

**BOARD OF PUBLIC WORKS ADVISORY MEETING**  
**January 12, 2016**

MEMBERS: Chairman Todd Swanson, Bill Culligan, Tim Abbey, John Poshka,  
Michael Head, (Mike Catalano, absent)

OTHERS: Andrew Thompson

**MINUTES APPROVAL**

Todd Swanson noted there were no minutes generated for the December meeting.

Andrew had set up a presentation by Ed Mitchell, Vermont Pubworks, on Work Orders and Asset Management over the computer for the beginning of the meeting. Mr. Mitchell outlined their software programs for use by municipalities to better manage their work, track maintenance, fleet management and to control real property and material inventory. He gave examples and referenced other municipalities that used their system. Following the presentation the Board unanimously felt the use of an asset management system would be advantageous for the Village. Andrew is to research the system more, check references, and look at alternatives. This will be discussed more in our next meeting(s).

**OLD BUSINESS:**

Survey of Poles - Andrew advised that O'Connell had been awarded a purchase order to replace 2 pole structures. There will also be a couple structures that will be repaired in-place.

Andrew provided an update on the status of the design for the WPCF. The presentation by Wendel has been rescheduled for the 19<sup>th</sup> of January. Andrew provided a copy of the proposed handout (he also forwarded, by e-mail, information of the main design features, considerations and selected options for the design. Todd noted the biggest concern is the schedule and a need to be able to advertise and award a construction contract early enough so that we do not miss another construction season.

NYSERDA Grant for Microgrid Feasibility Study – Willdan, who is doing the feasibility study, has completed the second of four tasks. The completion has been extended out to the end of February for the study.

Andrew advised that Bruce Robinson, Forester, did not begin the Village tree survey in November as previously scheduled. Discussion of this continued delay resulted in the suggestion that this be addressed by the Village Trustees, looking at canceling the work with Robinson and awarding to some other firm.

Regarding the Renewable Energy Buyback Program, the program is to be modeled after a similar program used by Massena, NY.

Andrew noted that he was working to have another demonstration of the Asset Management program (Pubworks) for office staff. He wants their feedback regarding this program. He still feels this it will improve Village operations.

REVIEW OF DEPARTMENT HEADS:

Public Works – Sidewalk snow removal.

Electric Dept. – The need for general maintenance of the Electrical Department building was discussed. Roof and window replacements are the immediate concern. Although no formal recommendation was made, there was unanimous agreement that both should be accomplished before more extensive repairs are required.

Water Dept. – Andrew noted that the water tank pressure system was functioning better, allowing 4-5 feet of fluctuation. However further improvement is needed.

Sewer Dept. – Oak St. pump station work has been completed and is on-line. Water St. is still waiting the generator testing.

NEW BUSINESS/OPEN DISCUSSION:

The replacement for Jerry LaPorte has not been named. The need for a 7<sup>th</sup> member is needed to assure that a quorum is met for our meetings. We didn't have a quorum again for the December meeting.

The time and day for meetings was discussed. The second Tuesday of the month seems to be acceptable with everyone. The next meeting will be on Tuesday, February 9<sup>th</sup>. We will meet at 6:00 P.M. (vs. 6:30) to allow Bill and Tim to meet another commitment at 7:00.

Andrew noted that Willdan would review the alternate options for the Village's incremental power supplier in addition to the Microgrid study.

The subject of the Advisory Board's role was questioned again, with little or no specific request being made for review or input over the last 3-4 months. Involvement in the design process for the WPCF has been minimal. Andrew commented on the staffing and number of anticipated retirements in the next few years. The potential for future hires to be "floaters" between Village departments was discussed. Flexibility of assigning work between departments staff should be a future objective in any labor discussions.

**There being no further business to come before the board the meeting was adjourned on a motion made by John Poshka, seconded by Tim Abbey and was carried unanimously.**

