

**Minutes: Selectmen's Meeting: Monday, June 11, 2012**

Present: Chairman Kenneth J. Leva and Walter F. Alterisio, Clerk Procurement Officer and Member Daniel F. Devlin absent

The Meeting was called to order at 7:00PM with quorum present. 1<sup>st</sup> item scheduled review of minutes – 7:15 discussion of special services – engineer.

6/4 and 4/23 minutes were reviewed. Selectman Alterisio advised he'd reconstructed those for 4/23 from some notes but recommended, with no full board tonight, approval should be tabled for 4/23 & 6/4 minutes.

Selectman Alterisio noted bulletin in the mail from GLTHS about partnering program for the summer – looking at area communities as to whether there might be summer work available for students with technical skills. Program is a 50/50 where town would pay 50% of wages & school would pay 50%. They'd like to get it kicked off – uncertain whether road commissioners might have some functions that can be completed – requires some supervision; Any number of odd jobs where an extra pair of hands might come in handy.

Data entry work mentioned as a possibility – brush removal, etc. with highway. Tom advised that they always need help, questioned whether might be an age requirement. Coordinate with Maureen Griffin from GLTHS for more information. Partnering arrangement that GLTHS is putting forward. Tom Dumont indicated the Road Commissioners would also be interested in someone from the mechanics trade or welding shop, etc. Selectman Alterisio will follow-up with Maureen.

Jim Tully advised that bandstand roof needs to be repaired – Selectman Alterisio noted that there needed to be someone to supervise the work. GLTHS has done repairs on the roof at some point – Recreation has some money in the recreation revolving. Jim advised they were going to use the CVP?? workers but if can get done by the Tech, would be great. Selectman Alterisio will follow up.

Selectman Alterisio also noted Planning Board fee hearing scheduled for 6/18.

The board then met with Tom Dumont representing BORC, Vickie from Assessors, Brett Rock from Planning Board to discuss the Town Engineering needs relative to appointment. Selectman Alterisio presented background from back when Burt Segall left the position of Town Engineer, and the appointment of Jeff Rider from Howe Surveying, who has moved on to Cuoco & Cormier. Given the fact that Jeff had a fair amount of history with the town working with various boards, Jeff has been able to provide a fair amount of continuity with history and then moving forward. He advised it has been the position of the selectmen to continue to offer re-appointment – however there's been some conflict over the last few years – with road project, billing issues, etc. Board thought at this point, a good idea to ask the boards where they stand with the logic for this appointment – to determine whether is it still a good idea. Brett representing Planning Board advised that Planning has had no negative experience with Jeff...has been open and upfront – in few cases where there could be a conflict, he's been up fair and above board...perfectly happy with Jeff Rider. Selectman Alterisio noted that appears River Street project is coming to light again – does he see any issue, whoever picks it up at auction, did Brett think that there would be some help with his knowing the history. Brett right now it is an approved sub-division but whomever purchases could change that status – doesn't see any reason to change forces in mid-stream. Roads, lots approved, only thing hinging on is existence of wood or other endangered turtles. Leah advised

that Jeff would only come into play if there were a change. Selectman Alterisio asked whether there wouldn't be an oversight required, or possibly a clerk of the works who reports to the town. Plan is prepared by Cuoco & Cormier; it's their plan, when it comes time for certificate of compliance. Plan is approved, but moving forward, Town Engineer would still be involved in the project for the builder, or for the town to determine that it is built according to plan and permit. Jim advised that any engineer can verify - Karl, any engineering company can certify. Selectman Alterisio advised his understanding that whoever buys the property buys the plan, but the oversight to determine it happens according to plan would require monitoring by the town, would be some advantages to having someone with background. As far as Highway's opinion, they're not against things that Jeff has done, but has noticed don't seem to be getting the kind of response required from Jeff & Cuoco & Cormier - put in multiple requests to get things taken care of - especially with the Route 113 project.

Once receive 100% approval set back from the Commonwealth of MA-MA Highway, can move forward, but still haven't received it - Tom suggested that might be the time to bring in another town engineer for a year to see if the service is improved. Discussion continued on requests made and conflict in the design and modification of the Route 113 wall - additional work with the Historical Commission - issue where the Selectmen should have put some firm limits and lacking that the project went overboard without funding in place. Down the line, Selectmen realized that had gone over the projections.

Karl indicated from their prospective, haven't had to much experience with engineering, they became involved to see if they could be incorporated into the project to include upgrades for the lines, etc. and was somewhat disappointed with response. Did some of his own research with DOT to see if there was any kind of alignment...he understands that Water backed out because it would require an additional 50K which would need to be funded by Water - for digging trench, and installing new pipe, etc. Was kind of disappointed with response, and agrees with Tom, if going with a one year retainer or appointment, why not, let's see what's available from another engineering service.

Chairman Leva asked for recall in the discussions, recalled favorable to the state but positions changed as project moved forward. Karl indicated it was unfortunate, because addressing as part of the project could be good. Brett disagreed, indicating that if want to look at a long-term solution, and don't think that Cuoco & Cormier is the long term solution. Selectman Alterisio indicated there'd be a lot more flexibility, if the Town Engineer was a town employee but that isn't the case. Selectman Alterisio & Chairman Leva indicated that this is the beginning to allow for input and the option for discussion of the concerns and how best to move forward. Leah indicated she didn't have any problems with Jeff, nor did Brett; Leah indicated in retrospect that it may be beneficial when town goes out to bid for projects, need to be more thorough. Selectman Alterisio noted it was clearly a twofold thing - engineering work with a set amount, then changes from Historical approved at \$8300 per his estimate. Then problem came with historical aspect being carried a bit further outside the scope, which took the costs way above the \$8300. A lot of lessons were learned, Jim advised that his concern wasn't that it cost extra money; it was that the job grew and no change order was brought forward. Tom advised that quote should have spelled out what was included in his quote and what would be considered above the project quoted.

**Minutes: Selectmen's Meeting: Monday, June 11, 2012**

Selectman Alterisio posed with respect to lack of response to Tom & Karl, billable hours may have limited the funding available under that particular budget or line item. Selectman Alterisio reported he and Jeff go back a long way, and has feeling that he'd love to respond, but unless it's on his own time, was unable to within the annual budget.

Tom advised in reference to billable hours asked for estimate from two companies for estimate for salt shed, but Cuoco and Cormier billed the town for the estimate. How can one engineering company put together an estimate without charging the town and yet our own town engineer charges for the estimate. If Jeff says that if the town wants an estimate for the project, it's going to cost the town because he's the town engineer or go to a 2<sup>nd</sup> engineering firm for estimate since it won't bill the town for it. Sense that if the town engineer designs the project, how they can oversee their own project design. Question came up on the Nashua River Land Corporation gravel removal permits and some of the problems that came up with that project and discussion of how it was handled.

Karl asked what are we looking to do differently – are we looking to structure differently – or have we laid out roles of Town Engineer – Selectman Alterisio, if in fact, if are looking to continue with Jeff, clearly the arrangement has to be defined and separation and loyalty expected in that position. Discussion continued on how Town Engineer is paid. A lot of things that happen in town, are paid

Vicki advised she hasn't been here long enough to know where there's any issues Assessors has with Town Engineer – to the best of her knowledge there's been no problems, have had no issues with maps, etc.

Bill asked whether there was a consistent way of handling billing, should be approved by that supervisor first. Discussion continued on how best to process the bill. Seems there should be a decision as to how the billing is processed in future – time is right to sit down with him and see if he sees things that he feels should be changed. Good time to address checks & balances that need to be put in place.

We need to professionalize the approach to make sure that everyone is on top of it. Selectman Alterisio recommended taking under advisement, and review comments and remarks with Jeff and see how he responds and to insure that he's aware, rules are being redefined. Report and specifically defining expectations for moving forward – Selectman Alterisio noted that appointment expires on June 30<sup>th</sup>, could result in exposure if the appointment hasn't been approved. Board doesn't want to interrupt the working of the boards – is some urgency to make sure that have done whatever is necessary to insure all boards are covered for July 1<sup>st</sup>. If there was a strong sense that there needed to be a change, would have to put out a posting.

Put it out again this year as have done in the past, usually relationships set up with towns unless there are relationships that don't work, they move forward to address. Brett indicated based on the fees we pay, we're getting a good deal. Jim suggested that there may be others who would be interested; if individuals were aware there was option for change. Process could be put in place that estimates are floated to various boards for interest in moving forward in another direction. Selectman Alterisio suggested that now everyone knows where are and whether it makes sense to move forward in another direction or are there additional steps that can be taken to strengthen operations and evaluations.

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Meeting scheduled with NMCOG on Thursday at 10AM (special meeting requested by Selectman Alterisio) – Karl Huber and Selectman Alterisio will be there to take a look at applications and possibilities for MassWorks application – and how best to address, some technical cooperation that might be available from NMCOG – project being upgrading the line from Pond Street at Woodward's Pond to the Mixed Use District on Pleasant Street, and what's involved in the project, also taking a look at refining what Town of Dunstable will be looking at for this project. Selectman Alterisio explained for Bill Ahern what is involved in the project and in community with population under 5,000, this MassWorks grant would pay 100%.

The end of fiscal year transfer request for Council on Aging was approved and signed, will be forwarded on to the Advisory Board for their approval. The board also signed the Common Victualler's License for Goss Farm for the 2012 calendar year.

Treasurer's warrants were reviewed and signed and the meeting adjourned at 8:20PM after appropriate motion and vote. Secretary will set up the 18<sup>th</sup> for review for Town Meeting.

Respectfully submitted,

Danice N. Palumbo,  
Board Secretary