



Town of Lee Board of Public Works
MEETING MINUTES of September 25, 2023
Town Hall Courtroom

Members Present: David Forrest, Gary O'Brien, Robert Wright, Jim Ethier, Ashley Shepardson

Others Present: Town Administrator Chris Brittain, Superintendent Lenny Tisdale, Highway Supervisor Zach Sorrentino

The meeting was called to order by Dave Forrest at 1:00pm.

Minutes

Dave Forrest asked for a change to be made in the minutes from 9/11/2023 regarding caps on repairs.

Jim Ethier made a motion to approve the minutes from meeting on 9/11/2023, Ashley Shepardson seconded the motion. It was passed unanimously (4-0).

Waste Water Department

Enterprise Funds – Town Administrator Chris Brittain prepared a slide show for the Board to explain the status of the Waste Water Enterprise account. The bond for the Waste Water Treatment Plant will be paid off in FY27, but until then, the enterprise account will go into deficit spending if adjustments are not made. The Waste Water Department produces revenue, the funds are taken in via capacity fees, water and sewer billing, and septic dumping. Any funds not used in the fiscal year are moved into retained earnings. Budgetary needs have been outspending incoming revenue.

TA Brittain offered multiple possible solutions and scenarios: lowering budget increases, finding ways to increase revenue, or decreasing capital. The Town is also looking into receiving a rate analysis to help manage the funds. This will show the Town more in depth options to avoid deficit spending. Ashley Shepardson made a motion to move forward with the rate analysis. Jim Ethier seconded the motion, it was approved unanimously (4-0).

Procurement

Dave Forrest asked for clarification of the bid process and procurement.

Bid Process – TA Brittain prepared a slide show to illustrate the different levels of Procurement procedures. Different levels can be defined by dollar amount such as: up to \$10k, \$10k-\$50k, \$50k+ or bids can fall under these categories: emergency, sole source, and exemptions.

Different rules and requirements are followed for these different categories as illustrated in the 30B Procurement procedures. Painting Town Hall was brought up again.

Capital Appropriation – Forrest asked about different options for appropriating funds for capital projects, i.e., equipment purchases. Funds are appropriated each year at the Annual Town Meeting, these budgets are vetted

through each department head, the Finance Committee, and the Select Board. A current struggle for the DPW is the wait for equipment after appropriating the funds and placing the order. Forrest wishes to appropriate funds so the departments are not playing catch up to replace unfit trucks. TA Brittain stated that the Fire Department operates on a stabilization fund in which every year a certain amount of money is appropriated due to their purchases (fire trucks) being so expensive. To use these funds, a 2/3 vote is required at Town Meeting.

Highway/Cemetery Department

F550 – Forrest asked for more information about the F550 that will be used by the school. The Board was forwarded an email from Jordan Meyer, the Facilities Director at LMHS which clarified the situation. Forrest stated that he was satisfied with his response. When the truck is returned to the town, it will immediately be sent to auction.

LED Streetlights – Superintendent Tisdale gave an update on the LED Streetlight project. The company installing the new lights is 90% done. The lights on Housatonic St are already LEDs. The lights on Main St are decorative and weren't a part of this project. On Thursday, there will be a close out meeting and instruction on how to operate the new outage system. There is a noticeable difference from the old cobra heads to the new LED lights.

Equipment Update – Forrest asked for an update on where the Town is for purchasing any attachments for the tractor. Supervisor Sorrentino stated that he is waiting for more quotes from a New Holland dealership from the Springfield area. They discussed other dealership options as well.

Farm to Public Roads – High Lawn Farm, located on Summer Street, has been tracking mud down the road while field work is being completed. When complaints came in, they were quick to clean up the street. The mess was due to a very wet season during corn cutting.

Water Department

Utility Truck – Sorrentino received the final price for the new Water Department utility truck, \$96,263.57. It has a delivery date of December 2023. Forrest asked if the money was coming from enterprise funds to which Sorrentino responded that the town appropriated \$42,500.00 in capital funds and then an additional \$55,000.00 totaling \$97,500.00 to go towards a truck. There are still plans for the existing Water truck to be converted into a fleet mechanic vehicle.

Other

Capital Improvement Plan – was not discussed at this time.

Respectfully submitted,

Samantha Lovett