to corrosion. Will be directional drilling and will not affect roadway.
- Compile the list of plowing contractors available for 2020-2021 Winter.
- Department is adding a message sign board (from Cares Act) and cargo trailer (gifted to Town) added to the Fleet Schedule.
- Gary has updated the Fleet Schedule and there is no surplus of equipment being insured.

Next BORC meeting is set for Wednesday, December 16 at 8:00AM.

The meeting adjourned at 8:46AM.