



TOWN OF PEMBROKE
DEPARTMENT OF PUBLIC WORKS
100 CENTER STREET
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DPW Commissioners

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

Divisions: Cemetery Parks & Commons Highway Tree Water

DPW COMMISSIONERS MEETING
January 23, 2017

Meeting Place: 100 Center Street Town Hall

Time: 5:30 p.m.

Present were: Jason Federico, Ben Bastianelli, Paul Whitman, Scott Glauben, and Susan Jones.

- **Motion by Mr. Whitman to open the meeting. Second by Mr. Bastianelli. All in favor**

Payroll, Abington/Rockland Commitment signed.

New Business:

Weston & Sampson (scope of work and price) Discussion –

Jeffrey Alberti of Weston and Sampson was in attendance. Mr. Federico thanked Mr. Alberti for coming back in. He asked Mr. Alberti to give the Commissioners what their proposed scope would be and the budget associated with that scope. Mr. Federico stated that Weston & Sampson had won the grading process of the RFQ. Mr. Alberti passed out copies of the Scope of Work which he went through with the Commissioners. The Scope listed 6 different Tasks to be completed and the fees associated with each Task; Task 1 – Project Start-Up \$1,500.00; Task 2 Needs Assessment/Facility; Programming \$7,500.00; Task 3 – Site Selection \$6,500.00; Task 4 – Building and Site Planning Concept Design \$9,000.00; Task 5 – Conceptual Budget \$3,500.00; Task 6 – Report and Presentation of Conclusions \$2,000.00, which total \$30k. The Scope also included a schedule that stated they anticipated that Tasks 1 through 5 and the Task 6 report would be completed by April 14, 2017. Task 6 presentation services will be provided on an as needed basis.

Mr. Bastianelli suggested that one of the Commissioners be the point person to make sure the project doesn't get out of control so no surprises are presented to them down the line. Mr. Bastianelli agreed to be that point person. Mr. Federico and Mr. Whitman were in agreement.

Mr. Federico stated he would work with Cathy Salmon the Chief Assessor to develop a list of Town owned parcels with associated data.

- **Motion was made by Mr. Whitman to move forward with Weston & Sampson to perform the facility study for the new DPW work facility and move forward with the Scope they proposed. Mr. Bastianelli seconded. Mr. Federico abstained.**

Articles for Spring Town Meeting –

In the absence of Gene Fulmine the Commissioners [tabled](#) this topic until their next meeting.

Discussion on Wetlands at Pine Grove Cemetery –

Mr. Whitman suggested they move forward with getting delineation up there ahead of time. Not to necessarily do anything right now but just to get ahead for future projects up there. One issue that needs to be done is widening the driveway. Scott G. said he would like to walk the area with the Conservation agent Bob Clark. Commissioners asked for an estimate for the work.

Discussion on CPC and Luddams Forge Park –

Mr. Whitman spoke on the subject of improvements to the park. He stated an abutter made a proposal to CPC to improve Luddams Park. Mr. Whitman stated CPC would move forward with 10k to clean the park up, make other improvements, etc. He also stated Recreation is going to have Land Planning do a design, out of their budget. The plan would detail making it handicap accessible, picnic area, etc. and deal with the issue of parking. DPW will oversee the money for the materials needed for the improvements. Mr. Whitman volunteered to take the lead and keep an eye on this project.

Old Business:

Budget Update (Water, DPW and Chapter 90) –

Mr. Federico stressed the importance of DPW doing an inventory of street signs for the whole Town. He said the software cost for this would be about 5k. He also suggested summer help, or maybe an Eagle Scout could be assigned to this task. Scott G. said that last year the sign budget was cut. Scott also stated that the State regulations on signs changes periodically. So what was correct this year may change next year. So we can't afford to have the sign budget cut. Mr. Bastianelli would like Gene to do a cost analysis on signs so they have a figure for an article. Mr. Whitman stated that maybe this needs to be put on Town meeting floor as a mandate.

Pavement Management –

Topic [tabled](#) until next meeting

Monthly DEP Pumping Reports & Water Quality Sampling Results –

Topic [tabled](#)

Swanberg –

Mr. Federico asked if we want to move forward with Weston & Sampson. Mr. Whitman and Mr. Bastianelli think it would be beneficial to go with them, where they already have a lot of historical information on the site that we have already paid for previously.

- **Motion was made by Mr. Bastianelli to authorize Weston & Sampson on the Swanberg project. Mr. Whitman seconded. Mr. Federico abstained.**

Flushing –

Topic [tabled](#).

Mr. Federico brought in maps from the on-line mapping system and wants Gene to have someone from the water department review them for accuracy and marked them up for gate valves, hydrants etc.

Snow Ops & Work Orders –

Mr. Federico inquired about the turnaround time on voicemails being answered. He stated he is very upset about a call he received from a resident who stated that he had called and left a message two weeks ago and his voicemail was ignored. He received no call back! Scott G. stated he has no doubt that if a work order was written up, his foreman would have responded right away. Mr. Federico indicated that it is possible that a work order was never given to the foreman and wanted it researched to find out where the problem lies, so it can be addressed and corrected.

¹ Research was conducted by the office staff the next morning who reviewed their ShoreTel Phone System which logs all incoming calls, dates, times, voicemails and missed calls (hang-ups). They found that this resident did call into the DPW office, but he did not leave a voice message, he simply hung up and never called back.

Route 14 Trenches & Mail Boxes –

Scott G. gave the Commissioners a brief overview of the project. He stated right now they are mainly doing patch work weather permitting.

Directors Qualifications –

Mr. Bastianelli will continue work on the Director's qualifications.

Outsourcing DPW Duties –

Topic [tabled](#)

Snow Plowing Routes –

Mr. Federico stated he would sit down with Scott G. at some point to go over the routes. Until then he will [table](#) this topic.

Equipment –

Scott G. gave an update on condition of equipment.

Unscheduled Business:

Mr. Bastianelli would like new salt bids for Consortium at their next meeting.

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

Director's Comments:

Respectfully submitted,

Susan Jones,
Assistant To

DPW Commissioners

