



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
January 29, 2018

Meeting Place: 100 Center Street Town Hall

Time: 5:30 p.m.

Present were: Ben Bastianelli, Paul Whitman, Jason Federico (via remote), Gene Fulmine, Susan Jones, Ed Thorne, Mike Buckley, Bob DeMarzo and Lew Stone.

- **Motion to open meeting made by Mr. Whitman, seconded by Mr. Bastianelli. All in favor.**

Payroll, Commitments, Warrants and Dec.4th Meeting Minutes.

- **Motion to accept December 4, 2017 meeting minutes made by Mr. Whitman. Seconded by Mr. Bastianelli. All in favor.**

New Business:

42 Mattakeesett Street Wall -

Mr. DeMarzo came before the Commissioners to discuss the condition of the stone wall in front of 42 Mattakeesett Street. He is concerned that the wall was not properly returned to its' original height. He presented the Commissioners with pictures of the wall prior to the sidewalk being installed, and pictures after the sidewalk was installed. He stated that the wall height was originally 16" inches and now on one side it's only 8" inches. After the Commissioners reviewed the evidence they deemed that indeed additional height needs to be added.

We will send a letter to CHA and instruct them to do an SK showing the wall being increase by 8" inches in height to what is currently there. CHA will then instruct the State to do so.

- **Motion by roll call to increase wall 8" inches at 42 Mattakeesett Street was made by Mr. Bastianelli. Mr. Whitman's response was "I"; Mr. Federico's response was "I". Mr. Bastianelli "I". All in favor.**

Conflict of Interest Law/Online Training –

Commissioners were given their report to complete.

Old Business:

Status of Snow Ops and work order implementation –

Gene updated the Commissioners. He stated that Scott completed his task and Rose hers and that the information was forwarded to People GIS. We were under

the assumption that they were entering the information we provide to them into a spreadsheets. Then Gene received an e-mail from the owner who stated the rep we were dealing with had resigned and they brought in another guy. He also stated in his email that it was our responsibility to enter the information into the spreadsheets before it can be implemented.

Swanberg Well Site Property –

Gene said he put together a packet that was delivered to Doug Bailey. Doug will look it over and figure out the square footage and our 400 ft. radius. Gene said we could possibly put it in an Article at the ATM.

10 Year Master Plan –

Tabled

Volunteer Maintenance Agreement –

Tabled until next meeting on 2/12/18

ATM, STM, Articles –

For the ATM Gene stated he's looking at possible articles for the Penniman land swap and also an article for the Ludham Ford joint project with Hanover.

For the STM he's looking at articles for trucks and equipment, and possibly Gene would like to do a transfer from DPW wages into hazardous trees and vehicle maintenance, etc. Mr. Whitman would like Gene to have the Tree department take care of a hazardous town tree at the old Chip Tech property behind the fire station. He said there is a large branch hanging.

Unscheduled Business after posting of Agenda –

Mr. Thorne and Mike Buckley stated due to today's manager's meeting and with prior conversations with other departments we are contemplating having an Operational Override for town government only. That would include the pavement management plan by over \$300k. So Mr. Thorne is asking that the DPW Commissioners consider that as being part of the Operations Override. This override would include Police, Fire, DWP, as well as smaller amounts for the Library and Council of Aging. Mr. Whitman inquired whether this would be a onetime deal or every year. Mr. Thorne stated it would be every year. Mr. Bastianelli asked why we are taking this approach. Mr. Buckley stated it is due to our department heads stating they don't have enough finances to fulfill their duties, particularly Public Safety and DPW for the roads. Mr. Thorne stated he will be presenting this for the first time to the Selectmen at tonight's meeting. The decision is ultimately up to the Selectmen whether or not it goes on the ballot. So it is the responsibility of each department to present their case to the Selectmen. Mr. Thorne stated that next week the Police and Fire will make their presentation and DPW should do theirs the following week on February 12th.

Hiring of new DPW Employees -

Mr. Bastianelli inquired about the hiring of new employees. Gene stated there are two openings in DPW and one in the Water Division. The deadline was January 26th and he will be reviewing the applications. These are existing positions not new positions. Mr. Bastianelli asked if we need to replace these positions at this point. Gene stated absolutely. We have five less full time

employees than we had back in 1987 and we've accepted over 100 roads. I have two employees currently out on workers comp, so our manpower is inadequate at this point. The money is already in the budget, so that is not an issue.

Commissioners are in agreement that Gene will review the applicants and make his recommendations. Gene will then run his choices by the Commissioners so they can weigh in with their thoughts.

Mr. Stone spoke on the topic of Level Funded Budget –

He spoke about the proposed Override. He suggested that maybe the DPW should put in two additional employees. Mr. Federico would instead like to see the money go for contractual services like catch basins, street sweeping, etc. Gene stated he was in agreement with Mr. Federico's suggestion.

Mr. Stone also wanted some clarification on the Rt. 14 road work project and how and why the design is the way it is. He stated that he is approached by many people about how the road is being done. Commissioners explained that we hired the engineers, who then have to abide by Federal and State guidelines and regulations. So road designs are by MassDot Federal Highway standards. Gene also added that the road project is federally funded by 80%, state funded 20%.

Correspondence –

Kim Solomon Tie in Fee

- **Motion by roll call by Mr. Bastianelli to approve payment plan for Kim Solomon. Mr. Whitman responded "I"; Mr. Federico responded "I"; Mr. Bastianelli "I". All in favor.**

Letter from Josh Culter –

Commissioners reviewed letter from Cutler regarding potential grants that may be available to municipalities.

Plowing of Church parking lots –

Gene received a letter from Mr. Thorne stated that on the advice of Town Counsel the DPW should cease all snow removal and treatments of all parking lots, driveways on private property which includes houses of worship. He suggests that we give property owners a deadline of two weeks to a months' notice, so that they can make other arrangements.

Mr. Thorne's letter stated that this is a potential *liability* to the town if there is an accident or if someone falls. Gene said Mike suggested that where we are late in the winter season that we tell them this will be the last season. Gene said he ran that by Mr. Thorne and Sabrina and they are in agreement with that. Mr. Federico suggested that we could have these properties sign off on a liability waiver and continue to do what we have been doing for years. Mr. Bastianelli is in total agreement to this suggestion. Commissioners asked Gene to have Mr. Thorne reach out to Town Counsel about the waiver suggestion and let them know at their next meeting.

- **Motion made by Mr. Federico to adjourn. Seconded by Mr. Whitman. All in favor.**

Respectfully submitted,

Susan Jones,
Assistant To

DPW Commissioners