

**CITY OF NORWICH
PUBLIC WORKS COMMITTEE**

6 PM
February 24, 2005

Present:

Ald. A. Anthony Abraham
Ald. Joseph Biviano
Ald. Suzanne Williams

Also:

Ald. James Cushman
Ald. Joseph Maiurano
DPW Supt. Carl Ivarson
Finance Dir. William Roberts
Deputy Clerk Donna Philipponne

The Chairman, Ald. Abraham, called the meeting to order at 6 PM in the Common Council Chambers at One Court Plaza. Minutes of the January 27, 2005 meeting were approved.

At the request of Ald. Thornton, a clarification was noted with regard to the December 16, 2004 minutes as follows: Ald. Thornton said that he had asked that the SOP within the Fire Department relative to cell phones and plans be given to the Council members and to date, it has not been received.

Visitors: No visitors.

Correspondence: No correspondence.

Engineer's Report:

Route 12 Paving – Supt. Ivarson reported that bids were let out today for the Route 12 Repaving Project and are due back on March 21. He noted the completion date for the project is June 30, 2005.

2005 CHIPS – Supt. Ivarson reported that Delaware Engineering has submitted a proposal for engineering services related to the 2005 street grinding and paving project that would also include the Norwich Housing Authority's Brown Avenue Housing Project and the City's Fire Station. Ald. Biviano moved to forward the proposal to the Finance Committee. Seconded by Ald. Abraham. All ayes.

Community Development Report: No report.

Director of Finance Report: No report.

Superintendent's Report:

Surplus Property – Supt. Ivarson presented the list of items to declare as surplus property. He noted the three police vehicles that are being replaced would also be included. Ald. Biviano questioned the procedure for disposing of surplus property and requested it be confirmed. Ald. Biviano moved to forward the list to the Finance Committee. Seconded by Ald. Abraham. All ayes.

Traffic Lights – The Supt. reported that NYS Department of Transportation is requesting the City of Norwich allow the DOT to re-assume the responsibility for the replacement, maintenance and operation of the traffic signals along the NY 12 and NY 23 corridor. He explained that the action would leave the City with two traffic lights to maintain. Ald. Biviano moved to forward the matter to the Finance Committee. Seconded by Ald. Abraham. All ayes.

Budgets/Personnel Line Items – Supt. Ivarson said his department has 17 personal services line items and with 24 employees, he questioned whether the line items should be lumped together or kept separate. Director of Finance Roberts recommended that for tracking purposes it was better to keep them separate.

Sheldon Street Sewer & Water Extension – Supt. Ivarson reported that Ald. Biviano received a request to extend sewer and water services to 83-85 Sheldon Street. Barbara Funaro owns the property and would like to build a house on the property. It was noted that the property is in the 100-year flood

plane. Supt. Ivarson noted that the property owner is responsible for the cost of extending the service. The matter was referred to the Finance/Personnel Committee for review.

Emergency Action Plan for Dams – Supt. Ivarson presented the Committee with an emergency action plan for Dams 1 and 2. He noted that it is updated from 1985 and once adopted, would be added to the City's Emergency Management Plan.

Snow Plow Bids – Ald. Biviano moved to authorize the Superintendent to get bids for snow plows for the trucks. Seconded by Ald. Williams. Ayes all.

BOCES Print Services – Ald. Biviano moved to forward to the Finance/Personnel Committee a recommendation to approve the renewal of an agreement with BOCES for print shop services. Seconded by Ald. Williams. Ayes all. Prior to the vote, Ald. Williams asked if the Parks Commission would be able to use the service to print brochures. Supt. Ivarson said that any department can utilize BOCES for large printing jobs.

Correspondence

Conclusions Relative to Dams – Correspondence was received from Stearns and Wheler reporting on the result of its site visit to identify areas of concern for the Norwich Reservoir Nos. 1 and 2 dams, as contracted by the City of Norwich at the request of the City's insurance carrier. The correspondence states that based on the visual examination, the embankments and the appurtenances of the Norwich Reservoirs No. 1 and 2 are considered to be in good condition. There were no observations indicating impending conditions warranting urgent remedial action. There were minor deficiencies noted that maintenance could repair. The operation and maintenance procedures employed by the City of Norwich appear to be sufficient.

Source Water Assessment Report – Report received from NYS Dept of Health's Source Water Assessment Program completed for Upper/Lower Reservoirs and Ransford Creek.

Water Audit and Leak Detection – Report received from Supt. Ivarson relative to the Water System and total production, master meter accuracy, corrected total production, total billed and total accountable usage.

Third Floor / 31 East Main St – The Committee reviewed a drawing and discussed feasibility of moving the City Hall offices to the third floor of the Fire Station. Supt. Ivarson stated that there was more than enough space to accommodate City Hall. He indicated that there is no electric, plumbing or heating on the third floor and said the Council could either issue a change order to the existing project or go out to bid separately as a new project.

Travel & Training – Ald. Biviano authorized travel to Albany for Supt. Ivarson to attend a seminar. Seconded by Ald. Abraham. Ayes all.

Committee Concerns: none

Adjournment: There being no further discussion, the Committee adjourned at 6:30 PM.