

## DPW Commissioners Meeting

July 18, 2016

Meeting opened at 5:31 p.m. at Town Hall Veteran's Room.

Present: Ben Bastinelli, Paul Whitman, Jason Federico, Gene Fulmine, Jr., Scott Glauben, Lou Stone, Arthur Egerton and Tom Driscoll

Payrolls, Warrant & June 6, 2016 Minutes signed.

### Correspondence Decisions

2 Beachwood Ave – Request from home owner for the Water Division to pay for the work needed on Water pipe on the Town side. Work was done by AE Wood and foreman was aware the work was being done due to a water leak. Bastinelli made motion to grant request, seconded by Whitman and all in favor.

230 Birch St – Last water bill was four times their average use. Meter was damaged as freeze plate rotted in the meter pit. Fulmine stated that the regulations need to be reviewed regarding meter pits. Bastinelli made motion to reduce bill to \$ 320 (average usage) and to not charge for frozen meter. Whitman seconded and all in favor.

G.F.

295 Pleasant St – Silent toilet leak after reading was done by Water for semi-annual reading. High/Low report indicated problem, house was tagged and home owner contacted Water Department. Technician noticed the problem and it was repaired by home owner. Resident requesting to be charged at the medium tier as opposed to top tier. Bastinelli made motion to grant request, seconded by Whitman and all in favor.

7 Marion Way – Frozen meter in pit. Home owner was unaware of water leak until the snow melted as it is pushed on top of meter pit from town plowing. Whitman made motion to have the home owner pay usage at lowest tier. Bastinelli seconded and all in favor.

16 Redwood Circle – Realtor gave wrong new owner name. Bill was not delivered to new owner. Current owner is asking for the late fee and interest be waived. This situation will be tabled for next meeting as more back up information needed.

Pembroke Housing Authority – Request to have late charges removed as bills were not paid on time. Whitman made motion to remove late fees from bills, seconded by Bastinelli and all in favor,

108 Wintergreen Farm Road - requesting to have late fee and interest waived as the resident's bank did not get the account paid on time. Whitman motioned for no action at this time, seconded by Bastinelli. All in favor.

18 Mira Mesa – Meter tested, policy followed. Test came back with 99 % accuracy. Home owner felt the usage was too high and was informed of the policy that they are responsible for the testing cost in a letter and if it came back accurate that their a policy in place. Resident did not confirm attendance for meeting. Will address matter later in the meeting if home owner shows up prior to the adjournment of meeting.

(G.F.)

Water Management Act Permit – Federico met with DEP people on a different project. They are willing to come in to discuss Abington/Rockland and Brockton's restrictions on their permit. Federico will coordinate meeting with our next DPW commissioner's meeting.

Storm Drain As Builts – Glauben still trying to locate them. Has only been able to locate one and believes it may be an old plan. Still have 6 boxes to go thru at Glenwood. Federico thinks the last one should be Milford. Possible that Planning Board may have copy.

Work Orders – Federico would like to set up a meeting with software vendor to hammer out needs and will report back to Board. Will be adding another layer to the Peoples GIS that we have already bought into through Stormwater.

Highway Garage – Federico asked if everyone was able to review his handouts. Fulmine and Glauben stated they did not receive a copy. Federico asked if anyone has questions and/or comments. Bastinelli said he had only started to look at it. Federico asked if they would like to table it for the next meeting. Bastinelli thinks that would be best as he has not been able to read the entire packet.

DPW Director & Assistant Director Job Description – Federico asked if Bastinelli was able to create an outline for future replacements of both position. Bastinelli handed out General outline of responsibilities and requirements with Education

requirements and salaries. Discussion ensued on matter. Need to review and fill in blanks and revisit at a future meeting. Will attach handout to minutes and for the next meeting to go over again and everyone can have input with their thoughts.

Public Comments: None at this time. However Selectmen Lou Stone had requested to come in speak with board at 7:30. Not here at this time. Will allow to speak if he comes before meeting adjourns or have him come in at our next meeting.

Route 14 Update – Waiting on meeting with State on the drainage issue at Maquan and Mattakeesett St intersection. Couple of more days of tree work. National Grid is moving along with moving of the poles. Verizon has not been on scene at all. Question on the tree that is cabled. May be able to talk to new owner about removal of tree. Previous owner was opposed. Will discuss with current owner. If agrees to have the tree removed Glauben said it is something that can be done in house instead of an extra change order for the project.

G.F.

Bastinelli asked if there has been any update on TL Edwards and when work will begin. Fulmine stated we are in the cue and is waiting for a response back from their scheduler. Basin structure work on School Street will be done first. Dig safe mark out are being done on other streets. Milling and top coat paving will be done on the streets discussed previously. Bastinelli asked if it will be done this year. Fulmine responded yes; TL Edwards knows it has to be done prior to the start of the school year.

Federico stated that he stopped in the Selectman's meeting to discuss Paving. It was advised to start meeting with Advisory and Selectmen in November.

Lou Stone arrived. Would like to discuss project at the High School Drainage. Would like to discuss the truck traffic, hours of operation and truck routes. How long will project last. Would like additional information. He is personally getting phone calls from residents on what is going on. He has been telling residents that the money was appropriated at last town meeting. Fulmine stated that he already forwarded schedule of work to Selectman's office when he received it. Will forward any additional information sent to DPW office onto Selectman's office. Federico would like to see it on the web site as well as all the other ongoing projects and their status. A separate link for all ongoing construction projects

would be preferred. Bastinelli asked how many trucks are being used and what are the routes. Glauben stated it varies on the contractor who has made arrangements on where fill is going. Whitman asked how much fill is being removed. Glauben stated about 1000 yards so far and around 7000 yards total. Whitman asked if the town could be using any of this material. Glauben said that there is no place to store it. Monroe Street pit has wood stored there now. Glauben also believes we are not supposed to be storing fill at this location. Whitman said maybe we should go before the Selectmen and get permission to store material there. Fulmine and Glauben will go to next Selectmen's meeting and seek permission to utilize the site and reach out to Conservation and the Contractor to discuss and see if they have any conditions or issues.

G.F.

Federico would like to see the link on the DPW page for ongoing construction projects by the next meeting if possible.

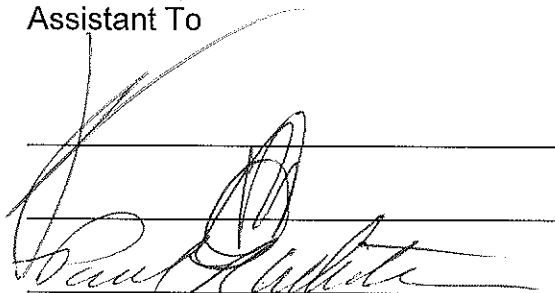
Federico asked about mowing of side streets. Glauben stated the mower was out today however we are having an issue with the machines. Waiting to hear back from tech.

Federico asked about next meeting date. Whitman motioned to tentatively schedule next meeting for August 1<sup>st</sup>, seconded by Bastinelli, all in favor.

Whitman motioned to adjourn at 6:37, seconded by Bastinelli.

Respectfully submitted,

Rose Campbell,  
Assistant To

  
DPW Commissioners

7/15/16

Pembroke DPW Director

Duties/Requirements/Responsibilities:

Oversee the day to day operations of the Department

Implement and maintain all regulations for Municipal, Federal and State as it applies to the DPW

Clear understanding of collective bargaining agreements, personal management skills as it pertains to employee relationships

Strong organizational skills, ability to set goals, assess performance internally and vendor suppliers related activities

Implement improvements and initiate suggested changes

Education/ Salary:

Degree in civil engineering and or related field with minimum 2 years of municipal experience

Starting Salary range

Willing to work under contract  
(contract will layout all steps and raises as well as all benefits)