

PUBLIC WORKS COMMITTEE MEETING MINUTES
MARCH 30, 2021

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Skellie, Rozell, Campbell, Haff, Hicks, Fedler, Shaw, Ferguson, Wilson

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Losaw, Ward, O'Brien, Hogan, Clary, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Deborah Donohue, Supt. Public Works

Joe Brilling, Executive Director, Sewer District

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – March 2, 2021
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Staffing – Backfill - Laborer
 - 2) RFB – Solids Building Roof; Admin Building Roof and HVAC
 - 3) Request for Budget Amendments
 - a) Purchase of Trailer
 - b) Feasibility Study - \$50,000 from Capital Reserve
 - B Department of Public Works
 - 1) Staffing
 - a) Staffing Pattern Change – Remove Deputy Superintendent
 - b) Request for New Positions
 - 2) Bid Awards
 - 3) Paving Updates
 - C. Discuss Electric Car Charging Infrastructure
4. Other Business
5. Adjournment

Chairman Skellie called the meeting to order at 10:00 A.M. via teleconference.

A motion to accept the minutes of the March 2, 2021 meeting was moved by Mrs. Fedler, seconded by Messrs. Shaw and Wilson, and adopted.

SEWER DISTRICT – Joe Brilling, Executive Director, addressed the following items with the committee:

- Staffing – (2) Backfills - Laborer left for a better paying job and Account Clerk transferring to another department – A motion to move backfill requests, Laborer and Account Clerk, to the Personnel Committee for consideration was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted.
- RFB – Solids Building Roof; Admin Building Roof and HVAC – All of the buildings at the Sewer treatment plan have thirty-five year old roofs. The solids building has already experienced a major catastrophe a year ago and needs to be replaced. They are piggybacking with the County's general engineering services group who have estimated the replacement cost and the Sewer District budgeted for in 2021 and are now ready to go out to bid. They also budgeted for the hvac system in the administration building to be replaced and that roof is also leaking extensively. A motion to approve going out to bid for the administration building HVAC system and roof replacement and solid building roof replacement was moved by Mr. Campbell and seconded by Mrs. Fedler and Messrs. Wilson and Ferguson. Discussion. The Sewer

District Executive Director stated there are three other buildings that will need the roofs replaced in the next three to five years. The motion to approve going out to bid for the administration building HVAC system and roof replacement and solids building roof replacement was moved by Mr. Campbell, seconded by Mrs. Fedler and Messrs. Wilson and Ferguson, and adopted.

- Budget Amendments:
 - a) Purchase of Trailer – Budgeted for the purchase of a skid steer and would like to purchase a trailer at a cost of \$6,001 so they can take it out to job sites and possibly to the compost facility. A motion to amend 2021 budget to purchase trailer moving \$6,000 out of fund balance into 8120.2 equipment was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.
 - b) Feasibility Study – A motion to move \$50,000 from Capital Reserve GB.8000.8999 to miscellaneous other GB.8000.8110.4440.18 for the feasibility study was moved by Mr. Campbell, seconded by Mrs. Fedler and Mr. Wilson, and adopted.
 - c) Carry Forward Unspent Grant Funds – A motion to carry forward CDBG and SAM unspent grant funds from 2020 in the amounts of \$100,000 increasing revenue GB.8000.8120.4661 and \$28,393 increase revenue GB.8000.8120.3990 respectively to the 2021 budget and increase appropriation code GB.8000.8120.4625.01 \$128,393 was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

DEPARTMENT OF PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works, addressed the following items with the committee:

- Staffing Pattern Changes:
 - a) Remove Deputy Superintendent – This position was not budgeted for in 2021 and should be removed from the Staffing Pattern. A motion to forward deleting the Deputy Superintendent of Public Works position from the Staffing Pattern to the Personnel Committee was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.
 - b) Request for New Positions: Proposing staffing changes that would help the whole department to move forward more efficiently and it would give the Superintendent the opportunity to be out in the field more, research how to save money through pavement preservation projects and seek more grant funding for the barns and the brining programs. The Superintendent's goal is to get the department to work more efficiently and save money.
 - a. Public Works Manager – The Superintendent stated this position would eliminate the HWY Supervisor III and take on the duties of overseeing the engineering and shop maintenance departments along with the current duties supervising the sign shop and highway crews. The position would also take an important role in preparing a DPW capital program in the annual budget. Proposing this position be a grade 20 and the impact to the 2021 budget assuming an April 29th start date is about \$4,600 to the base pay and \$350 fringe is additional. In the absence of the Superintendent, this position would fill in. This position is in lieu of the Deputy which the Superintendent has had trouble filling. Mr. Campbell believes it is the two positions being requested that will cover the duties of the Deputy Superintendent position.
 - b. Secretary to the Superintendent of Public Works – This is a new position and the duties would include: coordinate a public outreach campaign including education website and social media communication, perform the confidential aspects of the department working with specific programs of drug testing and the license monitoring program and help to prepare bids in conjunction with other

departments. Proposing this position be a grade 13 and the impact to the 2021 budget with an April 29th start date is \$45,150 salary and fringe.

Mr. Hicks stated they have been working to align the staffing pattern with the budget and trying to make sure we talk about staffing pattern changes consistently and departments have been advised to bring changes at budget time or bring them budget neutral. He feels budget time is the time to look at this proposal. Mr. O'Brien stated he would be more comfortable if these positions were budget neutral. Mr. Campbell stated the Superintendent gave up the Deputy at budget time, anticipates more CHIPs funding and the County will be paving more, and he sees this more as an efficiently thing when we are headed into a season where we are trying to accomplish more. He supports this proposal. This proposal results in one additional employee in the department. The Superintendent stated these two proposed positions as opposed to just the Deputy position would be a savings of about \$30,000 per year. Mr. Shaw stated it has happened over the years adding employees during the year and he supports this proposal. Mr. Hicks stated the Deputy position is not funded in the budget and this is not a savings. Mr. Haff stated there are a lot of people under this proposed position and asked if the Superintendent will you need another person in a few years. The Superintendent stated she is going to make it the best she can for now and sees his concern. Mr. Haff does not know how this proposal will be successful without the General Highway Supervisor III position. Mrs. Fedler supports and thinks it is a well thought out plan. Mr. O'Brien does not see how the Public Works Manager position cannot be a salary position. Mr. Hicks stated the major budget impact is from the administrative position. The Superintendent stated this is a transition time for the department because the employee in charge of engineering is planning to retire in August and the employee in charge of the shop recently resigned and it makes sense with the knowledge and communication to have the Highway Supervisor III move to the Deputy Public Works Manager position. Mr. Haff stated looking at the organization chart the Public Works Manager is an administrative position and should not be an hourly position. The County Administrator stated the position could go either way, salary or hourly and usually those types of positions are considered exempt. The County Attorney stated any job can be an hourly job but in order to be an exempt job you have to meet the exempt salary test part of which is the duties in the administration but if you meet the test that does not mean you have to make that person salary. Mr. Wilson stated conceptually maybe the committee should agree that a change is needed but the details are better suited for the Personnel Committee to discuss and subsequently the Finance Committee discuss budgetary items. A motion to move the two positions to the Personnel Committee with support for the positions was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted. Mr. Hicks opposed.

- Bid Awards – A motion to move miscellaneous bid awards to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.
- Paving Updates – Anticipates more funding for paving but waiting to see what is approved in the State budget. She does plan to send out what they are planning to pave so that if it benefited the towns in any way they could have that discussions about that; shared services and Hartford looks forward to participating in this experiment.
- Backfill the Shop Supervisor due to recent resignation – A motion to move backfill of Shop Supervisor to the Personnel Committee was moved by Mrs. Fedler, seconded by Messrs. Wilson and Ferguson, and adopted.
- Superintendent has two weeks of vacation that expires on May 10th and requesting to carry time forward. A motion to move the Superintendent of Public Works request to carry forward vacation time to the Personnel Committee was moved by Mrs. Fedler, seconded by Messrs. Campbell and Ferguson, and adopted.

Discuss Electric Car Charging Infrastructure – Mr. Campbell stated the quotes are not all in yet. The quote for the make ready work is less. They are going back to National Grid to see if there might be a better system and not go through the building with the power and actually do it outdoors so they are waiting on the National Grid Planner. He will update at the Finance Committee meeting.

OTHER BUSINESS:

Highway Barns – Mr. Shaw asked if there is a \$200,000 shared services grant for the towns and county if they do a barn together? The Economic Development Director is looking into this further. Chairman Skellie stated still waiting on the shared services funding for the asphalt hot box purchased between six towns that the former County Administrator submitted last year. The Superintendent stated DPW borrowed the hot box and stated it is a great asset to the towns and county and thanked them for letting the County use it.

The meeting adjourned at 11:05 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors