

DPW Commissioners Meeting

December 12, 2016

Meeting opened at 5:33 p.m. at Town Hall Conference Room # 13.

Present: Ben Bastinelli, Paul Whitman, Jason Federico, Gene Fulmine, Jr., Scott Glauben, and Kevin Flanders of People GIS.

Bastinelli made motion to open meeting, seconded by Whitman.

Payroll and Warrants signed & October 24, 2016 Minutes signed after motion to accept by Whitman and seconded by Bastinelli.

Route 14 Trench update: Federico questioned the status. Fulmine stated that the trenches were redone by PA Lander with the required 7 inch of super pave. Material used is not easy to work with however is required so that it can be milled and paved when construction starts in the spring. Bastinelli questioned if there is a pothole would PA Landers be responsible for them. We have a direct contact name and number to reach them if a problem arises for damage to the road during the winter. Federico plans to stop at the Selectmen's meeting and inform them of the status of the project so that the residents are aware. Mailboxes are another issue. A letter has been sent to District 5 to request the mail boxes to be moved to the edge of road and turned parallel to the road. State has agreed for them to be moved to the edge of the road on a swivel however it is the Postmaster that has the final decision on how the mail boxes are set. Bastinelli stated that we should place the mailboxes on the edge of the road and if the mail carrier does not return them back to the parallel position and they get damage the post office will be held responsible for the damaged mailbox.

Bastinelli questioned which guard rails were being replaced. Town meeting article was approved by residents to replace the wooden guard rails that had rotted out over the years.

Federico received the 3 prices from Weston & Sampson, Environmental Partners Group and Bristol Engineering Advisors regarding the Swanburg Property. Did not have time to make copies for everyone, will have them for the next meeting. Whitman asked if all the prices were in line with each other. Bristol and Environmental close but Weston lower as they do not think all the work will need to be done.

Power point presentation was provided by Kevin Flanders. Snow Operations portion of presentation first. Managing staff and contractors. Purpose is to take away a lot of the paper work with a software application. Would be able to implement different rules for each

community. Can communicate with staff to start the storm operation by various forms. Reports can be generated from information entered.

Work Orders: Can be generated by several people and then issued out to staff. Reports can be generated from information entered. Also can see where man hours of spent during the year and inventory can also be tracked as well. Information can be tracked by street addresses or parcel identifications. Federico feels we should start with work orders first, then hours and materials after. The inventory portion will be later. All will be done with tablet in the field. Bastinelli asked about prices. Software purchase and then annual contracts fee as well. Town already mapped out through Assessors. Building Department has purchased the software for issuing permits. Tablets would be purchased separately.

Previous quote was supplied. First year is 17,000 which include set up then an annual fee of 6,000 for snow ops complete set up. That does not include work orders. Quote was previously supplied for work orders. Price does not include the tablets.

Federico thanked Mr. Flanders for the presentation.

Garage RFP – Federico questioned whether everyone has received submittals. Do we interview all submittals or exclude candidates that are not in the running. Tabled until next meeting so that all commissioners are able to review in depth. Federico will also come up with a scoring sheet for interview process to assist in selecting the best candidate.

Budget – Federico asks if anyone has any questions for the current budget before delving into next year's budget. Bastinelli questioned why line items are divided into categories and not group together. Fulmine stated that it is set up in the accounting office and we have to pay out of the line items. Why are we at 100 percent on some line items? Contractual items are due at the beginning of the fiscal year so we reach it at the beginning of the fiscal year. Heating oil would be used at the end of the cold period of the budget process. Federico asked why we are over in some line items. Fulmine replied we as long we don't exceed the total grouping we are okay. Federico asked if we should increase the line item if we are always going over. Fulmine said he spends it so that he can show why he is asking for increases every year. Pavement markings are a perfect category. We have to repaint lines which is a bid item, we never have receive enough money in that particular line however it is work that has to be done and is required to do by bid. Discussion on water budget and rates. Water master plan covers rate increases which would cover increases needed to cover day to day operations, capital expenses and debt services. A discussion to be held later. Any further discussion on DPW budgets?

This year budget question on snow and ice. Why have we spent money on salt this year when we filled the barn at the end of the year? Two storms in the month of April decreased the full

barn. Started the season with a full salt shed and cut into the small snow and ice section of the budget. Advisory is questioning the deficient spending and board would like to have answers.

Proposed requests: Fulmine does the budget with a 2 % increase on payroll for union employees and if it is higher than that accountants office will handle it after negotiations are concluded between DPW and Clerical and Board of Selectmen.

Unaccepted paving line item. Would like to change it to pavement management and ask for \$300,000. Fulmine asked what happens if they don't agree to the 300,000 then we would no longer have the 25,000. Commissioners agreed that if they can't get the 300,000 they don't want the 25,000. Federico said that maybe we just change the name to pavement management and take the 25,000 with the line item change. Bastinelli says no, we need to stay the hard with the line and be firm. Discussion ensued and an agreed to change to the line item from unaccepted road to pavement management and ask for 300,000 and be able to spend the money on accepted and unaccepted roads.

Correspondence:

230 Birch St - Meter pit leaked. Discussion ensued. Whitman made to reduce to lowest tier for all water that went through meter, Bastinelli seconded. All in favor.

42 Blueberry Lane – Irrigation on town water. Sprinkles on town water. Bastinelli did not want to entertain the request to lower the bill, all in agreement.

Director Qualifications: Tabled

Complete Streets: Tabled

Discolored Water: One complaint at this time: Commissioner Bastinelli had the pleasure of discolored water on Thanksgiving. Anyone other complaints? Fulmine replied it's the first complaint at this time.

Outsourcing: Tabled

Cemetery: Issue with an internment on a burial which caused a problem with a head stone needing to be removed for burial of the lot located near the problem grave site. Unfortunately the foundation was damage when digging for the internment. Usually the headstone on the adjacent lot is replaced however dame was done to the foundation and a new foundation was needed. Federico stated that even if damaged it should be replaced within a week. Weather and time of year plays into whether it can happen. Also at this time the cemetery/tree division was working on the tree lightning for four days. Commissioners do not feel the tree lighting ceremony should take precedence.

Chapter 90 Money Funds: Funds gone for this year.

Federico and Bastinelli to attend Selectmen meeting to inform them of Route 14 Project Status.

Next Meeting: December 19th prior to Advisory Meeting, Fulmine will be in attendance. Board will meet prior to Advisory. Will take up what didn't get accomplish by tabling and will post that there may have a quorum at advisory meeting.

Whitman made motion to adjourn, seconded by Bastinelli.

Respectfully submitted,

Rose Campbell

DPW Assistant To

DPW Commissioners