



BOARD OF ROAD COMMISSIONERS

MINUTES **APPROVED**

DATE: **DECEMBER 30, 2020**

MEETING CAME TO ORDER: 3:00PM, Commissioner Roll-Call

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

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

VISITOR(S): None

MINUTES: The Minutes of November 18 were unanimously approved by all Commissioners with edits to Page Two.

REVIEW OF BUDGET

It was determined that there were no open Warrant Articles.

REVIEW OF TASK SHEET AND ACCRUAL REPORT

The Task Sheet and Accrual Report were reviewed and approved.
A suggestion was made to add new people and to track Parks & Cemeteries tasks as well.

SUPERINTENDENT'S REPORT

PROJECTS ONGOING:

- Preventative equipment maintenance
- Campmeeting / Ipswich Lane road berm, new traffic configuration
- Hotbox pothole work
- Town-wide sign maintenance
- Structure repairs as weather permits
- Roadside drop inlet clean-up and assessments

PROJECTS COMPLETED

- Roadside mowing
- Plow route tree trimming
- Holiday on the Green lights hung
- Removal of downtown parklet and haybales on Main Street

- Central Street water break asphalt repair
- Route 97 roadway repair at Pye Brook
- Compost brush pile was ground/removed by Mayer Tree for the season

EQUIPMENT UPDATES

- New tires for John Deere boom mower
- New sets of hoses for CAT 440, issue with Caterpillar's supply chain. All covered under warranty.

ADMINISTRATIVE PROJECTS / UPDATES

- Questionnaire regarding the previous mechanic sent to TA for submittal to ERRS.
- The office is closed to the public during the pandemic.
- Work with staff / vendors for good social distancing. Presents challenges during storms with many people coming and going. Constant reminders are being communicated.
- Working on FY22 Operating and Capital budget with Administrative Assistant in preparation of initial meeting with TA.
- Working on *Application for Eligibility* to receive surplus Federal property (41CFR 101-44.207). Allows DPW to browse the website for equipment that would be available to Town at little/no cost.
- Thank you to the Board during the transition to Highway Superintendent position and then, as Parks & Cemeteries Superintendent. The guidance was instrumental during the past year.

PLANNED DECEMBER / JANUARY PROJECTS

- Handle snow events
- Hotbox pothole repairs as needed
- Continued roadside drainage upgrades as weather allows

CORRESPONDENCE

- None at this time.

OLD BUSINESS

- The new Town mechanic continues to prioritize highway work with other Town vehicle work.
- The department is set for the winter transition and P&C mowers are winterized.
- The transition is underway for separate Parks & Cemeteries Department to become part of the Highway Department.
- A question was raised whether to reappoint two Union Stewards when perhaps there should be one Union Steward. The question will be addressed with the on-going Union negotiation.

CAPITAL

- Moving forward, all capital purchases would be multi-use purpose where equipment may be used for all departments and in all Town locations.
- The tractor has become too costly to run and the mower is too costly to repair. Superintendent will see what can be done in-house first. To trade the two pieces of equipment, trade-in value is approx. \$10-\$12,000.

- The P&C tractor has a replacement cost of \$70,000, with a trade-in value of \$5-\$8,000. A new tractor would be faster and have 3-point hitch attachments.

NEW BUSINESS

- Commissioner Gibbons brought up the annual reports which are due in January. Mr. Gibbons has a 12-month reference point and offered to do the reports for the year.
- The winter sand for residents was relocated to the bottom of the hill, before the entrance gate. The sand is contained within a jersey barrier structure and is marked accordingly.
- Commissioner Weil suggested emailing the final Minutes for review and to hold a final Zoom meeting for the Commission to approve the December Minutes.
- The Commissioners signed 'go-back' Warrants for FY2020 and FY2021 that were submitted during the Covid pause.

Commissioner Gibbons motioned to adjourn, seconded by Commissioner Knowles.
This meeting marks the last Board of Road Commissioners meetings.
The meeting adjourned at 3:15PM.