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Gary Christenson, Mayor

**2019 ANNUAL BOARD/COMMISSION REPORT TO THE CITY CLERK
PURSUANT TO CITY OF MALDEN ORDINANCE 1.7**

I. Preliminary Information

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|--|---|
| Name of Board or Commission: | Public Works Commission |
| Name of Chair: | William Coleman |
| Name of Clerk: | Karen Bourque |
| Number of Members: | 3 |
| No. of meetings held per year: | 11 (usually take August off if feasible) |
| Explain how Board/Commission has fulfilled functions in the past year: | Monthly meetings are held the second Tuesday of each month starting at 3:30 pm (if there are Curb Cuts are on agenda April thru November) otherwise start time is 4:00 pm Residents are scheduled on an Agenda to be heard at 5-10 minute intervals, regarding concerns and/or complaints about their high Water Bills. |

Please list Members' names, addresses, date of appointment and when term expires: (attach additional sheets if necessary)

| NAME & ADDRESS | APPOINTMENT DATE | TERM EXPIRES |
|------------------------------------|------------------|----------------------|
| William Coleman | March, 2019 | March, 2020 |
| Erica Lotz | March, 2019 | March, 2020 |
| Diego Barricelli | March, 2019 | March, 2020 |
| Karen Bourque, Clerk to Commission | 781-397-7040 | Part of Dept. Duties |
| | | |

2. Overview of Board/Commission

Please issue a **brief** statement about the general purpose and mission of this Board/Commission:

Each resident disputing their water bill(s) is put on an agenda and given a certain time. When they arrive, they are called in by appointment time and asked to state their name and address for the record as they are being recorded for the minutes. They are then instructed to address the three commissioners with their dispute. The Commissioners hear and then discuss with the Resident the possibilities as to why their bill may be high and some troubleshooting they can do in the future to alleviate high bills and are also given literature to offset future high bills and consumption. The Commissioners then make a motion to either abate bill or if there is not enough information they may ask the resident to get a plumber to check all toilets in the house and make sure leaks are fixed then if the future bills go back to normal, they may come back to another meeting and they will help them with the high bills.

3. REVENUE: Please list the revenue(s) coming into this Board/ Commission. **NOT APPLICABLE**

| | |
|---------------------|---|
| From City Budget | <i>\$16,000.00 stipends for Commissioners</i> |
| From State Budget | |
| From Federal Budget | |
| Grant Monies | |
| Licenses/Fees | |
| Other | |

4. EXPENDITURES: Please list the expenditures of this Board/Commission. **NOT APPLICABLE**

| Expenditures of Board/Commission | Explanation |
|----------------------------------|---|
| Personnel Costs | |
| Equipment Costs | <i>Tape Recorder and Cassette Tapes (recently \$340.00 for 6 boxes)</i> |
| Postal Costs | |
| Leasing Costs | |
| Other | |

5. ASSETS: Please list all major assets under the control of this Board/Commission. (Please include materials, tools, vehicles, equipment and property on hand as of 12/31/18. **NOT APPLICABLE**

| Asset | Value |
|----------------|--|
| Tape Recorder | <i>\$60.00</i> |
| Cassette Tapes | <i>\$65.00 per box (usually use 2 -3 tapes per mtg.)</i> |
| | |

6. **PROGRAMS:** Please list all programs under the direction of this Board/Commission. (Please detail where and how these programs originate, i.e. statutory, internal, etc.)

NOT APPLICABLE

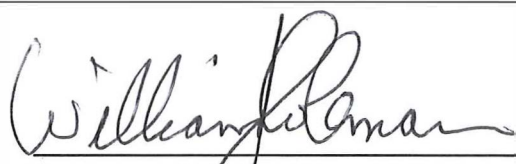
| Program | Description |
|---|--|
| Notices inserted in Water Bills | <i>Notifying Residents of a water leak (internal) or of changes in billing cycle</i> |
| Maintaining Aging Water Systems (Pipes) | <i>Streets and Sidewalks with Preventive Maintenance (Internal)</i> |
| Capital Improvements to City | <i>City Equipment (trucks, sanders, backhoe, etc...(internal)</i> |
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7. **CHALLENGES:** Provide a brief description of three challenges this Board/Commission faces.

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|----|---|
| 1. | Safety of equipment due to constant use, keeping all equipment in proper working conditions (Safety of Workers) |
| 2. | Keeping the cost of water down by capturing previous lost water for billing. |
| 3. | Constantly trying to keep the streets, sidewalks, parks etc.... in safe condition for general public use. |

8. **GOALS:** Describe three goals this Board/Commission has for the year ahead.

| | |
|----|---|
| 1. | Educate the general public about the cost of water due to a leak in the Residence. |
| 2. | Providing timely responses to Citizens concerns in water, sewer, highway and parks departments. |
| 3. | Working with the Mayor, City Council and other Departments in the City to create and build a strong cohesive D.P.W. Department. |



 Signature of Chair
 Date: 3-20-19