

Minutes of the Board of Public Works Meeting of January 14, 2008

A meeting of the Board of Public Works was held on Monday, January 14, 2008 at 3:30 p.m. at the Division of Public Works Administration and Engineering Offices located at 9 Riverside Street.

Members Present

Mayor Donnalee Lozeau, Chair
Daniel Gagnon, Vice Chairman
Timothy Lavoie, Commissioner
Donald Dyer, Commissioner
Tracy Pappas, Commissioner

Rick Seymour, Director
Steve Dookran, City Engineer
Jason Marcotte, Superintendent, SW
Mario Leclerc, Superintendent, WWTF
Scott Pollock, Superintendent, Streets
Wayne Husband, Superintendent, Traffic/Parking
Tom Dwane, Manager, Recreation
Kathie Berube, BPW/DPW Administrative Assistant III

David Deane, Aldermanic Liaison

I. Motion: To approve the Agenda as presented.

MOTION: Commissioner Lavoie to approve the Agenda as presented.

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

II. Motion: To approve the Minutes of the Board of Public Works meeting of December 17, 2007.

MOTION: Commissioner Gagnon to approve the Minutes of the Board of Public Works meeting of December 17, 2007.

SECONDED: Commissioner Dyer.

Correction- Note: Commissioner Pappas stated that she also had commented, along with Commissioner Dyer, concerns regarding sidewalk snow clearing and would like the Minutes to include that she also had concerns- page 4, December 17, 2007.

The Board concurred.

MOTION CARRIED: Unanimously.

III. Public Comment - None

IV. Aldermanic Referrals- None

V. *Solid Waste Department*

A. **Motion:** *To approve Superintendent Jay Marcotte's continuation into the Masters of Public Administration (MPA) program at the University of New Hampshire, Manchester. Spring Semester begins January 28 with Financial Management and Budgeting. Tuition is \$1,518.00. Funding for this class is found in 801-94010-8202-8300.*

MOTION: Commissioner Pappas to approve Superintendent Jay Marcotte's continuation into the Masters of Public Administration (MPA) program at the University of New Hampshire, Manchester. Spring Semester begins January 28 with Financial Management and Budgeting. Tuition is \$1,518.00. Funding for this class is found in 801-94010-8202-8300.

SECONDED: Commissioner Lavoie.

MOTION CARRIED: Unanimously.

VI. *Engineering Department*

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

MOTION: Commissioner Dyer to approve the Residential Wastewater Service Permits and Fees as submitted.

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

B. **Motion:** *To approve Change Order No. 10 to the construction contract for the Wet Weather Flow Treatment Facility to Methuen Construction Corp., in the amount of \$31,111.00. Funding for this change order will be through account 792-01310-3799-0000, Wet Weather Flow Treatment Facility Construction.*

MOTION: Commissioner Gagnon to approve Change Order No. 10 to the construction contract for the Wet Weather Flow Treatment Facility to Methuen Construction Corp., in the amount of \$31,111.00. Funding for this change order will be through account 792-01310-3799-0000, Wet Weather Flow Treatment Facility Construction.

SECONDED: Commissioner Lavoie.

Aldermanic Liaison David Deane expressed frustration regarding the proposed Change Order.

Director Seymour explained that there is no such thing as a perfect project design with a magnitude of this type. He added that it was the nature of the design process and that this project was currently at less than 2 % on mark.

Further discussion was had pertaining to possibly implementing contingencies for catastrophic conditions regarding Change Orders.

MOTION CARRIED: Unanimously.

C. **Motion:** *To approve Amendment No. 2 of the contract with The Louis Berger Group for the Mine Falls Gatehouse Historic Preservation for the amount not to exceed \$11,000. Funding for this project is from Special Revenue Account 952-53075-5351, Mine Falls Park Expendable Trust Fund – Professional Services.*

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SECONDED: Commissioner Lavoie.

MOTION CARRIED: Unanimously.

VII. Street Department

A. Informational: Update on winter of 2007-2008 operations and budget expenditures.

Scott Pollock, Superintendent, Street Department discussed the current weather conditions stating that the weather pattern of snow and ice was anticipated to continue for the next three weeks. He informed the Board of the status of the city's salt and sand and explained that he needed to purchase more because availability was becoming sparse.

A discussion of increasing the trust fund for snow was also discussed. Aldermanic Liaison, Dave Deane volunteered to take the lead to implement an ordinance change to increase the fund.

Chairman, Mayor Lozeau and the Board concurred.

MOTION: Commissioner Lavoie to place the informational item on file.

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

B. Motion: To approve the increase of the purchase order for winter sand by \$25,000 to cover winter operations. The initial PO was for \$25,000. Funding for this increase will come from the winter contingency account # 953-5329. The current balance is \$312,118.

Through further discussion, the board unanimously decided to amend the motion to increase the purchase of sand to \$25, 000 and salt to \$200,000.

AMENDED MOTION: Commissioner Dyer to approve the increase the purchase order for winter sand by \$25,000 and an additional \$200,000 for salt to cover winter snow operations. Funding for these requests will come from the snow contingency account.

SECONDED: Commissioner Pappas,

MOTION CARRIED: Unanimously.

VIII. 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 Gagnon.

MOTION CARRIED: Unanimously.

IX. Director's Report

Director Seymour presented the Director's Report highlighting several ongoing divisional projects throughout the city.

X. Commissioners Comments

Commissioner Dyer commented about the amount of Parks employees working at Stellos Stadium.

Commissioner Gagnon commented about a traffic signal on Amherst Street.

A discussion of traffic signals was had.

Commissioner's Gagnon and Pappas expressed concern about Christmas trees not being picked up and left in snow banks.

Commissioner Lavoie informed the Board that a new vice chairman needed to be elected as well as a member for the Board of Trustees.

Commissioner Dyer informed the Board that there was a misunderstanding regarding his Trustee appointment and that he, being the current representative, was to serve as a Trustee until the end of his current term.

The Board concurred.

MOTION: Commissioner Gagnon to nominate Commissioner Lavoie as Vice Chairman of the Board of Public Works.

SECONDED: Commissioner Dyer.

MOTION CARRIED: Unanimously.

Commissioner Pappas stated that the Street Department has been doing a great job with the snow events but was concerned that the sidewalks were still in need of attention. She mentioned asking the school department for assistance as well as possibly sending a letter, from the Division Director, asking abutters of the schools to help out by shoveling their sidewalks in front of their homes.

Chairman Mayor Lozeau mentioned that a similar approach was taken with the Downtown Merchants. She added that a few years ago a letter was sent out asking for their assistance and a good response was had.

Chairman Mayor Lozeau thanked the Board for helping her through her first meeting.

XI. Non-Public (if necessary) N/A

MOTION TO ADJOURN: Commissioner Lavoie.

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

*Minutes Transcribed by
Kathie Berube,
DPW/BPW Administrative Assistant III*