

Policy: AD-07-06

Policy Title: Communications with Governing Boards

Policy Purpose: Set forth procedural guidelines for communicating with governing boards

Implementation Date: 02/2/2007

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

COMMUNICATION WITH GOVERNING BOARDS

This policy has been created to establish proper communications between the Westfield Public Works Department (WPWD) and the Westfield Town Council (governing board) regarding current projects, meetings, tasks and assignments.

To ensure proper communication, a project update spreadsheet has been developed by management including all tasks, meeting dates and times, dates of requested tasks, current status and who/how originated the task for the WPWD. This spreadsheet is updated weekly by management of WPWD and distributed via email to the entire Westfield Town Council every Friday.

This form of communication ensures that the Town Council is aware of all WPWD projects, meetings, current project status and the origin of each project.



Bruce A. Hauk, Director
Westfield Public Works Department

HIGHLIGHTED items indicate that WPWD is waiting for direction from Council

TOWN OF WESTFIELD
COUNCIL/WPWD CONCERNS/ISSUES PROGRESS OUTLINE
 Updated January 26, 2007

Date of Origin	Items	Status	Council Member		WPWD Staff Member		Comments
			Originator	Mgmt.	Details		
1/24/2006	Description of Issue/Concern Straight arrow for pavement needed at South Park Drive and Oak Ridge Road	Completed	Hart	Wanninger	Essex	Arrow was installed on 1/25/2006	
3/14/2006	Signage Down at 161 st and Springmill Road	Completed	Cook	Hauk	Essex	Signs were reestablished	
5/1/2006	Jim Langston's concerns regarding the requirement to remove trees in the right of way	Completed	Hart	Hauk	Hauk	Sent copy of department letter sent to Jim Langston regarding departments policy and reasoning for such policy.	
5/12/2006	Ted Englebrecht concerns in Freedom Park/Trail	Completed	Smith	Hauk	Coolley	This issue is being handled by Curt Coolley Parks Director	
5/16/2006	Chuckhole needs repaired in Centennial	Completed	Dipple	Hauk	Watts	Chuckhole was repaired	
5/16/2006	Mr. Kragg's Sewer Rate Questions and Concerns	Completed	Dipple	Hauk	Hauk	Sent Councilor Dipple a copy of the correspondence letter and sewer rate comparison information	
6/2/2006	Running of school bus stop bar incident	Completed	Hart	Hauk	Hauk	Personnel issue was immediately dealt with and correspondence was sent to Councilor Hart	
8/3/2006	Information regarding economic development requested for Economic Development Presentation	Completed	Smith	Hauk	Hauk	Provided requested information via e-mail to Councilor Smith	
8/18/2006	Water Rate Increase Clarification	Completed	Dipple	Hauk	Hauk	Sent Councilor Dipple a copy of correspondence that was sent to Mr. Pudlner and actual rate comparison information with other communities	
8/24/2006	Speed Zones in School Zones	Completed	Cook	Hauk	Essex	Added language to signs in school zones that states applicable "on school days"	
8/28/2006	Speed Limit too Low on 171 st Street or South Street	Completed	Cook	Hauk	Becker	Issue was corrected via Street Ordinance that was adopted in September	
8/28/2006	Right of Way improvements at 161 st & Carey and 161 st & Oak Road	Completed	Cook	Hauk	Goff	Improvements were taken care of via the 2006 resurfacing project	
8/31/2006	Verizon relocation of fiber at 161 st and Springmill	Completed	Smith	Hauk	Hauk	Coordination to relocate fiber was completed via the help of Councilman Smith.	
9/26/2006	Need Water and Sewer Rate Comparison Information	Completed	Cook	Hauk	Hauk	Provided information via e-mail	

Date of Origin	Items	Status	Council Member		WPWD Staff Member			Comments
			Originator	Mgmt.	Mgmt.	Details		
						Hauk	Hauk	
10/03/2006	Ackerson Farm Sewer Take Down Agreement	Completed	Smith	Hauk	Hauk	Hauk	Council Approved Agreement	Provided requested information verbally and via e-mail
10/05/2006	Requested information related to and copies of Ordinance 06-41 and Ordinance 06-42	Completed	Dipple	Hauk	Hauk	Hauk		County agreement is executed, State agreement still waiting on States final version, 3 intersections are complete, 1/15/07 spoke with Mike McBride, Carmel to determine who was installing Opticom on 146 th Street, waiting for follow up from Mr. McBride
10/11/2006	Opticom installations and agreements with State and County for our jurisdiction	Open	Smith	Hauk		Goff		Department Engineer will consider adding more stringent contract language in the 2007 resurfacing contract.
10/30/2006	Suggested that language and other practices be included in the resurfacing contract.	Completed	Cook	Hauk		Goff		Signs were installed according to MUTCD standards
11/3/2006	School Zone signs installed for school on Ditch	Completed	Hart	Wanninger		Essex		Provided excel spreadsheet information via e-mail
11/15/2006	Requested information regarding WPWD fleet inventory	Completed	Cook/Dipple	Hauk		Hauk		Provided requested information to Councilor Dipple via e-mail
11/16/2006	Requested information regarding St. Maria Gorretti and fees that had been paid for water and sewer and fee waiver	Completed	Dipple	Hauk		Hauk		Kurt faxed over the details of when road would be reopened.
11/17/2006	Question regarding when Grassy Branch Road will be reopened.	Completed	Hart	Wanninger		Wanninger		E-mail from Councilor Cook on 1/13/2007 suggests to meet in March to discuss.
11/25/2006	Solid Waste Removal Project Idea Introduced	Open	Cook	Hauk		Hauk		Last correspondence 1/8/2007 via e-mail from Renee Goff describing design and schedule
1/7/2007	161 st & Springmill Intersection Improvements	Open	Cook	Hauk		Goff		Matt has contacted the Greenfield District Traffic Investigations Engineer, and she has informed him that they will conduct a study in the Westfield section of the corridor
1/7/2007	Signage on US 31 and Greyhound Pass needs improved	Open	Cook	Hauk		Crossland		Councilor Cook supports department's action and ordinance based on comments made at 1/8/2007 council meeting.
1/7/2007	Riek McKinney parking concerns in Merrimac	Completed	Cook	Hauk		Wanninger		E-mailed picture of rectified situation on 1/9/2006 work completed on 1/8/2007
1/7/2007	Bridge Ahead Sign needs right of way clearing for visibility purposes	Completed	Cook	Hauk		Binter		This was actually requested several months ago, but was finally completed within the last few weeks
1/8/2007	Storz connections for hydrants out west on Indianapolis water line	Completed	Smith	Hauk		Hauk		