

## COMMONWEALTH OF MASSACHUSETTS

# Sherwood Forest Road Maintenance District

Saturday, August 4th, 2012

Committee Members Present: David Bonney, Gilles Beaudoin, Mike McEnerney, Al Bavernik, Marty Feit, Clerk-Treasurer.

Committee Members Absent: Nancy Devane, Arlene Adler

Public Present: Dave Devane, Craig Willis

The meeting is opened at 10:30 am.

Location: Becket Town Hall, 557 Main Street

Meeting Introduction; I.A.W. - M.G.L. CH30A- Section 20.

**Approval of July 7th Meeting Minutes-** A motion is made to approve the committee meeting minutes from July 7<sup>th</sup> as amended, the motion is seconded; Unanimous Approval.

Mr. Bonney asks Mr. Craig Willis if in fact there were two loads or four loads delivered to Pine Dale Circle. Mr. Bonney also reviews some of the hourly time submitted by Mr. Willis. Mr. Willis agrees to look at the work order and be more specific in the future, being sure to identify exactly where the work was performed. Mr. Willis also advises that he will check his books and if there was an error made, then he will give them a credit; Mr. Bonney agrees.

## **Sherwood Forest Road Maintenance Report- July 2012**

1. Work Orders 7/2/2012 King Richard Drive, replaced culvert. 7/6/2012 Road side trimming and two loads of dense grade on Pine Dale Circle.
2. All grading is finished except for upper Prince John Drive-needs dense grade put down.
3. Street signs pricing
  - a. Ribco \$66
  - b. Wholesale Distributors \$50
  - c. Perma-line \$41.50
4. Road Work for August

- a. King Richard-widen road 100 ft. and extend culvert.
  - b. Fountain Court-culvert and ditching.
5. No calls

Committee members briefly discuss the repairs needed for different culverts, materials needed and the cost of the different grades. Mr. Willis advises that he will get some prices to them so they can decide what they would like to go with. Mr. Bonney states that he would like to see the second grading done. Mr. Willis advises that it is way too dry right now and that it is not a good time. Mr. Bonney suggests that they wait until the end of the month, and if they get some rain, then it would then be a good time to have it done. Mr. Bonney and Mr. Willis agree that they should just focus on the main roads that have real bad spots for now. Mr. Bonney also suggests that once the culvert has been repaired that a rock or something should be put down to avoid any accidents from happening.

Mr. Bonney states that they will plan on holding off for now on Sherwood Drive.

Marty advises that he has received an email from Mr. Richard Marx, asking when the mowing was going to take place. Mr. Bonney advises that it is all set. Mr. Craig Willis makes sure that all questions have been answered and he leaves the meeting.

**Treasurer's Report-** Marty presents the treasurers report to the committee; committee members briefly review. Marty reminds committee members that everyone is now receiving \$50.00 meeting pay. Marty also advises that the indemnity insurance has gone up. He advises that it has been extended until a resolution can be made, however they are currently looking into different insurance companies. Marty continues on detailing each of the bills that have been paid, advising that the bills are attached to the bank statement. Marty concludes that they are generally in good shape, however a large part of the general roads funds have already been spent. Marty advises that bills from a previous fiscal year can be paid up through July 10<sup>th</sup>.

Mr. Bonney brings up the bill in question, received from White Wolf and states that they need to check into that, more specifically the hours submitted. Committee members agree to keep track of the hours billed more carefully, and what machinery or trucks are present for the time submitted. Mr. Bonney also explains that he needs to be specific in his billing as far as exactly how much material is being used at each job as well as how many hours per piece of equipment. Committee members discuss making the forms easier for him to fill out, thus allowing less room for error. Committee members agree that \$1000 should be deducted from the original bill; Marty agrees to send an email to Craig explaining their questions at hand and ask for an explanation along with the work orders, and invoice numbers that need to be matched for easier reference and attached to the bills.

**Warrant Approval-** A motion is made to approve the warrant as amended, the motion is seconded; Unanimous Approval.

## Committee Report-

- a. **Liability Insurance-** Mr. Bonney advises that this is insurance for the roads. He also explains that the SFNA would like the road district to pay a portion of their liability insurance. Mr. Bonney advises that he does not understand why they should be obligated to pay any portion of this, as they are not the owners. Mr. McEnerney suggests that they should do some research into how some of the other road districts handle similar situations. Marty reminds committee members that Mr. Wallenberg sent a letter with a request that they send \$1000 as a contribution to their liability insurance and that nothing else ever came of it.
- b. **Construction Standards Manual-** Committee members briefly discuss
- c. **Construction Manual-** Committee members briefly discuss. Mr. Bonney explains that they need to decide if they want to accept these construction standards.
- d. **Road Superintendent Manual-** Mr. Bonney asks if anyone present has any thoughts on the wording and the specifics that may be included in such a manual so that they have something to refer back to. Mr. Bonney states that he is in favor of this.

A motion is made to accept the construction standards and road superintendent's manual to be adopted and amended per review of the committee, motion is seconded; unanimous Approval.

- e. **Dense grade/Gravel-** Previously reviewed
  - f. **All Season Contract-** Mr. Bonney advises that this has been reviewed, all work orders must be attached.
  - g. **Annual Meeting Warrant-** Mr. Bonney advises that there must be twenty people in attendance for the annual meeting, and fifteen for a special meeting. Mr. Bonney asks if they should put the annual meeting first, explaining that this is something that is missed every year and that he would like everyone to give it some thought and consideration. Mr. Bonney advises that this will be an ongoing discussion for future meetings.
6. **Applicants for Road Supervisor position-** Mr. Feit advises that there have been two applications received. The first application that has been received is from Gene Pike; members review his application submitted. The second applicant is from a Christopher Morin, Marty reads application, committee members discuss. Mr. Bonney informs committee members that they will need to set up interviews. Mr. Bonney advises that at this point he has not yet submitted an application but has taken it into consideration. Committee members agree that the applicant needs to be in Sherwood Forest, they also need to be available and accessible. Mr. Bonney explains that the interviews need to be held in an executive session, possibly one hour prior to the regularly scheduled meeting. Marty suggests that they should consider putting the ad for the position in the Country Journal.

7. **Adjournment-** A motion is made to adjourn the meeting at 1:00 pm, schedule next meeting for September 8<sup>th</sup>, 2012.

Respectfully Submitted,

Marty Feit  
Clerk-Treasurer