

DPW Commissioner Meeting
Wednesday, November 6, 2013
7:00 p.m. – Police Station Community Room

Present were: J. Gardner, B. Reed, and P. Sena (J. Gardner is not voting until reappointed; his term expired in October.)

7:00 PM Approval Items:

Board of Commissioners Minutes Approval: Commissioner Reed moved to accept the minutes of 10/23/13, seconded by Commissioner Sena, Vote: 2:0.

Approval of Sale of Cemetery Lots: none

7:05 PM Open Session:

Open for Public Discussion with the Commissioners: Z. Seppala, 92 Granite Street, Landmark Lane plowing. Last year he made a request that the large snow plow come down Landmark Lane when there is a large amount of snow rather than going up Landmark.

7:10 PM New Business:

Energy Workshop Meeting Scheduling: Commissioner Sena inquired what we want to do about this; do we want to include the school and the rest of the town; and should National Grid be invited. Commissioner Reed said Rockport did an energy audit about 15 years ago (new lighting, etc.). He recommended speaking with Todd Oil to see what they might recommend. He said he is not sure that a workshop is necessary. Commissioner Sena inquired what do we have for infrastructure, and what are our costs? There are 18 town buildings, 13 pump stations and plants, as well as street lights. Commissioner Reed recommended reaching out to the schools. J. Parisi said we are going out to bid with the schools for a new supplier; both contracts are up in December, 2013. Commissioner Sena said the town has three different kinds of lights; each type has its own feature/application. Director Parisi said we are working on a project where we're replacing some pumps with variable speed pumps (Weston & Sampson) through National Grid to reduce consumption.

FEMA Flood Map Appeal: J. Parisi distributed the draft of the appeal; he said it will be signed by the Town Administrator and submitted on time.

7:30 PM Ongoing Business:

DPW Staff Time Tracking: Four staff members were asked to track their time spent for one day for the Commissioners review. Commissioner Sena commented that Becky spent more time paying invoices than anything else. J. Parisi said that all office staff provides assistance to the public whether it's on the phone or at the counter. Commissioner Reed was hoping to see some trends but what he saw was that the staff was very busy. He said it is up to J. Parisi to develop a plan to allow

time for strategic thinking. J. Gardner said we were looking for more proactive objectives. T. Olson's day is pretty specific to the things he should be doing. There was some overlap between what G. LeBlanc and D. Greel were doing. J. Parisi was allocating his time to many different items. We could track more time and look for more patterns, but it's really up to J. Parisi to see if any changes could be made to group tasks or to realign some things to allow time for strategic thinking. For instance, there was a drain installation today, G. LeBlanc was there offering some elevation shots and layout, D. Greel is there operating the excavator and directing the crew. G. LeBlanc isn't going to be directing the crew. J. Parisi said we've talked about an Operations Manager. J. Parisi said the SmartSheet has captured the goals and objectives that will assist with focusing and keeping track of these things. Commissioner Sena recommended a brief meeting every week between J. Parisi and the foremen so he knows where the problems are. Commissioner Gardner questioned if there is any strategic advantage to hearing from them on a regular basis. Director Parisi said they grab him when they have personnel or equipment issues that need resolution. Commissioner Gardner inquired if the foremen come to J. Parisi with any long term strategies or are they just bringing the routine issues of the day. J. Parisi said they talk about the capital projects and other things needed on a daily basis. Work order tracking, part of the asset management software, tracking their hours then we can look at efficiencies around scheduling, etc. It's difficult to stay on schedule with staff time off. Commissioner Sena inquired if we are still shooting for being up and running with the asset management system by January 1. J. Parisi said January 1 doesn't look likely. Commissioner Sena said J. Parisi needs to delegate more things to his supervisors and the supervisors can delegate more to their staff.

City Hall Systems Discussion: They made their presentation in October. If they could take care of all the stickers, that would save the DPW staff a lot of time. Now that there is availability to get stickers through the mail, people waiting in Town Hall has been greatly reduced. Commissioner Reed said this is a payback in a hurry, it saves money and time. He said we should have them come in, review our systems and give us a presentation and quotation. Commissioner Sena questioned if there is anything else that they can automate for the town. It was stated that the Town of Essex is using them now. There is a smartphone capability and a tablet with a swipe as well. How about a kiosk equipped for outdoor use so residents can get stickers on nights and weekends. J. Parisi said we need to be sure that City Hall Systems will be around for a while and that this is feasible. It was decided that the DPW would talk to them about taking care of the transfer station and all parking - beach included.

Community House Facility Manager: J. Parisi distributed a revised proposal for Community House Rules. Commissioner Reed inquired if City Hall systems can take over the scheduling of the Community House. How about asking the COA to take on a role here and earn additional revenue to do it. J. Parisi said Monday mornings are the worst after the weekend usage. It was decided that Commissioner Reed will speak to Fay Anderson, from the COA to see if they can or want to play any role here. D. Bertolino wouldn't have to take on the cleaning or the scheduling. Just be there and available when someone wants to look at it, and check it between functions. Adding to the custodial staff in town will also be investigated.

FY15 Capital Budget Review: There is a meeting on 12/2/13 at 2pm. Commissioner Reed wanted to be sure some funds had been put in for roads.

8:30 PM Ongoing Capital Projects

Capital Project Accounts Listing: J. Parisi distributed the updated spreadsheet on SmartSheet. Commissioner Reed stated that he is not in favor of doing anything about air conditioning in town hall until we can investigate energy efficiencies.

8:55 PM Other Issues of Discussion

Plowing of private roads: J. Parisi stated that there are 165 roads in town and we're plowing 30 private roads.

Next Meetings: Wed., 11/20/13, 7pm at Town Hall Annex

Commissioner Reed moved to adjourn, seconded by Commissioner Sena, Vote: 2-0.

Tickler List:

November, 2013	Sewer hookup priorities
November, 2013	Sewer use regulations
November, 2013	Community House Facilities Mgr.
November, 2013	Revenue Collection Software/separate charges for drop-off
December, 2013	Energy efficiency
December, 2013	FY '15 Capital budget review
January, 2014	FY '15 Operational Budget review