



TOWN OF PEMBROKE  
**DEPARTMENT OF PUBLIC WORKS**  
100 CENTER STREET  
PEMBROKE, MASSACHUSETTS 02359  
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**DPW Commissioners**

Ben Bastianelli - Chairman  
Paul Whitman - Vice Chair  
Jason Federico - Clerk

**Divisions**

Cemetery Parks & Commons Highway Tree Water

**DPW COMMISSIONERS MEETING**

**APRIL 6, 2015**

Meeting Place: 91 Glenwood Road

Meeting opened at: 5:30 p.m.

Present were: Ben Bastianelli, Paul Whitman, Jason Federico, Gene Fulmine, Scott Glauben, Susan Jones, and John Hanna.

Motion made by Jason Federico to open meeting at 5:35 p.m.

Payroll and warrants signed by Commissioners.

Meeting minutes approved: (Nov.17, 2014, Dec.15, 2014 and Feb.11, 2015)

- **Motion to approve minutes was made by Jason Federico. Second by Paul Whitman**

**Correspondence:**

1.) Gene discussed a letter he received from the Conservation Commission about the drainage issue at Learning Lane and the high school. He stated that he met with Ryan from Environmental Partners on various issues and Ryan had already contacted Bob Clark with some recommendations that Conservation has asked for. The Commissioners asked whether there was any history on that drainage when it was installed years ago. No information could be found.

2.) Outline for services and fees associated with a meeting Gene had with Jason and Conrad. Gene would like the ok to move forward with tasks #1 and #2 at this time. Gene stated he was going to put it in under Chapter 90, like he did with the original pavement management plan.

Discussion was also had on the status of People GIS that once it is up and running to update the information, manpower needed, timetable, cost, etc.

Ben would like this topic on the next meeting agenda to update the Commissioners on the status of this issue.

- **Motion made by Jason to approve moving forward with task 1 & 2 from the e-mail sent April 2, 2015 from BETA. Second by Paul.**

3.) Decision was made by the Commissioners to remove an unpaid water account from the "Do not Lien" option.

## **New Business:**

Review of existing DPW Policies and Procedures.

The DPW Director and the Commissioners are reviewing DPW Policies and Procedures that are currently in place and will make suggestions where they think changes need to be updated or new policies added. They will bring their suggestions to the next few meetings as this task will take some time to complete where all parties agree.

One policy brought up that the Director and Commissioner's would like to concentrate on is a clear understanding of Military time off. The Town currently is obligated to give 17 days off a year. They would like to add specific language that states; anytime taken the day prior to or after an individual is to report for Duty will be charged his/her sick, vacation, and comp time or personal day. They also would like to add language that the Director and Assistant Director have the authority to contact the proper Commanding Officer to discuss and request an individual's Duty schedule.

## **Old Business:**

John Hanna came in to discuss what he needs to do to move forward with the subdivision off of Station Street. He said he is currently trying to negotiate with a couple of the abutters for an easement that he needs and wanted to hear the Commissioners input regarding unresolved issues for this project.

Gene gave the Commissioners an over view of the minutes from a previous meeting where they voted on a payment agreement for this project. The cost of the project is sixty three thousand dollars which the Commissioners agreed previously on to let him pay in three installments of twenty one thousand dollars. Gene stated that the only thing we have received at this point was when it was still under Chilmark, was the fees for Weston & Sampson. At this time we have not released anything. Planning Board has given their ok for two lots, plus the house. Gene said he has informed anyone that comes in regarding this property that, he will not sign off on any building permits, until he receives a check for twenty one thousand dollars for the first phase of the project, which includes one building lot and the existing house. The second installment is for one lot, and the third installment will be for two lots and the loop must be completed.

Meeting adjourned at 7:30 p.m.

- **Motion was made by Jason Federico to adjourn. Seconded by Paul Whitman. All in favor.**

Respectfully submitted,

Susan Jones  
Assistant To

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