

Approved 4-17-2024

**Board of Public Works
Meeting Minutes**

Date: March 25, 2024

Time: 6:00 p.m.

Place: DPW Media Room, 965 Plain Street

In attendance for all or part of the meeting were the following:

John Cusick	Chairman
Robert Shaughnessy	Vice Chairman
Diane Jordan	Member
Shawn Patterson	Superintendent
Amy Coughlin	Board of Public Works Secretary

The meeting convened at 6:01 p.m. There were a few residents in attendance.

John Cusick motioned to open the meeting and reviewed the agenda which included action items, items for discussion, minutes and the Superintendent's report.

Seconded by Diane Jordan

All in favor.

ACTION ITEMS

1) Drain Layer's Applications: New & Renewal

MOTION: John Cusick motioned to authorize the 2024 Drain Layer License applications for Doug Church and Cathal O'Riordan of D&M Civil Inc. and for Robert McEachern of McEachern Contracting Inc.

Seconded: Diane Jordan

All in favor.

DISCUSSION

1) Updates on Drainage Issues: Mayflower Lane / Country Way / Canal Street

Shawn Patterson led the discussion stating that last week he went to explore the area. He jetted some lines that were crushed and contacted Conservation to seek their assistance in cleaning out the ditches. Shawn is also going to reach out to Mosquito Control to assist as well. The DPW pitched some grades in the area of Mayflower and Country Lane to formulate a plan to repave that whole area and intersection. The work will commence in April.

Paul Farrell, of 51 Country Way was present to inquire whether the area around his home would be repaired. Shawn has set some money aside from leftover Chapter 90 monies to fund this project.

Diane Jordan asked about whether Constitution and Nevada are included in these immediate plans and whether a pump on a timer is the reason for the area flooding. Shawn stated that he will take a look at that soon. They are trying to determine whether a neighbor has a sump pump spilling extra water in the neighbor's yard. Resident Eric Kelley, of 121 Peterson Path had questions regarding crushed pipes and the costs. Shawn stated that the DPW is going to do the best that can with any monies the Department has available.

2) Enterprise Funds Discussion

John Cusick introduced the topic and Shawn Patterson continued with it by updating the Board on his ongoing meetings with the financing team. Shawn wants the Board to vote on whether he and Dan Bowen could bring up these topics at the next Finance meeting on the Board's behalf. The Board would like to see more transparency and streamlining of costs regarding the Town Budget. John Cusick is requesting that line items relating to direct/indirect are in more detail. Also, Robert Shaughnessy pointed out that the finance team is treating the school department as a separate entity

rather than including it with the other town departments. The cost center for the enterprise funds are being overburdened. The Board would like more transparency rather than grouping items into a “general” fund. This in essence would reduce the overall costs to the taxpayers/residents.

MOTION: Robert Shaughnessy made a motion to authorize Dan Bowen and Superintendent Shawn Patterson to act as financial managers to address these transparency concerns on behalf of the DPW at the weekly finance meetings.

Seconded: Diane Jordan

All in favor.

3) Oil Tank at WWTF – Signs & Forms – Commercial Fisherman must fill out

Shawn Patterson presented to the Board some documentation including forms for the fishermen to fill out, instructions and photos of the signage at the WWTF. Included is an introduction letter to all DPW employees and Community Fishermen outlining the forms and the process, two sign-in sheet and signature logs, and photos of the signage. Shawn expects the opening to occur around April 1st.

MOTION: John Cusick motioned to accept the forms and signage to be located at the Wastewater Treatment Facility and that the Harbormaster will be allowed to use the waste oil tank.

Seconded: Robert Shaughnessy

All in favor.

VOTE TO ACCEPT MINUTES – 03/11/24 Open Meeting Minutes

MOTION: John Cusick motioned to accept the Open Meeting minutes of 03/11/24 as written.

Seconded: Robert Shaughnessy

All in favor.

SUPERINTENDENT’S REPORT :

Shawn stated the following ongoing work progression including:

- Cemetery & Town Grounds cleanup
- Line painting / Crosswalks
- Chapter 90 reports for upcoming projects / Paving & draining issues – Canal Street
- Catch Basin cleanup

NEXT MEETING – Scheduled for April 8, 2024

At this time John Cusick **motioned** to adjourn the open meeting of March 25, 2024 at 6:50 PM.

Seconded: Robert Shaughnessy

All in favor.

Respectfully Submitted,
Amy Coughlin,
Board of Public Works Secretary