

**TOWN OF HOLLISTON  
D.P.W. STUDY COMMITTEE**

April 15, 2010  
6:30 P.M.

Area 019  
Town Hall

Present; Charlie Roberts, Chairman; Kevin Conley, Vice Chairman and Dennis Ferreira.  
Tom Dumas arrived at 6:45 p.m. Carl Damigella was absent

Mr. Roberts said that tonight's goal is have the presentation put together for Town Meeting on May 10<sup>th</sup>.

Mr. Ferreira said that he has spoken with Ashland and Hopkinton about their D.P.W. on how they were started? He said that they had little information, because they have been a D.P.W. for over 30 years. Mr. Roberts said that is why they are doing the research. Mr. Ferreira said that the Selectmen run the D.P.W and they set the water rates for the Town of Ashland. Mr. Conley said that they will be talking to the Town Clerk to see if they can legally dissolve the Board of Water Commissioners. Mr. Roberts said that the wording for Town Meeting will be the hardest to write, it has to be exact.

Comment from the audience.

Jared Adams, 3 Peter Street, asked if a Special Act of Legislature will be required. Mr. Conley said that it would not be needed. Mr. Adams said that the Water Company was created by an Act of the Legislature. Mr. Ferreira said that the Town Clerk, Mrs. Dellicker, is looking into it.

Mr. Roberts passed out a copy of the Town of Wayland's Warrant for the wording of their article. Mr. Roberts said that the structure has three items to cover. The origination of the D.P.W., employees and Water & Sewer and the Park and Recreation. He also said that they would need financing for the Director. Mr. Conley said that when he broke up the departments, he tried to address all of them. Mr. Conley said that part 2 is the Park & Recreation Department. Mr. Roberts said that we would have a Recreation Commission. He said that the one thing that he did not like was the Department of Public Services. He said that it is confusing. He said that it would be fine if they were going to put the Fire and Police under one roof. He also said that Building and Maintenance can go under the D. P. W. Mr. Conley said that Town Counsel would have to look at the information before it went to Town Meeting. Mr. Conley said that the only time that Town Counsel did not have to look at an article is if it is brought by petition. Mr. Adams said that the Town Moderator can refuse the article. Mr. Ferreira said that at Town Meeting they have to ask the residents if they want a D.P.W. Mr. Ferreira said that a vote would have to be taken first, and then they can put in everything else. Mr. Conley said no, it all has to be together for the presentation. Mr. Ferreira said that the presentation is about creating a D.P.W. Mr. Ferreira said that they need to vote on the presentation first, and then the next vote will be to establish a D.P.W. and to change Chapter 41 with legal language about Park and Recreation. Mr. Ferreira said that if the first vote does not go through, then the rest will be withdrawn. Mr. Roberts read the Article from the Town of Wayland.

Mr. Adams said that Mr. Roberts left something out. They will need money to hire an interim Director. Mr. Conley said that is why we will need Town Counsel. Mr. Conley said that there are some laws that need State approval and some that do not. Mr. Conley said that before the article is created, Town Counsel should have an input. Mr. Roberts said that if this passes, it will not be a D.P.W. until all the housekeeping issues are taken care of. Mr. Ferreira said that it could take up to six months. Mr. Conley said that it would go into effect the night of Town Meeting. Mr. Ferreira asked how it was going to be done in one night. Mr. Conley said that the Town Administrator will be in charge and he will be looking for a Director. Mr. Adams said that you have to tell the residents what Departments are merging together. Mr. Ferreira said that Highway, Water and Park & Recreation will fall under the Selectmen with a D.P.W. Director. Mr. Roberts asked if all the wording had to be in place. Mr. Ferreira said yes. Mr. Conley said no that it could be under an umbrella. Mr. Adams said what if the Water Department was left out of the merge and it was just Highway and Park & Recreation. Mr. Ferreira said that it would go to another vote. Mr. Dumas asked if the Selectmen were ready to take on more. Mr. Conley said yes. Mr. Dumas said that the Park Department has no problem with falling under the D.P.W. but the Recreation Department does not feel that they should be under that umbrella. Mr. Ferreira said that the Recreation will not be going away, it will just be under a different heading. Mr. Conley said that they will be putting Recreation under a different category. Mr. Ferreira said that they work together, they are not separate. Mr. Conley said that one person from Parks & Recreation will be paid by the D.P.W. and the other by the Recreation Department.

After discussion the wording was done.

To see if the Town of Holliston will create a Department of Public Works that would fall under the responsibility of the Selectmen in the Town of Holliston. The Director of Public Works will report to the Town Administrator. The D.P.W. shall encompass the Water Department, the Highway Department and the Park Department. The Director of the Public Works shall be responsible for the supervision and coordination of all the Public Service Works operations for the Town and placed under his/her control by this By-law by the vote of the Town or otherwise. Public Works operations may include but not be limited to the following operations: water supply, recycling, distribution, forestry services and maintenance of the Town infrastructure including Town buildings, roads and parks. Other office functions that are related to the Public Works may be assigned to the Department in accordance of the By-law: or take action relative there too.

Mr. Ferreira said that when they read this at Town Meeting, the residents will vote yes or no. Mr. Roberts said that he liked it. Mr. Ferreira said then the next article will be what Mr. Conley wrote, to change the By-laws. Mr. Ferreira said that Town Counsel will have to look at this and they may make some changes. Mr. Ferreira said that if there are minor changes to vote now so that they would not have to have another meeting. Mr. Roberts was authorized to approve the changes if they are made.

**MR. FERREIRA MOVED TO ALLOW MR. ROBERTS THE AUTHORITY TO MAKE MINOR CHANGES, AS SUGGESTED BY TOWN COUNSEL, IF NEEDED IN THE ARTICLE. THE MOTION WAS SECONDED BY MR. DUMAS. FOUR IN FAVOR. MR. DAMIGELLA WAS ABSENT.**

Mr. Conley said that the Selectmen and the Water Commissioners have the authority to set water rates. Mr. Roberts said that the By-law should be given so that only the Selectmen can set water rates.

Mr. Conley read the first attachment to the article.

The Town Administrator shall be responsible for initial screening of all the applicants and recommend to the Board of Selectmen the finalists for the position of Fire Chief, Police Chief, and Highway Superintendent. (D.P.W. Director) To change the By-law.

Mr. Roberts said that a letter should go out or in the Holliston Reporter and Holliston Net News telling the residents what they have planned, so they will be informed.

Mr. Ferreira said that Town Meeting should be packed, if they go before the budget, there will be debate. But if they come after there will only be thirty people left. Mr. Adams said that they could advance the article.

Mr. Roberts said to e-mail him all their thoughts and he would put something together and send it along to the Town Administrator, who will make corrections and then it will go to Town Counsel for the final draft.

Mr. Ferreira said that first we create the D.P.W. then get the residents to vote for it, then they will create the funding of the position through the omnibus budget after the fact or as part of the October Town Meeting. He said what they are going to tell people is that they need \$100,000.00 to get an interim person to work with all the Departments for a six months. Mr. Conley said that the omnibus budget can only come up once a year. Mr. Ferreira said that you can transfer funds in October from the general fund to the D.P.W. to hire the new Director. Mr. Adams said that you can fund a special article, it does not have to be in the omnibus. Mr. Adams said that when the Water Department is looking to put in a well, they put it in as a special article.

Mr. Dumas passed out a copy from the Town of Sudbury on how they formed a DPW. He said that they did it eleven years ago. He said that we may be able to use some of the wording.

At 7:30 P.M., Mr. Dumas left the meeting to attend a Planning Board Meeting.

Mr. Adams asked how are they planning on handling the appropriation to the Water Department. Mr. Ferreira said that it will stay in the Water Department. Mr. Adams said that we do not have an Enterprise Fund. Mr. Ferreira said all funds that are brought in by the Water Department are going to stay under the Water Department just like they do in Medway. Mr. Ferreira said that it is separate and will be tracked that way. Mr. Adams said that he is in favor of establishing an Enterprise Fund, but there were no funds to run it, because the budget was tight. Mr. Ferreira said that if they establish an Enterprise Fund, then every department would have to pay for it. Mr. Adams said that you take the operating budget and you take a fraction to determine how much of the budget would be charges as an indirect cost. He said that this is an exact cost of the Department.

Mr. Ferreira said that it could take four to five months to hire a Director. Mr. Ferreira said that after a Director is hired, let he or she get settled then they can make the decision about the cuts in order to level fund the position. Mr. Adams asked how do they think that they can level fund this position. Mr. Conley said that is the Committee's goal.

Mr. Ferreira said that up too \$52,500.00 will be needed to fund this position for a six month interim period while evaluations are made to all departments to level fund the Directors salary. The D.P.W. will go into effect in FY 2012.

Mr. Adams said that it sounds like the Committee has already picked Tom Smith as the new Director. Mr. Conley said no, Mr. Ferreira said that Mr. Smith did not want the position. Mr. Ferreira said that it would be a new person.

**AT 8:00 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. FERREIRA. THREE IN FAVOR. MR. DAMIGELLA AND MR. DUMAS WERE ABSENT.**

Donna A. Muzzy

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