



TOWN OF PEMBROKE  
**DEPARTMENT OF PUBLIC WORKS**  
100 CENTER STREET  
PEMBROKE, MASSACHUSETTS 02359  
781-709-1425 fax 781-293-2964 781-709-1426

**DPW Commissioners**

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

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

**DPW COMMISSIONERS MEETING**  
January 9, 2017

Meeting opened at 1:15 p.m. At Town Hall Conference Room # 13.

Present: Paul Whitman, Jason Federico, Ben Bastianelli. Gene Fulmine, Jr., Scott Glauben, Steve Walsh, RFQ submissions: Habeeb & Assoc, CSS Architects and Weston & Sampson.

Presentation from Habeeb & Assoc. presented at 1:15 p.m. to 2:03 p.m. by Steve Habeeb, Elizabeth Lewis, Scott Bancroft, Tamara Macuch and Kelly Killeen of CHA. Power Point and discussion ensued. Handouts attached.

Presentation from CSS Architects presented at 2:05p.m. To 2:48 p.m. by John Savasta, Kaja Martin-Savasta of CSS and John Pierga and Erik Gath of BLW Engineers. Power Point and discussion ensued. Handouts attached.

Presentation from Weston & Sampson presented at 2:55 p.m. to 3:35 p.m. by Mike Richard, Jeff Alberti and Daniel Tenney. Power Point and discussion ensued. Handouts attached.

Discussion after presentation by committee members on all presentations. Federico handed out a score sheet for commissioners to answer individually to grade each RFQ submission as required by the state. Federico based the score questions on the RFQ and was looking to see if either commissioner's had any input for score questions to add to the process. Each question should scoring scale of 1-5. All scores were added up for each firm. Habeeb scored a 36, CSS Architects scored a 28 and Weston & Sampson scored a 39.

Payroll, Warrant & Minutes of signed. December 12, 2016 made by Whitman, seconded Bastianelli, all approved. December 19, 2016 made by Bastianelli, seconded by Whitman, all approved.

Bastianelli would like to have Weston & Sampson come in to the next meeting to discuss scope of work and budget. Next meeting tentatively scheduled for January 23, 2017.

Correspondence: Email received via Selectmen Stone (Ask the Selectmen). Complaint regarding the road conditions after the first storm of the season. Federico stated that the gentleman was someone from PACTV. Fulmine said Stone will be responding as it was originally sent to him and forwarded to Fulmine. Fulmine will be responding as well. He will thank him for his input as we are constantly tweaking and adjusting as the season goes on. Bastianelli wanted it to be known that he fully backed the first storm operation as far as the forecast and spending. It was

handled very efficiently. Doesn't want to be compared to other communities as the Board has to answer to the residents.

Federico wanted to let the Board know that he received an Email from Bryantville Pizza again. He felt the Board was anti-business. Federico replied we don't abate residential bills so intern we don't abate commercial bills. Appears to be settled at this point.

Outsourcing DPW Duties: Tabled

Snow Plowing: Discussion on routes and vehicles. Comparisons are done with all the communities post storm season at the Plymouth County Highway Association meeting in March. Everyone brings in their spending and we are all come in pretty close for spending per road miles. Fulmine has said that he feels that 1 or 2 Advisory members should attend the Bay State Roads seminar on Snow and Ice Operations. Fulmine doesn't feel they are qualified to have any input when they have never participated or have never had any education in snow operation. It has been offered for these members to ride along during an entire snow op and has never happened. Constant Monday Quarter backing without knowledge and unless they are willing to put in writing on how they want storms to be handled and are ready to accept liability then we will continue to handle our operations as each storm is predicted.

Route 14: PA Landers and Fulmine have been emailing back and forth on the new service tie-ins from the Curve St to Route 53. Approximately 50 services, 25 shorts and 25 longs at a cost of 5,000 per service totaling 250,000 and an additional \$ 36,000 for trench super paving. Permanent trench specs need to be met. Fulmine said he would double check with Accountant but he feels the Water Budget has the money so that we can put the article in with a 20% contingency. Discussion on leak detection, Fulmine stated that we can do it in house prior to paving. Agree to submit an article in the special so the money is available as soon as the construction season starts.

Coler & Colantonio is looking for additional money (\$ 10,000). Contract is available to review. Construction phase was not included. This so they will be available to answer any additional question as they arise. We have money available from original project request so an addendum is not needed to Mass DOT. No to blanket checkbook, must submit questions prior to approval.

Equipment: DPW reached out to the registry and the police chief in regards the vehicles that are used by contractors are permitted as long as they are trailered to site and not driven over the road. The contractor's general liability policy covers them to do work on the parking lots and sidewalks. Information received from the Advisory Board was incorrect.

Snow Plowing Routes: Federico has question regarding Routes. Fulmine and Glauben answered. Every town has two trucks on every route, center line and gutter truck. Have to push back every pass or you could lose the road in future storms. Hanson has 3 trucks on every route. Bastianelli doesn't want to be compared to Hanson. It would also advantageous for the DPW Board to attend one of these seminars. Federico's goal is get this all on the computer and is trying to get it visually set it in his mind.

Also Pembroke residents want black roads and are willing to spend the money to have it. Every year at town meeting the snow budget is in deficit. Not one resident complains.

Discussion ensued over comp time vs over time. Commissioners have a problem with comp time earned and then no man power is available to work in the summer hours. It is in the union contract that they have a choice of taking comp time not to exceed 160 hours or over time money.

Equipment Update: Glauben wanted to inform the Board that 2 trucks will be needed at the annual town meeting or the next special in the fall. Discussion ensued. Mechanics are keeping track of repairs to keep the truck running in individual folders. Vacuum truck will be needed in the future, probably sooner than later. Going to be a tough sell to Advisory.

DPW Director Qualifications: Bastianelli handed out a rough draft for commissioner to review for next meeting. To be discussed at a future meeting. Possibly changing the structure of the organizational chart for DPW. DPW should bring in Selectmen and Advisory for their input in a financial structure so that everyone should be on the same page. Read over draft and be prepared for future discussion. Would like to have this set for when both Fulmine and Glauben retire.

Next meeting to be held on January 23, 2017 providing Federico can set up meeting with Weston & Sampson and he will notify and thank the other two companies for their proposal and time and that we are interviewing the finalist at this time.

Whitman made motion to adjourn at 5:25 p.m., Bastianelli seconded.

Respectfully submitted,

Rose Campbell,  
Assistant To

---

---

---

DPW Commissioners