

**BOARD OF PUBLIC WORKS ADVISORY MEETING**  
**February 9, 2016**

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

OTHERS: Andrew Thompson, Ed LeBarron

MINUTES:

**Mike Head made a motion to approve the minutes to the January 12 Board meeting. The motion was seconded by John Poshka and was approved unanimously.**

OLD BUSINESS:

Andrew provided a summary of the Wendel presentation on January 19<sup>th</sup> for the design of the WPCF. He used the Wendel handout review of the scope, alternatives considered and recommended options for the project features. The presentation also included a schedule and estimated cost. Todd expressed his concern on the schedule and the need to keep after Wendel to meet the end of March design completion. This should allow for timely award of a construction contract and start of work this summer.

Survey of Poles - Andrew advised that O'Connell intends to accomplish the replacement of the 2 pole structures in mid to late April, weather permitting. He also indicated that the repaired in-place work would be accomplished by the Electric Dept.

NYSERDA Grant for Microgrid Feasibility Study – Willdan continues to progress through the four tasks with the completion still expected by the end of February.

The Village tree survey by Bruce Robinson, Forester, still has not begun. As discussed in January, the cancelation of the contract and awarding to some other firm should be considered. This will be discussed again in March.

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

Regarding an Asset Management program, Andrew noted that Treasurer Becki Paternosh has reservations related to whether staff will use the system and if there will be benefits to justify the cost. Andrew suggested an RFP to get several proposals to evaluate. He also noted that there is a grant program under NYDEC where 20 municipalities will be selected for a pilot program.

REVIEW OF DEPARTMENT HEADS:

Public Works – General maintenance and snow removal as required.

Electric Dept. – Andrew noted that there will be a bid opening for two new oil breakers for the Bourne St. Substation. He has received the permits for the boring under the Thruway at McKinley and Persons from the Thruway Authority.

Water Dept. – Andrew noted that a Study of the water system would be accomplished by Clarke, Patterson, Lee. This will be an update to the last study done in 2009.

Sewer Dept. – See comments on WPCF above and below.

**NEW BUSINESS/OPEN DISCUSSION:**

As a result of the discussions during the Wendel presentation on the 19th, Andrew and Brian Sibiga, Wendel Project Manager, contacted EDA with a request to add to the scope of the project the conversion of the first stage aeration to equalization basins and to also include installation of a fine screen at the primary pump station as an element of the selected grit removal system. It was explained that both items were advantageous to the plant operation. There were two proposals from Wendel regarding the WPCF. A proposal to include these two items in the WPCF design at an increased design cost of \$49,950.00 and minimal time (less than two weeks). The discussion related to this requested that Andrew get a further explanation of the fine screen addition which also adds a compactor/washer (this was not discussed on the 19<sup>th</sup>). John Poshka made a motion to include these features in the design. It was seconded by Tim Abbey and the motion carried. The second proposal from Wendel was for additional items to be studied for project scope additions, including; emergency generator, solids dewatering upgrades, SCADA and aerobic vs. anaerobic efficiencies.

**After discussion, Bill Culligan moved to approve the proposal and Tim Abbey seconded the motion. The motion was unanimously passed.**

The recommendations regarding the English Street Substation from Jon Tucker were discussed. Given the age of the equipment (60 years) and to assure long term reliability of the electrical distribution the proposed replacement should be accomplished.

**Mike Head made a motion to proceed with the next step, per Jon Tucker’s report. Tim Abbey seconded the motion and it was passed unanimously.**

Andrew brought up the topic of the Electric Department assisting metered customers. He explained that the Utility provides power to the transformer and from the transformer to the customer’s facility it is the customers responsibility. There are different situations, particularly for some of the larger commercial customers. Certain customers seem to expect the Electrical Dept. to handle work to the building. Andrew noted intent to develop a set policy. It was suggested that an inquiry to NYCOM be made.

The next meeting will be on Tuesday, March 8th. We will meet at 6:30.

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