

DPW Commission Meeting Agenda
Wednesday, May 29, 2013
7:00 p.m. – Police Station Community Room

Meeting called to order at 7:00.

Chairman Gardner and Commissioner Reed in attendance at 7pm; Commissioner Sena arrived at 7:30pm.

7:00 PM Approval Items:

Board of Commissioners Minutes Approval: Commissioner Reed moved to accept the 5/15/13 Minutes, seconded by Chairman Gardner, Vote: 2:0.

7:05 PM Open Session:

Open for Public Discussion with the Commissioners

7:10 PM New Business:

Draft DOT Drug & Alcohol Policy: J. Parisi distributed a draft policy dated 5/29/13 for the Town of Rockport, Dept. of Public Works. This is a DOT requirement for those with CDL licenses. J. Parisi said he didn't believe Kopelman & Paige has reviewed this document. The town has an existing policy prohibiting Drug & Alcohol use in the workplace. Chairman Gardner said he is in support of the policy contingent upon the Town Administrator's approval. Chairman Gardner questioned if the town should have one policy that would cover all CDL's employed by the Town of Rockport. J. Parisi said they have received training on how to recognize drug or alcohol use by employees. Commissioner Sena said it must be specified as to if it's just for CDL over 26,000 lbs. He stated that this policy is too open-ended. He stated that on page 5, #3 refers to all employees, it should specify just those with CDL. Chairman Gardner said we need to have this policy for CDL drivers, but the town needs to have an overarching policy for all employees including repercussions. Random drug testing is required for CDL drivers. Commissioner Reed said he would be more comfortable with Kopelman & Paige approval, both Commissioner Sena and Chairman Gardner agreed.

7:30 PM Ongoing Business:

Chapter 90 Road Improvements: Prioritized list of streets were reviewed at the 5/15/13 meeting. T. Olson distributed a list of those streets comparing the "Cadillac" vs. the "Chevy" repairs as requested. T. Olson said he priced out the high and the low, there would be in between pricing as well. He commented that the "Chevy" is about one half of the cost of the "Cadillac". There are some streets that need to be completely repaired; others have sections that could be repaired – not the whole street/road. D. Greel said the Chief of Police receives resident complaints about some of these roads that need repairs. T. Olson said handicap ramps should be added in the school areas. Chairman Gardner recommending taking care of some work on the bad spots on Jerden's Lane and adding some handicap ramps. Director Parisi said maybe the main streets/roads would be concrete and granite and some of the side streets maybe not as expensive.

Director Parisi said that MAPC is looking at the 127 and 127A corridor, these are the main routes – maybe that’s where the granite and concrete would come in (Main and Broadway too). Chairman Gardner said maybe we should speak to the Planning Board before we define a standard that we’d like to go with for the town. Commissioner Reed said he’d like to see Summer Street with the granite curbing for safety purposes, on both sides of the street; and go with cement in the downtown area. T. Olson stated that the milling should be done first to get the road condition better. Chairman Gardner inquired about Marshall Street. The tree has been cut down, if we take the island out and narrow Marshall Street as it comes from Five Corners to Parker Street, the cars would take more of a straight shot and some parking spots could be created on the right. T. Olson said the buses didn’t previously take that route, now they do. Commissioner Sena said how about doing a stamp in asphalt in a small section, as a trial, perhaps by the library, and see how people feel about it before expanding it. Chairman Gardner said it would be good to get to see a visual on this stamp concept. T. Olson questioned if the stamped asphalt is ADA compliant. We should let the Planning Board know what is being considered, and give them an opportunity to respond. We should let them know that the plan is to take care of the bad spots on South Street and re-do all of Summer Street. On Martha’s Lane, cars are parked on both sides.

J. Parisi said a couple hundred thousand dollars would take care of the milling and some handicapped sidewalks (excluding Railroad Avenue, Jerden’s Lane and Penzance Road). Bill Wagner said that \$290,000 hasn’t been approved by the state yet. That would leave approximately \$543,000. Summer Street and milling would take up all of funds if the \$290,000 doesn’t come in. Chairman Gardner said he isn’t comfortable spending the \$290,000 until we know we have it.

Chairman Gardner said how about taking care of all of the milling, leave Railroad off for now (\$113,000). From Prospect to Pleasant on Summer Street is in the worst condition. Director Parisi stated that he would like to repair Jerden’s and Summer Street if the \$290,000 comes in before school starts in the fall.

Commissioner Reed questioned Dock Square and the Island. J. Parisi said there is a section where the existing cross walk comes into the island. He said the entire island could be a total re-do.

Water Needs Assessment Draft RFP: Chairman Gardner directed that the RFP should go out.

Chairman Gardner wanted to discuss some workshops on specific topics:

- 1) Transfer station (policies, pay-as-you-throw, complete redesign, getting construction debris back in there, payment issue - no employees handling cash). Perhaps a workshop by the end of June; 6/26/13 was tentatively scheduled.
- 2) Workforce issues, do we have sufficient employees available. Director Parisi said there is a vacancy currently. D. Greel said we need an extra person, replace the person in public properties. Currently one employee is out for 10 weeks due to an injury. Maybe some summer help would be helpful. D. Greel stated that the department is down one employee; they’re in the process of hiring someone. Usually 3-4 summer employees are hired.

8:30 PM Ongoing Capital Projects

8:45 PM Other Issues of Discussion

Project Management Software: It was stated that Microsoft Project is good for scheduling, Primavera not for ease of use. The issue of linking capabilities from GIS to asset management software was discussed. The GIS position has not been recruited yet. How much information needs to be passed between the Asset Management Software and the Project Management Software. Commissioner Reed said that the DPW crew should determine what would be helpful to them. Director Parisi said after the GIS person is in place they will look at the Project Management side of things. Commissioner Sena stated that Primavera is an excellent management tool; it is high powered but difficult to use.

Sediment Transport Study – J. Parisi requested that any comments be sent his way and it will go out after 7/1/13.

Commissioner Reed discussed the indirect labor costs that are approximately \$800,000. He stated that he, Selectperson Wilkinson, and the Town Administrator met last week to investigate this. B. Wagner, Finance Committee said most of the \$800,000 is in benefits. Commissioner Reed recommended going back to the Finance Committee to investigate this amount. Bill Wagner offered to meet with Commissioner Reed to review this amount.

Tickler list:

June, 2013	Water & Sewer rates
June, 2013	List of roads to be repaired
July, 2013	Sediment Study, Long Beach
July, 2013	Sewer hookup priorities
July, 2013	Sewer use regulations
August, 2013	FY '15 Operational Budget review
September, 2013	FY '15 Capital budget review
September, 2013	Director's Performance Evaluation

Next Meeting: Wed., 6/19/13 at 7pm at the Town Hall Annex

9:25 PM: Commissioner Reed moved to adjourn, seconded by Commissioner Sena, Vote: 3-0.