

Present:

*Lee M. Azinheira, Chairman
Manuel Branco, Clerk

Mark S. Nunes, Vice Chairman
David T. Hickox, Director

Carlos Cardoso, WPC Plant Manager
Paul Pacheco, Superintendent Services & Infrastructure

Steven Sullivan, Superintendent Water & Sewer Division

David Cressman, Town Administrator

*Mr. Azinheira was absent due to a previously scheduled commitment.

The Chairman called the meeting to order at approximately 7:30 a.m.

RECEIVED
DEC 19, 2013 @
2:47 PM
DARTMOUTH TOWN CLERK

ACTION ITEMS

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept and approve the warrants for the bills payable for the period ending December 5, 2013. So voted.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept and approve the payrolls for the weeks ending November 15, 22 and 29, 2013. So voted.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to approve and accept the meeting minutes of November 14, 2013, as amended. So voted.

APPOINTMENT

Meeting with Gary Ash regarding water frontage fee.

Mr. Ash came before the board requesting relief on the frontage fee for connecting to the new town water line on Reed Road in Hixville. Recommendation by the Director to assess minimum frontage required which is 200 feet. Any frontage that is paid will be tracked and in the future if the lot is subdivided then the lots will be charged accordingly.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to charge the minimum fee of frontage based on the zoning areas. So voted.

NEW BUSINESS

Award – Highway Garage Roof to J.J.S. Universal Construction Co., Dudley, MA, \$28,700.00

Initially the Highway roof was to be replaced with an aluminum roof however the proposals came back higher than expected; therefore it was re-bid with the specifications of an asphalt roof. The lower bidder was J.J.S. Universal which came in at \$28,700.00. References were checked and the feedback received was very good. The Director recommended that the Highway Garage Roof bid be awarded to J.J.S. Universal. Mr.

Nunes pointed out that the proposal was significantly lower than some of the others. Mr. Hickox explained that it is due to the owner often being onsite and doing a lot of the work himself with a small crew.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to award the Highway Garage Roof bid to J.J.S. Universal Construction Co. So voted.

Discussion on Automated Solid Waste & Recycling

Mr. Hickox informed the board that Mr. Azinheira has requested that the discussion on Solid Waste and Recycling be tabled to the next meeting of the Board of Public Works.

Weston & Sampson proposal for engineering services for the expansion to Highway Garage

Mr. Hickox informed the board that the Department is looking at transferring old garage over to the Park, Harbormaster and DCTV and then looking at an expansion and evaluating needs of the current site. As this process gets going the Town is looking at centralizing the vehicles and maintenance. This is a good opportunity to evaluate the Town's needs as well as the DPW's needs. Weston & Sampson has a division that specializes in Fleet Management and they will assess what is needed in terms of space, additional staffing and provide a site layout on what would work best for the Town.

Mr. Hickox recommended that Weston & Sampson be awarded this contract and to establish a budget that can be placed on the CIP in June. Weston & Sampson has a strong background in this type of assessment and they have done many of these types of facilities.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to award the Site and Facility Master Planning Services to Weston & Sampson. So voted.

Update on Salt Shed Relocation

The Director briefed the board on research he has done in the Salt Shed Project. The frames that were obtained from the military are a much higher quality sprung structure and would be approximately 70x100.

Looking at other similar products, proposals were received from Clearspan and Autumn Breeze which have lower estimated costs. However, looking at the Sprung structure it is a much better quality and will last longer. The overall cost does not vary since we own the frame. Mr. Hickox's recommendation is that we move forward with the Sprung Building. Relocation analysis will be done and will be properly sited with the needed utilities to this building. The funding is already in place and the project would begin sometime in the spring.

Mr. Nunes has a concern with the space with the centralized garage also moving to the same location.

Mr. Hickox noted that some things to consider the membrane from Sprung will likely be a *sole source procurement* and the erection of the structure will have to bid. The entire membrane structure has to be redone since it was cut when demolished from the military. The site work and foundation will be done "in-house".

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept the Director's recommendation. So voted.

Water Testing & Analysis

A memo was received from Mr. Sullivan recommending the renewal of the Water Testing Analysis contract with Analytical Balance which is in its final year.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept Mr. Sullivan's recommendation. So voted.

Review of DRAFT Town Snow & Ice Policy

Mr. Hickox opened the discussion about the last major snow storm and the issue of parking lots that were cleared when a lot of the primary roads had not been cleared and secondary roads were barely touched. Mr. Nunes suggested that supervision should fall under Mr. Hickox if there is a need for vehicles from the Park and School Departments.

Mr. Cressman noted that the school lots were completely plowed last year however, a lot of roads were still blocked which did not allow children to be able to go to school. Also DCTV hired a private contractor instead of the police using their plow as was previously agreed upon. Mr. Cressman suggested the FEMA recommendation which is to have a centralized command policy in an emergency snow storm. If we have a similar storm such as last winter Mr. Cressman pointed out that Mr. Hickox is in charge of snow removal. Should he need vehicles from the park department or school department, that is a call he has to make. In an emergency condition Mr. Hickox should be the sole storm authorized personnel in making decisions when a storm hits. Prioritization needed when determining what should be plowed first.

Mr. Cressman also suggested that a police dispatcher be present during a storm at the Highway department for better communication. Mr. Pacheco mentioned that last year there was a problem with the police dispatcher reporting on the same issue multiple times.

The final issue Mr. Cressman wanted to discuss was that we had a problem with crews not showing up on that last day of the storm. The staff is not big enough to rotate. In a major event outside contractors will have to be brought in and a plan put into place. Mr. Hickox and Mr. Pacheco will work together on putting something together to get smaller companies committed and on reserve in the event of another major storm.

Mr. Cressman will set up a meeting with the departments involved to resolve this issue and discuss the policy further.

OTHER BUSINESS

Mr. Nunes mentioned that he is concerned with the issue of control at the garage. Mr. Pacheco has reassured him that they have taken measures to make sure that is not an issue and have cleared space in preparation for the additional department vehicles.

Mr. Hickox requested the Mr. Cressman get a reminder out to departments for submitting a vehicle inventory and maintenance cost as soon as possible.

OLD BUSINESS

M. Soares Excavating, Inc.

Mr. Soares was sent correspondence demanding payment. He and his attorney met with Mr. Hickox to fight the fee and were notified that a year ago Mr. Soares was told that he needs to test the grease trap to close out this inspection. He has agreed to test this promptly and Mr. Hickox will recommend to remove fee once he comes through.

A motion was made by Mr. Nunes and Duly seconded by Mr. Branco to give Mr. Soares two (2) weeks to test grease trap.

VHB – Revised Contract for Engineering Services (Chase Road & Old Westport Road)

As previously discussed in the last meeting Mr. Hickox was asked to go back to VHB and negotiate to bring costs down. It was determined after meeting with VHB that there will not be any permanent landing takings which brought it down \$16,600.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept the revised contract. So voted.

35 George Street

As discussed in the previous meeting the resolution was to remove the cape cod berm and create a uniform apron from property line to edge of pavement. Mr. Pacheco went to the site and began marking the site when the resident came out of his home and was not satisfied with what was going to be done.

Mr. Branco suggested that in the interest of doing what the board discussed previously, the Town should just do it and be done. Mr. Nunes does not believe that it will resolve the issue with the resident and it should not be touched. Mr. Nunes suggested we bring it up at a further meeting in case Mr. Azinheira would like to vote on it.

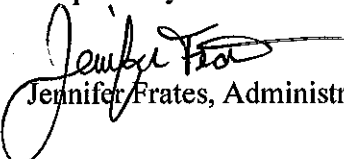
SIGNATURE DOCUMENT

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to award the Engineering Services to Weston & Sampson and have the Director sign the document. So voted.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to accept the revised contract for Chase Road & Old Westport Road and also have the Director sign the document. So voted.

Having no further business to discuss that morning, at approximately 8:30 a.m. a motion was made by Mr. Branco and duly seconded by Mr. Nunes to adjourn the meeting. So voted.

Respectfully submitted:


Jennifer Frates, Administrative Assistant

Approved:

12/18/13

