

Town of Belmont  
Department of Public Works  
DPW Interview Summary

Interview Date: November 03, 2005  
Division: Highway Division  
Persons Interviewed: Peter Castanino, Michael Santoro, Richard Bemis, Gerard Benoit  
Interviewed by: Jeff Alberti

Comments:

- 28 employees – 26 yard and 2 admin at Town Hall
- New facility should have expansion for future
- Sign shop required. No need for bake machine. Town will purchase signs. Keep a bay area for paint machine. Need to have an area to washout latex paint. Locate near wash bay or provide separate wash-out area. Provide storage for sign poles, signs, pain, small work bench, small desk and office area. Secure area from other areas. Provide flammable storage cabinets. Provide location to store stencils.
- Need a dedicated wash bay with catwalks on each side.
- Provide pressure wash system with reclaim system.
- Provide wash wand trolley system.
- Barricades are to be stored in general access areas.
- Carpentry shop is non-existent but may want to include.
- Need an area for secured equipment and hand tool storage
- Vehicle storage area to have a separate area for long term storage of seasonal equipment – keep it out of the way.
- Would like a separate area for emergency vehicles for quick access.
- Suggested providing some permanent curb in floor to allow plows to push up against in lieu of pushing on exterior wall.
- Would like 60 degree angled parking for vehicles.
- DPW has 6 large snow fighters
- Look into small parts paint booth for painting plows
- Need storage for other town vehicles; COA, animal control, health dept, engineering station wagon, extended van. These should be located in a separately secured area so access is not granted to entire DPW building if these vehicles are needed.
- Would like 4 bays for 4 mechanics and one long term bay or if possible would like each mechanic to have one bay with a lift and one open bay.
- Town wants 2 heavy duty lifts (50,000 lb and 2 light duty lifts (20,000 lb)
- Town maintains police and fire vehicles.
- Would like a maintenance bay which is sized to accommodate a fire department ladder truck.
- Parts storage is very inadequate
- Would like a maintenance supervisor office area.

- Would like to consolidate the tire storage. Large tires are to be stored on the floor, not in racks. Tire storage for police vehicles is +/- 60 tires.
- Would like a tire repair area with space for 2 tire machines, 1 balance machine, and an inflation cage.
- No full body painting is required in the Fleet Maintenance area.
- Town would like to include a parts inventory system with controlled access to the parts storage room.
- Would like to consider making the welding bay into a future CNG bay.
- Central Fleet Maintenance to remain secure from remainder of building.
- Fleet Maintenance requires a fluid storage room and dispensing equipment. Would like this room located on an outside wall to allow fluids to be easily distributed and removed.
- Welding bay to be equipped with drill press, grinding machine, plow blades, welding tables.
- Would like small separate work area for maintenance equipment including a small vehicle lift.
- Grounds area needs to have a small area to change oil on their equipment with a waste oil evacuation system.
- Would like a command center with a sink and counters on an outside wall with space for 4 or 5 work areas.
- Would like a Highway Operations Manager office with room for 2-3 visitors and room for a small conference table.
- Would like an office sized for four (4) working foremen.
- Would like a training room, dispatch office, lunch room, locker room with double wide lockers.
- Lunch room to be equipped with a refrigerator, sink, stove, microwave, garbage disposal.
- No pesticide storage required.
- Need area for organic fertilizer storage of up to 10 to 12 pallets.
- Need an office for future Park and Cemetery Division Director.
- Would like divisions to have a space for emergency response vehicles in their respective shop areas which are on call continuously and stocked with the necessary emergency response supplies.

Interview Date: November 03, 2005  
 Division: Cemetery Division  
 Persons Interviewed: Robert Gardiner, John McDonough  
 Interviewed by: Jeff Alberti

Comments:

- Existing facilities include an office building at the front part of the cemetery and an existing equipment garage consisting of 4 bays.
- Equipment includes a pickup, 2 - 1 ton dump trucks, backhoe, and four (4) riding mowers.
- Other equipment includes funeral lowering devices, planks, etc.
- Staff includes four (4) full time and a part time assistant.

- Part time assistant will function as part of DPW administration when consolidated.
- Would like a cemetery sales office.
- Need cemetery plot records storage area.
- Would like a supervisor office area.
- Would like a small work shop area with bench and vise and blade sharpening equipment.
- Material storage includes fertilizer, grass seed, and ice melt materials.
- Need flammable material storage cabinets.
- Need compressed air provisions.

Interview Date: November 04, 2005  
 Division: Parks and Facilities Maintenance Division  
 Persons Interviewed: Joseph Uricuolo, Francis Sartori  
 Interviewed by: Jeff Alberti

Comments:

- Currently responsible for six fields (largest is the High School)
- Require bulk material storage on site for infield mix and sand.
- Would like a separate paint storage area for stock which is delivered in 5 gallon buckets.
- Would like a workshop area with work benches, grinding wheel, and drill press.
- Require parts storage area for irrigation parts, plumbing parts, lumber (2x6).
- Would like a supervisor office area and space for the working foreman.
- Other material storage requirements include lime (50 lb bags), organic fertilizer, pool chemicals, and janitorial supplies.
- Would like vehicle storage to be set up to allow a trailer to remain connected to a vehicle.
- Need flammable material storage cabinets.
- Require exterior locked storage areas for picnic benches, nets, playground equipment, piping. (100' x 100' with fence to allow vehicle to drive in).

Interview Date: November 04, 2005  
 Division: Water Division  
 Persons Interviewed: Gerard Schultz, Michael Bishop  
 Interviewed by: Jeff Alberti

Comments:

- Require a meter testing area with tanks, bench, work shop and storage area.
- Currently only capable of testing up to 1" meters. Would like capability to test large meters.
- Require cabinet space for small tools and small parts.
- Require secured stock room for brass and copper.
- Would like a record room for paper records. Room should be set up for future electronic filing use.

- Would like an area for systems maps that will allow plans to be viewed. This area can be located in a central plan room.
- Currently the Water Division stores 300 to 400 meters and +/- 100 meter registers.
- Would like interior storage of 18' pipe lengths for emergency breaks.
- Need material storage for valves, bends, gate boxes, tees, mechanical joints, shoring. This can be in an unheated area as long as it is enclosed.
- Need a covered gravel pile area and small interior heated space for cold patch.
- Would like an efficient pipe storage area.
- Need flammable storage cabinets.
- Need storage for several small pumps.
- Water Division does interact with the public.
- Would like a small works shop for repairs to pumps, etc.
- New facility requires a separate private area to accommodate CDL random testing.
- Would like an area set up for spot water testing (table with a sink).
- Would like a tool crib for secured equipment storage.
- Would like office area for superintendent and assistant superintendent.