

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Present

Brian Wotton, Commissioner
Cameron Durant, Commissioner
Keith Silvia, Commissioner
Robert Hobson, Commissioner
Michael Ristuccia, Commissioner
Vincent Furtado, BPW Superintendent
Jeffrey Furtado, Water Superintendent
Lind Schick, Sewer Superintend
Rebecca Vento, Senior Clerk
Donald Spooner, 36 Harvard Street
Barbara Lorentzen, 49 Union Street
Theodore Lorentzen, 49 Union Street
Gail Isaksen, 93 Laurel Street
Alastir Criag, 71 Green Street
Elizabeth Lihota, 79 Green Street
Robert Frates, 79 Green Street
Kristy Lavalette, Applicant for Water Department Senior Clerk
Cindy Dussault, Applicant for Water Department Senior Clerk
Matt Coes, Bikeway Committee
James Valadez, Veoride



I. Call to Order

Mr. Wotton called the meeting to order at 6:01 p.m.

II. Routine Matters

A. Signing of Departmental Bills

III. Appointment of BPW Clerk

Mr. Ristuccia motioned to appoint Mr. Hobson as the BPW Clerk. Mr. Silvia seconded. Vote unanimous.

IV. Approval of Minutes

A. May 21, 2018

Mr. Durant motioned to approve the minutes of May 21, 2018. Mr. Ristuccia seconded. Vote unanimous.

V. Appointments

A. Gail Isaksen – Driveway Waiver, 93 Laurel Street

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Ms. Isaksen - We would like to make the driveway opening 18 feet.

Mr. Wotton – you are looking for an additional two feet to make the driveway apron 18 feet total.

Mr. Hobson - You can get up to twenty-six feet with the waiver but if you're happy with eighteen feet that's fine.

Ms. Isaksen – If I get approved for twenty-six feet do I have to make it twenty-six feet or can I make it smaller? I would have to talk with my contractor.

Mr. Hobson – You can have a maximum opening of twenty-six feet but you can go smaller.

Mr. Ristuccia motioned to approve a driveway waiver for 93 Laurel Street for a maximum opening of up to twenty-six feet. Mr. Hobson seconded. Vote unanimous.

B. Barbara & Theodore Lorentzen – Re: Green Street Reconstruction Phase II Tree Removal

Mr. Furtado - At the meeting we held we explained to everyone that was in attendance that when we started this project last year we proposed to take down eighteen trees. After the project was started we ended up taken down seven or eight trees. For the second part of the project which is this year we proposed to take down fourteen trees and as it stands now we are looking to take down nine.

Ms. Lorentzen- First of all Mr. Carters pictures are small and they only show the base of the tree at the sidewalk. Here are pictures that I have taken of the fourteen trees that are proposed to be taken down. If these trees are removed you eliminate the canopy reducing the amount of shade on Green Street.

Mr. Furtado – The list of trees to be removed is down to nine. If we can take down less trees, then we will do so. I thought the last project went extremely well and as I told you at a previous meeting we would make every effort to save all the trees that we can.

Barbara Lorentzen -Nine of fourteen trees are being taken down and that is too many. Will you be replacing the existing trees with short dogwoods?

Mr. Furtado – The trees that are taken down will be replaced with the arborist's recommendations.

Mr. Craig - What is the reason for taken down nine trees?

Mr. Furtado – We are doing a total road reconstruction on Green Street.

Ms. Isaksen - We would like the Green Street repaired but without the curbing and sidewalks being ripped out.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Furtado - We are using state issued funds. In order to use state funds you are required by law to comply with the American with Disabilities Act.

Ms. Lihota – We spoke with the previous Tree Warden, Dr. Bowcock when the project first started and he told us that we didn't have to worry about the tree in front of our house at 79 Green Street being taken down because the tree is healthy and iconic. I am shocked that it's even considered taken that tree down. The amount of shade that the tree gives is tremendous it cools our house down about 10 degrees during the summer months. It also cuts down on noise and pollution. I spoke with the arborist and he said there is no problem with the tree and they can shave the roots to eliminate the bump. If we have to have an easement in our front yard we are fine with that as long as we can save that tree.

Mr. Furtado - Whatever trees we can save we will.

Ms. Isaksen - When you apply for funds for these jobs can you get money to just pave streets and not remove the sidewalks and curbing? Do the sidewalks have to be four feet or can you make them smaller?

Mr. Furtado –Four feet is the minimum.

Ms. Lorentzen - I live across from Our Lady's Haven and I have never seen anyone have a problem with the sidewalks.

Mr. Wotton – I think we know where you all stand. I have a couple of comments regarding trees at house numbers 50, 35 and 84. They have root issues, the center cavity is rotting and the trees have been improperly pruned. We just need to take these trees down. If they don't come down now they will have to come down within the next two to three years. We are looking to take down damaged trees and trees with serious decay and or rot. We do not want to take down a single tree if we don't have to and we will find out once construction starts what trees really do need to come down.

Mr. Hobson - I would like to keep the pictures of the nine trees that are proposed to be taken down so I can physically go by and look at them.

Mr. Wotton - I ride Green Street with my children and lately you can't ride your bike safely. You have to get off the sidewalk and ride in the street. I will never agree with making a sidewalk smaller and jeopardize the safety of someone's life.

Ms. Isaksen – Are you replacing all water and sewer lines? Will we know what trees will be coming down before they are removed?

Mr. Furtado – All the water and sewer lines have already been done. The Tree Warden will post all trees before they are taken down.

C. Water Department Senior Clerk Interview(s)

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Furtado – We have previously conducted interviews for the Water Department Senior Clerk Position. We had 41 Applicants, we narrowed it down to eight candidates and interviewed those eight and we are presenting the two finalists that we chose.

1. Kristy Lavalette

Mr. Wotton – Congratulations you are one of two finalists. I am going to ask you a few questions. Why do you want to work for the Town of Fairhaven?

Ms. Lavalette - I think working for the Town will be a great opportunity. I am excited to hopefully learn something new. I have been at my current job for eight years, there is no room to grow there and I am ready for change.

Mr. Wotton – What interests you about being a secretary at this company?

Ms. Lavalette – Fairhaven is a beautiful town to live in. Working for the town will help me and give me a great experience.

Mr. Wotton – What do you think the most important characteristic of a successful secretary is?

Ms. Lavalette - The most important thing is definitely filling any needs of the residents. Whether it's answering questions or solving an issue. They moved here and live here for a reason.

Mr. Wotton – What customer service experience do you have?

Ms. Lavalette – I worked in the customer service department at my current job for four years. I feel like I've seen it all. When you get an upset customer you have to make the best of it and try to make it right.

Mr. Wotton – Give an example of how you have dealt with an irate customer.

Ms. Lavalette – If a customer is upset and speaking angry, you don't want to talk over them. What I try to do is speak in a soothing and calming voice to try to help them and I do the best I can to try to resolve their issue. Nine times out of ten the customer does calm down. You never want the customer to leave upset and unhappy. You always want to try to make the situation right.

Mr. Wotton – What steps do you take to protect confidential information?

Ms. Lavalette - I believe that everyone is entitled to their own privacy. If someone calls with an issue it is disrespectful to go around the office talking behind their back or disrespecting them.

Mr. Ristuccia - Have you ever worked with someone that you don't care for?

Ms. Lavalette – I believe that personalities clash and you need to keep personal and work separate. You have to maintain professionalism. Where I currently work we are like a family and all get along.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Silvia - I have seen you at your current job. You are always pleasant.

Mr. Hobson – I'm impressed with you already. If you do get the job you need to be a team player. All the other girls work as a team and I have never seen any friction between them.

Mr. Durant – I've hired hundreds of people. Being in retail myself I definitely know the job description.

2. Cindy Dussault

Mr. Wotton- Congratulations on being the second finalist. I am going to ask you the same list of questions. What steps do you take to protect confidential information?

Ms. Dussault -In my previous job I had to deal with a lot of confidential things. I wouldn't walk around talking about it.

Mr. Wotton – What customer service experience do you have?

Ms. Dussault - I worked with the public when I worked at the high school. I also did a lot of volunteer work. I have worn a bunch of different hats and I know how to talk to people.

Mr. Wotton – Give an example of how you have dealt with an irate customer.

Ms. Dussault – I have dealt with irate parents that would come in out of control because their child had a high balance on their account. I would then have to print out a form to show what was spent and what was deposited on the account. You should try to do it yourself the best you can then if you need help then ask for it.

Mr. Wotton – What do you think the most important characteristic of a successful secretary is?

Ms. Dussault – While you are learning the job be pleasant. When you are helping a customer get them in and out.

Mr. Wotton – What interests you about being a secretary at this company?

Ms. Dussault - I like small town feel and Fairhaven is beautiful. Small towns have a hometown feel, everyone knows everyone and you're not just a number.

Mr. Wotton – Why do you want to work for the Town of Fairhaven?

Ms Dussault – Thirteen years working in a kitchen it is time for something new like the small town feel. I feel good at the end of the day when I help people and all the previous reasons.

Mr. Hobson- How long have you been at your current job?

MS. Dussault – Thirteen years

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Ristuccia motioned to table the Water Department Senior Clerk Interviews until the end of the meeting. Mr. Durant seconded. Vote unanimous.

Discussion resumed later in the meeting regarding the senior clerk interviews.

Mr. Wotton – Mr. J. Furtado who is your recommendation for the senior clerk position?

Mr. J. Furtado – I would be happy with either of these candidates. I think that they both would do a great job.

Mr. Hobson motioned to hire Kristy Lavalette for the Water Department Senior Clerk Position. Mr. Ristuccia seconded. Vote unanimous.

D. Bike Share Locations

Mr. Furtado – The Town has entered into contract with VeoRide, Inc. They are a bike sharing service. They would like to have bikes along the bike path and scattered in various locations throughout the Town.

Mr Coes –There will be bikes throughout the whole town with base locations. Depending on how and where they are used the most is how they get rebalanced.

Mr. Wotton - I think this is perfect for our town.

Mr. Coes – Bikes will be placed along the bike path, at boat ramps and town buildings. They will also be placed at a few other locations.

Mr. Valadez- When you open the app there is a perimeter around your location that shows where there are bikes. You then click on the icon to scan the barcode. You then have two options to rent the bikes. You can rent the bikes a la carte fifteen minutes for fifty cents or you can purchase a membership. Everything is link to a credit card. If you don't have a smart phone and you are interested in renting the bikes we can work with a local bank that you can deposit money into then you would then get a key fob. Once you scan the barcode the bike will then unlock and be ready for you to take.

Mr. Ristuccia - If I were to pick a bike up at the boat ramp do I have to drop it back off where I picked it up from or can I bring it somewhere else?

Mr. Valadez - You can drop it anywhere you'd like to in the geo parameter. If you want to stop for a bite to eat you can.

Mr. Ristuccia – Is there a rack for them to go in?

Mr. Valadez - You can add bike racks if you choose to.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Coes – We are planning to launch 30 bikes to start.

Mr. Ristuccia - What kind of bikes are they?

Mr. Valadez – Our bikes are approachable and not intimidating. They are three speed commuter bikes that weigh thirty-one pounds. They have a front basket with front and rear reflectors. We want to work with you and can start as soon as you would like us to.

Mr. Durant - Can you go beyond the fence?

Mr. Valadez - You can go beyond the fence although you do have to come back into the fence to end your time.

Mr. Ristuccia - Is there a possibility of getting more bikes if we need them? Looking at the app can you see how many bikes are being used at one time?

Mr. Valadez – We do have access to more bikes rather quickly. We know the town is busy and I want to assure you that there will be 24/7 support.

Mr. Wotton – Do you pick up the bikes during the winter?

Mr. Valadez - We can store them for the winter but it depends on what the ride time looks like.

Mr. Wotton – If there are two bikes at Hoppy’s Landing and someone takes those bikes from there. Is there a program to get bikes replenished there?

Mr. Valadez – We will have a rebalancing team that will rebalance bikes. We also have an incentive program that if someone rides a “lucky bike” to a specific location we will then give them two free rides for helping us out. This is another way to get the bikes to where you need them.

Mr. Hobson left the meeting at 7:10 p.m.

Mr. Silvia – Do you offer helmets with the rental?

Mr. Valadez –We do not offer helmets since it is a health issue. But what we can do is partner with a local bike shops to get people discounts if they purchase a helmet.

Mr. Coes – The law in Massachusetts is anyone sixteen and under must wear a helmet. We are looking into possibly having helmets available at town hall or the library.

Mr. Silvia motioned to approve the bike share locations. Mr. Durant Seconded. Vote 4-0 Mr. Hobson was not in attendance.

Mr. Hobson returned to the meeting at 7:13 p.m.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

VI. Items for Action

A. Lloyd Center – Proposal for Piping Plover Management \$5,563.00

Mr. Furtado - This is the proposal to take care of the piping plovers on West Island.

Mr. Ristuccia motioned to approve the proposal to the Lloyd Center in the amount of \$5,563.00. Mr. Silvia seconded. Vote unanimous

B. Hart Engineering – Payment #6 \$471,738.65

Mr. Furtado - This is the most recent invoice from Hart Engineering. They are the contractors doing work at the Wastewater Treatment Plant.

Mr. Ristuccia motioned to approve payment #6 to Hart Engineering in the amount of \$471,738.65. Mr. Durant seconded. Vote unanimous

C. Employment Agreements

Mr. Furtado – This is a follow up from a couple meetings ago as well as the one with the Town Manager in regard to the Employment Agreements. The BPW is looking to enter into contracts with both the Highway and Sewer Superintendents. The special acts require you to enter into a contract with the Highway Superintendent.

Mr. Durant - The future is too long to wait for the two employees that we are looking to sign contracts with. Personally to show our appreciation to them we should follow through and sign their contracts.

Mr. Hobson - Our board has already agreed to these contracts. I think we should sign the contracts with these two individuals.

Mr. Ristuccia – I understand why the board wants to sign tonight. Part of me wants to sign the contracts as well, where the other part of me wants to wait and see what the numbers from Mr. Rees are. I advocate waiting to see what the numbers are.

Mr. Hobson - Both Superintendents are happy with the language and salary of the contracts. Town Hall has nothing to do with this.

Mr. Wotton – They should have brought up that they were trying to get away from contracts before we hired and signed a contract with the Water Superintendent. In the fall when they have the numbers we can reopen their contracts if needed.

Mr. Hobson motioned to sign the Employment Agreements with both the Sewer and Highway Superintendents. Mr. Durant seconded. Vote 4-1 in favor with Mr. Ristuccia opposed.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Furtado - As part of the Highway Superintendent's contract he technically works for the Board of Public Works. I am asking for the Board to vote that the Highway Superintendent is to follow under the direction of the BPW Superintendent.

Mr Ristuccia motioned for the Highway Superintendent to follow the direction of the BPW Superintendent. Mr. Silvia seconded. Vote unanimous.

D. Water Meter Tampering Policy

Mr. J. Furtado - The reason why I am here is to discuss the meter tampering policy that has not been updated since September 2007. I feel the fines should be sterner than what they are. I have discussed with Mr. Furtado the water meter tampering policy and possibly raising the fines for someone caught tampering with a meter. The current fines are peanuts.

Mr. Ristuccia - What are you suggesting?

Mr. J. Furtado – Currently the first offense is a slap on the wrist. I feel the first offense should be a \$500 fine.

Mr. Ristuccia – I think the first offense should be \$1000 fine. Tampering with a meter to make the water usage lower is larceny. There is no difference if you were to take money out of a cash register. It's stealing either way you look at it.

Mr. Hobson - What are the fines in other towns? What do they do?

Mr. J. Furtado – I am not sure what other towns do but I can look into that.

Mr. Hobson – I think tampering with the meter is a serious offense

Mr. J. Furtado - We now have meter seals that we are installing in properties. We are keeping track of the all the numbers. If we start to implement the fines I don't think we will have as many issues with people tampering with the meters.

Mr. Ristuccia –There is no reason for tampering with a meter unless you are trying to steal water.

Mr. Wotton – these needs to be taken seriously. I think we should set the fine to the maximum.

E. Sewer Use Ordinance

Mr. Furtado – If you look at section 8a, this section explains that the homeowner is responsible for the clearing of private storm drains or sewer lines if they become blocked. The current rule in section 8b reads that if a private line becomes obstructed the property owner bears all responsibility to clear the blockage unless the public sewer main is at fault. Tree roots no longer matter since we have already removed this from the ordinance. What I would like to change since I have received numerous phone

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

calls since we have implemented this new policy and sometimes they are extenuating circumstances is modify the existing ordinance.

Mr. Hobson - If the main is not clogged and it's flowing from the house to the main we should not touch it since you have had people that have had to pay to have their lines cleared. I know a few people that have had to pay and they're upset. The point is the rule is the rule and that's how it should be. There should be no exceptions for anyone.

Mr. Ristuccia - Sometimes there are extenuating circumstances that are real.

Ms. Schick - If the issue is caused by the town we will make the repairs. We try to do as much as we can without being invasive for that person and going into the line and destroying it. People with tree roots we can give them a chemical to put in there line that sits there for a year. We do anything that we can to help.

Mr. Hobson - If you put a camera in the line do you run it all the way through?

Ms. Schick – No.

Mr. Furtado – I don't think that we should be in the laterals or going into resident's homes. If there is a cleanout at the property we can check there.

Mr. Durant - I would like to see that we remove extenuating circumstances from the language. I think the town should check the main line to make sure that it isn't a break caused by the town. After that I think our service should end there. I would also like to see something added stating that residents should call the town before calling a plumber to have us check the main to avoid any unnecessary charges to them.

Mr. Furtado – I will make the changes to the language and then we can revisit this subject at a later time.

F. Tighe & Bond – NPDES Permit \$15,000

Mr. Furtado - This is the contract for Tighe & Bond for the work they did when we negotiated with the EPA last August.

Mr. Ristuccia motioned to approve the payment to Tighe & Bond in the amount of \$15,000. Mr. Silvia seconded. Vote unanimous.

VII. Tabled Matters

A. n/a

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

VIII. Old Business / New Business

A. Superintendent

Superintendent's Report for June 4th, 2018

From Last Meeting

- Grading various streets
- Loam and Seed Repairs
- Checking into parking addition at Macomber Park
- Plow damage repair at various addresses
- Pick up brush at various addresses
- Pothole requests completed

New Items

- Numerous interviews for water department clerical vacancy
- Grievances from sewer department
- Continue to work on BMX Issue – Conservation meeting is on 6/11
- Receive/respond to numerous emails re: Green Street next phase of project – trees
- Approve various advertising for fitness in the park events
- 3 North Street – Town drainage on property – property owner claims there is no easement – need to look further
- Review bike share program for bike path locations
- Work with Labor Counsel on various FMLA issues
- Attend preconstruction meeting for Treatment Plant upgrade

Mr. Furtado – Just a real quick thing regarding the trees, we were not required to have a hearing. We will remove as few trees as possible. We had a forum and no one showed until we tagged the trees. We had another forum, posted information on Facebook, posted on the Town's website and the cable access channel. I couldn't have done anymore. We are proposed to remove fourteen trees and we have narrowed that list down to nine. I will speak with the engineers to see if we can save tree seventy-nine.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Mr. Ristuccia - Tree number seventy-nine is a beautiful tree and I would like to try and save it.

Mr. Wotton - I just want to make sure you can use the sidewalk and don't have to ride your bike in the street because the sidewalk is impassable.

Mr. Furtado – I have received the Memorandum of Understanding between human resources and the Board of Public Works today. Look it over and we will discuss it next meeting.

B. Board Members

Mr. Hobson – They fixed a little section on Potter Street and Saltmarsh Road. They need to go another fifty feet to do the rest. When we awarded the last heavy equipment operator position did you ever see if it was possible to make another operator position?

Mr. Furtado - We were waiting for May 25th for the hoisting license endorsement.

Mr. Wotton- Could you send a mower down the section of Little Bay bike path and have someone push the trees off to the side of the bike path near the radio tower. Could you also have someone drag Macomber Field to help pop up the weeds. Fairhaven Little League has been utilizing the field for games and practices. Also, they are looking to put a lockable bin at the field to store the bases.

Mr. Ristuccia – I just want to remind the board that next week is the conservation meeting for the BMX Park. I feel that there will be a lot of opposition at the meeting. I feel it would be good for someone to sit down with this young man to get him ready for the meeting.

Mr. Wotton- Correct me if I'm wrong, conservation has no say in the approval of where the BMX Park goes. They only have authority on how many feet away from conservation area's they need to be. Mr. J. Furtado, Mr. Spooner has something to speak to you about.

Mr. Spooner- I was thinking that we could number all the hydrants in town and paint the curbing near the hydrants; to show the residents how far away from a hydrant they should be parked.

Mr. Wotton - When we start the flushing program we should start numbering the hydrants. I think that marking the curbing will be easier for the police department to enforce.

C. Marine Resources Committee – BPW Related Matters

IX. Set Date for the Next Meeting

Mr. Ristuccia motioned to hold the next meeting on June 18, 2018 at 6:00 p.m. Mr Silvia seconded. Vote unanimous.

X. Adjourn

Mr. Ristuccia motioned to adjourn the meeting at 8:15 p.m. Mr. Hobson seconded. Vote unanimous.

**Town of Fairhaven
Board of Public Works Meeting
June 4, 2018**

Respectfully submitted,

Rebecca Vento
Senior Clerk Water Department

Minutes Approved June 18, 2018