

DPW Commissioner Meeting
Wed., 9/18/13

A meeting of the DPW Commissioners was held on Wednesday, September 18, 2013; present were the three Commissioners, DPW Director J. Parisi, and Asst. Director T. Olson

7:00 pm Meeting called to order

Approval Items: Commissioner Reed moved to accept the minutes from the 8/28/13 DPW Commissioner meeting; Commissioner Sena seconded, Vote: 3-0.

Approval of Sale of Cemetery Lots

7:05 pm Open Session
Open for public discussion with the Commissioners

7:10 pm New Business: Commissioner Reed inquired about the road at Pebble Beach, and questioned if anyone had ever been able to work anything out with the Conservation Commission about building the road or barrier up there. T. Olson said preliminarily the Conservation Commission was accepting of the paving of the roadway but they're against armoring the roadway; he said they're waiting for FEMA funds before moving forward with the road repair. Commissioner Sena suggested we get in front of the Conservation Commission with a Notice of Intent.

T. Olson stated that the new GIS Manager has put together a draft policy of map fees for the public, (town departments receive maps at no charge); he stated that people have already started asking for maps. He said the GIS page is on the website and they'd like to add this policy to the website as well. As establishing new fees and changing fees require a public hearing, it was discussed that perhaps the cemetery fees could be scheduled for the same public hearing as the map fees.

Community House Facility Manager: Chairman Gardner said the rules are complex and difficult to enforce. It is not clear who this new position will report to within the DPW; the hiring process has not started. It was agreed that the rules need to be defined further; Director Parisi and Chairman Gardner will try to make a time to meet with the Town Administrator to discuss this further.

McKay's Drive Sewer Connection: J. Parisi stated that this request for a sewer connection is for the Chamber's house. This was discussed a while back at a DPW Commissioner Meeting; slope was discussed. The town would take over the responsibility after five years; that is standard practice. The homeowner does the work initially; then the town accepts it. J. Gardner said he has no problem with this connection.

7:20 pm Ongoing Business

Paving Projects Update:

J. Parisi said that Summer Street and Gott are scheduled for this Thursday. Monday they'll be milling and paving South Street, approximately \$50,000 is left over.

FY 14 Goals & Objectives:

- Implement Project Management Software: J. Parisi distributed a draft “DPW Capital Projects Summary” report using “Smartsheet”. B. Reed said it looks great. T. Olson said the cost is less than \$500/year, the free 30-day trial is being viewed tonight. J. Parisi presented the FY ’14 goals & objectives in “Smartsheet” as well. B. Reed inquired if a particular project slips and the date needs to be pushed out, he asked if this system would take care of that and recalculate everything involved with that project. B. Reed also asked if it can show the planned start date and the breakdown of each item with details about the project. T. Olson said details could be entered in the comment field.
- Implement Asset Management Software: J. Parisi said at the last staff meeting they touched on that; they are currently looking at all options; then need to design dashboards and forms to capture information in the field.
- Staff time management assessment: It was discussed that Bill Wagner, from the Finance Committee, had questioned the allocation method between the general fund, and the water and sewer enterprises, he would prefer work orders with actual time spent. It was recommended that perhaps one department within the DPW could be piloted allocating actual time spent, to see how it works out. The time study would go from the director, J. Parisi, T. Olson, G. LeBlanc and D. Greel to see how people are spending their time, and if any efficiencies can be put in place and to verify if the current allocations are accurate. P. Sena recommended that the staff participating in the time study should just write down, during each day or the end of each day, where their time was spent. He said if they let it go for several days it won’t be as accurate because they won’t remember how they spent their time days later. P. Sena said using cost codes makes it much easier, then at the end of the month the information is available to look at. It was decided that the time study would take place for just a few weeks.
- Workforce Assessment: J. Parisi said we need to look at all the staff and how it fits together. J. Gardner said we need to assess what do we need (licenses, etc.) and compare it to what we currently have. Do we have the right staff in the right place? We have some staff retiring so we should recruit what is needed. What is the succession plan? B. Reed said it’s also an opportunity to see if we need full time staff or if we need seasonal staff.
- Sewer Regulations revisions and adoptions, sewer capacity assessment is wrapping up, so some of that information will funnel into the sewer priority connections and doing the finalizing of the sewer regulations; they’ll need a final review.
- Town Construction Standards: T. Olson has started compiling information from other communities to put into one document. We’ll put a draft together and bring it back to the Commissioners. It’s time to change from where we were 10 years ago, it has to be clear/strict, there are so many legalities these days.
- Paving Management Program: We had a demo of software for municipalities; that would get us in the right direction.
- Cemetery Fees: the plan is to bring that back here with the GIS map fees.
- Bedrock Well: J. Parisi said the issue with the generator has been troubling. If we could afford to do permanent power, that would be the way to go rather than a generator. Many poles through the woods would be needed; there are two already there. We need to get a price to do it. We can go out to bid on that and get a number for the budget. We would need the net increase to April town meeting for approval. National Grid has their easements on those poles, but Rockport would need utility rights worked into easements; Kopelman & Paige are working on that now. J. Gardner said we would need to acquire the property or get easements to get to

the well. J. Parisi said documents are close to being in final form; we need to incorporate the easements.

Sewer Capacity Assessment Update: J. Parisi said he's got a couple of draft memos regarding the WWTP and its ability to take on additional flows and the collection system. He said the result is we're looking at about 100,000 gallons per day available for allocation, leaving some cushion if there is excessive rain. He continued that 800,000 is the permitted capacity and we're currently at .68, 130 gallons/day for a typical house is expected. J. Parisi said Title V says 110 gallons per bedroom, so if the average house is 3 bedrooms, Title V's requirements are different. We'd have to schedule a public hearing for approval.

Water Needs Assessment: J. Parisi said six proposals were received; Dewberry was chosen. They were the second lowest in cost at \$41,500; \$50,000 was budgeted. We will get a contract to them shortly.

Millbrook Meadow & Mill Pond Project: J. Parisi said nine proposals were received. The Review Committee consists of Eric Hutchins, John Sparks, Sam Coulbourn; he said Joe Parisi and Tim Olson are staffing the committee. They narrowed the nine down to five; they would like to narrow it down further to three. Then interviews will be conducted and the best group would be selected.

Long Beach Sediment Transport Study: The proposals are being reviewed; the end of September is the target to have them reviewed. Chairman Gardner said he spoke to Katherine Glenn from Coastal Zone Management. In the proposals, he said Applied Coastal and Woods Hole used different computer models. He asked her to see if there was any advantage, but she didn't know. He said he asked her about the FEMA maps, he said the Finance Committee approved \$20,000 for the FEMA map appeal; to hire Applied Coastal for appeal of FEMA map. Chairman Gardner said he called Senator Markey and Senator Warren's office about appealing the FEMA maps. Senator Markey's office said that there was supposed to be a study on the economic impact on the town. The study never got done due to the sequester; they were going to try to get the study done. Chairman Gardner said E. Hutchins had a concern about Cape Hedge about a storm getting behind Long Beach. He said E. Hutchins is concerned that the RFP didn't ask about this. Commissioner Sena said this may delay the response time. Commissioner Reed said they'd almost have to look at Cape Hedge to conduct the study. Chairman Gardner said we don't know how much sand is coming from behind the beach.

Tickler List: October – CityHall Systems for demo, 10/17 at 10am.

October, 2013	Sewer hookup priorities
October, 2013	Sewer use regulations
October, 2013	FY '15 Operational Budget review
October, 2013	Community House Facilities Mgr.
October, 2013	Revenue Collection Software/separate charges for drop-off
October, 2013	FY '15 Capital budget review
October, 2013	Cemetery - review schedule of fees

T. Olson stated that we should be hearing back from FEMA regarding the road projects; some documents have been signed and the funding should be coming.

Next Meeting: 10/9/13 at 7pm at the Police Station's Community Room

9:30 pm Commissioner Reed moved to adjourn, seconded by Commissioner Sena, Vote: 3-0.