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**Gary Christenson, Mayor**

**2020 ANNUAL BOARD/COMMISSION REPORT TO THE CITY CLERK  
PURSUANT TO CITY OF MALDEN ORDINANCE 1.7**

**I. Preliminary Information**

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 off August 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 on the Agenda between April –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)**

MEMBERS	APPOINTMENT DATE	TERM EXPIRES
William Coleman	March, 2020	March, 2021
Erica Lotz	March, 2020	March, 2021
Diego Barricelli	March, 2020	March, 2021
Karen Bourque, Clerk to Commission		Part of Depart. 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) are put on an Agenda and given a time. When they arrive they are called into the meeting room and 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 them 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 they are also given literature as to offset future high bills and consumption. The Commissioners then make a motion to either abate the bill or if there is not enough information they may ask the resident to get a plumber and 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 stipend for the 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>Digital Tape Recorder \$140.00</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 12/31/19.* **NOT APPLICABLE**

Asset	Value
Digital Tape Recorder	<i>\$140.00</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 potential water leak on their property 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>

7. **CHALLENGES:** Provide a brief description of three challenges this Board/Commission faces.

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 conditions 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
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: 8-1-20