

Minutes of Regular Board of Public Works Meeting
Thursday November 20, 2008
7:00 PM 1st Floor Meeting Room – City Hall

Members Present: Mayor Arthur Ward, Councilmen Kevin McCauley, Craig Minor and Michael Rimcoski, Commissioners Morris Laviero, Donald Padlo and Frank Stawski and Director of Public Works Walter E. Veselka P.E.

- 1) Board Of Public Works Minutes Of October 16, 2008
Motion made by Councilman McCauley and seconded to accept and place on file
- 2) Employee Recognition – PWD Employees and Carmen Letourneau
Motion made by Councilman McCauley and seconded to accept and place on file
- 3) Concerns & Petitions From The Public – Glenn Klocko on expectations of the budget from the Mayor

Stan Piotrowski, Marge Budge, Mike Saman, Chris Wilson and Pam Metzner were present representing the Cemetery Commission concerning the trees that need to be taken down at the Downs Street Cemetery
Motion made by Commissioner Padlo and seconded to refer to the Finance Board

Kathy Ciccio 154 Fern Hill Road for her mom on 14 Edwards St – excessive water in front of the house, would like a storm drain put in
Motion made by Commissioner Stawski and seconded to refer to the Street Committee

Steve Donaghy of 94 Frederick Street – would like wall continued on his property instead of cutting trees in the front of his house
Motion made by Commissioner Stawski and seconded to refer to the Street Committee

- 4) Committee Reports
 - a) Street Committee Report

STREET COMMITTEE REPORT
MONDAY NOVEMBER 3, 2008,

Attendance: Councilman Craig Minor
Councilman Michael Rimcoski

Absent: Commissioner Morris Laviero, Chairman

Staff in attendance: Paul Strawderman, City Engineer
Raymond Rogozinski, Asst. City Engineer
George Wallace, Asst. Director of Public Works

Meeting was called to order at 2:30 PM. Councilman Minor acted as Chairman in Commissioner Laviero's absence.

4A.1 Dorothy Road - Request for waiver of sidewalks on Dorothy Road in front of Friendly's and Walgreen's Plaza on Route 6

Staff explained the request from Attorney Ziogas and felt that, as there are currently no sidewalks on Dorothy Road, the waiver may be appropriate. Councilman Minor felt that the lack of existing walks was a good reason to deny the waiver and require that the walks be built.

Motion was made by Councilman Rimcoski, and seconded by Councilman Minor, to recommend to the City Council that the request for waiver of sidewalks on Dorothy Road in front of Friendly's and Walgreen's Plaza on Route 6 be denied.

Motion passed, 2-0.

4A.2 317 Fern Hill Road, Richard Beloin- Request to have the City take corrective action on the road located in front and along the property at 317 Fern Hill Road.

Mr. Beloin was present and explained the problems he was having due to the existing, old style catch basin in front of his property being unable to catch the runoff from the newer section of Fern Hill Road. Mr. Beloin felt that the old style basin top was too small and asked if the top could be replaced with a larger one. He also said that a section of curbing in this area is missing, and felt that replacing this curbing would also help the problem. Mr. Rogozinski pointed out that, since the older basins are smaller in size, the top cannot be replaced without replacing the entire basin.

Motion was made by Councilman Rimcoski, and seconded by Councilman Minor, to direct Public Works staff to replace the existing, old style basin on the north side of 317 Fern Hill Road.

4A.3 25 Misset Street, Josephine C. Marin- Review the conditions of Jamaica and Misset Streets

Ms. Marin was unable to attend the meeting, but sent a letter outlining her concerns

with the condition of Jamaica and Missett Streets and asking that those streets be repaired while the City has a contractor working on North Main Street. Staff explained the process of choosing which streets are put on the paving list each year, and also pointed out that the North Main Street project is a comprehensive road reconstruction project and does not have excess money budgeted that could be used for improvements to Missett and Jamaica Streets.

Motion was made by Councilman Rimcoski, and seconded by Councilman Minor, to direct Public Works staff to re-examine the condition of Jamaica Street and Missett Street and immediately schedule repairs to any areas that present a safety concern. These streets are to be given careful consideration for next year's paving list.

Motion passed, 2-0.

The Commission agreed to add the following item to the agenda.

4A.4 Shagbark Drive North, Jason Gorneault- Extension of Shagbark Drive

Staff explained that Mr. Gorneault was in the process of constructing the paper road northerly of existing Shagbark Drive and building houses there. While the roadwork is largely finished, there are remaining items, such as guardrail installation and sidewalk repair that need to be completed for the safety of the students who walk to school on the street. Mr. Gorneault has been slow in responding to requests to complete this work, and his bond is scheduled to expire shortly.

Motion was made by Councilman Rimcoski, and seconded by Councilman Minor, that Public Works staff be authorized to initiate proceedings to call the bond in place for improvements to Shagbark Drive if all these improvements are not completed before December 20, 2008.

Motion passed, 2-0.

Motion made by Councilman McCauley and seconded to accept and place on file

b) Sewer Committee Report

SEWER COMMITTEE REPORT
MONDAY NOVEMBER 10, 2008

Attendance:

Commissioner Padlo, Chairman
Councilman McCauley

Commissioner Stawski

Staff Present: Walter Veselka, P.E., Director of Public Works
Brian W. Fowkes, P.E., Asst. Dir. PW/WPC Manager

The Meeting was called to order at 5:00 p.m. November 10, 2008, in the Public Works Conference Room, on the ground floor of City Hall.

4B.1 416 South Street – Anthony Macchio – request for adjustment to sewer usage

MOTION: was made by Councilman McCauley to:

Recommend the Board of Public Works apply new extraordinary usage bill adjustment policy.

VOTE: The motion carried 3-0.

4B.2 Route 6 and Eaton Road – Elie Godbout - request for sewer connection

MOTION: was made by Commissioner Stawski to:

Recommend the Board of Public Works approve the connection of Lot 41-2 Eaton Road to the sanitary sewer in Terryville Avenue through a private easement across Lot 41-1, provided all necessary easements are filed on the City Land Records. The sewer layout must be approved by the City Engineer. Additionally, if public sewers are ever installed in Eaton Road, Lot 41-2 will be subject to any assessment of benefits levied as a result of that project. A notice shall be filed in the City Land Records documenting this stipulated approval.

VOTE: The motion carried 3-0.

4B.3 25 Hidden Brook Drive – Ingrid D. Wade - request for adjustment to sewer

MOTION: was made by Councilman McCauley to:

Recommend the Board of Public Works apply new extraordinary usage bill adjustment policy.

VOTE: The motion carried 3-0.

4B.4 Billing Policy - Appeals to sewer usage billing associated with extremely high meter readings

MOTION: was made by Councilman McCauley to:

Recommend the Board of Public Works adopt an extraordinary usage bill adjustment policy as follows: In the event that a residential sewer customer experiences an extraordinary or non representative winter quarter consumption, in

excess of 8,000 cf, the customer may request an adjustment to the billing consumption. The application of the standard adjustment for non representative winter quarter consumptions will be restricted to the following criteria:

The winter quarter must be at least two times the average quarterly consumption metered during the two quarters prior to and the quarter after the winter reading and in excess of 8,000 cf. This would indicate the winter quarter is not representative of the normal discharge to the sanitary sewer. The standard adjustment will not be applied to situations in which the variations in consumption are a result of changes in the number of tenants in a rental property.

Having requested an adjustment and met the above criteria, the account shall be billed one bill based on the actual winter quarter metered consumption, the other three bills issued during the City's fiscal year shall be based on the average consumption of the two bill quarters immediately prior to and one billing quarter after the winter quarter.

Authorize Public Works staff to directly respond and apply the policy to billing adjustment requests meeting the guidelines and report such actions as part of the monthly report of activities presented to the Board.

VOTE: The motion carried 3-0.

4A.6 Other Business

There was no other business.

The meeting was adjourned at 5:30 p.m.

Motion made by Commissioner Padlo and seconded to approve the Sewer Committee report as submitted with the exception of item 4B.4

Concerning item 4B.4 Councilman McCauley mentioned that with the new policy in place Staff will be able to make a motion to adjust the billing charges without coming before the Board

Motion made by Councilman McCauley and seconded to approve item 4B.4

c) Miscellaneous Matters Report

MISCELLANEOUS MATTERS REPORT
THURSDAY, NOVEMBER 6, 2008

Attendance:

Mayor Arthur Ward, Chairman
Councilperson Craig Minor
Commissioner Frank Stawski

Staff in attendance:

Walter Veselka, Director of Public Works
George Wallace, Assistant Director of Public Works
Dave Clark, Superintendent of Solid Waste

Meeting was called to order at 4:32 p.m. by Chairman Ward.

4C.1 Electronics Recycling Program

Staff discussed the proposed program.

Motion made by Commissioner Stawski to recommend approval of the trial for the electronics recycling program subject to review by the Corporation Counsel office.

Motion made by Commissioner Stawski to append original motion to include a stipulation that the trial would be for a maximum of one (1) year. Motion to append original motion passed.

Original motion passed.

4C.2 Preliminary information on consolidation of Solid Waste and Recycling routes

Staff discussed some of the components of the proposed consolidation of the Solid Waste and Recycling routes which when fully implemented would free up a minimum of one (1) position a day which could be assigned to do other tasks.

Dave Clark informed the Committee, that with additional stops as a result of the proposed consolidation, operations will be vulnerable to breakdowns, weather, Covanta lines, etc that could easily create OT.

The Mayor wanted it to be mentioned to the collection personnel at the Public Works yard that any of the proposed solid waste collection consolidations would not result in any layoffs of any personnel that may be freed up, and in fact indicated that the consolidations are to stay off any need for layoffs which would only happen in the event there was a City-wide required layoff for budget purposes.

No Motions made.

4C.3 Adjustment of Solid Waste, Recycling, Yard Waste and Leaf Collection schedules – Shift recycling to the day after solid waste collection (still every other week) and shift Leaf

Collection (when done) so that you collect Yard Waste and Leaves the second day after solid waste collection.

Staff discussed some additional proposed collection modifications for Solid Waste and Recycling routes; one of which would shift leaf collection to two (2) days after rubbish collection [freeing up curbside conflicts for automated rubbish barrels] and the other which would shift recycling [as the conversion to single-stream using an automated barrel is implemented] to one (1) day after rubbish collection [again freeing up curbside conflicts for automated rubbish barrels and single stream recycling barrels].

Dave Clark informed the Committee that if it is anticipated that leaf collection trucks will empty yard waste barrels as part of their routes during the spring and fall collections, he indicated it should be noted that leaf collection trucks typically do not finish their routes the same day, so some yard waste customers may not get their barrels tipped the day of their scheduled collection if leaf trucks are to collect yard waste barrels.

No Motions made.

4C.4 Unfinished Business “Role of the Board of Public Works”

Walt Veselka provided an update on the status of the document. Commissioner Stawski asked that the document list who the Director of Public Works reports to and that a paragraph be added on the duties and responsibilities of each committee of the Board of Public Works. Councilman Minor asked that the document list the duties and responsibilities of each commissioner [as individuals] and the duties and responsibilities of the Director of Public Works.

No Motions made.

4C.5 Saturday Transfer Station permit sales

Walt Veselka discussed the introduction of applying for a transfer station permit over the internet for residents which may reduce the need for the selling of transfer station permits on Saturdays.

Motion made by Councilman Minor to recommend continuing the selling of transfer station permits on Saturdays for the months of December [2008] and January [2009] after which time permits will no longer be sold on Saturdays and signs stating such shall be posted. Motion passed.

Meeting adjourned at 5:28 p.m.

Motion made by Councilman Minor and seconded to approve the Miscellaneous Matters Report as submitted

5) Correspondence

- a) Sidewalk installation – reestablishment of the lawn at 228 Stafford Avenue
Motion by Councilman McCauley to place on file
- b) Modification to the site plan for a common driveway at 574 Willis Street
Motion made by Councilman Rimcoski and seconded to refer to the Street Committee
- c) Sewer charges for 29-31 Upson Street
Motion made by Commissioner Stawski and seconded to place on file
- d) Drainage problem at 131 Burlington Avenue
Motion made by Commissioner Stawski and seconded to refer to Street Committee

6) Written Monthly Reports

- a) Administration Division Report
Motion made by Commissioner Stawski and seconded to accept and place on file
- b) Operations Division Summary Report
 - 1. Building Maintenance Report
 - 2. Solid Waste Division Report
 - 3. Streets Division Report
 - 4. Garage Division Report*Motion made by Commissioner Padlo and seconded to accept and place on file*
- c) Engineering Division Report
Motion made by Commissioner Stawski and seconded to accept and place on file
- d) Land Use Division Report
Motion made by Commissioner Stawski and seconded to accept and place on file
- e) Water Pollution Control Division Report
Motion made by Commissioner Stawski and seconded to accept and place on file
- f) Public Works Project List
Motion made by Commissioner Stawski and seconded to accept and place on file

7) Director's Verbal Report

Motion made by Councilman Rimcoski and seconded to place on file

8) Review of the Public Works Budget

Motion made by Commissioner Stawski and seconded to accept and place on file

9) Unfinished Business

a) Board Monthly Calendar

Motion made by Commissioner Padlo and seconded to accept and place on file

b) Board Yearly Calendar

Motion made by Commissioner Laviero and seconded to accept and place on file

c) DPUC Orphan Poles

Motion made by Commissioner Stawski and seconded to accept and place on file

d) Depot Square staging and storage area

Motion made by Commissioner Padlo and seconded to accept and place on file

e) Proposed Parking Policy for Depot Square/Restrictions West Street

Motion made by Commissioner Stawski and seconded to accept and place on file

f) Change Order for the Reconstruction of Main Street Culvert

Motion made by Commissioner Padlo and seconded to refer to City Council

g) Extension of Shagbark Drive

Motion made by Councilman Minor and seconded to accept and place on file

h) Proposed Amendment to Consulting Services Agreement, East Road Realignment

Motion made by Commissioner Padlo and seconded to accept and place on file

i) Consultant Selection – Sewer System Evaluation Study

Motion made by Commissioner Padlo and seconded to approve the selection of Weston & Sampson

10) New Business

a) Solid Waste and Recycling collection route reduction proposal

Motion made by Councilman Rimcoski and seconded to refer to Miscellaneous Matters Committee

b) South Street / Mountain Road Traffic Study

Motion made by Councilman McCauley and seconded to refer to Street

Committee

Motion made by Commissioner Padlo and seconded to move the December Sewer Committee meeting from December 3 to December 10

11) Addendum
None

12) Adjournment

a) *Motion made by Commissioner Laviero and seconded to adjourn*

Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Walter Veselka P.E.
Director of Public Works