



TOWN OF
PEMBROKE

DPW
Commissioners

DEPARTMENT OF PUBLIC WORKS
100 CENTER STREET
PEMBROKE, MASSACHUSETTS 02359
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Paul Whitman - Chairman
Jason Federico - Vice Chair
Ben Bastianelli - Clerk

Divisions: Cemetery Parks & Commons Highway Tree Water

DPW COMMISSIONERS MEETING
August 3, 2015

Meeting Place: 91 Glenwood Road

The meeting opened at 5:25 p.m.

Present were: Paul Whitman, Jason Federico, Ben Bastianelli, Gene Fulmine, Susan Jones, and resident Susan Proctor.

Payroll and warrants were approved and signed by the Commissioners.

- **Motion was made by Mr. Federico to approve the July 13, 2015 meeting minutes. Second by Mr. Bastianelli**

New Business:

5:30 - Office Relocation

Mr. Whitman inquired about the cost of moving the offices from Town Hall down to Glenwood. Gene said he hasn't heard back yet from Mike Buckley with the exact numbers, but he believes the cost would be minimal.

The Commissioners decision is to allow Gene to have his main office at Glenwood, but the clerical staff will remain in the Town Hall. They feel it is more beneficial to the public. The Commissioners also stated that they will be holding their meetings in Gene's old office at the Town Hall instead of meeting at Glenwood. Gene will also use that space as a satellite office.

5.45 – Susan Proctor (Cemetery issue)

Susan Proctor came in along with her brother Joe and daughter to discuss an issue with installing a headstone. The main issue is that the base was incorrectly installed. A 3x1 base was installed and it should have been a 2x1 base.

Ms. Proctor discussed her issues with the Commissioners and the Commissioners explained to her the Cemetery guidelines and why the guidelines are the way they are. Ms. Proctor was given a sheet of the estimates to review.

- **Motion was made by Mr. Bastianelli to waive our foundation cost. Second by Mr. Federico.**

Ms. Proctor will pay the \$150.00 cost to move base over to the new foundation. Ms. Proctor will be purchasing the two adjoining lots, and the headstone will be centered between the 4 lots. Ms. Proctor seemed satisfied after meeting with the Commissioners.

It was also determined by Gene and the Commissioners that we need to update the handouts we give out. Each lot size should have its own specific card with the specs clearly listed on it. These new cards need to be signed at the time of purchase, as an agreement to the conditions. Mr. Federico suggested it be done in CAD format.

6:15 - 460 Washington Street

Commissioner's discussed the undetected water usage at 460 Washington Street. Their decision, on the water usage, which is on the restaurant end of building, is to bill the owner for the last three years. The bills will be based on 6 months' worth of usage history we have on record, from December 9, 2014 (reading taken was - 2833 mil. gallons) until July 10, 2015 (reading taken was - 3012 mil. gallons).

- **Motion was made by Mr. Bastianelli to bill 460 Washington Street Realty Trust for 3 yrs. worth of water usage based on 6 month history listed above. Second by Mr. Federico.**

Old Business:

5:35 - Water levels

Mr. Whitman asked for an update on the water levels being monitored. Gene stated, at this time he only has Abington/Rockland keeping him advised of their levels.

5:40 – Tower Elevation

Gene gave the Commissioners an update of where we are with the Tower. He stated that we have to wait until the pumping totals go down, but with the hot weather we have had, we haven't been able to get that information. Gene thinks by September we should be able to proceed with gathering that info.

6:35

- **Motion to adjourn, requested by Mr. Federico. Second by Mr. Bastianelli**

Respectfully submitted,

Susan Jones
Assistant To

DPW Commissioners