



TOWN OF PEMBROKE
DEPARTMENT OF PUBLIC WORKS
100 CENTER STREET
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DPW Commissioners

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

Divisions: Cemetery Parks & Commons Highway Tree Water

DPW COMMISSIONERS MEETING
June 27, 2016

Meeting Place: 100 Center Street Town Hall

The meeting opened at 5:30 p.m.

Present were: Jason Federico, Ben Bastianelli, Paul Whitman Scott Glauben, Susan Jones, Ryan Trahan and Natalie Pommeishiem

Payroll and warrants were approved by Commissioners.

Correspondence was tabled.

- **Motion was made by Mr. Whitman to table correspondence letters. Second by Mr. Bastianelli.**
- **Motion was made to approve minutes for April 25th and June 6th by Mr. Bastianelli, second by Mr. Whitman.**
- **Motion made by Mr. Whitman to open meeting. Second by Mr. Bastianelli**

New Business:

Storm Water Discussion w/EPG

Follow up discussion to a previous meeting with EPG regarding the storm water budget and the potential overrun. Mr. Federico stated the Commissioners requested that EPG complete the entire scope of work, or come back with an explanation why the budget has changed. Ryan stated that Natalie would go over a summary of the project, what is left of the scope and what has change in the new permit, that wasn't involved in the original forecast on the old permit. Natalie handed out a revised project status update which includes the remaining budget left on each item. She also handed out a projected schedule which takes us through each tasks through December 2018.

Commissioners have issues with EPG not divulging or projecting in the original budget, that there may be additional mapping fees, if asbuilts were not correct. Mr. Federico added, why then are we paying Merrill to review plans that are incorrect?

Mr. Federico also requested to see the original plans and if they are "proposed plans" that were digitized instead of "stamped plans" then he has a problem with that and EPG now seeking additional fees.

Mr. Whitman also informed EPG that if they are seeking to have the DPW workers doing some of the work instead of EPG doing it, then EPG needs to come before the Commissioners to discuss it and seek approval from them first.

Also discussed was the timeframe of the project and each task. Natalie updated the Commissioners on each task and the changing permit and state regulations.

Mr. Bastianelli would like to see a time table on the completion of each task on the schedule. When everything is completed then we can regroup and see what funds are left over to further discuss the mapping problem.

Water Restrictions, WMA Permit, Water Future Pumping Requirements.

Ryan Trahan stated that last month he, Gene, and Jason met with the State. We came away with good news that although the State is going to renew our permit for current draw now at 1.26 million gallons per day. And because of all the land purchases that we made since 2005 we will be able to request volume up to 1.84 million per day without any additional penalties efforts as far as mitigating the additional volume that we would be pulling out.

Mr. Bastianelli stated that now as a direct result of our purchasing of these properties for water protection and water resources we have potentially increased our per day draw from 1.26 to 1.84 million gallons per day. Ryan explained that once they issue our permit for the 1.26 million gallons, immediately after they issue it, we can then go and request the additional volume. There is a process you'd have to go through such as; public hearings, advertising, public comments periods to address questions, etc. and then you would get your additional volume.

Ryan also stated that in order to get our draft permit we'd have to go through a minimization study. For Pembroke we would have to look at conservation measures that the Town would be willing to take on top of current water conservation measures that will be included in new permit. Ryan stated he went through the list with Gene and they are confident that based on some of the measures that we have taken in the past, for example remote meter readers and on the bylaw eliminating irrigation off of public system. Ryan went over a list of other options that he'd like to see on and may be helpful and/or required on the minimization study report to the State.

Commissioners agree to a rate study every two years and meter replacement program for minimization study.

- **Motion made by Mr. Bastianelli and seconded by Mr. Whitman. All in favor.**

Social Media

Mr. Bastianelli brought up the subject of social media due to the fact that he receives many requests telling him to check social media about DPW complaints. He, as well as Mr. Federico and Mr. Whitman agree that social media is not the place to hear or respond to complaints from residents. They feel that if a resident has any issues that they need addressed, they should call the DPW office directly and then if still not satisfied, they should come before the Commissioners to speak with them directly about their concerns. Mr. Federico feels that the Town's website or the Town's Facebook page is sufficient in notifying the residents of any issues that arise such as; water breaks, discolored water, street issues, detours, etc.

Payment Plan request –

Commissioners ratified a request for a payment plan that was previously e-mailed to them.

- **Motion made by Mr. Bastianelli to grant Donna Smith's request to be placed on a payment plan for her water service tie in fee. Mr. Whitman second that request. All in favor**

DPW Garage -

Mr. Federico passed out a Scope of Work to review. He'd like this to be reviewed and discussed under old business at their next meeting.

Work Orders and Service Requests –

Commissioners discussed the work orders being on the GIS program. The Highway, Water and Tree/Cemetery Foreman would be responsible for keeping the history of these work orders from the time it was issued until completed. Should an issue arise they would have all the history needed quickly and what action was taken and when. Water Foremen currently has a Kindle, so additional Kindles would need to be purchased for Highway and Tree foreman.

DPW Director and Assistant Director's outline of position.

Mr. Federico stated he printed out some examples that he found online for the DPW director and Assistant Director's job positions. Mr. Bastianelli stated he would take those and start to compile an outline with bullet points that the Commissioners could start working from. Mr. Federico asked Mr. Whitman if he would work on the Assistant's position. Mr. Whitman agreed.

Rt. 14 Corridor Project update –

Scott Glauben gave an update on the project. Stated they are putting basins in where they can. They ran into an issue that came up with the head wall at the corner of Maquan and Mattakeesett Street. He stated it is back at the design firm, trying to figure out what they are going to do. The wall is actually below water level right now as the plans stand. Gene, Scott and PA Landers had a meeting with the design team and we are just waiting to hear back right now as to what their new plan will be. So until we hear back they have pulled away from that area and working their way down Mattakeesett Street.

Street Sweeping –

Scott stated that they are over 50% done. He also stated the sweeper is being held together with baling wire and bubble gum. We are holding it together with what we can and it's been running every day. The sweeper that the Town owns is beyond repair and there is no money in the budget to fix it. Commissioners inquired about outsourcing. Scott said Gene is still trying to find out about the bidding, because the only person who bid is not MassDot certified. Gene has a call into Bob Galvin to see if we can still use him because we are spending Town funds not Chapter 90 funds. Plus the money wouldn't be available until July 1st.

Chapter 90 update –

Gene has all the proposals back from TL Edwards and we are just waiting to hear when they are going to start. Basically everything we did last year we will have the money to top coat and to finish Old Washington and Elm Street.

Unscheduled Business after posting of Agenda –

Cross Street -

Mr. Whitman who is also on the Planning Board, wanted to discuss with the DPW Commissioners an issue on Cross Street that came up at a Planning Board meeting with a new development that is being built.

Mr. Whitman stated that because the water table over that area has a history of always being on the high side, in the winter it causes hazardous icing over the road. The developer does not think he should be responsible for what has always been an on-going problem and does not feel he should have to cover the cost of fixing it. The Developer is required to widen the road and will have to install a catch basin on their side of the road.

Mr. Whitman asked the DPW Commissioners if they are willing to see if they could work it into their budget to help correct this issue, by having the Town install a swale on the opposite side of road, and funnel the water through a drain pipe under the road to empty in the developer's catch basin.

Mr. Federico and Mr. Bastianelli asked if the developer supplies the materials needed. Mr. Whitman said he would ask the developer at their next meeting. It was agreed that if they pay for the materials and our DPW employees install it, they don't see a problem with working with the developer to fix the issue. Mr. Whitman also stated they needed to speak to Attn: Galvin before a decision is made.

- **Motion by Mr. Whitman to adjourn. Second by Mr. Bastianelli. All in favor.**

Respectfully submitted,

Susan Jones,
Assistant To

DPW Commissioners