

BOARD OF PUBLIC WORKS
MINUTES
THURSDAY, JANUARY 17, 2008
1ST FLOOR MEETING ROOM, CITY HALL

MEMBERS PRESENT: Council Members: Rimcoski, McCauley, Minor,
Commissioners: Stawski, Padlo.
STAFF PRESENT: George Wallace, Assistant Director, Paul Strawderman,
City Engineer, Roald Erling, Board of Public Works
Liaison.

In the absence of Chairman Ward, Councilman Minor sat as acting Chairman.

1. **BOARD OF PUBLIC WORKS MEETING MINUTES OF DECEMBER 20,2007.**

MOTION: was made by Councilman Rimcoski to approve the Board of Public Works minutes of December 20, 2007 and seconded by Commissioner Padlo.

VOTE: The motion carried 5-0.

2. **EMPLOYEE RECOGNITION**

- A. Mr. Stephen Towne-Compliments of Scale House
- B. Sheila Martel commending Daryl Ronalter
- C. Marcia Stemm-Bulk Crew compliment
- D. Robyn Bugbee thanking Dan Bostwick

Chairman Minor read into the record the above referenced letters of recognition.

MOTION: was made by Councilman Rimcoski to accept the letters of recognition and place on file and seconded by Commissioner Padlo

VOTE: The motion carried 5-0.

3. **CONCERNS & PETITIONS FROM THE PUBLIC**

There were none at this time.

4. **COMMITTEE REPORTS**

A. **Street Committee Report**

MOTION: was made by Commissioner Padlo to approve the Street Committee Report exclusive of 4A.3 and 4A.5 and seconded by Councilman Rimcoski.

VOTE: The motion carried 5-0.

MOTION: was made by Councilman McCauley to approve 4A.3 of the Street Committee as submitted and seconded by Councilman Rimcoski.

VOTE: The motion carried 5-0.

(Note: a Public Hearing has been scheduled for 4A.3 of the Street Committee Report concerning Discontinuance of the right-of-way to Stafford School located on Lynn Road)

The Board had a lengthy discussion concerning 4A.5 of the Street Committee Report.

Commissioner Padlo had concerns about a Street Caveat (which is a document filed on Land Records which states that the City is deferring the requirement to construct sidewalks but states that any time in the future, the City may determine that sidewalks are needed and may order the sidewalks be installed at the property owners expense). Mr. Strawderman noted that there would be one. He also had concerns with deferring sidewalks and the Board was in agreement with Commissioner Padlo.

Mr. Strawderman pointed out that the motion states sidewalks along 184 Medford Street be deferred. In actuality, sidewalks would be deferred in the entire subdivision. Therefore, 184 Medford Street would be omitted from the motion.

MOTION: was made by Councilman McCauley to deny the applicant's request to install retaining wall within the public right of way and recommend to the Planning Commission that the construction of sidewalks be required for the Medford Street Subdivision and seconded by Councilman Rimcoski.

VOTE: The motion carried 5-0.

STREET COMMITTEE
REPORT JANUARY 7, 2008

4A.1 Street Acceptance of Valmore Road:

Motion made by Councilperson Minor to take the following action:

Table action pending the completion of public improvements by the applicant and submission of the storm water deposit funds.

Motion passed unanimously.

4A.2 Lot 85 assessors Map 67, Arcadia Road and Martin Road-Request to install storm drainage on Arcadia Road-Scalia Brothers

Motion made by Councilperson Minor to take the following action:

Authorize applicant to install drywell drainage system within public right of way subject to the following:

- i. City engineering Department approval plan.
- ii. Applicant submits documentation indicating the City is not liable for damage / erosion of private property associated with any storm drainage overflow discharged from the drywell system.

Motion passed unanimously.

4A.3 Discontinuance of the right-of-way to Stafford School located on Lynn Road

Motion made by Councilperson Rimcoski to take the following action:

Recommend to City Council that the City not discontinue the right of way to Stafford School located on Lynn Road.

Motion passed unanimously.

4A.4 Acceptance of Margaret Way

Motion made by Councilperson Minor to take the following action:

Table action pending the completion of public improvements by the applicant and submission of the storm water deposit funds.

Motion passed unanimously.

4A.5 Other Business

Lot 12 Assessors Map 55 Oakridge Road – Request authorization to install retaining wall within public right of way

Deny applicant's request to install retaining wall within public right of way and recommend to the Planning Commission that the construction of the

sidewalks along the frontage of 184 Medford Street be deferred. If sidewalks area deferred applicant is to provide a minimum of a 3 foot snow shelf before sloping.

Motion passed unanimously.

B. Sewer Committee Report

MOTION: was made by Commissioner Padlo to approve the Sewer Committee Report as submitted and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

SEWER COMMITTEE REPORT

JANUARY 9, 2008

4B.1 Backflow Preventer Assistance Program

MOTION: was made by Commissioner Stawski to:

Forward correspondence to the City Council with the following comments regarding the proposed backflow preventer assistance program:

1. Participants in the program should be made aware that backflow preventers do require periodic inspection and maintenance to assure proper operation. Additionally, while the installation of the unit can greatly reduce the risk flooding related to sanitary sewer backups, backflow preventers can fail. The use of a preventer is not an absolute guarantee that flooding will not occur.
2. Quality assurances should be put in place to assure the proper equipment is installed correctly.
3. When an exterior preventer is to be installed the homeowner may consider a unit that can be maintained from above ground. This will simplify inspection and maintenance.
4. An participant eligibility determination should be made based on the basement elevation of the residence relative to the elevation of the manholes in the street.
5. If the program's focus is sewer back ups related to storm water flooding, the program may be more beneficial if it targets residences located within a designated flood plain.

The motion was seconded.

VOTE: The motion carried 3-0.

4B.2 Jennings Terrace Sanitary Sewer-Recommendation to City Council

MOTION: was made by Councilman McCauley to:

Forward a recommendation to the City Council to adopt a resolution authorizing the installation of sanitary sewers in Jennings Terrace.

The motion was seconded.

VOTE: The motion carried 3-0.

4B.3 Transfers within Sewer Operating Fund

MOTION: was made by Commissioner Stawski to:

Authorize Staff to forward the recommended transfers to the Board of Finance.

The motion was seconded.

VOTE: The motion carried 3-0.

4B.4 Maguire Group-I/I Presentation

MOTION: was made by Commissioner Stawski to:

Defer the issue, staff will review and return to committee.

The motion was seconded.

VOTE: The motion carried 3-0.

4B.5 Other Business

4B.5.1 Broad Street Pump Station Evaluation – Amendment #1

MOTION: was made by Commissioner Stawski to:

Approve the Amendment to the existing contract in the amount of \$12,500 to authorize the consultant to prepare drawings and specifications for the installation of a 24” forcemain in the City’s new industrial park on Middle Street.

VOTE: The motion carried 3-0.

4B.5.2 Forestville Sanitary Sewer Overflow Reduction Project – Request for Financial Assistance

MOTION: was made by Councilman McCauley to:

Authorize the Chairman of the Sewer Authority to forward letters of request to the City’s State Representatives.

VOTE: The motion carried 3-0.

C. Miscellaneous Matters Report

MOTION: was made by Commissioner Stawski to approve the Miscellaneous Matters Report as submitted and seconded by Councilman Rimcoski.

VOTE: The motion carried 5-0.

MISCELLANEOUS MATTERS COMMITTEE
Report, January 7, 2008

4C.1 Transfer Station Permit Sheet Usage

Report was discussed; current permit sheets reflect 9% of residential permits issued for 2008. The report and findings are inconclusive that permit sheets are not being used appropriately.

4C.2 Recycling Collection Policy

4C.3 Household Rubbish Collection

4C.4 Compost Collection Policy

The three policies above were reviewed and discussed. Motion made by Councilperson Minor to refer 4C.2, 4C.3, and 4C.4 to the Board of Public Works for approval. Motion seconded by Commissioner Stawski.

4C.5 Other Business

None

5. CORRESPONDENCE

- A. **Low Property Lots #11 & #17, Perkins Street-** Request for shared driveway-A-N Consulting Engineers, Inc.

MOTION: was made by Commissioner Padlo to refer the matter to the Street Committee and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

- B. **Request for curbside recycling pickup-Boys & Girls Club-Michael Suchopar**

MOTION: was made by Commissioner Padlo to refer the matter to the Miscellaneous Matters Committee and seconded by Councilman McCauley.

VOTE: The motion carried 5-0.

- C. **Round Hill Road-** Request to remove tree-Lisette Duchene

MOTION: was made by Commissioner Padlo to accept and place on file and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

- D. **Capital Project Funding**

MOTION: was made by Commissioner Stawski to accept and place on file and seconded by Commissioner Padlo.

VOTE: The motion carried 5-0.

- E. **568 Jerome Avenue-** Request for exemption to use tabletop

MOTION: was made by Commissioner Padlo to refer the matter to the Sewer Committee and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

- F. **163 (Lot 14) Maureen Drive-** Request to relocate drainage pipe and easement-Attorney Mark Ziogas

MOTION: was made by Commissioner Padlo to refer the matter to the Street Committee and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

6. ADDENDUM

A. Draft Policies from the Miscellaneous Matters Minutes

MOTION: was made by Councilman Rimcoski to accept and place on file and seconded by Councilman McCauley.

VOTE: The motion carried 5-0.

B. CL&P Line Extension Proposal-Staff Report

Mr. Strawderman explained that CL&P's intent is to install electric distribution facilities on the southern side of James P. Casey Road between Clark Avenue and Hill Street.

MOTION: was made by Councilman McCauley to refer the matter to the Street Committee and Miscellaneous Matters Committee and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

7. WRITTEN MONTHLY REPORTS

A. Administration Division Report

B. Operations Division Summary Report

1. Building Maintenance Division Report

2. Solid Waste Division Report

3. Streets Division Report

4. Garage Division Report

C. Engineering Division Report

D. Landuse Division Report (Subdivision Status Report included)

E. Water Pollution Control Division Report

MOTION: was made by Commissioner Padlo to approve the Written Monthly Report as submitted and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

Commissioner Stawski felt that there was a good deal of overtime for Building Maintenance and to explain, Mr. Wallace noted that it has been necessary because of the amount of snow storms for one instance and there have been a lot of building maintenance situations.

Commissioner Stawski was also of the opinion that there seems to be a lot of ripped up curbing from plowing throughout the City. In response Mr. Wallace explained that it is necessary for us to get close to the curb so residents may receive their mail.

MOTION: was made by Commissioner Padlo to refer the issue of curbing damage to the Miscellaneous Matters Committee and seconded by Councilman McCauley.

VOTE: The motion carried 5-0.

8. DIRECTOR'S VERBAL REPORT

Mr. Wallace reported the following:

- We are dealing with snow storms at this time
- We are restocking the sand & salt domes
- We are finishing picking up Christmas trees
- We are cleaning downtown on a regular basis

9. REVIEW OF THE PUBLIC WORKS BUDGET

MOTION: was made by Commissioner Stawski to accept and place on file and seconded by Commissioner Padlo.

VOTE: The motion carried 5-0.

10. UNFINISHED BUSINESS

A. Board Monthly Calendar

MOTION: was made by Commissioner Stawski to accept and place on file and seconded by Councilman McCauley.

VOTE: The motion carried 5-0.

11. NEW BUSINESS

Councilman Rimcoski brought up the fact that there is an AT&T box near Jakes Restaurant which is a deterrent for handicapped people and is also unsightly. This problem needs to be resolved.

MOTION: was made by Councilman McCauley to refer the matter to the Board of Finance Insurance Committee and seconded by Councilman Rimcoski.

VOTE: The motion carried 5-0.

Councilman Rimcoski brought up the issue of a request from Mr. Dan Sutula requesting two homes tying into the same sewer line at Wilderness Way-Section II.

MOTION: was made by Commissioner Padlo to refer the matter to the Sewer Committee and seconded by Commissioner Stawski.

VOTE: The motion carried 5-0.

Councilman McCauley noted that there is a pothole at Summer St. & Federal St. He also stated a concern of train trestles being maintained on a regular basis. Further he felt that Public Works should have a clean up crew for shopping carts.

MOTION: was made by Councilman McCauley to refer the matter of cleaning up shopping carts to the Miscellaneous Matters Committee and seconded by Commissioner Padlo.

VOTE: The motion carried 5-0.

Commissioner Padlo felt that a tracking pad should be installed to avoid mud traffic where the public can get sand outside the dog pound.

12. ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Donald V. Padlo
Secretary