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Gary Christenson, Mayor

**2018 ANNUAL REPORT TO THE CITY CLERK OF THE
PUBLIC WORKS COMMISSION
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 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 4:00 pm. Residents are scheduled on the agenda and sent out a letter as to when their appointment is. When they arrive, they are heard at 5 minute intervals regarding concerns and 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 53 Kimball Street Chairman 781-738-1061		\$6,000.00 Stipend
Erica Lotz 57 Newman Road Commissioner 781-799-9841 Erica_lotz@yahoo.com		\$5,000.00 Stipend
Diego Barricelli 33 Glen Street Commissioner 617-592-8654		\$5,000.00 Stipend

Karen Bourque Clerk to Commission 781-397-7000 Ext. 2046 kbourque@cityofmaiden.org		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 requesting to dispute their water bill is put on an agenda and given a certain time to attend the monthly meeting. When they arrive they have a seat in the waiting area and are called into the conference room when it's their scheduled time. They are asked to have a seat and state their name and address for the record as they are being recorded. They then address the three Commissioners with their concerns as to why their bill may be high. They are given approximately 5-7 minutes each as to cut down on the waiting time for others. The Commissioners then speak amongst themselves and will pose several questions to the Resident before them and also try to educate them as to what the problem could be so they can offset future high bills. Then the Commissioners make a motion to either give an abatement or if there is not enough information they may ask the Resident to get a plumber and to check all toilets in the house and to make sure to fix all leaks and then if future bills return to normal, they can attend a future meeting requesting an abatement on the bill(s) in question.

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 Player Tapes</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>\$40-60.00 per box usually 3 boxes purchased yr.</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
Notice inserted in Water Bills	<i>Notifying Residents of a water leak (internal) or of changes in billing cycle</i>
Maintaining Aging Water System (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 Citizen 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: 3/27/18