**BOARD OF PUBLIC WORKS ADVISORY MEETING**

**June 9, 2020**

MEMBERS Attending: Chairman - Todd Swanson, Dennis Lutes, John Poshka, and Steve Rudnicki (by video)

OTHERS: Andrew Thompson

MINUTES:  **A motion to approve the minutes to the 10 March 2020 meeting was made by John Poshka and seconded by Dennis Lutes. The motion was passed unanimously.**

OLD BUSINESS:

Andrew Thompson provided an update of the numerous projects and activities of the Village DPW departments. He summarized the status of the construction contracts at the WPCF and for the Water Department. Andrew noted that STC has completed their contract work and only had the repair of damaged paving to close out contract punch list. He noted that Gerwitz and McNeil had about one more day of work to complete their contract. Start up and training on the digesters and generator was to occur this month. Wendel has subcontracted the finish O&M manual and Andrew indicated a site visit would occur soon. H&K has completed their work at the Water Treatment Plant.

Andrew noted that the Rte. 5 West electric line work was awarded to Thayer Electric. He was expecting them to start work soon.

Andrew advised that the Asset Management program for the WPCF and Sewer Dept. was working well. He advised that the Elec. Dept. has started using the system this month and he pulled up the forms on the computer to show what the staff was using.

Andrew updated the status of work of the MRB Group. Andrew noted that there was no change in the status of design for the pump station. He indicated that an electrical engineer was making a site visit this week. The construction est. for the raw water line and pump house was $342K. Andrew also noted the rough estimate for the garage at the Water plant was in the range of $600K. This is way too high for what was expected and a review of the scope is necessary to resolve the cost. Andrew had a meeting with MRB to discuss development of a 5 year plan.

Andrew lead a short discussion on the condition of the pipe outlet for the Minton reservoir. There were no records that indicate the last time there was an inspection or information on what would need to be done to inspect this line. He also noted that a future project for the water plant would be to provide a direct tie from the new water supply line from Chautauqua Creek to the plant.

The improvements for the parking lot off Clinton St. are scheduled to restart on 15 June.

Andrew noted that the fire protection/security systems by DFT has been installed at all the DPW facilities as discussed back in March.

Andrew advised that he is still waiting for a response from TRC for the Findley Rd. interconnect replacement.

REVIEW OF DEPARTMENT HEADS:

Public Works – Seasonal work ongoing; Work at the Clinton St. parking lot.

Electric Dept. – Normal operations.

Water Dept. – normal operations. Andrew noted that the Rte. 5 East waterline work was complete. There are still a couple service connections to be made.

Sewer Dept. – normal operations.

NEW BUSINESS/OPEN DISCUSSION:

Andrew outlined a need to repair/replace glazed tile work above the windows at the Water Treatment plant. He has received a proposal from H&K in the range of $12K. He noted there was available funds for this work.

**Todd Swanson made a motion to recommend this work be done by H&K. John Poshka seconded the motion and it passed unanimously.**

Andrew outlined actions taken to reduce Village cost over the last three months related to the Covid-19 shut-down. He noted that Village staff work at 50% staffing through mid-May. He indicated that Budget monitoring was necessary given the reduce income from taxes.

**John Poshka made the motion to adjourn, seconded by Dennis Lutes and unanimously passed.**

The next Advisory Board meeting was scheduled for July 14, 2020 at 6:30. The meeting will be held at the Electric Building.