

DEPARTMENT OF PUBLIC WORKS

Minutes of July 9, 2019

Present: L. DeCiero, L.R. Favreau, Rob Protano, Geoff Donohue, Blaine Bershad, Deane Day, Gregg Aubin, Bill Tuttle, Dave Lyons, Cathie Ryan, Lynda Kelly, Michael Pineo, Arden Sonnenberg

Meeting called to order at 7:00 pm

Minutes of 6/25/19 meeting were read and accepted.

Public Session:

- 1.) Lynda Kelly asked how is the road project on Justice Hill Road going to be impacted, detoured, and when is the start date. The sign board indicates July 22nd that the road work will begin. She was given a response that at this point in time drainage will be first, then cross culverts with road closure and detours down Upper North Row Road. The Superintendent, Bill Tuttle, stated he was assuming the project would start at South Nelson Road and work up the hill. Lynda asked how are residents going to be informed. The Superintendent stated code red for that area will be used when we have a better date. Lynda Kelly questioned if all the culverts were marked, it doesn't look they are. She stated the culvert where Hastings and Justice Hill meets is not working. David Lyons, Assistant Superintendent, stated you can tell after a rainstorm if it works and that it is open right now. Lynda Kelly asked should residents feel confident this project will address drainage problems that they have had for years. Gregg Aubin, DPW Board member queried does the pipe under the road need to be replaced. David Lyons said no he cleaned them and looked at them. Gregg Aubin also stated the town has easements to dump water and to do maintenance. Deane Day, DPW Board member, stated that the situation needs to be addressed possibly putting something bigger to take the water. Arden Sonnenberg, Select Board liaison, queried whose responsibility is it and has the department made a full assessment, documented it and has it been shared with residents, is it available to view. Lynda Kelly expressed concern that there is no clear understanding of what is happening and how it is going to affect the properties in that area. Gregg Aubin stated it is common sense to replace pipe if needed and said he will take a look at it himself. Lynda Kelly stated she is nervous as to how the water will be diverted and wants it to be better than it currently is. She stated as a homeowner in that area, she wants to be involved and informed to know what is taking place. David Lyons asked what do you think about cleaning drop inlets and getting a jet truck to see what we have there and if there is no water then there is trouble. He stated that about a year to a year and a half ago they all were cleaned out. Gregg Aubin responded it is a good idea. Bill Tuttle indicated that the bulk of the culverts are getting replaced.
- 2.) Rob Protano stated his thanks for the recent paving of some of the roads. He questioned who pays for the water fountain maintenance at the Spark Park. He indicated there is a little trail from the Senior Center to the park about 150 feet that needs to be enhanced, made handicap accessible and repaved. Gregg Aubin spoke to order of condition and wetlands. And that area being a buffer zone for the Senior Center. Mike Pineo stated where the trees were left is all wetlands. He indicated that the area is a retention system and not a pond. Rob Protano indicated that there is an interest to add nine additional parking spaces in front of the Senior Center and asked if there is enough land before buffer

zone to do anything with. Rob also mentioned OSIC (Open Space Implementation Committee) and the town completing a report in order to attain points which could enable the town to get grant money to assist with these ideas. He did indicate there is no guarantee to receiving points or the grant.

- 3.) Cathie Ryan gave an update on the VMP/YOP schedule: Drafting through 7/15/19; Internal Review and Map Creation 7/16/19 to 8/1/19; Board and Committee Review 8/1/19 to 9/1/19; Dept. of Mass Agricultural review 9/1/19. Cathie indicated if Sterling DPW does not intend to use herbicides in 2020 the plan does not have to be submitted to Dept of Mass Agricultural.
- 4.) Arden Sonnenberg was thankful for the street sweeping on North Row Road. She also spoke about the request for signs in the downtown area and if we have to get signs she suggested they be creative in order to look nice.

Superintendent's Report

DPW

- 1.) One crew doing all the driveway aprons on Holden and Princeton Roads
- 2.) The basin truck is out in the town
- 3.) The trackless is out in the town
- 4.) Mowing is going well
- 5.) Road side mowing a piece for the arm to pull out making a four foot deck was ordered to go onto the Kubota for mowing use, it does not go over guardrails. It goes out flat or down bankings. Bill Tuttle stated the one we have currently is way too big for that arm, we have a five foot rotary mower already.
- 6.) MS4 Consultant Stantec is working on proposal in order for the department to stay in compliance. The cost is \$11,500. Stantec did the original one in 2003.
- 7.) Paving update was discussed during public session

WATER

- 1.) Eric Tata doing maintenance
- 2.) Brett Huff being trained on operating the street sweeper
- 3.) Well Exploration a letter was sent to DCR requesting access and a response letter from the DCR was received the letter sounded favorable. Paul Lyons, Assistant Superintendent, will follow up with the DCR in regards to well exploration.

Discuss Superintendent's Performance Evaluation

Bill Tuttle, Superintendent, requested that the performance evaluation meeting be held in open session.

Larry Favreau began the discussion of the Superintendent's Professional Competence:

Larry Favreau: The Superintendent hasn't been reappointed in a couple years therefore the Superintendent is serving the town as a "holdover" appointee

Larry Favreau: The Superintendent's term expired and he continued performing his duties. Larry Favreau asked Bill Tuttle if he had renewed his water license. Bill Tuttle said it expired over a year ago. Bill Tuttle stated he had a problem with training contact hours.

Gregg Aubin stated to Bill Tuttle that the water license was a prerequisite when Bill was hired. Gregg continued to Bill you let it expire, you need to have that license.

Gregg Aubin stated the need for camaraderie around here.

Larry Favreau stated he did not know that because the Superintendent did not have his water license the water department had to recently hire a part time licensed water operator to perform operations.

Larry Favreau stated paving is taking place now but that it should be done every three to four years and for some reason it hasn't been done.

Larry Favreau stated there's an employee lawsuit in which the Board was not notified promptly. Larry stated it was brought to the Board's attention after it was too late.

Deane Day stated there is a problem keeping employees here. He stated to Bill Tuttle that he is their leader. Deane continued stating to Bill Tuttle that he needs to do more follow up on how the higher guys treat the younger guys. Deane continued stating a lot of people in this town are very sore and it is not fun listening to them. Deane stated to Bill Tuttle to step up his game in the winter, it is hard to do but surrounding towns are out treating their roads before this department is out, Deane stated get out there faster. Deane added put salt down now in the instance of a heavy storm. Deane told Bill Tuttle your performance could be better, keep guys working here. Deane stated morale down here "sucks" to put it right out there.

Bill Tuttle's Employee Performance Review completed by Larry Favreau and Gregg Aubin as follows:

Performance Evaluation Categories	Larry Favreau	Gregg Aubin
Job Knowledge	improvement needed	satisfactory
Productivity	unsatisfactory	meets expectations
Work Quality	improvement needed	satisfactory
Technical Skills	improvement needed	satisfactory
Work Consistency	unsatisfactory	satisfactory
Enthusiasm	improvement needed	meets expectations
Cooperation	satisfactory	satisfactory
Attitude	unsatisfactory	satisfactory
Initiative	unsatisfactory	meets expectations
Work Relations	unsatisfactory	improvement needed
Creativity	improvement needed	meets expectations
Punctuality	improvement needed	satisfactory
Attendance	improvement needed	satisfactory

Performance Evaluation Categories

Larry Favreau

Gregg Aubin

Dependability

satisfactory

satisfactory

Communication Skills

unsatisfactory

improvement needed

Overall Rating

improvement needed

satisfactory

Next Year Goals

Larry Favreau

- Need to find more grant money
- Need more road work – drains, paving roads
- Need to find ways to increase water sales and replace old water mains

Next Year Goals

Gregg Aubin

- Look at possibility of chip sealing roadways, I have been asking this for 10+ years
- Keep your office door open-embrace your employees and the general public
- Make a point to visit your workforce during the day (unannounced) see what's going on

A motion was made by Larry Favreau to reappoint or nonreappoint Bill Tuttle. Gregg Aubin made a motion to put Superintendent on probation until he gets his water license. The motion was seconded. The motion passed 3-0.

Next posted meeting date: July 23, 2019

Motion to adjourn at 8:30pm



Lawrence Favreau, Chairman
Department of Public Works Board