

DRAFT- Not approved

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

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

Members Present

Mayor Donnalee Lozeau, Chair	Rick Seymour, Director, Public Works
Timothy Lavoie, Vice Chair	Steve Dookran, P.E., City Engineer
Daniel Gagnon, Commissioner	Scott Pollock, Superintendent, Streets
Donald Dyer, Commissioner	Jay Marcotte, Superintendent, Solid Waste
Tracy Pappas, Commissioner	Wayne Husband, Superintendent, Traffic/Parking
	Mario Leclerc, Superintendent, Wastewater
	Nick Caggiano, Superintendent, Parks & Recreation
	Tom Dwane, Recreation Program Manager
	Kathie Berube, BPW/DPW Administrative Assistant III
	Kathie Conti, DPW Contract Administrator

David Deane, Aldermanic Liaison

Guests

Alderman Richard Flynn, Ward 7 Alderman

Chair Lozeau called the meeting to order at 3:35 p.m. and noted that all Commissioners were present.

I. Motion: To approve the Agenda as presented.

MOTION: Commissioner Dyer to approve the Agenda as presented, accept a communication from Alderman Flynn and a revised Agenda item B under Engineering.

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

II. Motion: To approve the Minutes of the Board of Public Works Meeting of June 9, 2008.

MOTION: Commissioner Lavoie to approve the Minutes of the Board of Public Works Meeting of June 9, 2008.

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

III. Public Comment- N/A

IV. Meeting with Corporation Counsel –

Chair Lozeau requested a recess for the Board to meet privately with Corporation Council and Director Seymour to discuss collective bargaining and public grievances.

The Board concurred.

The meeting resumed at 4:00 p.m.

Chair Lozeau handed out a draft entitled “Procedure for AFSCME Step III Grievances.”

MOTION: Commissioner Dyer to approve for the record the draft entitled “Procedure for AFSCME Step III Grievances.”

SECONDED: Commissioner Pappas.

Commissioner Lavoie commented that he was looking forward to implementing the procedure.

MOTION CARRIED: Unanimously.

V. Aldermanic Referrals:

A. R-08-70- APPROVING A THREE YEAR AGREEMENT WITH ENVIRONMENTAL RESOURCE RETURN CORPORATION (“ERRCO”) AND LL&S, INC. FOR CONSTRUCTION AND DEMOLITION WASTE DIVERSION

Chair Lozeau stated that the Board of Public Works took action by accepting the contract on R-08-70 at the May 12, 2008 meeting and that it was unnecessary to revisit it.

B. R-08-86- AUTHORIZING THE MAYOR AND CITY TREASURER TO ISSUE BONDS NOT TO EXCEED THE AMOUNT OF SIXTY-FIVE MILLION NINE HUNDRED THOUSAND DOLLARS (\$65,900,000) FOR VARIOUS CITY PROJECTS

Chair Lozeau informed the Board that a public hearing was scheduled for R-08-86 that evening at 7:00 p.m.

Chair Lozeau asked the Board if they had any comments regarding R-08-86.

The Commissioners informed the Chair that they were not in favor of supporting the proposed \$44,400,000 portion of the bond for the Broad Street Parkway and asked that she relay their decision to the Budget Committee.

C. R-08-47 – AUTHORIZING THE ACCEPTANCE OF DONATED SERVICES FOR MAINTAINING CITY YOUTH BASEBALL FIELDS.

A discussion was had about the Board creating a policy.

Chair Lozeau stated that she will forward a memo to the Infrastructure Committee informing them that the Board of Public Works is creating a policy regarding “authorizing the acceptance of donated services for maintaining city youth baseball fields.”

The Board concurred.

VI. Street Department

A. Motion: To approve Pole License 21-0993-South Main Street.

MOTION: Commissioner Gagnon to approve Pole License 21-0993-South Main Street.

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

B. Motion: To approve the hiring of Mr. Andrew Pirkey to the position of Foreman Shop Equipment at the annual rate of \$53,124.00. Funding for this position is found in the Street Department operations budget in account #553-11336-6930-00 in the amount of \$56,377.

MOTION: Commissioner Gagon to approve the hiring of Mr. Andrew Pirkey to the position of Foreman Shop Equipment at the annual rate of \$53,124.00. Funding for this position is found in the Street Department operations budget in account #553-11336-6930-00 in the amount of \$56,377.

SECONDED: Commissioner Pappas.

Chair Lozeau mentioned that she thought the position title should be Fleet Maintenance Supervisor.

Director Seymour explained that it was what the Human Resource department had entitled it.

Chair Lozeau asked that the maker of the motion amend to state the title of Fleet Maintenance Supervisor.

AMENDED MOTION: Commissioner Gagnon to amend the motion and approve the hiring and change the title to Fleet Maintenance Supervisor.

SECONDED: Commissioner Pappas.

OPPOSED: Commissioner Dyer.

MOTION CARRIED: Majority.

C. Informational: Letter from Superintendent Pollock on withdrawal of Mr. Carl Gagnon from position of Streets Permits Coordinator position. (On file)

VII. Solid Waste Department

A. Motion: To approve Mr. Peter Paradise to the position of Collection Equipment Operator, Monday through Friday shift at the Solid Waste Department. Funding for this position is found in account # 801-11595-8100-8200.

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SECONDED: Commissioner Gagnon.

A discussion was had regarding the vacant position, the pick and go home AFSCME policy and whether the department was having any short falls due to this vacancy causing the need for overtime for other employees.

Superintendent Marcotte explained that at this time he has temporary summer help and that it would not be a problem as far as coverage was concerned but in the fall he would need this position filled.

Commissioner Lavoie suggested that rather than tabling the position it should be abolished and then brought back for consideration in the fall.

The Board concurred.

Superintendent Marcotte and Director Seymour informed the Board that there was a need to fill the position but they were not experiencing shortfalls at this time.

ALL IN FAVOR OF THE PENDING MOTION:

Commissioner Gagnon: Nay.

Commissioner Pappas: Nay.

Commissioner Lavoie: Nay.

Commissioner Dyer: Nay.

Chair Lozeau: (no vote)

MOTION DENIED.

MOTION: Commissioner Lavoie to abolish the requested vacant position of Collection Equipment Operator.

SECONDED: Commissioner Pappas.

OPPOSED: Commissioner Dyer.

MOTION CARRIED: Majority.

B. Motion: To approve an amended renewal of the Cities electronics recycling program for one (1) year to RMG Enterprises Inc. from 113 Hillside Avenue Londonderry New Hampshire. \$1,500.00 per collection event, totaling twelve (12) events, and \$.07 per pound for drop off material. Funding for this service is found in 801-59100-8300-8400.

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SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

C. Motion: To approve the repairs to the Landfill compactor. Costs are estimated at \$37,680.00. Funding for this is 901-68007-5403.

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SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

VIII. Engineering Department

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

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

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

B. *(Original Motion: To award the contract to Greene and Russel, Inc. for the construction of the CSO System Optimization and Infrastructure Improvements project in the amount of \$957,550. Funding for this contract will be through account #792-01310-3793 Capital Improvements – System Optimization Improvements, Construction.)*

AMENDED MOTION: Commissioner Pappas to award the contract to the second lowest bidder, R.D. Edmonds & Sons, for the construction of the CSO System Optimization and Infrastructure Improvements project in the amount of \$1,395,180 pending a complete review of their bid. Funding for this contract will be through account# 792-01310-3793 Capital Improvements, Construction.

SECONDED: Commissioner Gagnon.

City Engineer, Steve Dookran explained that after the bid selection process was complete and the lowest bidder was determined, a number of questions pertaining to the project were submitted to the awarded company. After a discussion with the company (Green & Russel Inc.) was had, it was determined that they were not qualified to take on this project. City Engineer Dookran then stated that it was being awarded to the second lowest bidder R.D. Edmonds & Sons pending a complete review of their bid.

C. **Informational:** *Emergency Contract Approval for Lake Street Sewer Replacement. (On file)*

Commissioner Dyer asked how much did the police receive for traffic control on the Kinsley Street project.

Chair Lozeau asked City Engineer Dookran to provide a breakdown of the Kinsley Street project for Commissioner Dyer.

IX. Traffic & Parking Department

A. **Motion:** To approve the award of the 2009 Pavement Markings Contract to Hi-Way Safety Systems, Inc. in the amount of \$56,991.00. Funding for this request is located in # 555-59170-6944 Traffic Dept. - Contracted Services Signing & Striping.

MOTION: Commissioner Gagnon to approve the award of the 2009 Pavement Marking Contract to Hi-Way Safety Systems, Inc. in the amount of \$56,991.00. Funding for this request is located in #555-59170-6944 Traffic Department-Contracted Services Signing & Striping.

SECONDED: Commissioner Lavoie.

MOTION CARRIED: Unanimously.

X. Wastewater Treatment Facility

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

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

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

B. Motion: To approve the promotion/transfer of Francis Hyland to Operator II, 2nd Shift.

MOTION: Commissioner Pappas to approve the promotion/transfer of Francis Hyland to Operator II, 2nd Shift.

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

C. Motion: To approve the purchase of replacement backflow preventers from Redlon & Johnson for the amount of \$14,998.41. Funding – 802-96004-8500-8900-72.

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SECONDED: Commissioner Lavoie.

A brief discussion was had regarding pipe sizing and installations.

MOTION CARRIED: Unanimously.

D. Motion: To approve the hiring of A. J. Mac Contracting for the installation of backflow preventers for \$1,600.00. Funding- 802-96004-8500-8900-72.

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SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

XI. Administration

A. Discussion: Sanitary Sewer Overflow (SSO)

Chair Lozeau invited Alderman Flynn to speak to the Board on behalf of some residents of Haines Street that have been experiencing storm sewer overflows.

Chair Lozeau informed the Board that she needed to leave the meeting at 5:30 p.m.

Alderman Flynn presented a handout (*on file*) and then informed the Board that he had been contacted by the residents of 32A through 41 Haines Street regarding serious issues resulting from the back up of stormwater and sewerage onto their sidewalks, lawns and into their homes. He asked public works to help rectify this problem.

Chair Lozeau asked for a perspective from Director Seymour who replied that Haines Street was a hydraulically challenged area and that the division would most certainly still address it.

Chair Lozeau asked that an update on the Haines Street status be given to Alderman Flynn within the next 30 to 60 days.

B. Motion: To approve a rate structure adjustment of 9% in FY10, a 5% rate structure adjustment in FY12, and a 5% rate structure adjustment in FY14. Concurrent with these rate structure adjustments, the Division will apply for SRF Loans totaling \$29.3 million to be applied to the Wet Weather Project (\$14.7) and the Disinfection Project (\$14.6)

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SECONDED: Commissioner Gagnon.

Director Seymour and Kathleen Conti, DPW Contract Administrator reviewed and discussed a spreadsheet detailing several scenarios regarding the wastewater rate structure adjustments.

Mayor Lozeau informed the Board that a special presentation was being held for the Board of Aldermen that evening at 7:00 p.m. regarding the rate study and the proposed bond for \$65,900,000 in the Aldermanic Chambers.

MOTION CARRIED: Unanimously.

C. Discussion: To move the August 11th Board of Public Works Meeting to Monday, August 18th

Mayor Lozeau requested that the August 11th meeting of the Board of Public Works be changed.

The Board agreed to reschedule the August 11th meeting to August 25th at 3:30 p.m.

Chair Lozeau left the meeting and Vice Chairman Lavoie presided.

Director Seymour temporarily stepped out of the meeting for a moment.

Vice Chairman Lavoie asked to proceed with the meeting's Agenda and to address item E prior to D until the Director returned to the meeting.

The Board concurred.

E. Informational: Commissioners Comments and division responses regarding Solid Waste Department's policies on collections.

MOTION: Commissioner Pappas to place on file.

SECONDED: Commissioner Gagnon.

Director Seymour returned to the meeting.

A discussion was had regarding the proposed policies review.

Director Seymour mentioned that at this time the Division was not looking for a recommended policy.

Commissioner Gagnon stated that he would like to have a workshop to discuss policy implementation and review.

The Board concurred.

MOTION CARRIED: Unanimously.

D. Informational: Divisional workman's compensation report

MOTION: Commissioner Pappas to accept the Divisional workman's compensation report and place on file.

SECONDED: Commissioner Gagnon.

MOTION CARRIED: Unanimously.

XII. Director's Report

Director Seymour presented the Director's Report and highlighted several ongoing divisional projects with the Board.

XIII. Commissioners Comments

A brief discussion regarding a berm issue on Apache and Indian Rock Road was had.

XIV. Non-Public (if applicable) - N/A

*XV. Items Pending- Item Tabled: Meeting of the Board of Public Works, April 14, 2008, Aldermanic Referrals: R-08-23
CHANGING THE PURPOSE OF THE REMAINING UNEXPENDED BOND PROCEEDS IN ACCOUNT #757-3729
"PARKING FACILITY RENOVATIONS/IMPROVEMENTS" - N/A*

MOTION TO ADJOURN: Commissioner Gagnon.

SECONDED: Commissioner Pappas.

MOTION CARRIED: Unanimously.

*Minutes transcribed by Kathie Berube,
BPWDPW Administrative Assistant III*