

MEETING MINUTES
BURNT STORE VILLAGE STREET & DRAINAGE ADVISORY BOARD
May 25, 2016 – Regular Meeting
10:00 a.m. in the Public Works Conference Room

Attendees: Charles Costa, Robert Mercier, Dave Servis, Joseph Dlugosz, and Richard Symon

County: Dawn Harrison, Jason Ouimet, Venkat Vattikuti, Karen Dorsett, and Kelly Louttit

Meeting was called to order at 10:00 a.m. A roll call was taken that determined a quorum was present. Membership status was reviewed

Changes to the Agenda: None

The minutes from the February 23, 2016 meeting were unanimously approved as amended.

Citizen Input on Agenda Items Only (3 Minute Limit)

- None

Unfinished Business:

Landscaping: Ms. Harrison will provide any landscaping updates to the Advisory Board via email.

Drainage: Mr. Servis stated approximately twenty percent of the work performed has been sodded. Mr. Servis stated Doredo and Estrada on the north side still needs to be completed however the Harborside area does not belong to the MSBU and most of the problems stem from this area. Mr. Servis discussed previously identified drainage concerns. Ms. Harrison will have Mr. Dallenbach contact Mr. Servis regarding the drainage issues within the MSBU.

Traffic Count: Mr. Ouimet addressed signage along Burnt Store and stated the new signs will identify the name of the roadway not the name of the communities. Mr. Ouimet, said the bid for the posts is currently in Purchasing and when posts are in stock they will be installed. Discussion continued regarding signage coming off Zemel Road heading South on Burnt Store Road. Mr. Vattikuti will review the area for additional signage. Mr. Vattikuti stated flashing speed signs can be installed within the MSBU community at a cost of approximately \$7500.00. Mr. Servis inquired about the cheaper battery operated flashing speed signs. Mr. Ouimet stated the County has had issues with the battery operated signs. Mr. Vattikuti stated an additional speed limit sign will be installed on Minorca, and three way stop sign will be installed at Doredo and Alcazar. Mr. Mercier motioned to install a three way stop sign on Alcazar and Doredo, seconded by Mr. Servis and the motion passed unanimously. Discussion continued regarding speed data collected by the flashing speed signs. Mr. Vattikuti stated a unit owned by the County could be installed on Minorca for a few months. Mr. Servis motioned to install the loaner flashing speed sign on Minorca between Puerta and Cadiz; Mr. Costa seconded and the motion passed unanimously.

Ground Lighting: Ms. Harrison stated all the legal easement paperwork has been completed and installation of the ground lighting will occur. Mr. Servis stated the FPL light has been installed on Doredo and Quesa.

New Business:

Financial Reports – Ms. Harrison provided the six month actual financial reports for Advisory Board review and discussion. Collection percentage and the paving loan interest was discussed. Ms. Dorsett introduced herself and asked the Advisory Board to start thinking of upcoming projects for the FY18-19 budgets.

Time Line of Budget: Ms. Harrison stated at the next meeting FY 18-19 budgets will be discussed and reviewed important budget dates with the Advisory Board. The rate increase process was discussed.

Construction of sidewalk/funding: Ms. Harrison stated a mailing would have to be performed because a rate increase would be needed to fund the project. Mr. Servis discussed possible locations for installation of the sidewalks.

Citizen Input on MSBU Related Items (3 Minute Limit)

- None

Advisory Board Open Discussion:

Mr. Servis will discuss uncompleted drainage items with Mr. Powell.

Items for next agenda:

- Drainage
- Landscaping
- Speed Signs

The next meeting is scheduled for August 11, 2016 at 10:00 a.m. at the Public Works Conference Room.

The meeting was adjourned at 11:34 a.m.

Submitted by:
Kelly Louttit
Public Works Department

A handwritten signature in black ink, appearing to read "Kelly Louttit", written in a cursive style.

Chair Signature