



**OFFICE OF THE
Advisory Board
TOWN HALL
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September 17, 2018

Present: Adria Fischer, Eric McKenzie, Kieran Meehan, Bob Nelson, Harold Simmons, Leo Tometich
Also attending: Fire Chief Brian Rich, Police Chief James Dow, Road Commissioners Paul Dalida and Mike Martin

Meeting called to order at 6:04 p.m.

BoH - curbside trash pickup

The Board of Health needs more time before discussing curbside trash pickup with the AB, so this topic is postponed until a later date.

1. As far as we know the BoH has purchased 240 trash and recycling barrels.
 - 1.1. 240 sets of barrels, multiplied by approximately \$80 per set equals \$19,200.
2. Current users or subscriptions: 193.
 - 2.1. 193 customers multiplied by \$250 per customer for Sep. 2018 through June 2019 (10 months of curbside pickup) equals \$48,250.
3. There may need to be some changes, or additional coordination, between departments (Police, Fire, Library, Highway and Town Hall) for municipal building trash pickup.

Fire Chief - OSHA regulations

Fire Chief Rich indicated that the Massachusetts Department of Workforce Development seems to be stepping up its efforts to require all fire departments to meet current OSHA guidelines. The impact of this is still evolving, but the Fire Chief identified the following items and their potential financial impact.

1. OSHA approved physical for all firefighters.
 - 1.1. Estimated cost per physical is \$361. This does not include any required follow-up tests and examinations.
 - 1.2. Approximately 24 firefighters would require this physical.
2. Hepatitis B vaccination shots. This is a series of three shots given at prescribed time intervals.
 - 2.1. The hepatitis B vaccination is optional, so the firefighter can opt-out.
 - 2.2. Estimated cost is \$240 per set of three shots.
 - 2.3. Probably 8-10 Dunstable volunteer firefighters would get this hepatitis B vaccination.
3. Fire station and equipment.
 - 3.1. Fire vehicle tune up interval reduced from 18 months to 12 months.
 - 3.2. Vehicle exhaust fan and ductwork needed inside fire station. Estimated cost: \$60,000.
 - 3.3. Needed fire station electrical work estimated at \$4,000 to \$5,000.
 - 3.4. Fire station roof does not have the correct safety equipment for personnel to shovel snow off.
4. Firefighters need to be trained on all equipment.
 - 4.1. Estimated cost: \$9600. Up from existing \$4650 training budget. Cost increase is due to more training hours and hourly pay increase. Hourly pay rate comparison to surrounding towns indicates that our \$16/hour rate should be increased to \$22/hour.
 - 4.2. Additional training should help develop more standard operating guidelines (SOGs).
5. Some grants may help recruit new firefighters and update equipment.
 - 5.1. Total grants received this year are \$285,000, including a \$116,000 SCBA equipment grant.
 - 5.2. There may be an approximately \$150,000 grant over four years to recruit up to 12 new firefighters.
 - 5.3. Mostly federal grants, while most of these requirements are coming from the state.
6. Chief Rich recommended the minimum number of Dunstable volunteer firefighters at 33.
7. Note that several of the Dunstable volunteer firefighters work as full-time firefighters in other towns. The highest number work in Nashua, NH. Relevance is that these firefighters may receive or meet some of these requirements as part of their full-time position.

8. The fire chief is attempting to prioritize and bring forward OSHA requirements he thinks are the most urgent for personnel safety and most likely to be enforced.
9. The fire chief will continue to organize and outline the fire department needs to develop a compliance plan that makes sense for Dunstable and projected costs.
 - 9.1. Create a priority driven plan with measurable improvements.
10. Given operating budget constraints, warrant articles may be needed for some of these expenditures.

FY20 Budget Discussion

Highway department - personnel.

1. Existing personnel: Superintendent, Admin (part time), and two heavy equipment operators who do whatever needs to be done.
2. We should consider a highway department clothing allowance.
3. The highway department wants two additional employees. Since highway department personnel typically work in pairs, one additional employee is not very useful. Some new employee justification.
 - 3.1. Of the 310 manholes in town, approximately 80% need work.
 - 3.2. Road report only covers paving subcontractor costs, no road base preparation or manhole cover lifting.
 - 3.3. Some road projects may need extra work to adhere to state drainage guidelines.

Highway department - grants.

1. There may be some state grant money to help cover drainage compliance costs.
2. It may be worth spending some engineering and design money to have shovel ready projects. This may make the project more likely to be approved for MassWorks STRAP grants for communities with populations under 7,000, or regular MassWorks grants.
 - 2.1. Note that some of these road grants may require matching money from the town.
 - 2.2. Often the engineering firm will help walk the design through the grant approval process.
 - 2.3. When attempting to define road work project costs, separate out fully reimbursable costs from the overall project costs. This way short term lending, typically at a lower interest rate, can be utilized until the reimbursement funds arrive.
3. A brief update on the planned Route 113 road work by Mike Martin indicated that there will be a few more meetings with the state to make sure the plans meet requirements, but this project should move forward.
4. It may be useful to have a highway department risk analysis review with the selectboard and town administrator.

Police Department AB representative - Eric

Miscellaneous

1. Joint AB and school committee meeting Sep. 26th. Likely topics are GDRSD capital planning review and some FY20 budget discussions.
2. The Dunstable portion of the GDRSD FY20 Chapter 70 state aid may be reduced due to average household income increases.
3. Some discussion about who will put together the FY20 budget (Town Administrator, Selectboard, or AB). It seems the Groton and Dunstable selectboards are trying to work out how much interim TA Mark Haddad will be involved.

Water department update from Harold.

1. Pepperell water department has an employee leaving in October, so they are no longer able to operate the Dunstable water supply.
2. The Groton water department was approached, but also do not have adequate personnel to operate the Dunstable water supply.
3. So Dunstable is looking for a water supply operator. Maybe back to WhiteWater at significantly higher cost.
4. Some discussion about private NH water supply company, Pennichuck Water Systems, operating or purchasing the Dunstable water system.

Approval of Minutes

More time is needed to review the August 8th Advisory Board meeting minutes, so vote to approve or change postponed.

Motion to adjourn at 8:35 p.m. - Kieran, - 2nd Adria. Vote: Unanimous
Meeting adjourned at 8:35 p.m.