



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.