

TOWN OF PALM BEACH

Undergrounding Utility Task Force

MEETING MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE HELD ON TUESDAY, MARCH 3, 2020

I. CALL TO ORDER AND ROLL

The Underground Utilities Task Force Meeting was called to order on Tuesday, March 3, 2020 at 9:00 a.m. in the Town Council Chambers. On roll call, all task force members were found to be present with the exception of Susan Gary. A quorum was present.

II. PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion was made by Task Force Member Wolin and was seconded by Task Force Member Dowell, to approve the Agenda. On call for a vote, the motion passed unanimously.

IV. COMMUNICATION FROM CITIZENS – (For Matters Not on the Agenda; 3 Minute Limit Please. Matters on the Agenda may be addressed at the time the item comes up for discussion.) - None

V. MINUTES

1. UUTF Meeting Minutes of January 7, 2020

Motion was made by Task Force Member Dowell and was seconded by Task Force Member Gulbrandsen, to approve the minutes of the January 7, 2020 meeting. On call for a vote, the motion passed unanimously.

VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORT

1. Summary Review of Project Status

Steven Stern, Project Manager

Steven Stern, Project Manager, provided a review of the upcoming community meetings, postal mail for easement acquisitions, phase map and schedules that have been updated, construction and decommissioning activities, individual phase update and progress

1 summary, and design and easement acquisition progress including critical path challenges.
2 Lastly, a review of the financial summary.
3

4 No discussion occurred following the review.
5

6 **2. Kimley-Horn Monthly Status Report**

7 *Kevin Schanen, P.E., Kimley-Horn*
8

9 Kevin Schanen P. E., Kimley-Horn, provided a monthly status report including progress
10 updates on design status, easements acquisitions and a critical path easement list for phase
11 3.
12

13 Discussion ensued expressing concern in the delay of easement acquisition in phase 3S and
14 phase 4S, potential cost increases due to continuing delay, critical path easement assistance
15 referring to page 52 in the backup material, possible eminent domain and advising against
16 it, and the possibility of skipping over phase 3S.
17

18 Action items for staff to reach out to Task Force members to assist with the critical path
19 easement list for phase 3S, expand the critical path easement list to include options for S
20 County Road and publish the "Thank you letter" in the Palm Beach Daily News.
21

22 Suggestions provided by the Task Force included one of the new Task Force members to
23 possibly be an attorney to assist the Task Force.
24

25 Steve Stern, Project Manager, continued the monthly status report by providing an update
26 on the chicane visual on page 56 of the backup material explaining how discussions are
27 moving forward in both positive and negative directions.
28

29 Discussion ensued regarding easement acquisition challenges.
30

31 Brett Johnson, P.E., Kimley-Horn, continued the monthly status report by providing an
32 update on phases 5 and 6 which included design and budget, FEMA Grant is tied directly
33 to this phase, and Saves and Raves.
34

35 No discussion occurred following this part of the update.
36
37
38

39 **VII. LANDSCAPING STANDARDS FOR THE TOWNWIDE UNDERGROUNDING**
40 **PROGRAM**

41 *Kevin Schanen, P.E., Kimley-Horn*
42

43 Kevin Schanen, P. E., Kimley-Horn, provided an overview regarding the landscaping
44 ordinance, landscaping materials, equipment placement standards and clearances, typical
45 landscaping installations, challenges/constraints, and landscaping costs. Lastly, Kimley-

1 Horn's default is to use native plants, but will try to accommodate specific property owner
2 requests.

3
4 Discussion ensued regarding the Ficus Ordinance and the hardship that will be created for
5 the Undergrounding program, a possible exception to the Ordinance that would allow infill
6 for granted utility easements, and existing utility boxes that have not been properly
7 landscaped.

8
9 Action item for staff to ask Town Council to carve out an exception regarding landscaping
10 when the new Ordinance is passed for Ficus Nitida.

11
12 **It was the Consensus of the Task Force to request Town Council to carve out an exception for the**
13 **Undergrounding Project allowing construction crews to replace Ficus in hedges where they were**
14 **originally.**

15
16 **VIII. APPRECIATION & RECOGNITION OF EASEMENT GRANTORS**

17 *Steven Stern, Project Manager*

18
19 Steve Stern, Project Manager, provided an overview of a public Thank you letter for easement
20 grantors and asked for guidance on how to publish the letter.

21
22 Discussion ensued regarding the letter and distribution by mailer to residents directly, to the
23 Civic Association, the Town website and the Palm Beach Daily News.

24
25 Action item for staff to ask for direction from the Town Manager on public relations funding
26 for the Thank you letter.

27
28 **IX. ANY OTHER MATTERS**

29
30 **1. Undergrounding Task Force Members – New Appointments**

31 *Steven Stern, Project Manager*

32
33 Steven Stern, Project Manager, provided a brief overview of the example news release
34 looking to appoint two new members to the Task Force and term limits.

35
36 Antonette Fabrizi, Task Force Board Secretary, provided additional information regarding
37 the posting of the news release, the seats available and the deadlines for the selection
38 process.

39
40 Discussion ensued regarding thank you for Task Force member Mr. Tony Dowell's service
41 on the board, a round of applause, and comments for another civic minded resident like
42 Mr. Dowell to join the Task Force.

43
44 **2. Board & Commission Workshop Reminder**

45 *Antonette Fabrizi, Task Force Board Secretary*
46

1 Antonette Fabrizi, Task Force Board Secretary, provided a brief reminder to Task Force
2 members regarding the Board and Commission Workshop on March 19, 2020.
3

4 **3. New Undergrounding Task Force Member Criteria**

5 *Tom Parker, Task Force Member*
6

7 Tom Parker, Task Force Member, expressed thoughts on criteria of the "to be appointed"
8 members of the Task Force, suggesting an attorney or a land use attorney.
9

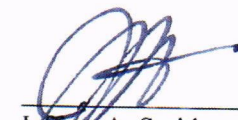
10 Discussion ensued regarding criteria for new Task Force members, sunshine laws between
11 members, and the task force encouraged residents that have a true community spirit to
12 apply.
13

14 **X. ADJOURNMENT**
15

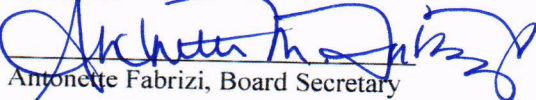
16 **Chair Smith called for a Motion to adjourn. Motion was made by Task Force Member Parker**
17 **and was seconded by Task Force Member Gulbrandsen, to adjourn the Undergrounding Utilities**
18 **Task Force meeting. On call for a vote, the motion passed unanimously.**
19

20 With no further business to discuss, The Undergrounding Utilities Task Force meeting adjourned at
21 10:55 a.m.
22
23
24

25 APPROVED:

26 
27 _____
28 Jeffrey A. Smith
29 Chair

30 ATTEST:

31 
32 _____
33 Antonette Fabrizi, Board Secretary

34 10/7/2020
Date