

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

April 1, 2010
6:30 P.M.

Town Hall
Area 019

Present: Charlie Roberts, Chairman; Kevin Conley, Vice Chairman; Dennis Ferreira.
Tom Dumas arrived late. Carl Damigella was absent.

Mr. Roberts asked when Town Meeting would be. Mr. Conley said May 10th is the start date, at the High School, at 7:30 p.m.

Mr. Conley said that there is a place holder on the warrant for the D.P.W. Study Committee. Jarred Adams, Water Commissioner, said that you can't wait for the last minute to get everything together. Mr. Roberts said that he knows that. Mr. Adams said that it will be in the Finance Committee report, but there will be no comment at that point in time.

Mr. Roberts said that they have studied the towns of Medway and Norfolk with their merges of the Water Department and Highway Department. Mr. Roberts said that there are several towns that he would like the Committee to talk to, Bellingham, Wayland, Medfield, Sudbury, Millis, Ashland, Hopkinton and Sherborn. He would like to get an organization chart from each of them. Mr. Roberts said that this Committee needs to do their homework. He would like each member to pick two towns and follow through. Mr. Roberts said that in Sherborn, everyone has a private well. He said that they have a DPW but no Water Division. Mr. Adams offered a comment. He said that he just found this out one week ago. In Framingham, after setting up the DPW the Selectmen then took the power over from the DPW Commission and now the Selectmen run the DPW. Mr. Ferreira said that a lot of towns have the Selectmen run the DPW. Mr. Roberts said that Sudbury has a DPW but the Water Department runs separate. Mr. Conley said that he would look at Millis and Medway. Mr. Roberts said he would look at Bellingham and Medfield. Mr. Ferreira said he would look into Hopkinton and Ashland. Mr. Roberts said that Norfolk, Wayland, Sudbury and Sherborn will be split up between Mr. Damigella and Mr. Dumas. Mr. Roberts said that they should all ask the same questions to each Town. Mr. Roberts said that when they get the organization charts and the summary on each town, they would like to put it in a public place so it can be reviewed by the residents to see if this merge would be a good thing. Mr. Ferreira said that most towns will be in a different situation than us. They all have industry and we have very little. Mr. Roberts said that he would also like to see a list of departments that fall under the title of DPW.

Mr. Roberts said that funds raised by the Water Department will go back into the Water fund. Mr. Adams said that there is a lawsuit going on, we are being sued by a company. If there is a settlement, the funds will not go directly or be taken from the Water Department. Mr. Adams said that it would have to go to Town Meeting for the reimbursement back to the Water Department. He said that if you have an Enterprise Fund, you would have a right to the funds that you earned by the sale of equipment or the proceeds of any lawsuit rather than have it go into the General Fund. Mr. Roberts said that the new DPW Director can implement his or her own system. He said that we

should have our own goals, but the system in place would be the DPW Director's. Mr. Ferreira said that the first year could cost the Town money, even before the salary. Mr. Conley said that we should be looking at all the organization charts; we will get all our answers from them. Mr. Ferreira said that they have a chart with all the salaries as a side by side comparison. Mr. Adams asked how long it will take to go into effect if the merge is passed at Town Meeting. Mr. Roberts said that some people are under contract. Mr. Ferreira said let's just look at the Water Department as an example. They have Mr. Sharpin, Mr. Valovcin, Ms. Mann, Ms. Napolitano and Mr. Haines Sr. are all contracted employees. Mr. Adams said Ms. Napolitano is not contracted. Mr. Ferreira said that there are four employees that under contract in the Water Department. Mr. Ferreira said that we can terminate their contracts but that would cost money as well. Mr. Conley asked when the contracts expire. Mr. Ferreira said three years from now. Mr. Ferreira said that if there is a cause and re-alignment then they can be terminated. It is in the contract. Mr. Adams said not by re-alignment but by cause they can be fired. Mr. Conley asked why they have contracts. Mr. Adams said to protect someone who you think is a good person who if for one reason you expect there might be changes to the composition of the Board so you can at least guarantee those three years of employment. Mr. Adams said it is for their employment protection more than anything else. Mr. Roberts said that they have all looked over the organization chart a few meetings ago and they made some changes. Mr. Conley made an organization chart, starting with the Director, with two administration people. Mr. Ferreira said those two people will be working for both the Highway and the Water Departments. Mr. Ferreira said that Park & Recreation is not on this sheet. Mr. Conley said that the Director will have a Supervisor for the Highway and a Supervisor for the Water. Mr. Conley asked if each Supervisor needed an assistant. Mr. Ferreira said that if they follow the pyramid organization chart you would have an Office Manager to do all the salaries. There could be two people doing that. He said that if you take the Superintendent and the Operations Manager then work from there. He said now we have four office employees and a temporary. He said that there are two Office Managers, and a Principal Clerk. You need two Office Managers or do you go with just one Office Manager and one Clerk? Mr. Ferreira said this is duplication like the Foremen and the Crews. They are locked in. He said that flexibility would be in the office staff. Mr. Conley said that they should mend the two together. Mr. Ferreira said that they should have one Office Manager and one Clerk. Mr. Adams said that he did not see that happening. He said that you could never do it with only one clerk. Mr. Adams said that the Water Department has two people working in the office and there is enough business to keep them very busy. They also have readings that come in from the meters and they can spot trouble. Mr. Ferreira said that one of the reasons that they put in the new meters was to streamline and save on office staff. Mr. Adams said they no longer have estimates on bills. Mr. Adams said that commercial Accounts can be done every month if they decide to do it. Mr. Roberts asked if that were to be done would it free up office time. Mr. Adams said that it got rid a lot of complaints.

He also said that they keep track on where the crews are. He said that they have multi-communications between the office and the crews in the field. He said that the same is done for the Highway Department. Mr. Conley said that they would need a head of Highway and Water. Mr. Adams said that the head of the Water Department has to be 322. Mr. Adams said that Mr. Sharpin and Mr. Valovcin are. Mr. Conley said that under Highway, would they need any administration help. Mr. Roberts said that one Office Manager for Highway and one Clerk that did have the knowledge for the Water Department as well. Mr. Ferreira said that the Highway runs the office with one person at 35 hours per week. Mr. Conley asked how many Water Operators they have. Mr. Ferreira said five. Mr. Adams said they have an operator that works from Tuesday through Saturday to reduce the overtime. Mr. Ferreira said that there are nine total employees. Mr. Conley said that Medway does it with five employees and their infrastructure is much larger than ours. Mr. Conley asked how they can do it? Mr. Ferreira said because they are a D.P.W. Mr. Conley said that Medway had more responsibility and more to do with less people. Mr. Ferreira asked how many treatment plants Medway has. Mr. Conley said he did not know. Mr. Conley asked if the new meters were designed to minimize office staff? Mr. Ferreira said that it was to cut back on administration. Mr. Conley asked if it did. Mr. Adams said that it did cut back on the readers four times a year. Mr. Adams said that they have 4,600 accounts. He did not know how many they had in Medway. Mr. Conley asked how many laborers in the Highway Department? Mr. Roberts said there are twelve, not counting the Superintendent. That did include the mechanic and Tree-foremen Mr. Ferreira asked how many in Medway? Mr. Conley said that he thinks it is similar. Mr. Adams said that the treatment plants require treatment seven days a week. Mr. Ferreira said that the Highway Department has two Crew Chiefs and six Heavy Equipment operators. Mr. Conley asked how many Crew Chiefs the Water Department would need. Mr. Adams said that they do not even have a Foreman. Mr. Adams said that each laborer has to have licenses to do certain types of work. Mr. Adams said that if they do not have a license they can work temporarily under the license of another employee. D.E.P is requiring all Water Department employees to be licensed. Mr. Ferreira said that the Water Department is top heavy on the management side compared to the workers. Mr. Adams said that the Chief Operator is not in-charge of staff, just the treatment plants. Mr. Conley said that they should have four levels on management, Director, Supervisors, Crew Chiefs and Laborers. Mr. Roberts agreed. Mr. Roberts said they are not big enough to have any more. Mr. Ferreira said that each organization has four. Mr. Conley said that the levels need to be equal on both sides. Mr. Ferreira said that someone would have to go in the management side. Mr. Adams said that the Operation Manager supervises the Operators. Mr. Ferreira asked if Mr. Valovcin could run the Treatment Plants. He said that the Chief Operator has been out, who has been running them. Mr. Adams said that Mr. Valovcin has been running them. Mr. Ferreira asked where is the money going to come from if they advertise for a Director he said that they are looking at one hundred thousand dollars. Mr. Ferreira said now we have to bring in Park and Recreation. There is a Director and an Assistant Director. Is there some consolidation there? Mr. Conley said that he would put the Tree Foreman and the Grounds

Maintenance and put them under the Crew Chief. They do work together. Mr. Ferreira said on the Water side that they took the Superintendent and the Operations Manager and made them one. Mr. Roberts said that this position was merged into head of Water Division. He did keep the Chief Operator and the Operators and merged the office under the D.P.W. Director. He did keep one Office Manager and Principal Clerk. He said that under the Highway he kept the Superintendent and the Foreman they merged to become the head of the Highway Division. He kept the same crew chief and operators, mechanic, Tree Foreman and grounds maintenance, and may include the Parks. Mr. Roberts said that they can still save with the shared use of the backhoe.

BOARD BUSINESS

MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF MARCH 18, 2010, AS WRITTEN. THE MOTION WAS SECONDED BY MR. DUMAS. THREE IN FAVOR. MR. FERREIRA ABSTAINED. MR. DAMIGELLA WAS ABSENT.

AT 7:15 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. FERREIRA. ALL IN FAVOR.

Donna A. Muzzy

approved_____