**BOARD OF PUBLIC WORKS ADVISORY MEETING**

**January 10, 2023**

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

OTHERS: Andrew Thompson and Erin Schuster

MINUTES:

**A motion to approve the minutes of the 13 September 2022 meeting was made by John Poshka and seconded by Steve Rudnicki. The motion was passed unanimously.**

OLD BUSINESS:

Andrew Thompson provided an update of on-going projects and activities of the Village DPW departments. Andrew noted that Wendel was incorporating final comments into the over-all O&M manual for the WPCF.

For the Minton Reservoir/WTP pump station Andrew advised that H&K and Gerwitz & McNeil were completing punch list items. He indicated as-built drawings and O&M manuals remain to be done. The site drainage issue has been addressed. The roofing penetration for lightning protection will be addressed by replacing the panel with the penetration. Regarding the fluoridation upgrade, the paperwork for the grant has been submitted to the State. Work will begin once the grant funds are released.

Andrew provided some feedback from the RR review of the manhole replacement project in the railroad ROW. He indicated that the RR requirement for shoring has been waived for the work. He also noted that the Oak St. line that is in the RR ROW would have to be encased in concrete.

Regarding MRB Support Services, Andrew noted that the grant for continuing design/construction work for Cottage, Academy and Bird Streets was not awarded to Westfield. He indicated that there would be a briefing regarding the reasons for the grant application. Andrew will forward the Preliminary Engineering Report to the Board. He noted MRB’s will be able to use the CPL hydraulic model/study report for doing a water system Master Plan.

Andrew noted that the Finley Rd. interconnect work by O’Connell with National Grid has been postponed until next spring. No work has occurred in the last month as O’Connell’s crew(s) continue to emergency work. Also, no work on the 115 KV line pole structure replacement.

Andrew reviewed the future electrical system upgrades projects. PSE, Power System Engineering, has completed the design, provided a profile and materials list for the second feeder to the Portage Substation. Materials for this work have been ordered. The issue of the Portage Substation foundation was discussed again. The designer continues to require the foundation structure be replaced. It was suggested that the existing concrete strength be tested to see if a higher strength would change the need to replace the concrete. Andrew noted two new vacuum breakers for Bourne St. substation have not been delivered yet. Andrew indicated that he was going to have Jon Tucker begin work to scope the design work for the Bourne St. substation transformer replacement, including the design scope for SCADA and building location.

Regarding Organizational Assessment, Andrew advised that CGR has provided a draft report on the employee interviews, noting 24 of 28 employees participated. He also indicated that CGR was compiling the public comments that have been made. Initial feedback was that comments are generally positive.

REVIEW OF DEPARTMENT HEADS:

Public Works – Snow removal, and will continue doing leaf pick-up when weather permits.

Electric Dept. – Working on street lighting on Main and Portage streets. Doing transformer oil testing.

Water Dept. – normal operations and maintenance.

Sewer Dept. – normal operations. Andrew advised Board of recent letter from NYDEC regarding a high effluent reading for settleable solids and toxicity testing. He was to research this issue, unsure if it is a new criteria or what if anything needs to be done.

NEW BUSINESS/OPEN DISCUSSION:

Andrew noted that he requested a proposal from Power Systems Engineering (PSE)for long term electric system planning study, including a look at impacts for electric vehicles and all electric heat.

Andrew also noted that there was a $100K grant from NYSERDA to study the feasibility for a second electrical feeder for the Village.

**Steve Rudnicki made the motion to adjourn, seconded by John Poshka and unanimously passed.**

The next Advisory Board meeting was scheduled for February 14, 2023 at 6:30. The meeting will be held at the Electric Building.