



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

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

**Divisions:** Cemetery Parks & Commons Highway Tree Water

**DPW COMMISSIONERS MEETING**  
May 11, 2015

Meeting Place: 91 Glenwood Road

The meeting opened at 5:30 p.m.

Present were: Paul Whitman, Jason Federico, and Ben Bastianelli

Payroll, minutes and warrants were approved and signed by the Commissioners.

- Motion was made by Mr. Federico to approve April 6, 2015 meeting minutes. Second by Mr. Bastianelli.
- Motion by Jason Federico to re-organize Board, second by Paul Whitman. Jason Federico nominated Paul Whitman as the Chairman; Paul Whitman nominated Jason Federico for Vice Chair and Ben Bastianelli as the Clerk.

**Old Business:**

**Driveway Apron regulations –**

Commissioners reviewed e-mail sent to Gene from Peter Palmieri of Merrill Engineers and Land Surveyors, regarding cement concrete sidewalks and driveway aprons. Gene suggested it be forwarded to the Planning Board to adopt.

The e-mail stated "If the Town decides to go ahead with the change to cement concrete sidewalks, the detail and other appropriate sections of the Rules & Regulations should also include a reference to the fact that the driveway aprons to the limit of the Right of Way line shall also be cement concrete.

- Motion made by Mr. Bastianelli to table further discussion on this topic. Second by Mr. Federico.

**Sidewalks/Trees/Bond -**

Commissioners discussed updating the specs for sidewalks. They are also concerned about damage being done to the sidewalks during construction and who would be responsible them.

Gene said he would e-mail Bob Galvin asking him what we can put in place to cover damage to the sidewalks. Whether it is a bond or the contractor's insurance information. They would have

to provide this information to us in order to work in town. After construction, a review of the sidewalks for damage should be done by DPW.

### **People GIS update –**

Mr. Federico said he was training the next day with the GIS people. He suggested that data entry could be done by a student or senior work off or existing staff. Everything is in place if we decide to do it in-house. This would be taken under advisement.

### **DPW Policy & Regulations review –**

Gene and Scott reviewed most of it and said most are memos that could be discarded. Commissioners will table this topic for a later date.

### **New Business:**

#### **Kevin Sealund -**

Kevin submitted a written request to the Commissioners, requesting the release of the building permit application for the second phase of construction at 595 Washington Street. He also asked for a delay in the collection fees (\$31,500) to the second half of the project, until the fall of 2015.

Commissioner's decision was to hold off on Kevin's request until we figure out the fire service fees.

### **Unscheduled Business:**

Mr. Whitman brought up the subject of a discussion held on Town meeting floor about all the equipment DPW has asked for. Mr. Federico asked for a list of everything that we are asking for. Scott Glauben gave him a copy of article #18. Commissioners discussed the allocation of the monies in the General Fund, town meeting Chapter 90 money, potholes, schools, etc.

Next meeting will be held on June 1, 2015.

- Motion to adjourn made by Mr. Federico, second by Paul Whitman.

Respectfully submitted,

Susan Jones  
Assistant To

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DPW Commissioners

