

MINUTES
Governance Committee
4/17/14 @ 8:00am

Meeting called to order at 8:10am

Members Present: Chairman Stephen Gray, Dick Ward, John Cotter, Jim Grimes

Absent: Jack Angley

Staff: Michael Milanoski, Michele Doll

Approval of minutes for April 14, 2014

Gray and Cotter requested modifications to minutes.

Motion to approve minutes with changes by Ward. Grimes 2nd. Approved 4-0-0

Discussion on NCWD consultant verses having full-time staff from DPW, also DEP regulations

Per Jack Hunter, NCWD originally staffed by Town with (1) Head Operator and (1) Jr Operator, but research and analysis showed need for change. Former DPW Superintendent Halunen suggested training of DPW staff would save funds. Legislation mandates that the Town have an operator present 4 hours a day/ 7 days a week. Bid was put out for private operator. Contract was terminated with Head Operator, and the Town signed a 2 year contract with Small Water Systems in 2012, for \$115,000.00 per year. Hunter is satisfied with current situation, but believes consolidation is a good idea for long term. DPW employees would need to attain education and special licensing to step in: 3rd level certification needed in Treatment and Distribution. Hunter inquired with DEP about possible reduction of coverage due to our advanced computer system, but was advised it was not possible. Grimes inquired about revenues to offset the costs. Currently the Town does not charge residents of Meadowbrook Way a fee. The only remedy to resident complaints regarding discoloration caused by well water would be to replace the treatment system. Current system needs to be flushed every 3-4 weeks. There is an estimated 80-100 apartments between Carver Housing and South Shore Housing. Per Hunter, the system upgrade would cost \$20,000.00-\$30,000.00. Consideration should be made to introduce a monthly fee (approx. \$10), which would generate new revenue. Ward suggested a review of leases and annual taxes paid to the town. The Committee would like to see proposed revenue generated from the managing entities, not the residents. Cotter inquired on training process for Operators; Hunter believes the employee would need to pass a test to get an apprenticeship and follow-up with ONE year of hands on experience for 1st Level. Gray suggested upgrade may be funded by Capital Outlay Stabilization Fund. Hunter requested the NCWD be included in future discussions. Governance Committee to meet with NCWD Commissioners after town meeting.

Discussion with Conservation Agent

Sarah Hewins provided numerous maps and documentation to assist in her accounting of job performance as the Conservation Agent. She noted that she has spent a large amount of time learning to work with the ArcMap computer system and deciphering the very complicated FEMA codes. She agreed that a lot of the work she has performed is not required, but is offered as a convenience to residents. Gray inquired about outsourcing certain items and charging a comparable fee per hour for extra services. Cotter suggested reaching out to local colleges for possible internship options. Ward advocated for the assistance provided by the Conservation Agent regarding the Towns agricultural needs. Gray asked for a breakdown of inspections provided per permit. Hewins advised each site requires at least (3) three inspections. Hewins advised the Committee, that the Conservation Committee had voted to increase fees at most recent meeting. Grimes requested the status of the Conservation Trust Fund; Hewins estimated \$200,000.00 available in fund for land protection and acquisition. Milanoski asked for description of interaction between Conservation Agent and Health Agent. Interactions are limited to any and all contaminations which may affect the ground water. Playground Grant of \$54,000.00 was discussed briefly. Gray suggested all Grant requests for all departments should be tracked. Hewins discussed her qualifications and background. Gray requested Hewins provide

Milanoski with fee recommendations for work performed 'beyond the scope of the job description'. Cotter inquired about possibility of partnering with the town of Plympton. Hewins did not oppose.

Reorganization of Planning, Permitting, Inspections and Environmental Department

Milanoski distributed a 1st draft matrix of plan for re-organization. Per Diem employees to be funded by fees. Included, is Health Agent request for Weight and Scale Inspector.
To be further discussed at next meeting.

Discussion items tabled until next meeting:

- Appointment of Police Chief process
- DPW Commissioners
- Town-wide DPW and Buildings/Grounds Department
- Appointment of Treasurer/ Collector
- Appointment of Police Chief

Next meeting will be Tuesday, April 29th at 7:30am

Topics for April 29th Agenda:

Preliminary recommendations to be offered, at May 13th Board of Selectmen meeting.
Discuss possible Public Hearing to be held May 14th.

Motion to adjourn at 9:56 am by Ward. Cotter 2nd, 4-0-0.