**BOARD OF PUBLIC WORKS ADVISORY MEETING**

**August 8, 2023**

MEMBERS Attending: Chairman - Todd Swanson, Steve Rudnicki, Troy Winkleman, John Poshka, and Dennis Lutes

OTHERS: Andrew Thompson, Erin Schuster

MINUTES:  **A motion to approve the minutes of the 13 June 2023 meeting was made by Steve Rudnicki and seconded by Troy Winkleman. The motion was passed unanimously.**

OLD BUSINESS:

Andrew Thompson provided an update of on-going projects and activities of the Village DPW departments. He noted that MRB continues to work on the Water Quality Improvement Projects grant application for future work at the WPCF. The application has been completed and submitted.

For the Minton Reservoir/WTP pump station Andrew advised that H&K was complete with their work. Gerwitz & McNeil are working on labeling and punch list. He indicated as-built drawings and O&M manuals were expected to be submitted soon. Erin advised that the drainage issue was to be addressed soon.

Regarding the Finley Rd. work, Andrew advised that O’Connell will be replacing the bolt at the switch soon. O’Connell has not submitted any cost increases resulting from the delays that National Grid caused during the shutdown. The need to get a final accounting from National Grid was discussed.

Andrew provided an update on the other Electric Dept. projects. He indicated that the poles have been installed. Technical support with Hendrix for running the conductors is being coordinated. The contract for foundation modifications at the Portage substation was awarded to Ledge Creek Development, Clarence, NY. Pre-work submittals are in process. Andrew is to check with Power Systems Engineering on the status or their work on the long term planning. Regarding the vacuum breakers, Andrew noted they are waiting on Jon Tucker to complete testing. Andrew also noted that the manuals and remaining parts have been received.

Andrew advised that NYSERDA had finished RFP bids/proposals for selecting a consultant for the study for a second primary electric feeder for Westfield. He expects an award soon.

Regarding MRB Support Services, another grant application for the work on Cottage and Academy Streets w/o water and sewer included has been submitted. Bird St. has also been dropped. Andrew advised that a meeting to review the status of the Water System Master Plan was scheduled for August 17th.

Regarding the manhole replacement project at Growers, MDA **continues** to wait for a reply from the RR on the final design. Advertisement and contract award are pending the RR review.

The CGR Report and findings were discussed. Focus was on the summary recommendations. The salary issues for Westfield compared to other municipalities is a factor in retaining staff, particularly with the Electric Dept. There was discussion regarding internal communications between employees, supervisors and between departments. The development of better defined job descriptions and periodic ratings was discussed. The recommendation for consolidating the Street Dept. at the Electric Department site, though cost prohibitive at this time, was discussed. The CGR report will be discussed further at the next meeting.

REVIEW OF DEPARTMENT HEADS:

Public Works – General maintenance, storm cleanup.

Electric Dept. – Finished Barber Rd. conductor replacement.

Water Dept. – normal operations and maintenance. Water main replacement at McClurg St.

Sewer Dept. – normal operations.

NEW BUSINESS/OPEN DISCUSSION:

Dennis brought up the issue of the new portable bathroom for the park. This package facility is currently at the Streets Dept. The need for defining the usage and maintenance of this asset has not been addressed. Concerns regarding responsibility for cleaning, locking/unlocking, event usage and potential for vandalism were discussed.

**Steve Rudnicki made the motion to adjourn, seconded by Troy Winkleman and unanimously passed.**

The next Advisory Board meeting was rescheduled for September 12, 2023 at 6:30. **The meeting will be held at the Street Dept. building on Bourne St.**