



DPW EXPLORATORY COMMITTEE

272 Main Street Townsend, MA 01469

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SEP 28 2015

TOWN OF TOWNSEND
TOWN CLERK

John Hussey
(978) 597-1700 EXT 1704

Joseph Shank

Kevin Smith
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DPW EXPLORATORY COMMITTEE MINUTES SEPTEMBER 16, 2015 SELECTMEN'S CHAMBERS - 6:00P.M.

I. PRELIMINARIES:

1.1 Kevin Smith called the meeting to order at 6:09P.M. Joseph Shank seconded.

Unanimous Vote

1.2 Roll call vote showed 3 members present: Joseph Shank, (JS) John Hussey, (JH) and Kevin Smith, (KS).

1.3 There were no Chairman's additions or deletions

1.4 Organization of Board Members.

JH offered to be Chair as his schedule is flexible. JS moved to make JH the chairman to be reviewed in 6 months. KS seconded. Unanimous vote. JH moved to make JS Vice-Chair for the DPW exploratory committee. KS seconded Unanimous vote.

II. MEETING BUSINESS:

2.1 Mission Statement, RE: Strategy and development of criteria to be utilized.

Discussion highlights included: formation of a mission statement, clarification of the role of the Selectmen's liaison, Carolyn Smart; what departments might be looked at and/or included in the study; other communities in regards to their Department of Public Works; Board of Health and landfill; consideration into maintenance and buildings falling under town properties committee or a DPW.

The Committee agreed immediate strategy to be as follows:

- JH to draft a mission statement and process to proceed for review at the meeting.
- KS to reach out to area DPW directors in surrounding towns to schedule appointment for the Committee to speak with them.
- JS to research online to view polices/procedures for DPW structures in other communities.



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Additional discussion included: Mission statement to be short and to the point, identifying all the different entities that should be considered in the town barn; identifying road issues, efficiencies, current processes, work routines and procedures.

JS relayed he would like to break-up responsibilities/departments amongst the members. KS talked about of the concerns he has with regards to maintenance and efficiencies of the road (s) and their condition. JS stated he felt the committee should study how the town can could improve efficiencies and assess the personnel structure and needs. JS informed the committee that he has a contact that helped to form Pepperell's DPW and will work with her for her insight and transitional information. The committee members agreed the goal is to make the departments work more efficiently for the taxpayer and to not to make personnel work harder but to work smarter; additionally the goal is not to make people work harder but to make people work smarter.

2.2 There were no member updates/reports.

2.2.1 Review mail if applicable. (no mail to be reviewed)

2.3 Review/Set Meeting schedule.

The committee agreed to schedule the next meeting date for September 30, 2015 with 6PM. Carolyn Smart to forward agenda and related information.

III. ADJOURNMENT:

JS moved to adjourn the meeting at 6:59PM JH seconded. Unanimous vote.

Meeting Minutes of September 16, 2015 voted to be approved and released at their meeting held on _____, 2015.