

DPW Commission Meeting  
Wednesday, June 22, 2016  
7pm, Police Station Community Room

A meeting of the DPW Commission was held at 7pm on Wednesday, June 22, 2016 in the Community Room at the Police Station. Present were Commissioners Gardner and Reed, DPW Director Parisi and Asst. DPW Director Olson. Commissioner Sena was not in attendance.

7:00PM      **Approval Items:**

Board of Commissioners Minutes Approval: Commissioner Gardner moved to accept the minutes of the May 18, 2016 meeting, seconded by Chairman Reed, Vote: 2-0.

7:05PM      **Open Session:**

Open for Public Discussion with the Commissioners: T. Arsenian, 95 Granite Street, spoke on the plowing of private roads, he said he is concerned about any exceptions, (fire hydrants, access to water shed, etc.), he said any exceptions should be included with the rules so they are spelled out. If an opinion is obtained from Kopelman and Paige it must be in writing and a decision on this needs to be made by late August. He spoke about the Ash tree on the Cove that provided shelter from the sun on Back Beach; he said there ought to be a tree there. He said on Rowe's Wharf where the suburban fence is, there is shrub of poison ivy climbing up the wall.

Selectperson Campbell said he is going to work quickly to resolve any unfinished business. He asked if the town can or can't plow private roads.

Commissioner Gardner said the road must be open to the general public and the public should use it to get from one point to another. So dead end roads and subdivision roads should not be plowed by the town. Commissioner Gardner said there are over 100 private roads, and maybe half of them are being plowed by the town. He said municipal funds are not to be used to plow private roads. He recommended Selectperson Campbell review the documentation that was distributed to the Selectmen at the most recent meeting on this issue.

Selectperson Campbell said he will investigate this. He inquired if there are other communities that charge residents who live on private roads for plowing.

Z. Seppala, Granite St., said he attended the Board of Selectmen meeting and spoke about a by-law about individuals being on multiple boards/committees. He said the town attorney hadn't ruled on it yet. He said the Town Administrator gave him the opinion.

Director Parisi said that Larry Wonson is retiring from the wastewater plant and a few other crew members are retiring as well. L. Wonson's last day may be in October. He said there isn't anybody with the required credentials; the Asst. Plant Operator also is retiring. He said we'll be looking for three replacements total.

Chairman Reed said staff leaving is always an opportunity to look at the operation to see if the costs can be lowered or if by doing something different the quality can be improved in any way.

7:15PM **New Business:**

- **2016 FTM Warrants:** The warrant is open; before it closes we want to be sure we have any DPW items on it in a timely basis. Spring Town Meeting would be the earliest to bring the barn back.
- **NPDES Storm Water Permit:** The Storm Water Permit was issued, starting in July of 2017. This is a worksheet and cost estimate by a consultant to better understand what we're dealing with. Funds exist for mapping. We need to be sure that our budget in future years that these issues are recognized and incorporated into the budget. With the permit there are requirements and we have been compliant; now we're going to the next phase. We have a GIS manager and GIS system; there are things that we have to prepare for. It covers both public and private properties.

7:30PM **Ongoing Business:**

- **Review of Goals & Objectives:** Chairman Reed said he attended the manager's meeting with J. Parisi last week. They are going to be using the same evaluation tool as last year. It was mentioned that there are major categories to evaluate; the day to day operations, the unexpected items requested by other departments, and then future long range planning. Selectperson Campbell said he would like to look at the evaluation form to see what is needed to make the evaluation tool applicable for the DPW. Chairman Reed said the form needs to be eliminated. Selectperson Campbell said he will speak to M. Vieira to see about revising the form for next year as it is too late to amend it for this year. Chairman Reed said he would like to seek input on the goals from both DPW management and from the Commissioners; goals will be set at the next meeting. Commissioner Gardner said the form requires seven goals. The evaluations will be due in about one month.

Director Parisi said the evaluation process is now being administered by Human Resources.

- **Transfer Station Operations Discussion:** Director Parisi said he met with McGuire Equipment on the issue of purchasing our own compactors for our own recyclables; they can supply refurbished equipment. However, they may be low on their supply right now. They will have a few mechanics in Rockport tomorrow to look at our equipment. Our smaller 2 yard compactor is very outdated; we should get one additional 4 yard, at least. Maybe we should purchase two 4 yard compactors and one additional for a total of 3. Commissioner Gardner said maybe we should purchase refurbished ones rather than use our existing 4 yard compactors. They will sell them to towns and they will service them after the sale. Director Parisi said this would cost roughly \$15,000 and the funds should

exist in our operating budget. He said we have more control and flexibility around repairs, etc., if we own the compactors. J. Parisi said he needs to speak with them about their cost structure. If the vendor disappeared, we'd be in trouble. Selectperson Campbell inquired if Rockport could handle this internally. J. Parisi said if we had the right vehicle, we could do it ourselves. Director Parisi said it would require one additional staff member at the Transfer Station. We would need to do the analysis to see which model is cheaper. Our existing model is the lowest cost and the lowest quality. We should have a plan in the event the vendor goes out of business.

- Sewer Extension/Connections Capacity: J. Parisi said in October 2013 the sewer plant had 100,000 gallons of daily effluent. He said 13,420 gallons has been added since 2013. We have storm water infiltration, we would be in violation if we get up over 800,000/day. Houses that could add bedrooms would increase the flow. Un-connected parcels could increase the flow as well, so approximately 86,000 gallons are remaining. For each parcel that we connect, we should do I&I work to mitigate the increase. The Planning Board would need to initiate an overlay district in conjunction with the DPW; and legislative approval would be necessary.

### **Ongoing Capital Projects:**

Review of Project Management Software: this will be on the next meeting's agenda.

Paving Management Planning and Project Implementation: T. Olson said bids are due July 6, it has been in the newspaper. We have approximately \$620,000; the current plan is for Main Street to Five Corners, Broadway, Main Street, Dock Sq., Mt. Pleasant, South Street, Thacher, Granite Street to Folly Cove. Commissioner Gardner asked if there was any way to take care of some of those other roads, like Smith Street Court, at the same time if we have extra funds. T. Olson said maybe some of those small roads can be taken care of by the DPW crew.

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

Next Meeting: Wed., July 13, 2016 at 7pm