

Department of Public Works Advisory Board Meeting Minutes

August 13, 2018

Commissioners Present: George Balco, Tomar Waldman, Earl Littlefield, Cheryl Doble, Larry Gomez

DPW Director: Ray Tattersall

Attendees: Mary Ellen Larsen, Jay Grande

Department of Public Works Advisory Board Called to Order by George Balco at 4:00 pm

Approval of Meeting Minutes of July 9, 2018

George Balco makes a motion, so moved by Tomar Waldman, Earl Littlefield 2nds – Approved by all

(2 abstentions: Larry Gomez & Cheryl Doble– new Board members)

Elect New Officers:

Larry Gomez: Motion to re-appoint George Balco as Chairman – Tomar Waldman 2nds – Approved by all

Larry Gomez: Motion to elect Cheryl Doble as Vice Chairman – Earl Littlefield 2nds – Approved by all

CPC Appointment:

Earl Littlefield moves to reappoint Tomar Waldman – Larry Gomez 2nds – Approved by all

Tomar Waldman will need to be sworn in

Review Advisory Board Charge:

George Balco: Addendum to Charge – DPW Chair or member should be attending BOS meetings to propose our recommendations

Ray Tattersall: Remove from Charge – 4th bullet item “town buildings”

George Balco: Motion to accept amendment – Cheryl Doble 2nds – Approved by all

Cheryl Doble: How do we facilitate and how are we proactive in coordinating efforts with other boards. How do we set for the agenda of priorities for the upcoming year to coordinate a list for the BOS and the other boards.

George Balco: Advisory Board – not an initiating body.

Jay Grande: We’d like the Advisory Board to facilitate initiatives and be Ray’s sound board for most critical projects. The BOS are looking to establish those priorities and what Ray needs is a sounding board to cull that list and to pick what is attainable and measurable. Should be using the consultants (roads, storm water, and other issues) – what they recommend from their findings. DPW needs to prioritize projects so it goes to the next fiscal town budget. Data & foundation are laid out with the consultant’s executive management summary – 6 year capital plan needs to be reviewed and updated. Budget needs to have priorities identified for future budget coordination/expectations with waste water & water works with the consultants to present an overview to BOS. November 2018 there should be a big meeting with Jay Grande overseeing with Waste Water, Water Works, FinComm, Planning Board and BOS for budgets, proposals, etc.

George Balco - Motion to accept DPW Charge – Earl Littlefield, Tomar Waldman – 2nds - Approved by all

Updated Charge at the end of these minutes

New OSHA Requirements Compliance

Reviewed OSHA Compliance fixes – DPW working to corrected and completed by August 31, 2018 deadline by submitting prevention plans, documentation & photos of corrections.

Schedule Next Meeting:

George Balco: Motion for next meeting Monday, September 17 @4pm. Earl Littlefield– 2nd. Approved by all

Schedule consultants (Jim Fitzgerald & Bob Rafferty) to attend and present project updates to help with prioritizing. Ask them to forward any summary documents they may have prior to meeting so they can be reviewed by Advisory Board prior to 9/17/18 meeting. Cheryl Doble will bring Complete Streets priority list.

George Balco: Motion to adjourn DPW Advisory Board Meeting Tomar Waldman– 2nd. Approved by all.

Meeting adjourned August 13, 2018 at 4:45PM



Department of Public Works

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July 30, 2018

DEPARTMENT OF PUBLIC WORKS ADVISORY BOARD: CHARGE

The Board of Selectmen will appoint a six-member Advisory board for Public works. Members must be residents of the Town of Tisbury and be duly sworn by the Town Clerk and adhere to regulations of the Open Meeting Laws of the Attorney General's Office.

The Committee is intended to be an advisory body, addressing a full range of public works jurisdiction. They are responsible for advising DPW management, Town Administrator and Board of Selectmen in the following areas of public policy and long-range planning:

- The committee shall consider infrastructure, management, maintenance and public safety and health. Including transportation, environmental issues, ecology, green initiatives, recycling and environmental protection and enhancement related matters.
- The committee shall oversee the implementation of plans and programs as may be directed by Town Meeting and Board of Selectmen.
- The committee shall consider appropriate maintenance and repair of the town's highways, roads and sidewalks; including snow and ice removal plans and storm water planning.
- The committee shall consider town park recreation use and programming and other similar town owned public facilities such as cemeteries and tennis courts.
- The committee shall review and make recommendation by-laws, rules and regulations;
- The committee shall facilitate the coordination of efforts with other town officials/ Boards.
- The committee shall work diligently to protect the environment;
- The committee shall identify and pursue grant opportunities; and
- The Committee shall receive comments and suggestions from the public, hold public meetings/hearings as appropriate, post agendas and publish minutes of their proceedings and file an Annual Report.
- The Chairman or designated member shall appear at the next appropriate BOS meeting to present and explain any recommendations made by the Advisory Board involving further action to be taken by the BOS.

