

TOWN OF PALM BEACH

Office of The Town Clerk

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON FEBRUARY 27, 2008

I. CALL TO ORDER AND ROLL CALL

The Public Works Committee Meeting was called to order on Tuesday, February 27, 2008, at 4:00 p.m., in the Town Council Chambers. On roll call, Chair Gail Coniglio and Committee Member Susan Markin were present.

Others present for all or a portion of the meeting were:

David Rosow - Town Council Member
Thomas G. Bradford, Deputy Town Manager
James Bowser - Town Engineer
Paul Brazil - Public Works Director
Eric Brown - Public Works Assistant Director
Veronica Close - Assistant Director of Planning, Zoning and Building
Charles Langley - Public Works Assistant Director
John Page - Planning, Zoning and Building Director
Jeff Taylor - Acting Building Official
Susan A. Eichhorn - Town Clerk

II. APPROVAL OF AGENDA

The Agenda was approved as printed.

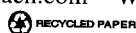
III. ADMINISTRATIVE ACTIONS TO IMPROVE CONSTRUCTION PERMITTING PROCESS [H. Paul Brazil, Director of Public Works]

Director of Public Works Paul Brazil and Assistant Director of Planning, Zoning and Building Veronica Close addressed the following items listed in Deputy Town Manager Thomas Bradford's memorandum to the Public Works Committee dated February 22, 2007, and included in the backup material, and responded to questions and concerns of the Committee:

Public Works Committee Mtg. 2-27-08

Post Office Box 2029 • 360 South County Road • Palm Beach, Florida 33480
Telephone (561) 838-5416 • Facsimile (561) 838-5417

E-mail: townclerk@townofpalmbeach.com • Website: www.townofpalmbeach.com



1
2 1. Permitting Communication Improvements
3

4 *The Public Works Permitting Project Engineer is maintaining telephone*
5 *logs and his voice mail revised to include reference to Chuck Langley,*
6 *Assistant Director of Public Works, as back-up. Public Works related*
7 *checklists are currently being modified for availability at the front*
8 *counter and online. Standard details for land development will be added*
9 *to ROW Manual as time permits over the next few months. Target date*
10 *for Town Council consideration of a resolution making such changes is*
11 *the May 13th Town Council meeting. These details will also be available*
12 *at our front counter. They will also be available on the Town's web site*
13 *after the revised manual is officially approved by the Town Council.*
14

15 Mr. Brazil commented on the above item, distributing copies of the Draft
16 of the Town of Palm Beach Public Works Department Guidelines for Plan
17 Review to the members of the Public Works Committee.
18

19 Chair Coniglio requested Mr. Brazil email the resolution as noted above to
20 Public Works Committee Members prior to the May 13, 2008, Town
21 Council Meeting.
22

23
24 *The Planning, Zoning & Building Department (PZB) have developed a*
25 *number of checklists for use by contractors in submitting permit*
26 *applications. They pertain to generators, shutters, doors, windows,*
27 *condominium and light commercial renovations, and a recently*
28 *developed listing for building permit applications, which is attached as*
29 *Exhibit A. As new checklists are developed, they will be placed at the*
30 *counter and on the internet. PZB will be adding the following*
31 *additional checklists to the website by April 30:*
32

- 33 • *Light commercial*
34 • *Residential renovation*
35 • *Commercial renovation*
36 • *Marine structures*
37

38 Ms. Close provided comments on the above item.
39

40 Chair Coniglio requested Ms. Close email the new checklists as noted
41 above to Public Works Committee Members prior to April 30th.
42

1
2 *PZB is also working on a flowchart for development applications,*
3 *including construction permits, for placement on the internet, to assist*
4 *users in understanding the process for application submission. This*
5 *flowchart should be ready by March 31, 2008.*

6
7 Ms. Close provided comments on the above item.
8
9

10 *PZB staff is developing a mechanism which would enable contractors*
11 *and owners to access the Department's website to track the status of*
12 *their permit applications. Information would be updated twice daily at*
13 *noon and 4:30 pm. This ability will be available by the end of March.*
14 *This should significantly reduce the number of calls made to the PZ&B*
15 *inquiring about the status of permit applications. The Department is*
16 *using the same spreadsheet technology used in other logs that have been*
17 *developed over the past year. When the new system comes on line, the*
18 *use of these logs will be replaced by an interactive system through*
19 *EDEN.*

20
21 Ms. Close provided comments on the above item.
22
23

24 *At the previous Public Works Committee it was suggested that Public*
25 *Works contact applicants, or their applicable consultants, whenever the*
26 *ROW permit or drainage submittal is inadequate pursuant to Town*
27 *standards and staff review comments become redundant without positive*
28 *change, meaning the applicant still does not understand what is*
29 *required. Public Works can implement this task immediately; however,*
30 *there may be some confusion by the applicant when they later receive*
31 *comments (marked-up plans from PZB).*

32
33 Mr. Brazil provided comments on the above item.
34
35

36 *Previously, the Committee indicated that whenever an inspection*
37 *appointment cannot be kept the inspector, as a courtesy, should make a*
38 *telephone call to the applicant whenever the inspector is delayed or*
39 *unable to keep inspection appointments. Public Works inspections are*
40 *made on the same day they are requested or the morning of the next day*
41
42

1 *should time run out. Public Works does not currently make*
2 *appointments with only a staff of one (1) to handle them. The new*
3 *EDEN software may enable Public Works to make appointments for*
4 *inspections. If so, common courtesies would be expected to be followed.*
5 *In PZB it is very rare that inspectors are not able to accomplish an*
6 *inspection on the day it is scheduled. When this does happen, they*
7 *contact the GC and reschedule for the following day. Inspectors have*
8 *been reminded to call and advise the GC if this should happen. It is*
9 *more likely that an inspection is not included in the day's work (since*
10 *inspections are still assigned manually), the contractor fails to call in an*
11 *inspection, the wrong inspection code is used by the contractor, or some*
12 *mis-communication occurs regarding an inspection. These situations*
13 *are handled on a case-by-case basis, with the chief building inspector re-*
14 *scheduling the inspection for the following day. When the new software*
15 *system is installed, with automated inspection assignments, situations*
16 *involving mis-handling should all but disappear.*

17
18 Mr. Brazil and Ms. Close addressed the above item.
19
20

21 *At your last meeting, Jim Braden, of Hibiscus Avenue, enumerated*
22 *problems he was having with the renovation of his house and,*
23 *specifically, with a sewer lateral issue affecting him and his neighbors.*
24 *He indicated that he was still awaiting receipt of a letter from the*
25 *Director of Public Works indicating when a sewer main extension will*
26 *be constructed by the Town. This letter was written by John Page,*
27 *Director of PZB on February 14th to Mr. Braden and the other two*
28 *affected neighbors advising them that the sewer main extension was*
29 *scheduled to begin in May of this year and that the required homeowner*
30 *work should be coordinated with the Town for possible efficiencies and*
31 *cost savings for the homeowners.*

32
33 Mr. Brazil advised that Mr. Braden and the two affected neighbors had
34 not, as yet, responded to the letter sent by Director of Planning, Zoning
35 and Building Page.
36

37 Ms. Close estimated that it would take about 10 days to process the
38 homeowners permits and, the applicants would be given approximately 60
39 days to complete the work.
40

41 Ms. Coniglio requested that Mr. Brazil continue to follow up on this issue.
42

1
2 *Staff was asked to look at expedited plan review in Public Works for*
3 *ROW permits similar to what is done in PZB for building permits.*
4 *Public Works has concluded that with only one (1) staff member devoted*
5 *to doing ROW permits that it is not practical to create an expedited plan*
6 *review process by reviewing plans overnight. Public Works reviews the*
7 *plans as soon as practicable. PZB has more than one worker to provide*
8 *for requested expedited plan review.*
9

10 Ms. Close explained PZB's program for expedited permit review, noting
11 that the applicant paid extra for that service.
12

13 Mr. Brazil provided comments on the above item.
14

- 15 • Hiring of contract help for ROW permit review or for expediting
16 permit reviews would not be feasible.
17

18 Committee Member Markin noted that this was a job area that could be
19 made more efficient, by allowing more time to be spent on other things
20 through technology, etc.
21

22
23 **2. Permitting Efficiencies**
24

25 *PZB processes an average of 545 construction permits per month (not*
26 *accounting for seasonal fluctuations). Of those, approximately 126, or*
27 *23%, contain plans, and are reviewed by PZB in an average of 9.32*
28 *business days. Public Works' review adds an average 3.8 days, and Fire*
29 *Review adds an average of 2.71 days, and total review for all*
30 *Departments averages 15.38 business days. The rest of these permits*
31 *involve no plan review, and are issued within three to four days of*
32 *receipt. When considered in total, average review time is 6.35 business*
33 *days for all construction permits processed by PZB. PZB receives*
34 *approximately 100 right-of-way permit applications per month. These*
35 *permits are reviewed by Public Works and issued by the PZB within*
36 *three to four days of receipt.*
37

38 Ms. Close provided comments on the above item.
39

40 Responding to Deputy Town Manager Bradford, Ms. Close addressed
41 State Law as it related to turnaround time for permits.
42

PZ&B explored the concept of concurrent plan review in 2002, even implementing it for a short time. Three sets of plans were required, and each was sent to a different department for concurrent review. However, when comments were placed on the plans by plan reviewers, it was quickly proved infeasible to consolidate those comments onto all three sets of plans; the process was redundant, time-consuming and error-laden, particularly since all plans had to be redistributed among the plan reviewers.

PZ&B intends to re-institute the concept of concurrent plan review with the acquisition of specialized software that allows plan marking directly to plans by multiple users simultaneously, in conjunction with implementation of the EDEN permitting system. This software will record all comments in one digitized file that can be reproduced by architects and engineers. These comments can then be made available on the internet so that architects, engineers and contractors can review permit applications as they are processed through the system. The EDEN permitting system is scheduled to be implemented at the end of August 2008, with the capability to conduct concurrent plan review to follow within three months. This system requires the use of plan-size monitors in addition to software acquisition, and IS and the PZ&B are currently gathering information on those costs and identifying funding sources. Initially, users of the system will be able to submit paper or digitized plans, during the first three months of implementation, to familiarize users with the process. Ultimately, the Department's intent is to convert to the use of digitized plans wherever possible.

In response to Chair Coniglio, Ms. Close advised that between six and ten monitor boards would be needed, depending on the level of interaction with Public Works. She noted that staff did not have the hardware costs or know what the time frame was with those products.

Ms. Coniglio suggested that Ms. Close needed to obtain the hardware costs.

Action Item:

Committee Member Markin addressed Ms. Close commenting on the ways Public Works and PZB could be more efficient from a customer satisfaction standpoint and from an efficiency standpoint. She advised that Information Systems had suggested hiring an additional person for

1
2 their department, and she believed that person could be dedicated to
3 specific applications, which would justify the addition of that person
4 and/or the cost of the software.
5

6 Committee Member Markin believed it was well worth discussing, noting
7 that there was a 30 or 60 day window before it would be brought up again
8 at the Town Council level. She suggested that staff present to the Town
9 Council specific efficiencies that definitely helped with the process, that
10 were more specific to PZB: customer satisfaction, digitizing the plans, and
11 all items mentioned in the backup thus far.
12

13 Ms. Close commented on another process for PZB to be more efficient,
14 which was not included in the report: the bar-coding of comments in the
15 field, which was an interactive process.
16

17
18 *The Florida Building Code allows the imposition of up to four times the*
19 *plan review fee for non-responsive re-submittals. Although this has not*
20 *been a significant problem, the Department intends to propose an*
21 *escalating fee when multiple plan reviews are necessary due to*
22 *insufficient submittals, in an effort to limit staff time required for this*
23 *purpose. This proposal will be included in the next revision of Chapter*
24 *18, which will occur in October 2008.*
25

26 Ms. Close provided comments on the above item.
27

28 Chair Coniglio requested that staff carefully consider the amount charged
29 for escalating fees, with respect to an established policy for multiple
30 review, so the applicants would not be adversely impacted.
31

32
33 *Easy access to all Town permits, including ROW permits, is currently*
34 *available at the front counters of PZB. ROW permits are available at the*
35 *front counter of Public Works. The ROW permit application is currently*
36 *located on the Public Works segment of the Town's web site and has*
37 *been since 2006.*
38

39 Ms. Close provided comments on the above item and responded to
40 questions and concerns of the Committee Members.
41
42

3. Other Issues

The concept of shared parking (at the various clubs in the off-season) to be used by the construction industry will be added to the proposed list of zoning season study items to be considered by the Town Council in May in developing a scope of work for the Department for the 2009 Zoning Season.

After discussion, Ms. Close advised that she would she would contact the various clubs to see if they would be willing to share parking in the off-season.

Coordinating Cap-off inspections between the Public Works and PZB was briefly discussed on January 3rd. The two Departments have scheduled a meeting to finalize a procedure whereby checklists for demolition cap-offs will be routed through the storm-water engineer to the Water Resources Supervisor of the Public Works Department. When inspections are completed, the results will be entered through the computer system or by phone. PZB will train the PW inspectors on the procedures required for recording inspection results.

Ms. Close commented on the above item, advising that PZB would be meeting with Public Works on Monday, March 3, 2008, to review the procedure for cap-off inspections. Training sessions would be conducted for the PW inspectors.

Housing the stormwater engineer within PZB was also discussed. Currently, the PW engineer uses a plan review table at PZB, when available, to do minor plan reviews. Major plans reviews involve transporting the plans to the Public Works Department, and reviewing the plans. There is little or no space at the present time for the major reviews to be conducted in PZB. When Town Hall is renovated, space has been allocated for these plans to be reviewed within PZB, thus enabling plans to be tracked within the Department, and limiting the possibility of plans being lost during transport. Preferably, with the advent of concurrent plan review with the acquisition of the necessary software and hardware, the issue of employee location will become irrelevant except for when newly hired employees are being trained.

1 Ms. Close provided comments on the above item.
2
3

4 Mr. Brazil advised that Public Works had always had some inherent
5 reservations for that employee to work out of PZB, noting that the
6 employee needed to work at the direction of the Town Engineer or
7 Assistant Director. He believed going digital would be a great and happy
8 middle ground.
9

10 Ms. Coniglio commented that she agreed this issue might resolve itself
11 with the implementation of the new software program and the use of
12 monitors.
13

14
15 *Lastly, there was some discussion at the last Public Works Committee*
16 *meeting relative to permits, including foundation permits, being issued*
17 *for projects for which incomplete or no building plans had been*
18 *submitted. PZB has issued foundation permits in some cases, but only*
19 *when 1) the foundation permit application has been submitted as part of*
20 *a complete building permit package, and 2) zoning and structural*
21 *reviews have been completed and no conflicts with or violations of the*
22 *zoning or building codes are identified. In addition, no inspections can*
23 *be scheduled on any work performed under the foundation permit until*
24 *the building permit has been issued. It should be noted that the date of*
25 *issuance of the first permit for a project, such as a demolition or*
26 *foundation permit, becomes the date used for calculation of total time*
27 *allowed for construction under the code.*
28

29 *PZB also does not issue a building permit unless all items required by*
30 *the PZB are submitted, and all plans are reviewed for conformance to*
31 *the Zoning and Florida Building Codes. Chapter 18 of the Town's code*
32 *specifies all items required to be submitted before issuance of the*
33 *building permit. A common misunderstanding is that finishes, such as*
34 *counter tops, flooring, etc, are required to be shown on the plans. The*
35 *Florida Building Code does not regulate finishes; therefore, PZB cannot*
36 *require that this information be included on the plans in order for a*
37 *permit to be issued. In Palm Beach, finishes are frequently specified*
38 *that are difficult to fabricate or require long lead times in ordering,*
39 *which may add to the length of time to complete the project. However,*
40 *the applicant is ultimately responsible if a permit is voided because*
41 *construction exceeds the time allowed under the code.*
42

Ms. Close provided comments on the above item.

Committee Member Markin noted that at the previous Public Works Committee Meeting discussion had occurred relative to the possibility of Martin Gauthier, Project Engineer, working out of PZB. She questioned whether further thought had been given to this issue.

Mr. Brazil responded that Mr. Gauthier needed to work out of Public Works a good piece of his time, he worked under the direction of Public Works employees, and his technical advice came from that location. He noted that his salary was paid out of PZB's budget but he was a Public Works employee.

IV. CAPITAL IMPROVEMENT PROJECT PLANNING & BUDGETING ISSUES
[Thomas G. Bradford, Deputy Town Manager]

Deputy Town Manager Thomas Bradford referred to his memorandum to the Public Works Committee dated February 22, 2007, and included in the backup material, to provide an overview of the following Agenda items:

1. R&R & Reserves

Renewal and Replacement (R&R) expenditures and reserve levels for the Town's capital improvement program were discussed in some detail at the Public Works Committee meeting on January 3rd with a clear indication from Committee members that the building of a reserve for infrastructure expenditures was needed and that a justifiable formula be developed to be used as an objective when making determinations on annual funding for infrastructure items.

As a starting point, in reviewing the FY 2008 Capital Improvement Program (CIP) budget, we find that reserves, or fund equity as it is called in the budget document, are estimated to be \$9.537 million at the beginning of the fiscal year. Unfortunately, 100% of it is designated reserve for projects not yet completed, meaning there is no undesignated CIP fund balance to be used to apply to future projects. However, the Town Council controls the budget, and as such, any of these projects can be reviewed for continued funding at any time. In addition to these currently designated reserves, Public Works budgets about 10% each

1 year as a capital contingency for unexpected projects or project cost
2 overruns. This could be considered as undesignated reserve of the fund.

3
4 If one wishes to plan for cash funding of capital projects a 5 through 20
5 year CIP forecast becomes critical. In order to determine the need for
6 funds and the adequacy of existing funds, one must know with relative
7 certainty the forecast for future funding needs. In my opinion, such an
8 undertaking should be assigned to a consultant that would report to an
9 oversight work team consisting of one or more representatives from
10 Public Works, the Finance Department, the Planning Administrator and
11 the Town Manager's office.

12
13 A five year CIP plan does exist. Prepared by Public Works, it estimates a
14 total need for funds of \$21.258 million, including FY 2008. When
15 estimated offsetting revenues are included, the net need for funds is
16 \$17.103 over five years for an annual average CIP expenditure of
17 \$3.421 million per year. \$3.421 million exceeds FY 2008 CIP revenues
18 by \$75,000.

19
20 As for R&R expenditures, I have attached a spreadsheet that shows two
21 major programs in the townwide CIP, namely sanitary sewer and
22 stormwater. This is shown as Exhibit C. I chose these programs to
23 focus on because they are two programs commonly operated as utility
24 enterprise funds by municipalities. As you can see, the overwhelming
25 majority of what is spent in the programs is for renewal and replacement
26 work as opposed to new construction.

27
28 If the goal is to establish a target level of R&R expenditures for
29 comparison purposes based on that which is done by others, commonly
30 referred to as benchmarking, we need to take a look at what others are
31 doing. In this regard, I contacted our bond counsel, Rick Miller, to ask
32 if he could provide us with an indication of what one typically sees in
33 bond covenants of public utilities or entities. It is common for utility
34 bond covenants to have a requirement for the utility to maintain a
35 certain spending level to ensure that management will not ignore
36 maintenance to the point of running the utility into the ground, thus
37 threatening the utility's ability to re-pay debt. Mr. Miller's response is
38 attached as Exhibit D. As you can see, there are many ways to establish
39 R&R spending requirements, but, as I mentioned at the last meeting, 5%
40 of annual revenues is very common. Another common way is to require
41 R&R as a percentage of utility, or system, value. Jim Bowser, Town
42 Engineer, mentioned that the East Central Sewage Treatment Facility

that he is involved with on behalf of the Town, makes their R&R target 2% of system value, but that they were beginning to experience some R&R funding difficulties at that rate.

If the Town were to use a percentage of revenues as an R&R spending target, what revenues does one attribute to the storm drainage and sanitary sewer operations of the Town, total General Fund revenues, total CIP revenues or something else? If one wants to establish R&R expenditure targets as a percentage of value, at what value and at what percentage?

The table on the next page was created to show some options for how this might be done. If a percentage of revenue is preferred, it appears that the answer for the Town lies somewhere between the two options shown in the table. Using the General Fund revenues seems too high and using CIP revenue seems too low. If a percentage of value is preferred, it is imperative that true replacement value be established, perhaps as part of the work envisioned to develop a 20 year CIP long term plan and that a reasonable replacement schedule (the percent of value to be used as an R&R target) be assigned. Most, if not all, of what has been reviewed here can also apply to the other major infrastructure categories of the Town. These other infrastructure items are roads, street lighting, traffic signals, sidewalks and buildings.

R&R Options Table

	Sanitary Sewer	Stormwater
Avg. Annual R&R Exp. Last Five years	\$427,872	\$1,369,453
Replacement Value ¹	\$13,887,445	\$16,387,615
Annual R&R if @ 4% of Value ²	\$555,498	\$655,505
Annual R&R if 5% of Gen. Fund Rev. (FY08)	\$3,216,728	\$3,216,728
Annual R&R if 5% of CIP Fund	\$167,000	\$167,000

1 Rev. (FY08) | | |
2
3
4
5
6
7

8 Deputy Town Manager Thomas Bradford addressed this item. Discussion
9 included the following:
10

11 He explained that he had reviewed the current capital improvement plan
12 budget, and found that there were reserves (which in the budget document
13 were called "fund equity") in the amount of \$9.5 million at the beginning
14 of the current fiscal year. Unfortunately, 100% of it was designated
15 reserve, meaning that it was specifically allocated or encumbered for
16 projects that were not yet completed. In the capital budget, there was a
17 line item that was called "contingency" in the amount of approximately
18 \$335,000, which was approximately 10% of the total expenditures that
19 were for significant overruns or for projects that may arise that had not
20 been planned. That, in essence, was the reserve in the capital improvement
21 program.
22

23 Mr. Bradford stated that if the goal was to start having reserves, something
24 would have to be done. Many cities had a stopping point where they
25 looked at the status of projects, and assuming a project was finished and
26 there were unspent funds in the account, then those dollars could be swept
27 into an undesignated reserve account to be used for whatever was
28 approved in that particular fund. That sort of thing could be accomplished
29 during budget discussions. If there was a desire to go to cash funding, it
30 would become absolutely critical to have a long term capital improvement
31 plan – something in excess of five years. He explained that staff
32 mentioned at the last meeting that was something that they wanted to do,
33 so that funding could be started to be done on an annual basis for future
34 items, so that the taxpayer would not take a big hit. He noted that it was
35 his opinion that a long term budgetary plan was best done with the use of
36 a consultant, with the consultant reporting to a staff team.
37

38 Public Works Director Brazil noted that in the capital improvement
39 program, line items were designated for storm and sanitary – some
40 specific, some intentionally very general. Those were the equivalent of
41 reserve accounts – staff had already earmarked in the out years where
42 dollars would be accumulated in those very generic descriptions for things

1 like rehabilitation of storm structures. In the short term, staff had a good
2 definition of specific things that would need rehabilitation/replacement;
3 from 5-20 years, it was more vague, however, Public Works did foresee
4 those items that were standard.
5

6
7
8
9
10 Committee Member Markin commented that the reason that she had asked
11 this to be on the agenda was because she believed that the residents
12 needed to be informed, and the Town Council needed to be enlightened.
13 Potential infrastructure costs need to be known when residents are asked
14 to vote on some of these items. Before a consultant was hired, this matter
15 must be placed before the Town Council to see whether or not there was
16 interest in the concept of setting specific reserves.
17

18 Public Works Director Brazil responded that staff would need to present
19 to the Town Council all of the infrastructure things that were looming.
20 The value of what the Town already owned would need to be determined,
21 plus what had already been programmed to replace. With those two
22 things in mind, a logical estimate of what would be needed in a reserve
23 fund could be made. He suggested that staff be allowed to finish the long
24 term plan and ask the Town Council for a philosophical discussion about
25 how the reserves would be accomplished.
26

27 Committee Member Markin stated that her goal was to have enough
28 information to prioritize at the Town Council level, or the residents could
29 see a list of all of the things that needed to be done, and come up with a
30 priority list so that there would be maintenance of the infrastructure with
31 the funding to do that.
32

33 Mr. Brazil commented that more time was needed in order for staff to
34 provide full information.
35

36 Mr. Bradford referred to the spreadsheet indicating R & R expenditures
37 for two major programs in the townwide CIP – sanitary sewer and
38 stormwater. He discussed the different ways to establish R & R spending
39 requirements. It would be difficult to determine the amount of reserve
40 necessary until there were solid numbers relative to the age of the system,
41 and the true replacement value of the system.
42

1 After discussion, it was the consensus that staff had to finish the long
2 term plan, bring it to the Town Council for a philosophical discussion
3 on how to fund reserves. The conversation was needed at the Town
4 Council level, after fuller information was received. The estimated
5 costs for reserves would also need to be translated into tax dollars. It
6 was suggested that this issue would be brought forward for discussion
7 at the Town Council level sometime during the summer.
8
9

10 Mr. Bradford noted that a capital improvement program had more impact
11 to Public Works in and of itself. There were other fundamental programs
12 of the Town, such as the planning function and the finance function that
13 also had a vested interest in making sure that the content of the plan met
14 their needs, as well as the needs of Public Works.
15

16 Mr. Brazil commented that a philosophical discussion could take place
17 without seeing a 20-year plan, based on the short term plan of 0-5 years, if
18 the Town Council should desire to discuss the issue this month. He noted
19 that long term plan information would not be available at that time.
20

21 Committee Member Markin responded that she believed the long term
22 plan would take a lot of work, and a philosophical conversation could take
23 place at the Town Council meeting in April, at least prior to the budget
24 conversations.
25

26 It was decided that the information that would go to the Town
27 Council would include projected costs, what the tax consequences
28 were, etc. The target date for presentation to the Town Council was
29 in April/May, with a philosophical overview discussion to take place.
30
31

32 2. Drainage and Beach Renourishment Funding

33

34 *The work envisioned in the December 18th bond referendum that failed*
35 *to pass, which would have funded the completion of the North End 10*
36 *year drainage plan and the Reach 8 segment of the Coastal*
37 *Management Plan, cannot be ignored in capital improvement planning.*
38 *However, in light of the sensitivity of these two issues, staff believes it*
39 *would be best that those items be handled at the Town Council level to*
40 *enable all elected officials to have an opportunity to be actively involved*
41 *unless the full Town Council delegates the issue to this or some other*
42 *committee of the Town Council.*

1
2 Mr. Bradford commented that it was the opinion of staff that, due to the
3 sensitivity of the drainage and beach renourishment funding issues, it
4 would be best to deal with these two items at the Town Council level, to
5 allow every elected official to participate in the discussion.
6

7 Committee Member Markin responded that, at the last meeting, these
8 specific issues had been left out because they were being discussed at the
9 Council level.
10

11 Committee Member Markin commented on the two action items that had
12 evolved from today's meeting:
13

- 14
15
16 1. The Building Department will come up with specific application
17 needs to increase the intensity of their technology, that goes along
18 with digitalizing plans, the space savings related to that, and some
19 of the other things mentioned in the backup; to get very specific
20 with them so they could be brought up to the Town Council at the
21 next Council meeting or whenever IS was going to be coming back
22 to the Town Council.
23
24 2. The formula to be used for R & R options, and being prepared to
25 present it to the Town Council at a future designated meeting.
26

27 Committee Chair Coniglio stated that today there was no action being
28 taken by the Committee until the items were studied further.
29
30
31
32

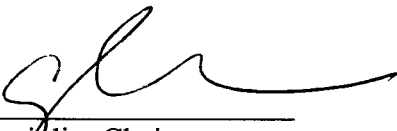
33 V. ANY OTHER MATTERS
34

35 There were none.
36

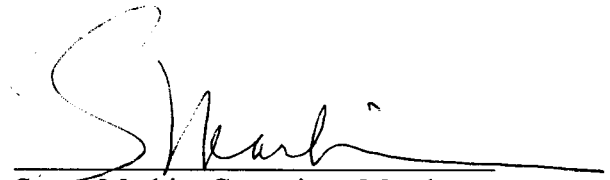
REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON FEBRUARY 27, 2008

VI. ADJOURNMENT

There being no further business, the Public Works Committee Meeting of February 27, 2008, was adjourned at 5:30 p.m.



Gail Coniglio, Chairman



Susan Markin, Committee Member