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Gary Christenson, Mayor

**2021 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 the month of August off |
| Explain how Board/Commission has fulfilled functions in the past year: | Monthly meetings are held the 2 nd Tuesday of each month starting between 3:30 (if there are Curb Cuts on the Agenda from April-November) otherwise start time is 4:00 pm. Residents are scheduled on an agenda/appointment sheet to be heard at 5-10 minute intervals regarding concerns and/or complaints about their high water bills. |

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

| NAME | APPOINTMENT DATE | TERM EXPIRES |
|------------------------------------|------------------|---------------------------|
| William Coleman, Chairman | March, 2021 | March, 2022 |
| Erica Lotz, Commissioner | March, 2021 | March, 2022 |
| Diego Barricelli, Commssioner | March, 2021 | March, 2022 |
| Karen Bourque, Clerk to Commission | | Part of Department 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 asked to state their name and address for the record as the minutes are being recorded. 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 water bill may be high and offer some troubleshooting techniques they can do in the future to alleviate future high bills and consumption. The Commissioners then make a motion to either abate the bill(s) or if there is not enough information they may ask the resident to get a plumber and/or check all the toilets in the house and make sure leaks are fixed and then if the future bills go back to normal they may come back to another meeting and the Commission will help them with the high bills they received before the problem was fixed.

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

| | |
|---------------------|--|
| From City Budget | \$16,000.00 Stipend for the Chairman and Commissioners |
| 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 | Digital Tape Recorder \$140.00 last purchased in 2019 |
| 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 12/31/20. **NOT APPLICABLE**

| Asset | Value |
|--------------------------------------|----------|
| Digital Tape Recorder purchased 2019 | \$140.00 |
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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 into Water Bills | <i>Notifying Residents of a potential water leak on their property or of changes in billing cycle. (this hasn't been done for a few years)</i> |
| Maintaining Aging Water Systems (Pipes) | <i>Streets and Sidewalks with Preventive Maintenance (Internal)</i> |
| Capital Improvements to the City | <i>City Equipment (Trucks, Sanders, Backhoe, etc...) (Internal)</i> |
| | |

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 conditions for general public use. |

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

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|----|---|
| 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: 4-13-21