

DPW MEETING

November 17, 2011

Present:

DPW Board Members Greg Rice, Lewis Lunn, Fred Farmer, John Dee, Chief Operator of Water Matt Walsh, Chief Operator of Sewer Carmen Defillippo, Water/Sewer Superintendant Laurie Stevens, P.E. and DPW Director Kenneth Kalinowski, P.E.

Call to Order:

Chairman Greg Rice called the meeting to order at 7:01 p.m. Meeting was located at the Wastewater Treatment Plant, 46 Nashua Road.

Acceptance of Minutes:

Lewis Lunn made a motion to accept the minutes of October 20, 2011 and November 3, 2011; Fred Farmer seconded the motion. **The motion passed unanimously.**

Abatements:

- **51 Jewett Street - \$472.89 Water \$716.67 Sewer**
- **51 Parkwood Drive - \$34.17 Water**

Fred Farmer made a motion to grant the requested abatements. Lewis Lunn seconded the motion. **The motion passed unanimously**

DPW

Working Session – water / sewer rates. Superintendent Laurie Stevens and DPW Director Ken Kalinowski proceeded with explaining the current financial situation of the Water and Sewer Divisions and to discuss a few scenarios to assist the Board with making an informed decision as regards to setting the 2012 rates. As presented at the last meeting Superintendent Laurie Stevens has devised a rate tool that will allow us to make assumptions, input and adjust several variables and then work with a variety of rate adjustments to arrive at a plausible rate schedule to meet the anticipated financial needs of the enterprise funds for the next several years. Ken and Laurie are almost through sorting the assumptions based on the input that they received from the staff as well as the Board from the previous meeting, and they are still working with the Town Accountant to finalize certain numbers. Ken and Laurie are also working with Town Accountant on the FY11 recap. Ken reminded the Board that the presentation is a work in progress. Laurie presented various scenarios using the rate tool and the available data. A final recommendation on rates will be made at the rate hearing.

Performance Review – The DPW Director’s employment contract states in section 11 that a performance review be done by the Board in November of each year. There was no performance review done in 2010 and the Chairman has requested one be done this November and that any pay increase be subject to availability of funding and is to be made retroactive to a date determined by the Board. Chairman Greg Rice said that the Board had wanted the DPW Director to accomplish the following tasks.

1) Hire a Water/Sewer Superintendent - Chairman Greg Rice thought that Ken had made an excellent choice in hiring the current Water/Sewer Superintendent. Ken said that going in a different direction in hiring someone with engineering and business experience turned out to be an excellent decision.

- 2) Clarify the financial position of the enterprise funds - Board member John Dee said he thought things are going well and there has been a big improvement. The Board now has a clearer picture of the enterprise funds.
- 3) Stabilize the Department – Chairman Greg Rice said they didn't mean things were unstable but had been operating without supervision. Greg said that he thought things were going well and everyone is working together.
- 4) Review operations – The most obvious changes are at the Transfer Station and there have been many smaller changes to the water and sewer divisions. Training sessions have been held for the staff. The director has also been facing personnel issues but has dealt with them swiftly and appropriately. The Board also appreciates the work he has done with the GIS.
- 5) Handle interactions with citizens. Ken has also done well in this area.

Ken addressed the Board saying that he has enjoyed his employment here. The support staff has been very helpful. He said that he thought bringing on Laurie Stevens as Water/Sewer Superintendent and Joshua Chapman as Water Operator were good choices. Overall it has been a good year and he feels that much was accomplished.

Chairman Greg Rice said that DPW Director Ken Kalinowski's performance has been more than adequate and he is quite happy with his job performance. Chairman Greg Rice then recommended an increase in the Directors salary of 1 1/2%, to commensurate with the increase granted the by-law employees, to be effective December 1, 2011. Lewis Lunn made a motion to increase the Directors salary 1 1/2%, to be effective December 1, 2011. Fred Farmer seconded the motion. **The motion passed unanimously**

Next Meeting Date will be December 1, 2011 – Water & Sewer Rate Hearing
December 15, 2011

Lewis Lunn made a motion that the meeting be adjourned. John Dee seconded the motion.
The motion passed unanimously.

The meeting adjourned at 9:33 p.m.

Respectfully submitted,

Catherine Knox
DPW Administrative Assistant