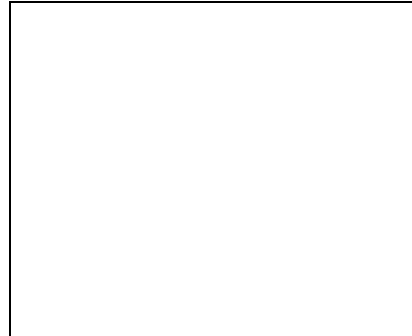


**Town of Fairhaven
Board of Public Works Meeting
July 11, 2011**

Present

Geoffrey Haworth, Commissioner
Robert Hobson, Commissioner
Kathleen Sturtevant, Commissioner
G. Steven Riley, Commissioner
Daniel Freitas, Commissioner
Kathy Tripp, Administrative Assistant
Niles Andrade, Precision Concrete Floors
Edward Fortin, Water Superintendent
Michael Suprenant
Gustavo Raposo
Linda Schick, Sewer Superintendent



I. Call to Order

Mr. Haworth called the meeting to order at 6:37 p.m.

II. Routine Matters

A. Signing of Departmental Bills

III. Approval of Minutes

A. June 6, 2011

Ms. Sturtevant motioned to approve the minutes of the June 6, 2011 meeting. Mr. Freitas seconded. Vote unanimous.

B. June 6, 2011 – Executive Session

Ms. Sturtevant motioned to approve the minutes of the June 6, 2011 executive session. Mr. Freitas seconded. Vote unanimous.

IV. Appointments

A. Niles Andrade, Precision Concrete – Application for Driveway Contractor

Mr. Andrade – I have been a mason in the union since I was 19 years old. I decided a year ago to start my own business. I was born into the industry. I put out a good quality product. I have a lot to offer.

Mr. Haworth – I will note that he was working on a job on Bryant Lane. He didn't realize what our requirements were.

Mr. Hobson – All of insurance and recommendations are in order.

Ms. Sturtevant – Have you done others in the area?

Mr. Andrade – In Acushnet, New Bedford; not yet in Fairhaven for homeowners. I've done work at F.W. Webb on Church Street, the oncology center at Hawthorne Medical. I'm trying to get into residences a little more.

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Ms. Sturtevant – If we approve it, it will be for one job first.

Mr. Riley – Any municipalities?

Mr. Andrade – Only private owned properties. Mostly work thru other contractors.

Mr. Riley – I would like Mr. Charbonneau to give his recommendation.

Mr. Freitas – No questions.

Mr. Haworth – Mr. Andrade was doing a driveway on Bryant Lane and when I confronted him he stopped right away. He had the right attitude.

Mr. Riley motioned to allow Precision Concrete to do one job at 25 Bryant Lane and if approved by Mr. Charbonneau he may on the list. Mr. Freitas seconded. Vote unanimous.

B. Edward Fortin, Water Superintendent– Re: Personnel

Mr. Haworth motioned to enter into executive session at 6:45 p.m. to discuss Water Department Personnel with Mr. Fortin and to reconvene in open session at its completion. Mr. Hobson seconded. Vote unanimous.

Roll call taken: Mr. Haworth, Mr. Hobson, Ms. Sturtevant, Mr. Riley and Mr. Freitas in favor.

C. BPW Superintendent Interviews

1. Michael Suprenant

Mr. Haworth – This is your second interview.

Mr. Suprenant – Since the last time we met I have scheduled to retake the water distribution test. I'm holding off on taking the wastewater license until I know what type of license is required. I'm going to proceed regardless with the certifications. I did have a job offer from another community but I would prefer to work in Fairhaven. I am more familiar with it. I just wanted to be up front with you. I have a few weeks before I respond.

Ms. Sturtevant – Why do you feel we should choose you over the others? What aspects do you have that you could contribute to this job?

Mr. Suprenant – I don't know who the other applicants are. I feel great dealing with employees in the field. I have construction and engineering background. I worked in private industry for many years and also public with fourteen years experience in public works. I have good background for this position. My history on projects have been on time and on schedule. I have engineering background. I also think I'm pretty good at reviewing plans and specs. Operations side, quite a bit of experience. Snow and Ice; this is a pretty broad area of experience that the person has to have. Education and experience.

Mr. Riley – If I talked to one of your personal friends, one word answer how they would describe you?

Mr. Suprenant – Detailed, meticulous.

Mr. Riley – Your personal friends?

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Mr. Suprenant – Difficult question; over analytical.

Mr. Riley – At the last interview, you had political misfortunes in the last community you worked. If there were a situation where the BPW, Selectmen and Finance Committee they could control your influence during the budget process. What would you learn from that experience and how would you handle it?

Mr. Suprenant – I learned that there are certain things that you can't change and you have to be the listener. Pay better attention to what's going on and act accordingly. Also, it's good to be inquisitive of things that go on in the background.

Mr. Riley – Hypothetically, on June 17th there was \$3000 left in the Highway overtime account and a crisis came about, using numerous hours after hours and the costs came to \$8,000. What would you do?

Mr. Suprenant – First thing, if the overall budget had money in the labor account and the Finance Committee could approve it. If not, the first phone call would be to the Chairman of the Board. I would research it before I called. If it's not in the budget I would check the reserve fund. If it's an emergency you can't let it go.

Mr. Riley – If you are the candidate of choice, in December, 4 ½ months go by. What would a day be like for you?

Mr. Suprenant – Come in a few minutes early. Talk to one of the superintendents about what's going on. Make a point to get together with them before work starts on a typical day. Mondays, do paperwork, payroll. Try to isolate time early in the morning between 8 and 9 so not to be disrupted and get some work done. Then typically go out and check on something that might be going on by a crew. Several phone calls and emails to respond to, twice a day call backs. In the afternoon, check with the superintendents or check what's going on. No real typical day, return phone calls, clean my desk. Work on a plan for the next day, check calendar.

Mr. Freitas – If you gave an assignment to the superintendent and three weeks went by and it wasn't done. What would you do?

Mr. Suprenant – I would ask the superintendent to come into my office and ask why it wasn't done. If the crew didn't do it to scope I would ask why you did it this way. Do it over.

Mr. Freitas – One thing we don't want is for two to three years to go by and you leave. We want somebody here for a long time. Where do you see yourself in ten years?

Mr. Suprenant – I learned in my last position quite a bit about what can happen. I don't want to get in that situation again. Ten years; probably eight to ten I would like to. I've lived in the area growing up. I would like to complete my career here. If everything works out I fully expect to do that. I would not leave anytime soon.

Mr. Freitas – The last Superintendent we had here there was really no backup plan. How would you bring somebody up thru the ranks?

Mr. Suprenant – It's an ongoing process. It's good to have a plan. If you have good superintendents that can carry you for a few months but not long term. Not everyone is motivated to move up.

Mr. Hobson – We have three different superintendents. I have one superintendent that comes in at 5:00-5:30. Two of them come in at 5 minutes of 8:00. I would want you to come in at least 15-20 minutes before.

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Mr. Suprenant – I would insist on it.

Mr. Hobson – Would you move to the area?

Mr. Suprenant – Yes. We discussed that. I would plan on 15 minutes from this building. Buy a house.

Mr. Hobson – If there were an emergency would you respond yourself or leave it up to the superintendents?

Mr. Suprenant – 100% on a major emergency.

Mr. Hobson – Snow storms, sewer break?

Mr. Suprenant – Yes. I don't want to interfere, help if he needs it.

Mr. Hobson – Salary; do you have some type of issue with the salary, comp time?

Mr. Freitas – Comp time is for emergencies only.

Mr. Haworth – What do you think the role of superintendent is?

Mr. Suprenant – Aspects of management, materials, labor, equipment. Goals of the Superintendent of Public Works to provide the high level of service, customer service. Wear a lot of hats. The job requires to do everything that would be expected. It's not a forty hour job. Keep up to date. There are a lot of changes.

Mr. Haworth – Your employee record with the last town, how many sick days did you use a year?

Mr. Suprenant – Two, if that.

Mr. Haworth – If you had two employees that had a physical alteration in the parking lot, what would you do?

Mr. Suprenant – Before I call the police I would check it out personally. Probably depending on how heated it was I would take one or both at the same time and immediately talk with them. Write them up in their personnel file and then review.

Mr. Hobson – If offered the job tomorrow, how long would it take you to make a decision?

Mr. Suprenant – Probably less than a minute. I really like Fairhaven.

2. Gustavo Raposo

Mr. Haworth – This is your second interview. Do you have any questions for us?

Mr. Raposo – I would like to answer any questions you might have.

Mr. Riley – Say you've been here four months, what would be a sample of your everyday be like?

Mr. Raposo – I would get to know the individuals, the Town. My day starts around 7:00 at the gym. I would be here before 8:00. Normally, I would have a structure meeting on different days and meet with the department heads. Make phone calls, requests, complaints. Good chunk of time reviewing projects

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because there is no Town engineer. Staff meetings to develop new ideas, web site, night meetings. Check projects on an as needed basis. I don't want to micromanage.

Mr. Riley – The new superintendent's first budget process, prepare for the Finance Committee. What steps would you take to prepare yourself?

Mr. Raposo – I would check back on the last couple of years and meet with the heads of other departments. Take care of short term needs but also long term. Find funding. We all need to do things that can last a little longer.

Mr. Riley – Given your engineering background and being head of Public Works, what would be your biggest asset in engineering and what would be your hindrance?

Mr. Raposo – Engineers are trained to solve problems. The managers and team leadership also apply to what we learned. Trained to solve problems. Engineers are good managers.

Mr. Riley – Hindrance?

Mr. Raposo – Low balling budgets, not meeting deadlines. Sometimes there is a reason.

Mr. Riley – One word answer professionals would say about you?

Mr. Raposo – Good leader, consistent, collaborator, positive.

Mr. Riley – One word from your social circle would say about you?

Mr. Raposo – Listens, sense of humor, calm.

Mr. Freitas – If you had a meeting with a superintendent and you told him to do something and it hadn't been done two weeks later, how would you handle that?

Mr. Raposo – I wouldn't wait two weeks. They can't lie. Show me. I would need to know why in detail. If it was done wrong there would be consequences.

Mr. Freitas – If you had a meeting with the Finance Committee and asked for a backhoe and they said no, what would you do?

Mr. Raposo – I would need backup and explain what can be done. Maybe get something cheaper. Sometimes people have to work a second shift and things have to be sacrificed.

Mr. Freitas – Town meeting has the final say.

Mr. Raposo – It's tough.

Mr. Hobson – We have moral problems. Three different unions, 47 people. A lot aren't happy. Any experience on how to handle this type of situation.

Mr. Raposo – Union employees, no. Unfortunately it happens in companies too.

Mr. Hobson – Negotiations?

Mr. Raposo – I have friends that do this. Different people have different approaches. Not any worse than any other town.

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Mr. Hobson – All the town employees punch clocks.

Mr. Raposo – I have no problem with that.

Ms. Sturtevant – We have three Superintendents; Highway, Water and Sewer. What plan would you start with them to open up communications between you and them?

Mr. Raposo – Step 1, I would understand what their problems are. Personal communication is the best. The three are probably very different. Open the door and vice-versa.

Mr. Haworth – What do you define the role of Superintendent to be?

Mr. Raposo – It's extremely important that you play two parts; leader and manager.

Mr. Haworth – Do you have a water or sewer license?

Mr. Raposo – That I don't. Water I know what it takes to get that.

Mr. Haworth – How many sick days do you use a year?

Mr. Raposo – In the last twenty years about three or four days a year. Timing?

Mr. Haworth – We have interviewed all of our final candidates.

Mr. Riley – We will have a decision by July 25th.

Mr. Raposo left the meeting.

Mr. Haworth – Do you want to wait until the next meeting to choose?

Ms. Sturtevant – I have two.

Mr. Freitas – I have two.

Mr. Riley – There was one candidate that was not of choice. I wouldn't tell the second one anything unless the first candidate declines the offer. One and three.

Mr. Freitas – Same, one and three.

Mr. Hobson – The first candidate was far superior than the others. I would pick one and three.

Ms. Sturtevant – One and three.

Mr. Haworth – I agree, one and three.

Mr. Riley motioned to offer Candidate #1 the position of BPW Superintendent and to invite him to our next meeting on July 25th. Mr. Hobson seconded. Vote unanimous.

Mr. Riley motioned to notify Candidate #2 that he was not chosen and to send him a letter but do not notify Candidate #3 depending upon if Candidate #1 accepts. Mr. Freitas seconded. Vote unanimous.

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D. Manuel Luiz – Grievance

Ms. Tripp – He would like to postpone his appointment tonight because he has no representation.

E. Linda Schick – Re: Sycamore Street Sewer, West Island Treatment Plant

Mr. Freitas – I had some questions that were brought up in conversation. The story was the day before the jet rodder got stuck. There was gravel and sand 10' into the camera. They saw the hole running and they went home.

Ms. Schick – The day before the cleaning crew was doing I & I. National Water Main Cleaning was there. They had an issue. Their jet rodder had a large nozzle and couldn't get through. We used ours. We knew there was gravel near Newbury Street because there was a water break previously.

Mr. Freitas – The wells; the Board should have been notified.

Ms. Schick – I talked to the operator. It trickled over one well. Brown and Caldwell said everything was fine. The wells weren't compromised. There is nothing wrong with the well field right now.

Mr. Haworth – I interviewed the associate. At most not more than a five gallon bucket overflowed. 90% of the screen was covered with algae. The biggest part was lack of communication between the Superintendent, Assistant Superintendent, the Plant Operator and the guys who help. Doug has his way which is different from what you said should be going on.

Mr. Freitas – The weekend guy should not be switching over any wells. It should be 30 days, not 45. If not cleaned, it builds up. It's not a one man job.

Ms. Schick – I do not have the original pay requisition for WES. Can you vote on it?

Mr. Haworth read the letter to be given to WES from the BPW dated June 30 regarding liquidating damages.

Mr. Riley motioned to send a letter with every pay requisition for the pay period regarding liquidating damages. Ms. Sturtevant seconded. Vote unanimous.

Mr. Riley motioned to approve Pay Requisition #17 in the amount of \$947,910.00. Mr. Freitas seconded. Vote unanimous.

V. Items for Action

A. Brown and Caldwell – Amendments to Engineering Agreement

Passed over.

B. Request for Compost

Mr. Haworth – I have a major issue. This has to be advertised.

Mr. Riley motioned to deny the request for compost from Philip DeNormandie. Ms. Sturtevant seconded. Vote unanimous.

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C. GCG Associates – Engineering for Shirley Street Sewer Extension

Mr. Riley motioned to sign the Engineering Agreement for Shirley Street Sewer Extension with GCG Associates. Ms. Sturtevant seconded. Vote unanimous.

VI. Board Members, Administrative Assistant – Old Business / New Business

Mr. Riley – I went to the Fairhaven Tennis Association’s grand opening at Cushman Park. There were a few people there. They worked very hard to raise money with the \$7500 by the Town. It’s absolutely beautiful.

Mr. Haworth – We had a pretty significant thunderstorm. There was a huge problem with the catch basins not cleaned prior to the storm. I know we are doing highway road construction but we should free up a man.

Ms. Tripp – Mr. Charbonneau has a schedule for cleaning catch basins. A representative from SRPEDD wants to come to our next meeting to talk about a River Walkway project from New Bedford into Fairhaven. They are looking at using part of the Pilgrim Avenue Pumping Station land.

Mr. Haworth – Howland Road pavement should be completed and paved by August.

VII. Set Date for the Next Meeting

Mr. Riley motioned to hold the next meeting on July 25, 2011 at 6:30 p.m. Ms. Sturtevant seconded. Vote unanimous.

VIII. Executive Session and Adjourn

Mr. Haworth motioned to enter into executive session at 9:30 p.m. to discuss the Digester and not to reconvene in open session. Mr. Riley seconded. Vote unanimous.

Roll call taken: Mr. Haworth, Mr. Hobson, Ms. Sturtevant, Mr. Riley and Mr. Freitas in favor.

Respectfully submitted,

Kathy A. Tripp
Administrative Assistant