

Present:

Lee M. Azinheira, Chairman
Manuel Branco, Clerk

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

Paul Pacheco, Superintendent Services & Infrastructure
Steven Sullivan, Superintendent Water & Sewer Division

Carlos Cardoso, WPC Plant Manager

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

ACTION ITEMS

A motion was made by Mr. Nunes and duly seconded by Mr. Branco to accept and approve the warrants for the bills payable for the period ending December 18, 2014. So voted.

A motion was made by Mr. Nunes and duly seconded by Mr. Branco to accept and approve the payrolls for the weeks ending November 15, 22, 29, December 6 & 13, 2014. So voted.

A motion was made by Mr. Nunes and duly seconded by Mr. Azinheira to approve and accept the meeting minutes of November 13, 2014. So voted. Mr. Branco abstained due to his absence from that meeting.

APPOINTMENT

Mr. Sears, 22 Mishawum Drive – Water Bill

Mr. Azinheira: I do not see Mr. Sears here.

Ms. Frates: I just checked and he is not here so I told Sonia that if he shows up to just let him right in.

NEW BUSINESS

Application for Sewer Betterment Assessment Deferral

- a. 98 Willis Street
- b. 601 Reed Road
- c. 107 Adams Street

RECEIVED
 2015 JAN 28 PM 6 27
 DARTMOUTH TOWN CLERK

Mr. Hickox: Mr. Chairman, these are our annual renewals and they are in order.

Mr. Nunes: This lady here, Ms. Serra, she can't make \$1,225 a year.

Ms. Frates: She did that last year too. She puts her monthly income on the sheet. She did the same exact thing last year.

Mr. Nunes: Okay, I was saying that this had to be wrong.

A motion was made by Mr. Nunes and duly seconded by Mr. Branco to approve the applications for Sewer Betterment Assessment Deferral for 98 Willis Street, 601 Reed Road and 107 Adams Street. So voted.

Discussion on Water Pollution Control Chief Operator & Laborer Position

Mr. Azinheira: Are we replacing a Chief Operator with a Laborer?

Mr. Hickox: Mr. Chairman that is the gist of it. You will see in your packet that Carlos sent a letter explaining it. As we were moving forward toward this work (at the treatment plant) over the last two years it was at a time when we felt that having another Chief Operator available because there was so much guidance needed. You need to have our crews with these guys. All the work that took place here, took place with a Facility Operator. That took a lot of effort. The project is actually winding down at this point. Carlos and I talked about it and what Carlos found was that he was using high paid guys to do menial work quite often. From cutting grass, cleaning, to doing things that are more labor type work. Now that this whole effort is slowing down we felt that it was probably a good time to not fill the Chief Operator position. Instead bring in a laborer at much less money that could do a lot of the work that apparently higher paid guys don't want to do.

Mr. Azinheira: My Chief Operator is more like your Assistant Plant Operator.

Mr. Cardoso: The letter says it all. You do things for the times. That is what management does. I created a position with a reason which was that we went into seven day coverage. We had a Chief Maintenance Operator that was going to retire. I knew by the schedule that my assistant at the time was going to retire soon after. Within two months the Chief Maintenance and my assistant retired. The Chief Operator was already in place so it was a smooth transition and I didn't feel the impact of my assistant retiring or the construction coming on. It worked out fine. Now I feel that what I need is that I have a lot of dirty floors and this thing is not working. You can assign the job to someone but it is not their main job so they drag the mop and the job does not come out right.

Mr. Hickox: The other thing I will point out is that we are currently paying a private custodial firm to come in here for three hours a day and it is not right. We have had half dozen different cleaners in here in the past six months. We have found that we have been able to do a much nicer job in-house.

Mr. Azinheira: Well I am sure you do. At least they take ownership because they are here. How is the Licensed Electrician working out?

Mr. Cardoso: Really well.

Mr. Sullivan: Great asset.

Mr. Cardoso: We do not even charge Steve. We lend to help.

Mr. Hickox: So that is the direction we would like to go.

Mr. Azinheira: Are you changing it now or are you changing it in the budget for next year?

Mr. Hickox: No we are changing it now because it is less money.

Mr. Azinheira: Do you need a vote?

Mr. Hickox: Yes I think a vote would be good to have on record.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to replace the Chief Operator position at Water Pollution Control Division with a Laborer position. So voted.

Mr. Cardoso: There is just one thing. There is the Sunday – Thursday position is not there but we will have a crew of fourteen once we hire this person and the crew of fourteen will stay. If and when one of the Heavy Equipment Operator I employees that already have license two or three, if they have the license five then they qualify to be a Treatment Operator II. That person would move to Sunday through Thursday as well as get a pay increase and reclassification and they will be a full functioning Operator II with the same fourteen. No increase in staff.

Recommendation to Award – VHB Contract for Faunce Corner Road & Ledgewood Boulevard: Amendment #1

Mr. Hickox: This project came about through the Selectboard. We were asked to look at putting traffic signals at Faunce Corner Road and Ledgewood. We signed a contract with Vanasse, Hangen, Brustlin, Inc. to bring it to the 25% design. At the time we didn't know if we were going to do this in-house meaning we would engineer it, bid it and put it up with Town funds or if we would try and get it on the TIP. That would have to be a project designed to Mass Highway standards. As Manny and Lee would know the difference between an in-house design versus a TIP design is significant and what has to be delivered to the State. As we went through the process we identified \$175,000 in developer's funds that could go towards the project. We decided to commit the rest of the Chapter 90. If we do the project in-house, one, we could do it faster because we don't have to get it on the TIP because that could take years. VHB brought the plans to this 25%+ phase. Where we are now is to bring this project forward and that would be to 100% so we are ready to advertise it probably in the spring. In order to do that the work from 25% to 100% is \$10,950. What you see in here is that they have just incorporated all of the work together for a total cost of \$51,350. The original contract was for \$40,400.

A motion was made by Mr. Branco and duly seconded by Mr. Nunes to award Amendment #1 to Vanasse, Hangen, Brustlin, Inc. for the Faunce Corner Road & Ledgewood Boulevard Intersection Improvements for \$10,950. So voted.

Recommendation to Award – VHB Contract for Faunce Corner Road Phase I: Amendment #2

Mr. Hickox: This project is for Faunce Corner Road from State Road to Cross Road. When the project was initially brought forward it was per the guidelines that SRPEDD developed for the project. Which was essential adding a north bound lane on Faunce Corner Road from State Road to Cross Road. VHB designed the project to 25% per SRPEDD recommendations. We submitted the 25% plans to the State.

The State looked at it, they started responding to the State's comments and they came back and said they think we need a bike lane north bound. The 25% plans are well beyond 25% as far as the design goes.

Mr. Azinheira: Some are calling it "25-75%".

Mr. Hickox: They went back and redid all the cross-sections. They essentially shifted everything around and now they start to look at takings to incorporate the bike path. The design the bike path north bound. Submitted everything back to the State. The State comes back and the first comment was that now we have an unbalanced road. We have the lanes on one side with the bike path and on the south side you only have the two lanes. They want to see a bike lane coming back. They redesigned it again. When you look at the redesign there are 110 sheets to the plan set and there are probably 30 just on the cross sections. The redesigned it again and submitted it. We directed them to go to 75%. We did the design public hearing. What we are looking at now is that amendment 1 was a "no cost" and it just shuffled the scope of work around but there was no cost associated. Amendment 2 comes in which is essentially to finish the project. Now they have to complete all the geotech work, complete the right of way work, easements, takings. We are going through the remaining work which is spelt out here and all itemized. It is a significant increase but I understand where they are with this. This change order is \$115,445 and will be funded through Chapter 90. This project is scheduled to be advertised in April. Jenn and I have already put out the first notices for all the takings. We have had a couple of responses. The next notice will be to start the appraisals. Again our goal is to have everything ready for advertising in April.

Mr. Nunes: Have you had any resistance on the takings?

Mr. Hickox: No. The Town donated theirs. We had a donation from Ustinov Jewelers. I have had a couple of conversations with the owners of the Stop & Shop plaza. I haven't heard back from the Dartmouth Mall and most of the takings along that stretch are the Mall's. I am hoping to talk to them about possible donations. The project is moving forward and there is a strong focus from Mass Highway. These lanes now will align with the new interchange.

Mr. Azinheira: The construction funding is in place, we have to keep it going. If we want to see the project done and funded through state and federal money then we need to keep it moving. The one thing you don't want to do is slow down the process at this point.

A motion was made by Mr. Nunes and duly seconded by Mr. Branco to award Amendment #2 to Vanasse, Hangen, Brustlin, Inc. for the Faunce Corner Road Phase I project \$115,445. Also the contract will be signed by Mr. Hickox once the Chapter 90 request is approved. So voted.

OLD BUSINESS

Update on the Use of Private Contractor's to assist in Snow & Ice Operations

Mr. Hickox: We went out to bid to supplement our forces for snow and ice and did not get any responses. What we do have is that under our annual contract, Medeiros and Sons' prices which are similar, almost identical to what you would pay on the state bid for the same equipment. Paul has been

working on Medeiros and getting a commitment for a couple of trucks and a front end loader if we needed it. I also spoke to Ponte about committing a front end loader in the event we get a blizzard. Also we are going to talk to Russells Mills Excavating to see if we can commit a front end loader from them. In the event we have a big storm at least we have loaders to help clear intersections. What I wanted to share with you was the next step that I need to do here is the Snow and Ice Manual we have been putting together. It spells out everything we do and how we go about deciding how we are going to treat the road. In the document we also include our routes for internal use. It spells out our equipment, what the piece of equipment is and who is responsible for it.

Mr. Nunes: The person that usually handles that specific route.

Mr. Hickox: Exactly. Last year we ran into a storm where Paul may have been out and I came into to work early in the morning and the roads were in bad shape. When I got to the highway yard I asked Roy what was going on. He said that he had twelve trucks out there but no drivers. We can't operate that way. That's why this document here has been prepared. It spells out who is responsible and the next step for me is mostly likely to meet with all of these guys and let them know that this is their route. It is not voluntary.

Mr. Nunes: Are they calling in?

Mr. Hickox: They just don't answer the phone.

Mr. Azinheira: I have said this straight out to my guys and they may not like it but if they are not available when we most need them then they are really not needed.

Mr. Hickox: If that is the consensus of the Board and if the Board would take a vote to that. I will meet with these guys and let them know.

Mr. Azinheira: What does their job descriptions say?

Mr. Hickox: Well we use guys from other departments as well. There are guys from Carlos's and Steve's departments.

Mr. Azinheira: But do their job descriptions require them to plow?

Mr. Cardoso: Just the CDL drivers.

Mr. Azinheira: Most of my job descriptions include snow plowing as part of their duties.

Mr. Hickox: We could do this a couple of ways. The Board could declare, as they previously have, that all DPW are essential personnel. My thought would be that we sit down with these guys and we say hey this is your assignment, either you are committed to it or you are out the door. We'll have to find replacements.

Mr. Nunes: I do not have a problem with that.

Mr. Hickox: I just need to make sure that these guys show up.

Mr. Azinheira: No one wants to be out there on Thanksgiving Day or on Christmas Day which doesn't happen too often but it does happen. Once in a while you are called out and you have to assert.

Mr. Cardoso: It is all about cooperation, as much as possible. However, if we make a decision like that we ought to be prepared for example, to hire another electrician, another mechanic, operators if we are going to let them go.

Mr. Azinheira: You guys need together and decide on what positions. We made the decision years ago that we did not require certain higher level positions like the operators or plant mechanics because they are positions that are hard to get qualified people.

Mr. Nunes: The guys that drive trucks most of the time have to come in.

Mr. Hickox: What happened here is that historically we would have a sign up list. People would sign up to snow plow. It was a voluntary thing and they wanted the overtime. If you are a CDL and there is a blizzard and we need bodies, yes I think I would like to bring in a guy who I am paying to have a CDL to help out. Otherwise why are we paying them?

Mr. Cardoso: I need people on my own staff to clear the stations. The thing is we do not want to be on the road plowing. But those are the guys I need because they are going to take over for those who put their names in there.

Mr. Hickox: I want to keep them.

Mr. Cardoso: Keep those. Leave those CDL's that do not want to plow the streets for me to clear my plants.

Mr. Hickox: Depending on the severity of the storm we can discuss that and that makes sense too. If I have someone here and he comes in at midnight and plows, at 6:30 in the morning he can't just walk away from his route that's halfway done because he wants to come back to the plant because he is not on overtime.

Mr. Cardoso: I do not want to get into that. That is not what I am saying.

Mr. Hickox: No I know what you are saying Carlos, you are talking about the guys not on the list. What I am talking about is I need these guys until the job is done.

Mr. Nunes: Have we gone out for a new list?

Mr. Hickox: I can't have a guy from the Water Department work overtime all night then at 6:30 in the morning say that the overtime is ending and they are going to go be a water treatment plant operator and their route is not done. We can't operate like that.

Mr. Cardoso: I am not going to comment on that.

Mr. Hickox: But that happens frequently. All of a sudden the guys start rolling in the morning and say they are going to work.

Mr. Nunes: Have we gone out for a new volunteer list?

Mr. Hickox: No we haven't because I am going to sit down with these guys, these have been the historic routes and it's printed in the new manual with their name on it. You are on this, you are committed to it.

Mr. Azinheira: Unless you have a scheduled vacation or sick.

Mr. Hickox: I need to stress that this isn't voluntary.

Mr. Nunes: Paul what do you have to say?

Mr. Pacheco: We are going back to where we started again. Dave and I discussed it that I didn't want a voluntary list. You are a DPW employee. Unless you are sick or have a vacation like Lee said, you are expected. This Board has voted before about essential personnel. You can't decide that you have had enough overtime and be done. We can't operate like that. Dave and I have tried our hardest to get these guys decent equipment for these guys. I can get all the toys in the world and I don't have people to play with them. Meanwhile you get the phone calls as Dave and I do. I can't put a piece of equipment idle out there without people in it. We have fought the battle with the Park Department and haven't won that battle. Now internally we can't win that battle.

Mr. Branco: To enforce this thing I would suggest you tell these guys; well if you don't do this and it's part of your job description then we don't need you and we'll get somebody else. But don't stop there get the Union shop stewards and start with them.

Mr. Azinheira: I am not sure if you do this with new hires but I have a form they sign, when they accept the job, that highlights a number of things and it highlights that they have to be available to snow plow. We put it right in the pre-employment so they don't come back later and say they didn't know. Years ago we came up with a number of things that you tell them in an interview and it's highlighted in the letter when they accept the job.

Mr. Nunes: It should definitely be negotiated with new prospects.

Mr. Pacheco: We have highlighted the 4G license, Lee, and look what happened. Unless they take it seriously.

Mr. Nunes: It should go back to the Union contractual language that we had to get in there. It's important.

Mr. Sullivan: And this is the time to do it because contracts are coming up.

Mr. Hickox: We are going to start soon I would imagine.

Mr. Azinheira: Anything else?

Mr. Nunes: The key is, like the Park Department. We can't have them do what they did a couple of years ago. Plowing baseball fields and all that stuff is not essential.

Mr. Hickox: You come in and Slocum Road has eight inches of snow but the DYAA is down to bare pavement. There is a policy that was adopted a year ago and it is in the manual that spells out that when there is a declared emergency by the administrator then the DPW Director has the authority to start to take the equipment.

Mr. Nunes: Do we have to go back to the town administrator?

Mr. Hickox: No, because it says it right in here. I'll see if I can find it. "Under a declared Snow Emergency, the DPW Director may request assistance from other Town Departments for snow removal equipment in order to safely and effectively clear Town roads. The Director of Public Works shall also acknowledge the requirement to maintain clear passage to Police and Emergency Shelter locations."

Mr. Nunes: I said the Park Department should be under the Superintendent.

Mr. Azinheira: Some places have a difference between recreation and maintenance. The DPW usually doesn't want anything to do with the Recreation side but the maintenance side a lot of times is done by the DPW.

Mr. Hickox: What the discussion entailed a year ago and that was put together was one, to have access to these buildings in case of a fire such as the schools. They need to get in there and make a safe access for the fire department and other municipal buildings. That's a priority over me taking that piece of equipment on the street but the parking lot is not a priority, the street is a priority. With the blizzard two years ago, we were trying to open up roads and there was a front end loader clearing the parking lot at the High School. It was cleared before we had Padanaram cleared. Remember we had a truck go down in Padanaram. One of the trucks in Padanaram went down and suddenly the streets weren't passable. We needed front end loaders to open it up. We didn't have enough and the school department is up there with this equipment clearing their parking lots. This policy acknowledges that in a declared

emergency, we have the authority to say to stop cleaning DYAA, stop cleaning the high school and the library and all these facilities and come and help us open up the roads.

Mr. Nunes: By the time that filters down, we have lost hours. Some dialogue has to take place prior.

Mr. Azinheira: What is probably not a bad idea is right about now is to have a brief meeting with David Cressman and the other effected departments and set up some parameters now in case something happens.

Mr. Nunes: It is going to fall back on us if the roads aren't clear.

Mr. Azinheira: They need to make these quick decisions and have everybody on the same page.

Mr. Hickox: We usually do it right before the first storm.

Mr. Azinheira: I wouldn't wait until the first storm. I would do it right after the New Year and schedule everybody together just to talk about preparedness.

Mr. Cardoso: May I just ask a frivolous question that could be significant to my division. Let's say a division like mine that the main function is not clearing the roads, reaches 50% of workers dispatched to that particular function then the rest of the staff should be exempt unless they volunteer. If I have twelve workers and I dispatch six already beyond that point if someone else can and would like to go that's fine but I am at my required. Life is all about meeting requirements.

Mr. Azinheira: Depending on what you have scheduled, you have to determine the minimum number of people that you need on that given day to keep your plant running properly.

Mr. Cardoso: At one time we had the conversation that all CDL's would be involved there.

Mr. Hickox: In a declared emergency, if we have a blizzard, if the roads aren't open yes I may ask you for your other CDL guys.

Mr. Pacheco: They should not even be asked, it should be a requirement. If the roads aren't plowed they can't get to their pump stations.

Mr. Azinheira: Carlos, it is not standard operating procedure but if there is a declared emergency that people can't drive to get from point A to point B.

Mr. Nunes: It's rare, they last a day or two at the most.

Mr. Azinheira: When you have a declared emergency the priorities change and you have to be flexible. He (Mr. Hickox) has to prioritize where people are needed.

Mr. Hickox: If you have a CDL driver and you work for the DPW on a declared emergency, you better have a good reason why you don't come in and answer your phone.

Mr. Cardoso: Maybe we should have some guys go to training on snow plowing because they haven't plowed in 20 years on the roads.

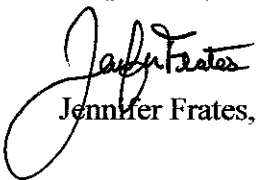
Mr. Hickox: I am not expecting some guy that has never plowed before to come on a big truck and send them out there but I am expecting some people in your department that may have experience plowing to show up and help out.

Mr. Pacheco: It's just flexibility. If I can get a call the night before asking for assistance and I can rearrange the work I have set for the next day, then I expect people in an emergency situation to do the same.

Having no further business to discuss that morning, at approximately 8:15 a.m., a motion was made by Mr. Nunes and duly seconded by Mr. Branco to adjourn the meeting. So voted.

Respectfully submitted:

Approved: as amended on Pg.1 - 1/26/15



Jennifer Frates, Administrative Assistant

