

Board of Public Works Meeting of February 12, 2007

A meeting of the Board of Public Works was held on Monday, February 12, 2007 in the 3rd floor Auditorium at City Hall following a non-public AFSCME grievance hearing in the Mayor's conference room at 5:00 P.M.

Members Present

Mayor Bernard A. Streeter
Jim Hall, Commissioner
Don Dyer, Commissioner

Rick Seymour, Director
Steve Dookran, City Engineer
Scott Pollock, Superintendent, Streets
Nick Caggiano, Superintendent, Parks & Recreation
Mario Leclerc, Superintendent, WWTF
Wayne Husband, Superintendent, Traffic & Parking
Tom Dwane, Parks & Recreation, Program Manager
Kathie Berube, BPW/DPW Administrative Assistant III

Dave Deane, Aldermanic Liaison

Not Present

Dan Gagnon, Vice Chairman
Tim Lavoie, Commissioner (was present at the 5:00 non-public)

I. Motion: To approve the Agenda as presented.

MOTION: Commissioner Hall to approve the Agenda as presented.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

II. Motion: To approve the Minutes of the Board of Public Works Meeting of January 8, 2007.

MOTION: Commissioner Dyer to approve the Minutes of the Board of Public Works Meeting of January 8, 2007.

SECONDED: Commissioner Hall.

MOTION CARRIED: Unanimously.

III. Aldermanic Referrals- N/A

IV. Public Comments – N/A

V. Parks & Recreation Department

A. Informational: To recognize the winners of the 2006 Holiday House Decorating Contest. (3rd Place- Colin Scoggins of 4 Taylor St., 2nd Place- Maureen Campbell of 36 White Plains Dr., 1st Place- Chad LeShane of 56 Raleigh Dr.)

Chairman Streeter and Scott Painter, Program Coordinator, Parks & Recreation Department presented prizes to the winners of the 2006 Holiday House Decorating Contest.

B. Motion: To approve the reorganization of the Parks and Recreation Department and the recommended compensation levels for the effected positions.

MOTION: Commissioner Hall to approve the reorganization of the Parks and Recreation Department and the recommended compensation levels for the effected positions.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

C. Motion: To approve the extension of the contract with United Site Services to provide portable restrooms for the departments facilities for the 2007 season.

MOTION: Commissioner Hall to approve the extension of the contract with United Site Services to provide portable restrooms for the departments facilities for the 2007 season.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

D. Motion: To accept the resignation of Gary Caron effective March 9, 2007.

Commissioner Hall stated that the motion should read to accept the retirement- not resignation.

The Board concurred.

AMENDED MOTION: Commissioner Hall to accept with regret the retirement of Gary Caron effective March 9, 2007.

SECONDED: Commissioner Dyer.

Commissioner Hall stated on be-half of the Board Thank you Gary for your many years of dedicated service.

Superintendent Caggiano stated that Gary Caron was one of his best employees and that he will be greatly missed.

MOTION CARRIED: Unanimously.

E. Informational: Summary of the National Sports Turf Managers conference attended by Superintendent Caggiano.

MOTION: Commissioner Hall to accept and place on file the Summary of the National Sports Turf Manager's conference attended by Superintendent Caggiano.

SECONDED: Commissioner Dyer.

Commissioner Hall suggested that the next time a conference is attended by a Superintendent that they return with suggestions for operational improvements that they might have learned about.

MOTION CARRIED: Unanimously.

VI. Traffic and Parking Department

A. Motion: To approve the filming of a scene at the Elm Street Garage by the students of Fitchburg State College.

MOTION: Commissioner Hall to approve the filming of a scene at the Elm Street Garage by the students of Fitchburg State College.

SECONDED: Commissioner Dyer.

Commissioner Hall amended the motion.

AMENDED MOTION: Commissioner Hall to approve the filming of a scene at the Elm Street Garage by the students of Fitchburg State College pending approval from Fire, Police and Risk Management.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

B. Motion: To approve the contract award for the Phase I portion of the Daniel Webster Highway CMAQ Project to A & D Highway Tech, Sabattus, ME, in the amount of \$405,511.68.

MOTION: Commissioner Hall to approve the contract award for the Phase I portion of the Daniel Webster Highway CMAQ Project to A & D Highway Tech, Sabattus, ME, in the amount of \$405,511.68.

SECONDED: Commissioner Dyer.

Commissioner Hall inquired about a timeline for the project.

Nick Darchik, Project Manager stated that there were several more approvals to obtain such as State, Finance and Federal Highway before a schedule will be put together.

MOTION CARRIED: Unanimously.

VII. Solid Waste Department

A. Motion: To approve the removal of the wood chip fee and declare the materials as clean fill at no charge.

MOTION: Commissioner Hall to approve the removal of the wood chip fee and declare the materials as clean fill at no charge.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

VIII. Administration

A. Motion: To accept the FY2008 Division of Public Works Budget as presented on January 31, 2007. Total for the Division \$23,207,426 with a 2.0% increase.

MOTION: Commissioner Hall to accept the FY2008 Division of Public Works Budget as presented on January 31, 2007. Total for the Division \$23,207,426 with a 2.0% increase.

AMENDED MOTION: Commissioner Dyer to accept the FY2008 Division of Public Works Budget as presented on January 31, 2007. Total for the Division \$23,202,031 which includes a 2.0% increase.

Aldermanic Liaison David Deane and Chairman Streeter complimented the Director on a job well done.

SECONDED: Commissioner Hall.

MOTION CARRIED: Unanimously.

B. Informational: Kinney Costs vs. City Costs

MOTION: Commissioner Hall to place on file the informational item regarding Kinney Costs vs. City Costs.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

IX. Wastewater Treatment Facility

A. Motion: *To approve the User Fee Warrants as presented.*

MOTION: Commissioner Dyer to approve the User Fee Warrants as presented.

SECONDED: Commissioner Hall.

MOTION CARRIED: Unanimously.

B. Motion: *To award the position of Electrical Diagnostic Technician I to Mario Fernandez.*

MOTION: Commissioner Dyer to award the position of Electrical Diagnostic Technician I to Mario Fernandez.

SECONDED: Commissioner Hall.

MOTION CARRIED: Unanimously.

C. Motion: *To award the Pump Parts Project to Abba Pump in the amount of \$19,901.*

MOTION: Commissioner Hall to award the Pump Parts Project to Abba Pump in the amount of \$19,901.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

D. Motion: *To approve the attendance of John Adie, Operations Foreman, at a Rockwell Automation Training seminar.*

MOTION: Commissioner Hall to approve the attendance of John Adie, Operations Foreman, at a Rockwell Automation Training seminar.

SECONDED: Commissioner Dyer.

Commissioner Hall requested some form of dialog from Mr. Adie upon his return from the Automation Training seminar.

MOTION CARRIED: Unanimously.

X. Engineering Department

A. Motion: *To approve the Residential Wastewater Services Permits and Fees as submitted.*

MOTION: Commissioner Hall to approve the Residential Wastewater Services Permits and Fees as submitted.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

B. Motion: *To approve Change Order # 4 to the construction contract for the Primary Clarifiers Rehabilitation Project to Methuen Construction Corp., in an amount of \$3,043.52.*

MOTION: Commissioner Hall to approve Change Order # 4 to the construction contract for the Primary Clarifiers Rehabilitation Project to Methuen Construction Corp., in an amount of \$3,043.52.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

C. Informational: *Street Acceptance Status – Federal Hill Road and Emerald Drive.*

MOTION: Commissioner Hall to accept and place on file the information regarding the Street Acceptance Status – Federal Hill Road and Emerald Drive.
SECONDED: Commissioner Dyer.

Commissioner Hall recommended that an effort be made to accept the streets by August.

MOTION CARRIED: Unanimously.

D. Informational: FY 07 Annual Sidewalks - Preliminary List of Projects.

MOTION: Commissioner Hall to accept the information regarding the FY 07 Annual Sidewalks - Preliminary List of Projects.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

Commissioner Hall and Superintendent Pollock discussed the FY07 Annual Sidewalk list and Commissioner Hall requested to have a meeting with the Engineering Department to compare previous sidewalk lists to current.

XI. Street Department

A. Motion: To approve the award of the CCTV monitoring contract to BCM Controls of Woburn, MA. The contract is for hourly monitoring of the landfill and Street Department site. The cost is \$2270.40 per month for the Solid Waste Department and \$1113.60 for the Street Department. Funding for this contract is found in the Street Department Waste portion is found under 801-49040-8001-8100 and the current balance is \$97,000.

Superintendent Pollock and Director Seymour informed the Board that the IT Director was not through with his review of the contract and has not signed off as of yet.

MOTION: Commissioner Hall to approve and award the CCTV monitoring contract, contingent upon IT Director Barker's favorable review, to BCM Controls of Woburn, MA. The contract is for hourly monitoring of the landfill and Street Department site. The cost is \$2270.40 per month for the Solid Waste Department and \$1113.60 for the Street Department. (Funding for this contract is found in the Street Department Waste portion is found under 801-49040-8001-8100 and the current balance is \$97,000).

B. Motion: To approve pole license petition 21-917 for a new pole on Lamb Road and Pole license petition 6AACEO for conduit and devices in the Right of Way on Memory Lane.

MOTION: Commissioner Hall to approve pole license petition 21-917 for a new pole on Lamb Road and Pole license petition 6AACEO for conduit and devices in the Right of Way on Memory Lane.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

C. Informational: Letter of Mr. Robert St. Onge on his decline of the position of Laborer at the Street Department.

MOTION: Commissioner Hall to place item C. on file.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

D. Motion: To approve the award of the position of Serviceman to Mr. Joseph Anderson of Amherst, New Hampshire. Funding for this position is found in the Street Department Operations Budget under 553-11631.

MOTION: Commissioner Hall to approve the award of the position of Serviceman to Mr. Joseph Anderson of Amherst, New Hampshire. Funding for this position is found in the Street Department Operations Budget under 553-11631.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

Commissioner Hall mentioned that the area where the person lives is irrelevant and doesn't need to be public knowledge.

The Board concurred.

XI. Director's Report

Director Seymour presented the Director's Report.

XII. Commissioner's Comments

Commissioner Hall informed the Board that he was going on vacation and would not be present for the March and April meetings.

MOTION TO ADJOURN: Commissioner Dyer.

SECONDED: Commissioner Hall.

MOTION CARRIED: Unanimously.

*Transcribed by
Kathie Berube, DPW/BPW Admin III*