

Advisory Board of DPW
Monday, April 23rd, 2018

Members in attendance: Chairman David West, Board Member Maria Palomino
Also in attendance: Director of DPW Richard Stinson, Business/Operations Manager Carol Antonelli,
Business/Operations Manager Joseph Conway and Adam Pinkney.

Meeting called to order at 5:31 pm.

- 1) Participation – None
- 2) Approval of minutes from previous meetings
 - Monday, March 19th 2018 minutes were presented
 - Chairman West mentioned under New Business to remove cracked pipe
 - Chairman West entertained a motion to approve the minutes as amended, Ms. Palomino made a motion to approve the minutes as amended, motion carries for minutes to be approved as amended
- 3) Town Meeting
 - Mr. Stinson presented Town Meeting for Monday, April 30th 2018
- 4) Tree Hearing – 6:00 pm
 - a. 49 Morgan Street
 - Tree Hearing request to have a 10” Maple tree removed located on the right side of the driveway on the (Nowell Road side) for the purpose of widening the driveway
 - The home owner is aware the tree removal will be done so at the home owner’s cost. The stump removal, curb work, and sidewalk also to be done at no cost to the Town
 - Licensed contractor to restore the sidewalk and curb
 - Dig Safe will responsibility of contractor
 - \$250.00 donation to the Town of Wakefield care of “Tree Replacement Fund” made by the home owner
 - Upon receipt, the Town of Wakefield will plant a new 2 to 2.5” cal tree in close proximity to the removed tree
 - Chairman West entertained a motion to approve the request, Ms. Palomino made a motion to approve of request, motion carries
- 5) Water/Sewer Bill Reviews – 6:15 pm
 - **A. 6 Orchard Cir – Dolores Ciarlante**
 - Mrs. Antonelli presented a dispute on Water bill
 - Spike in usage during October 2017 through January 2018
 - Plumber came to review system and could not locate a leak
 - Consumption is down from the 8,800 C.F.
 - No irrigation in yard
 - Plumber checked faucets with no issue
 - Ms. Ciarlante placed dye in tanks and only a small amount of color initially appeared
 - Only two people in household
 - \$300.00 range has been the typical amount for previous bills
 - Ms. Antonelli suggested to gain additional reading of the meter
 - Chairman West and Ms. Palomino agreed to wait for the additional reading for further information

- **B. 41 Eunice Circle – Mary Marshall**

- Mrs. Antonelli presented a dispute on Water bill
- Last bill shows usage of 4,200 units
- 3 adults in home
- Work Order previously placed for meter replacement however meter was not replaced
- Highest usage occurred in Summer
- Irrigation on property
- Last bill in December, irrigation stops in September around middle of month
- Mr. Stinson offered to have someone come to the home with dye tablets to check for leaks with the toilets
- Ms. Marshall agreed to have staff come to check for leaks

- **C. 42 Eunice Circle – Elizabeth Boudreau**

- Mrs. Antonelli presented a dispute on Water bill
- Last bill shows usage of 4,200 units
- Mrs. Boudreau mentioned household used to have ice rink in yard but hasn't done so since 2014 season
- Mr. Stinson offered to have someone come to the home with dye tablets to check for leaks with the toilets
- Mrs. Boudreau agreed to have staff come to check for leaks

- **D. 37 Central Street – Brian Fenochietti**

- Mrs. Antonelli presented a dispute on Water bill
- Check was mailed to PO Box, not received in time for discount rate as the check was not received
- Mr. Stinson explained how the process works when the department would receive a payment through the mail
- Mr. Fenochietti explained he is on time with his payments and hasn't missed a payment and could not believe the mail did not reach the billing department in time
- Chairman West entertained a motion to deny claim, Ms. Palomino made a motion to deny claim, motion carries of denied claim

6) FY2019 Budget

- Mr. Stinson presented FY19 budget information and summation
- Explained how energy calculation was based on past 5 years
- 1st page is a cover sheet, 2nd sheet calculates averages for a 5 year period
- Back sheet shows average rates
- There is an increase for vehicle fuel
- **A. Snow & Ice budget**
- Detailed information regarding previous and current year
- FY19 Budget Request is \$1,217,085.00
- \$800,000.00 appropriation being asked for at Town Meeting
- 5 year average \$1,036,000.00
- **B. Sewer Section**
- MWRA sheet included preliminary assessments may increase or decrease/increase in June
- MWRA rates possibly going down
- Debt sheet, including all maturing debt
- Numbers on benefits
- **C. Water Section**

Advisory Board of DPW
Monday, April 23rd, 2018

- Copy of drinking water sheet
- No violations
- **D. Buildings Section**
- Civic Center same as FY18
- Building chart based on buildings of the Town versus School buildings
- Listing of all 46 building
- **E. Information**
- Statistics on various town numbers
- Chapter 90 allocation history
- Cemetery and Forestry/Park information
- Staffing sheet
- **F. Overtime Section**
- O.T. based on programs
- Ms. Palomino asked example of a road call, Mr. Stinson said that involves Highway Division (Accidents, potholes, signs down)
- Chairman West asked about 116 lane miles and cost of maintaining them, Mr. Stinson explained the Town has 90 miles of public roads, we need to pave 6 miles every year at an average cost of \$2,100,000.00

7) FY2019 Capital Budget

- Mr. Stinson presented FY19 Capital
- 1st section gives various requests
- \$2,250,000.00 originally requested trimmed down to under \$2,000,000.00
- Drainage moved to budget increasing from \$40,000.00 to \$75,000.00
- NEPDES now in operational budget. Also HVAC/Painting/Security are in operating budget
- Brief write up in plan section
- 15 year plan
- Prior year lease purchases – required funding

8) FY2019 Public Works and Other Warrant Articles related to DPW

- **A. A13 – Eminent Domain**
- \$1.00 requiring two thirds vote at Town Meeting
- **B. A14 – Refuse & Recycling**
- Sheet goes over various calculations - \$1,798,000.00
- **C. A15 – Roadway Improvements**
- Town Councilors voted for \$350,000.00, Finance Committee recommends \$500,000.00 for Town Meeting
- **D. A16 – Sidewalks**
- Town Councilors voted for \$75,000.00, Finance Committee recommends \$100,000.00
- **E. A17 – Radio System**
- Approved by Town Councilors - \$125,000
- **F. A18 – Water Main Improvements**
- Approved by Town Councilors \$4,085,000, seeing if \$3,900,000.00 can be used from MWRA
- **G. A19 – Will Authorize MBTA Lease for Rail-to-Trail**
- Approved by Town Councilors
- Chairman West asked if approved at Town Meeting what is the maintenance responsibilities, Mr. Stinson explained this would fall under DPW
- **H. A25 – By-law Change to “Streets to Sidewalks” under Snow & Ice**
- Change will place emphasis on property owner, covers all sections of town. Does not cover residences of 4 units or less

Advisory Board of DPW
Monday, April 23rd, 2018

9) Projects

- **A. Sewer Stations (Baystate & Findlay)**
- Contract awarded to Moriarty & Sons
- Notice of intent on 4/23/2018
- Goal to be completed by October 2018
- **B. Water Street Bridge Project**
- Town of Saugus put out to bid
- \$500,000.00 grant
- Kennefict Corp is contractor
- Goal to be done by end of Summer 2018

10) Old Business

- 15 Pine Hill Circle – Water Bill Dispute
- No additional information given from previous meeting
- Where no additional information was given from the resident, Chairman West entertained a motion to deny the claim, Ms. Palomino motioned to deny the claim, all approved, motion carries to deny the claim

11) New Business

- Chairman West asked about the end of Armory Street where new “Do Not Enter” signs were posted as they appear at an awkward angle, Mr. Stinson said signs were approved through traffic advisory board however he would look into the situation
- Chairman West asked status of 3rd Advisory Board of Public Works member, Mr. Stinson said position was posted with no applicants, position posted again
- Mr. Stinson said Town Engineer Mr. Michael Collins retiring July 27th, 2018, Ms. Palomino asked how filling the position process would work, Mr. Stinson explained the position would be posted on several Trade Organization sites as well the Town of Wakefield’s website

Next meeting discussed as Monday, May 21st, 2018 at 5:30 pm

Chairman West entertained a motion to adjourn, Ms. Palomino made a motion to adjourn, all approved, motion carries

Meeting adjourned at 7:15 pm.