

Advisory Board of DPW  
Monday, July 23<sup>rd</sup>, 2018

Members in attendance: Chairman David West, Vice Chairman Christopher Tarr, Board Member Maria Palomino

Also in attendance: Director of DPW Richard Stinson, Assistant Director of DPW Joseph Conway and Adam Pinkney.

Meeting called to order at 5:32 pm.

- 1) Participation – None
- 2) Approval of minutes from previous meetings
  - Monday, May 21<sup>st</sup> 2018 minutes were presented
  - Chairman West entertained a motion to approve the minutes as presented, Vice Chairman Tarr made a motion to approve the minutes as presented, no discussion given, all approved. motion carries for minutes to be approved as presented
- 3) Tree Hearing – 5:35 pm
  - a. **28 Sweetser Street**
    - Tree Hearing request to have a 30” Maple tree removed located on the home owner’s corner of property
    - Mr. Stinson explained the home owner Mr. Casoli had reached out regarding the tree request and explained the tree would be replaced with two flowering trees
    - Mr. Casoli further explained the area would also have curbing added as no curb currently exists near the property
    - Chairman West entertained a motion to approve the request, Vice Chairman Tarr made a motion to approve of request, no discussion, all approved, motion carries to have 30” Maple removed from 28 Sweetser St.
    - Mr. Stinson advised Mr. Casoli to pull a digsafe permit
- 4) Water/Sewer Water Hearing – 5:45 pm
  - **A. 46 Hillcrest Drive – Charles Alden**
  - Mr. Alden explained in detail how his bill increased:  
Since installation of new meter in December of 2014, Mr. Alden stated his consumption and rates have doubled, exhibits were presented of Water/Sewer Meter that had changed from a recent visit from the DPW’s Water/Sewer Division Employee when he came to check on the meter, a Grievance letter was sent on June 22<sup>nd</sup>, 2018 regarding the most recent received bill with no communication given in reference to the letter, on July 2<sup>nd</sup>, 2018 Water/Sewer Division Employee came to residence without notification, a Water Meter Test was given by the Water/Sewer Division however Mr. Alden requested independent test on the meter
  - Mr. Stinson explained for an independent study on the Water Meter we would have to charge for the test if the Water Meter was found to be working correctly, as well working with Water Meters the meters do not run fast but would slow
  - Mr. Alden explained how no communication had been given by the DPW, he also explained how removing a label from his Water Meter does not present well and further that the Water Meter test was not done by an independent source did not have the department in the best light
  - Chairman West asked what action should the Advisory Board take on this matter

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- Mr. Alden replied he wasn't sure however the matter does not make sense that consumption would double and explained the board should figure it out
- Chairman West repeated his question as to what action the Advisory Board could make as the Advisory Board can only base a decision on the data they are presented with
- Mr. Alden explained there has been differing consumptions so the board should calculate a reduction of cost
- Ms. Palomino acknowledged that this matter can be frustrating however there should be a common understanding of the situation
- Mr. Alden explained that while he understood the process the customer service given could have been much more effective and communicative
- Mr. Stinson offered Mr. Alden to have the independent study done but reaffirmed if the meter were to come back as working normally that Mr. Alden would be charged for the study
- Mr. Alden explained he would not feel this would be a good option as he would have no control over the study, Chairman West stated that Mr. Alden could select the company to do the study
- Mr. Alden said he would need to think about it, Mr. Conway offered to research pricing on the studies and relay the information to Mr. Alden where Mr. Alden stated that would be acceptable
- Mr. Conway further explained that while Mr. Alden's meter was being tested by the Water/Sewer Division no charges were being made to Mr. Alden's property
- Advisory Board agreed to hold on decision until Mr. Alden had made a decision regarding the independent study

5) Project Updates

- **A. Water Street Bridge Project**
- Project as success
- Bridge is currently installed
- Old Bridge made mostly of granite
- Project was done quickly and efficiently
- **B. Paving**
- Begins Monday, July 30<sup>th</sup>, 2018
- Vernon Street, Jefferson Road, back of High School, Wakefield Avenue, Hamilton Road
- Paving and milling to be done
- Sidewalk improvements to area
- Work to be done of two to three weeks
- Vernon Street being cleaned up near rail road area
- **C. Complete Streets Program**
- First meeting for committee Thursday, July 26<sup>th</sup>, 2018 at 7:00 pm
- Town Council authorized Complete Streets for what streets would be worked on
- Committee consists of Town Planner, Town Engineer, Stormwater Supervisor, Board of Health Mass in Motion, Bike Committee, Town Administrator, Two residents, Advisory Board of Public Works member
- Applied for grant for mobility, first aspect of grant is for \$35,000.00 to begin study, second aspect of grant for \$400,000.00 to implement study work
- Vice Chair Tarr volunteered to join the Complete Streets Committee as a representative of the Advisory Board of Public Works
- **D. Prospect Street**
- MWRA to repave/mill Prospect Street from Stoneham line to Hopkins Street

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- **E. Sewer Stations**
  - Awarded from bid
  - Two stations to be worked on
  - **F. HVAC**
  - Siemens can do design, installation, and equipment
  - Taking place prior to start of school
  - High School HVACs
  - Town Hall Boiler
  - Other School Boilers
  - \$600,000.00 project
  - Boiler pads to be worked on internally
  - **G. Sidewalk Bid**
  - Out currently for bid
  - Bid opening in early August
  - **H. Enstar Project**
  - Town Council already approved project
  - Winchester and Stoneham appealing project
  - Redoing sound wall
  - Traffic Lights being done in house once National Grid payment is received
- 6) Election of Chairperson and Vice Chair
- Mr. Stinson explained that the Advisory Board chooses their Chair and Vice Chair annually
  - Ms. Palomino motioned to have Mr. West as Chairman, Mr. Tarr seconded the motion, no discussion, all approved Chairman West
  - Chairman West entertained a motion to have Mr. Tarr as Vice Chairman, Ms. Palomino motioned to have Mr. Tarr as Vice Chairman, no discussion, all approved Mr. Tarr as Vice Chairman
- 7) Old Business
- **A. 6 Orchard Circle**
  - Mr. Conway stated resident sent letter requesting reconsideration on bill reduction
  - Chairman West asked if the resident could come in with additional data and Mr. Conway said he would reach out to the resident
  - Mr. Conway explained that he wanted to work with Munis software representative to update current bill format to show consumption by daily average in bill cycle
  - Mr. Stinson suggested to table decision for further discussion once resident provides more data
- 8) Other Business
- **A. Advisory Board of Public Works – Disbanding through Charter Commission**
  - Chairman West provided explaining the need of the board to the Charter Commission and Town Council
  - **B. Advisory Board of Public Works – Letter to Wakefield Municipal Gas and Light Department**
  - Chairman West provided a letter to the Wakefield Municipal Gas and Light Department

Next meeting discussed as Monday, August 20<sup>th</sup>, 2018 at 5:30 pm  
Chairman West entertained a motion to adjourn, Ms. Palomino made a motion to adjourn, no discussion, all approved, motion carries  
Meeting adjourned at 6:49 pm.