



**BOARD OF ROAD COMMISSIONERS
TOWN OF DUNSTABLE
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 X227
FAX (978) 649-8893
roads@dunstable-ma.gov**

MINUTES
March 12, 2019

The meeting was called to order at 7 p.m. In attendance were Chairman Mike Martin, Commissioners Peter Gove, Paul Dalida and Secretary Terry Atwood. Also in attendance was Kristina Hooper, a candidate for the Administrative Assistant position.

Peter made a motion to accept the minutes of March 7, 2019 were accepted with an amendment. Mike seconded, voted unanimous. Paul recused himself as he was not at that meeting. At this point in the meeting, Mike left the room.

Discussion began with Peter, Paul and Kristina regarding the open Administrative Assistant position. She would like the position and Peter and Paul feel that she would be a great addition and is qualified. Paul moved that Kristina Hooper become the new Highway Administrative Assistant. Peter seconded. Voted unanimous. Discussion followed regarding her pay rate. Board agreed \$21.81 per hour in accordance with the personnel board of wage classification is a fair pay rate. Kristina left the meeting at 7:30 p.m.

Mike re-entered the room and the meeting. Peter and Paul informed Mike that Kristina was voted in as the new Administrative Assistant. Mike has filled out an ethics disclosure form and will file with the town clerk as required by the Ethics Commission.

Kristina will come in and work with Terry to learn the job in the next 2 weeks. Her hours will be submitted on the April 1, 2019 payroll. Terry's retirement date is effective April 1, 2019.

Brian advised us that the Board has \$10,000 for the MassWorks START grant application.

Mike updated the Board on the Main St. reconstruction project. It had a setback in the design planning phase and the public hearing will be held at a later date, not yet determined.

Mike made a motion to adjourn the meeting at 7:50 p.m. Paul seconded, voted unanimous.

Respectfully submitted,

Terry Atwood
Highway Secretary