

Advisory Board of Public Works, December 14, 2020 – 5:30 pm

Item 1 | Call to Order: 5:30 p.m.

Attendance: Christopher Tarr, Maria Palomino, Elena Proakis, Director Joe Conway, Business Manager Ann Waitt, and Anna Amatucci

Item 2 | Public Engagement:

No Public Engagement

Item 3 | Board Update:

Introduction of new Advisory Board clerk Anna Amatucci by Ann Waitt

Item 4 | Operational Update:

Mr. Conway spoke to the recent surge of COVID cases and making a conscious decision to stagger the field crews, especially in the case of a storm event and potential employees being out due to the virus. Ms. Proakis mentioned that given the Health Dept. is shared by both Wakefield and Melrose, they are following the same rules. Mr. Conway also mentioned that this year, due to COVID, all the plow contractors received every route, they check in at the Nahant St. yard waste site and upon dismissal, the plowers leave when their routes are complete.

Mr. Conway also mentioned budget season coming up, and planning ahead with more info to follow after the holidays.

Item 5 | Previously Discussed Dispute

Katherine Nigro – Lakeside/Clarion Inn 595 North Avenue: Ms. Waitt reported that the Inn maintenance checked toilets, used tablets and there were no leaks. She has asked Katherine to pay the amount of October bill for March and June for now, but has not received any payment as of yet. Per Ms. Waitt's recent conversation with Katherine, occupancy continues to decline, but water consumption is still in line with past months. Ms. Proakis noted that based on this information and consumption history between March and September, usage seems real. Ms. Waitt agreed. Ms. Palomino noted that if meter is working correctly, similar past usage is hard to trace at this point and meter did not self-fix. Both Ms. Palomino and Ms. Proakis suggested that the Inn could possibly go on a payment plan and apply for business related COVID relief. Ms. Waitt will check in with emergency manager re: resources for struggling businesses, as well, Mr. Conway mentioned the Chamber of Commerce possibly helping businesses that are currently struggling financially. Motion made by Ms. Proakis to deny the abatement for the Lakeside Inn, but recommend helping them get on a payment plan workable for them and offer ideas of other funding, if any. Mr. Tarr seconded, all approve, motion carries. Ms. Waitt will keep board apprised of situation and will call Katherine with decision details.

Item 6 | Other Business:

Director Conway spoke about the RFP for recycling and there are currently three proposals that have been submitted. Mr. Conway, Ms. Waitt, and Rick Stinson have met one proposer as of today about pricing, services, and other unique pieces they can offer the town of Wakefield. After meeting with the next two proposers this week, the cost and some other details will be finalized, and hopefully a recommendation will be made to the town mid-January on moving forward with this.

Ms. Palomino spoke about an extension of the MVP project and a resilience framework that the town's consultant, Kim Lundgren designed. She mentioned an organizing tool used by any town employee for any project to look at effects of outcomes such as environmental, socio-economic, and how the RFP that Mr. Conway and Ms. Waitt worked on highlighted this. Ms. Palomino mentioned two of the three vendors have a higher cost and what will be considered to make a recommendation. Mr. Conway assured Ms. Palomino the numbers proposed at the beginning tend to be higher and typically drop as the process continues. The vendors have to explain their cost basis breakdown, as they are all different, and there has to be a balance between the service and cost associated with it. Ms. Palomino pointed out it's great that there are two regional vendors and one national one as proposals.

The RFP for the building feasibility study came back and will be meeting with the permanent building committee to discuss potential next steps. There was one proposer for the study.

Item 7 | Next Meeting:

Monday, January 25, 2021, 5:30 p.m.

Item 8 | Adjournment:

Ms. Proakis motioned to adjourn, Mr. Tarr seconded, no discussion, all approve,

motion to adjourn at 5:29 pm carries.