

DEPARTMENT OF PUBLIC WORKS

Minutes of July 23, 2019

Present: L. DeCiero, L.R. Favreau, Richard Maki, Geoff Donohue, Blaine Bershad, Deane Day, William Tuttle, David Lyons, Cathie Ryan, Lynda Kelly, Gary DeCiero, Arden Sonnenberg

Meeting called to order at 7:02 pm

Roll Call L.R. Favreau here, Deane Day here

Minutes of 7/9/19 meeting were read and accepted.

Public Session:

- 1.) Dick Maki presented a hand out which he created intended to be conversation towards reducing/minimizing the town's \$600,000 waste management annual expense. In his opinion he feels \$600,000 is a lot of money to throw away trash. Dick is expressing the idea of educating people about recycling.
- 2.) Blaine Bershad Vegetation Management Plan (VMP) the draft has been done as much as can be completed up to this point. It is a forty page boiler plate format that is used. Blaine is suggesting a meeting with the Superintendent in order for it to be reviewed and discussed. The superintendent stated he will read the copy of the draft. Blaine Bershad and Cathie Ryan suggested that the VMP be forward to Clayton Edwards at the state prior to 9/1/19 if the DPW will be spraying next year during the season. The VMP 5 year plan meets all the requirements from what Blaine Bershad and Cathie Ryan can see. The Yearly Operating Plan (YOP) needs serious stuff. A company or person who can handle the use of applying herbicides would be required to perform the application. The DPW needs to provide a list of streets and the name of the licensed company that is hired to do the spraying. This information is required for the plan. The superintendent suggested spraying would require hiring a contractor. Blaine Bershad and Cathie Ryan stated that the Board of Health would need to keep track of the private wells within fifty feet of the right of way, as spraying near someone's water supply should not occur. They continued that so much of the town is watershed district therefore there is not suppose to be spraying at all. Because land is so spread out all the problem areas cannot be solved with chemical. The state requirement is fairly stringent.
- 3.) Blaine Bershad indicated he was a member of the Master Plan Committee in which he is partaking in the process of writing a plan for the next twenty to thirty years as it pertains to facilities and services. He expressed the need for input of wisdom, life expectancy of these buildings and goods as well as developing a shared vision as it relates to the town and the departments.
- 4.) Arden Sonnenberg expressed her kudos to Dick Maki, Blaine Bershad and Cathie Ryan for their work. She also thanked the DPW Board and the Superintendent for their ongoing dialogue with her as the DPW liaison to the Select Board. The concept of entering into Strategic Planning Initiative was mentioned by Arden. It is a two-three-five year plan addressing the issue of creating goals of the department that would be shared with the community serving as a tool to align communication and decision making while creating a framework that the DPW uses for strategies and goals of the department's priorities. Arden indicated focus areas could include: staff, road, and water plans incorporating organizational

structure and clear objectives. Arden inquired about the signage for the town hall, the Superintendent indicated the signs are here at the DPW.

- 5.) Lynda Kelly came to get an update on the Justice Hill Road paving project. The topic was discussed in the Superintendent's report that follows.

Superintendent's Report DPW

- 1.) Last week and this week the highway crew has been working with PJ Keating who is using the reclaimer moving excess grindings, digging out boulders and rocks. Geoff Donohue is using the basin truck in that area. Joe Tosi came for one day to use the Jetter equipment in that area. The last two culverts on Justice Hill by Hastings were jettied and they are wide open. The rest of the time the Jetter was at Elliot Road, pipe collapsing did get some water out of it.
- 2.) Some roadside mowing has been performed. There is a new piece of equipment that was purchased at Padula's. The piece will be mounted in the next day or two which will give the department options.
- 3.) Cemeteries and fields are being kept up, all the railings at the common have been painted as well as the pipe area at Reed Cemetery
- 4.) Truck #6 plow not useable, it is beyond junk and the existing plow has been rebuilt so many times per David Lyons. David Lyons stated he has a quote from the state bid list. Larry Favreau asked for additional quotes to be obtained from Everest plow dealers so that the quote amounts can be compared and also to locate additional Everest plow dealers.
- 5.) Justice Hill/Lucas Roads Project Update- bid excavating at \$1.00 that is why the DPW crew has been up there doing the work with them. Simpson coming on Wednesday to do work. DPW crew built the head walls to stay for years and years to come. The second reclaimer is here, PJ Keating will get reclaiming done by Thursday July 25, 2019 stated David Lyons. Lyons went on to state they are not taking anything out- will be left with mud, clay, and rocks just pulverizing, grading, and rolling. Lot of water up there, junks of ledge stated David Lyons, they are hurrying to push along and to put down some binder Saturday morning to get in here and put the mix in and to get the road base down and protect the road. Lyons indicated that berms, swales, and kickouts would be at every driveway. Deane Day stated that something needs to be done on the other side at Lynda Kelly's before the paving is done and also a berm and swale on their side to keep things out of their yard. Deane Day instructed the Superintendent and Lyons to take the pipe out of the wall at Kelly's property- dig it out it has no purpose, nobody knows where it goes and that pipe is the water problem and causes water to trickle down and in the winter trickles ice into Kelly's garage- do it before paving the road Deane said. Deane Day stated Lynda Kelly's concerns need to be addressed and that Lynda Kelly has been very patient for two years and wants to put closure to their water problem and rectify it prior to paving. Deane Day stated sand bags are unacceptable at Lucarelli's property and are not to stay there. The Superintendent stated they were put there for protection not a permanent fix. Deane Day requested that the townspeople be informed about the Saturday paving by displaying the message on the sign board.
- 6.) Executive Assistant Position Karen Mammone's last day Friday July 26, 2019. Consideration to be given to post position. Larry Favreau suggested to post the position as a short term temporary part time office position. Larry Favreau also suggested that in

addition the Senior Tax Work Off program serve as an option for the short term. Deane Day concurred with Larry's suggestions.

- 7.) Casella Waste Services Fy'19 the fiscal year ended June 30, 2019. The dollar amounts invoiced by Casella to the DPW went over the capped processing of the recycling dollar amount appropriated. Bill Tuttle, Superintendent, stated Casella went over the price on their end. The Superintendent stated the Casella outstanding invoices from FY'19 have not been paid.
- 8.) Pay Raises for Summer Help – the Superintendent requested a pay increase of \$1.00/hour retro to July 1, 2019 for the summer staff. He went on to state the department has been doing this (the pay raise) for years. Deane Day made a motion to increase the pay rate for summer help by \$1.00/hour effective date of the increase July 22, 2019 with the approval of Ross Perry Town Administrator, Larry Favreau seconded the motion.

Superintendent's Report Water

- 1.) Brett Huff has been assisting the DPW crew as needed pruning intersections in addition to cutting the growth at hydrants. Eric Tata has been performing service calls as needed.
- 2.) Lakeshore Drive Water Line- the Fire Chief has indicated he has received all necessary signatures by the owners of the properties that the water line will be passing on said road and will proceed with the next step. Deane Day queried who is doing the digging for this project, he went on to state he wants someone who knows what they are doing. He continued if we are renting the equipment he wants it done right and it has to be put back the same way as it is now, not just put some gravel there but look to see what is there currently.
- 3.) Kendall Hill Road Water Main Bid Results- Cedrone Corp. 12 Hadley St North Billerica, MA came in as the lowest bidder. The Board refrained from awarding the bid until all Board members are present at meeting.

Discuss Superintendent's Probation

Larry Favreau stated the agenda item Discuss Superintendent's Probation was to be placed on the July 23, 2019 agenda per Larry Favreau's directive, which it was, and the agenda was to be posted Thursday July 18, 2019, which it was. The item Discuss Superintendent's Probation was removed from the agenda on Monday July 22, 2019. Larry Favreau questioned Bill Tuttle, Superintendent, about the removed agenda item. Bill Tuttle stated he had Karen Mammone remove the agenda item Discuss Superintendent's Probation and had Karen Mammone add to the agenda Pay Raises for Summer Help. Bill Tuttle, Superintendent, stated he asked Karen Mammone why was the topic Discuss Superintendent's Probation on the agenda and Karen Mammone stated that Lisa DeCiero made her put it on the agenda. Larry Favreau stated to Bill Tuttle, Superintendent, that it was Larry Favreau's directive to Lisa DeCiero to put the item Discuss Superintendent's Probation on the July 23, 2019 agenda; Larry's directive was followed through by Lisa DeCiero. Larry Favreau went on to state that the topic could not be discussed at the July 23, 2019 meeting because it was taken off of the agenda Monday July 22, 2019 and at Larry Favreau's directive placed back onto the agenda Tuesday July 23, 2019 therefore not fulfilling the 48 hour agenda posting notice.

Larry Favreau stated the topic Discuss Superintendent's Probation will be placed on the agenda for the next DPW Board meeting.

Larry Favreau stated to Bill Tuttle, Superintendent, the Personnel By Law and the position of DPW Superintendent as a salary position. Larry Favreau continued that the Superintendent cannot be paid overtime from now on. Bill Tuttle, Superintendent, replied that is not true, the last Human Resource person said there is an exception. Larry Favreau responded to Bill Tuttle, Superintendent, I don't foresee you going in for overtime in the near future.

Deane Day asked Bill Tuttle, Superintendent, the status of his Class B CDL license and the status of his Hydraulic license. Bill Tuttle responded they are current.

Larry Favreau and Deane Day inquired with Bill Tuttle, Superintendent, where he was in the process of reinstating his required water license. Bill Tuttle stated he called and talked to Gabrielle at the Board of Certification of Operators. Bill Tuttle was informed by Gabrielle what to do- present the Professional Licensure Board with a letter, the Professional Licensure Board will respond with options and requirements, depending on the situation sometimes the Professional Licensure Board will waive the class/classes, needed to sit for the exam. Bill Tuttle stated he has to put that together and that September 6th is the next time the Professional Licensure Board meets and will know something September 6th.

Larry Favreau stated requests:

- 1.) Paint the curb in front of the Old Town Hall before the next DPW Board meeting
- 2.) Low hanging branches at the end of Jewett Road (Muddy Pond Road end) needs attention
- 3.) Employee Drug and Alcohol testing- Larry Favreau stated that employees are to be informed of their scheduled test the day of the test and not prior to the testing day. Deane Day concurred with Larry and added that all department employees should be tested not just those with a CDL license.

Deane Day stated requests:

- 1.) Remove Justice Hill pipe issue
- 2.) Truck #7 repairs update and status- David Lyons stated it is going to Bobby Leach's, motor was just rebuilt last year. Deane's recommendation to take body off put sander on the frame. David Lyons suggested to leave body on it, not a lot of work to take it to make it work, support of dump body is fine. Deane asked what is the cost to fix this vehicle? David Lyons stated he hasn't had time yet to get a price to fix it.
- 3.) Sick Time-the amount of sick time people are using is getting up there and it has been brought to the Board's attention.

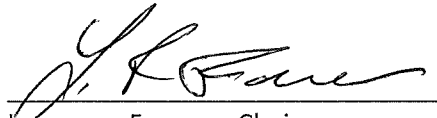
Rte. 62 Princeton Rd

- 1.) Larry Favreau- take the curb out of the sidewalk first thing in the morning
- 2.) Deane Day stated the sidewalk needs to be 4' wide. Reconstruct the whole sidewalk from Bib's down, get rid of the lip for now.

- 3.) Deane Day- people's driveways address as soon as possible the gap of 4"-5" into the driveways – three driveways have lips going into their yards, need to figure it out, get rid of the hump that these people are driving over. Deane stated we need to tell the residents what is going to happen there. David Lyons stated if we weren't doing Justice Hill we would have taken care of it. Deane Day stated the driveways on Holden Rd were done the day after Holden Rd was paved.

Next posted meeting date TBD

Motion to adjourn at 9:39pm

A handwritten signature in black ink, appearing to read 'L. Favreau', is written over a horizontal line.

Lawrence Favreau, Chairman
Department of Public Works Board