

BOARD OF PUBLIC WORKS
MEETING MINUTES

DATE: March 28, 2017

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2018 NOV -8 P 1:23
TOWN OF LUDLOW

Members Present: Stephen Santos, Alex Simao, Tom Haluch, Barry Linton, Bill Rodrigues

Members Absent:

Also Present: Amy Priest, Carrie Ribeiro

At 4:00 P.M. Mr. Linton called meeting to order and Pledge of Allegiance. Reorganization of BPW after elections. Mr. Simao nominate Mr. Santos for Chairman. Mr. Santos accepted. Mr. Rodrigues second. Vote 3-2 (Mr. Haluch & Mr. Santos abstain). Mr. Linton nominate Mr. Simao for Vice Chairman. Mr. Simao accepted. All in favor.

Mr. Santos thanked Mr. Linton for prior Chairmanship. Thanked Gary Wdowiak for past service. Welcome newly elected Board member Mr. Rodrigues. Congratulate Mr. Haluch for being re-elected.

CORRESPONDANCE:

Letter from MassDOT certifying the FY2017 Chapter 90 apportionment for the Town of Ludlow. Mr. Santos read letter.

Letter from Roger Cox regarding the proposed HAP Housing Project. Mr. Santos read letter. BPW set requirements for contractor. Construction Within The Public Way Permits. Permits for all underground utility work. They should provide copy of US EPA, serve letter from water company, continue concrete sidewalk for safe crossing, provide fencing around retention basins, mill and pave Fuller Street 20' each way on outer limits of utility work, check with Fire Department about width in cul-de-sac to make the turn. Jimmy put together fees for the sewer. They did not ask for any waivers.

Letter from Safety Committee requesting the DPW to determine if lines should be painted on Poole Street. Mr. Santos read letter. Put a list together of roads that need to be lined. Give to Kenny.

Another letter from Safety Committee requesting recommendations from DPW about how to resolve the increase in traffic at the intersection of Howard and

Center Streets. Please investigate and respond by March 31, 2017. Mr. Linton said this has been discussed at the Safety Committee for 3-4 years. Mr. Santos said we can look into road being widened. Mr. Santos said he will have the new director or Jimmy look into it.

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Kenny's Report: Park division equipment maintenance. Cemetery division, grave openings and funerals, grave repair, cleaning of grounds. Tree division, tree removals or trimming as needed from service reports. Sewer division, pump stations being checked on a regular basis, DPW crews responded to several sewer blocks. Highway division, DPW crews patching as required with hot mix when available, DPW crew removing snow downtown as needed, DPW crew removing snow from public safety walk, DPW crew repairing mail boxes, DPW crews repairing broken signs, DPW setting up voting equipment for Town election. Equipment maintenance, DPW crew installing new remanufactured engine pick up #40, replaced center pin on loader plow #L2, installed diesel transfer tank and fabricate racks on pick up #63, diagnosed engine oil pressure issue on bobcat machine was sent to bobcat for additional testing, installed new cutting edge on snow plow #34, continuing spindle rebuild project on Toro 580 #95, rebuilding grass collection system on the cemetery Hustler mower. Expenditure authorization forms, invoice 10067 Marcotte Ford, invoice 10068 Eastern Mineral. Board should consider placing newspaper classified for seasonal employment. Amy Priest will calculate how many we can hire. Mr. Linton motion to advertise for summer help. Mr. Simao second. All in favor. Wilbraham Hill Climb Reenactment Committee would like assistance from Ludlow DPW to install banners once again on Monson Rd in Wilbraham. It would require use of the Department Forestry Truck for about an hour. Mr. Simao motion to approve request from Wilbraham Hill Climb Reenactment Committee. Mr. Rodrigues second. All in favor. Mr. Simao motion to accept Kenny's report. Mr. Linton second. All in favor.

APPOINTMENTS:

4:30 Elizabeth Botelho, P.E. Director of Public Works interview. Mr. Santos asked for a brief statement recapping her career, highlights and why she would be most suitable for the position. She is aware she does not have municipal background, but has spent the last 11 years in consulting @ Tighe & Bond. Her focus has been

storm water. She is a dedicated resident. Ms. Ribeiro asked besides being a resident, why did she apply for this position. She responded she has always seen herself in an environment where she was improving something. Mr. Linton said engineering is one part, management is another big part. What challenging people management have you encountered and do you hope to never have to face again and what would you have done differently? She responded as a young engineer the most challenging experiences has been with contractors. It comes down to sticking to what's best for the project and the client. She has always maintained a professional attitude and kept her composure. Ms. Ribeiro asked how she built respect with the contractors. She responded it was because of standing her ground. She's always been proactive in looking for issues before it's too late. Mr. Haluch asked how many people are under direct supervision. She responded she is not a project manager but had management responsibilities. She has mentored junior level staff. In construction she managed the contractors, general sub and staff. Mr. Haluch asked if she is interested in continuing education for staff. She responded it is important for staff to be continually aware of changing rules and regulations and technology. Mr. Haluch asked if she has had experience with OSHA courses. She responded she has OSHA 10 but not confined space. Mr. Haluch asked if she would have a problem being the trench safety individual for the Town of Ludlow. She responded "not at all". Mr. Haluch asked what her greatest asset would be to the department. She responded she has a very strong work ethic. She does not let things fall to the wayside. Mr. Haluch asked if she was encouraged by anyone at her current employment to pursue this position. She responded she listed a few people as her references and although they don't want to see her leave, they know it is something she really wants. Mr. Haluch asked if she was contacted by any individuals on the BPW prior to applying for the position. She responded she was made aware the position would be available. Mr. Haluch asked if the salary is negotiable. She responded "yes". Mr. Simao asked for examples of some of the work she's done for cities or towns. She responded she's done projects with the City of Westfield. She's done energy improvement programs. Mr. Simao asked what her weakness is. She had no response. Mr. Simao asked if she would have a problem enforcing rules. She responded "not at all". She says she does not waiver from ethics. Ms. Ribeiro asked what her experience is with the union workforce. She responded her only experience with the union is the contractors at the job sites. Ms. Ribeiro asked

about Chapter 90 funds. She replied she has applied for grants. Ms. Ribeiro asked about experience with snow and ice removal. She responded she has no direct experience. Ms. Ribeiro asked what her biggest success has been. She responded that at Tighe and Bond she is looked at as a person who can come in on a project that might not be going well and remedying it. She got called to a landfill in Worcester where there was some issues. She was able to get everyone working as a team. She is known to be good at conflict resolution. Ms. Ribeiro asked how she was able to do that. She responded she was able to work with different personalities. Mr. Santos asked where she would want to focus her attention as DPW Director. She responded she would like to get to know the employees and resolve any issues. Once everyone is comfortable, she would make huge improvements. Ms. Botelho asked how the department is structured. Mr. Linton responded Amy is the office supervisor so she takes care of the office. Kenny Batista is the operations supervisor. He runs the men out back. There is one assistant engineer that she would oversee. She would also oversee the budget and sewer enterprise fund. He is hoping to do some in house engineering. Ms. Botelho asked how many employees there are. Amy responded 26. Mr. Haluch asked that Mr. Rodrigues get her up to speed. Mr. Rodrigues responded there are 2 foremen (road and parks crews) and Kenny gives them their orders in the morning. The other crews have no foremen and just go out and do the work they're given. Mr. Haluch said it's important that all personnel follow the same standards that need to be enforced. Ms. Ribeiro said especially in a unionized environment, people don't like change. How would she handle an employee that says they're not going to conform. She said she would follow the protocol we have in place and if they still are not able to perform their job she would meet with HR and union steward to discuss the next step. Mr. Santos said this is the first round interviews and they will be holding a second round. They will let her know.

4:50 William Cundiff, P.E., Director of Public Works interview. Mr. Santos asked for a brief description recapping his career and why he would be well suited for the position. He responded he has 30 years experience in civil engineering. He is a P.E., Mass Procurement Officer certification, degree in design and construction contracting. He has been a consultant for large companies and some smaller design and construction companies. Many projects entailed field construction. He also started his own consulting business with 6 employees. He has been the

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department head in Douglas for 17 years. He worked on a 15 million dollar school renovation project. Water and sewer are not his strength. He is fluent in MS-4 permitting. He works closely with a highway superintendent. He does permitting in house. Mr. Rodrigues asked how he would build an effective relationship with staff. He responded he has found that you gain more respect if you demonstrate the ability to understand what their job is. Also he would have them understand he is an advocate for their position. Mr. Linton asked how many people he manages now and what challenging people management experiences have you encountered that you hope to never have to face again and what would you have done differently. He responded he has encountered challenging experiences before but has found you can't take it personally. As long as you're working for the taxpayer, people will respect that. As long as you're fair it ends well. He said Douglas has a small staff but he deals with a variety of departments. Mr. Haluch asked how he would explain each of the responsibilities he listed as his job description. He responded he currently has an ongoing municipal improvement project that is 2/3 complete. Says permitting is done for highway projects, local & federal permitting, MS-4 storm water, subdivisions, construction monitoring and bond estimates. Mr. Haluch asked how his continued education benefited him during his career. Mr. Cundiff replied it demonstrates the diversity of his experience. Mr. Haluch asked what his greatest asset that he would bring to the DPW. Mr. Cundiff responded that he is a dedicated employee and he is looking out for the taxpayers. Mr. Haluch asked if the salary is negotiable. Mr. Cundiff responded there is some room for negotiation. Mr. Simao asked what his weakness is. Mr. Cundiff responded that he sometimes gets emotionally attached to a project. Mr. Simao asked why he applied for this job. Mr. Cundiff responded he has a lot going on. Ms. Ribeiro asked why he is willing to leave the Town of Douglas. He responded he puts a lot of miles on his car. Ms. Ribeiro asked him to elaborate on his management style. He responded he has really only managed under 10 people. He uses a team approach. Ms. Ribeiro asked about his experience with snow and ice removal. He responded they only have a couple tractors and the rest is contractors. Ms. Ribeiro asked is there is flexibility on his start date. He responded July would be ideal. Mr. Santos asked if he would encourage employees for further education. Mr. Cundiff responded "absolutely". Mr. Santos asked where he would first focus his energy. He responded he would have to learn the people and their jobs. Find out deadlines. Mr. Cundiff asked how

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long the position has been vacant. Mr. Haluch responded December 6. Mr. Cundiff asked when the position would be filled. Mr. Santos responded ASAP. Mr. Cundiff asked how often the Board meets. Mr. Santos responded bi-weekly.

Jimmy's report: Shirley Shriver, MADOT, continue discussions on the right of way. Crowley associates were emailed separate plans to complete work for Center Street project. Talked to Matt Shute @ Beta about Center Street project, provided him requested information and answered questions to keep the project moving forward. Emailed pictures of dig safe locations and water line easements. Talked to Jim Constantino @ SWSC about work required for bypass work. Recently did a job with DOT and easements were not needed. Northern drilling to perform borings on Center Street and Harding and Center & Cherry for Beta, waiting for permit for approval for the work. Verified properties for mailing addresses. Print up owner letters required to be put in the mail per MADOT standards, sent to Shirley Shriver for review. Riverwalk project, Morais Concrete started conduit installation and light foundation. Tim Grace @ Tighe & Bond sent final proof of signage for approval. I&I project, provide Mott McDonald requested information needed to continue I&I. Went around town with representative from Mott McDonald to mark manhole locations and flow monitors. Flow monitor installation and inspection to begin and will take about a week to complete. East Street bridge project ET&L continuing to do bridge work. Subdivision inspection on Cislak Drive. 100 Acre Wood no activity. Maria's Way no activity. Patty Gamborini, PVPC picked up company Foster Wheeler for preliminary stormwater work. Submitted additional information needed for Tree City USA application for approval for designation. Received confirmation that application has been approved. Emailed over sidewalk and wheel chair ramp accessibility applications to Nicole @ Building & Zoning Board of Appeals for HAP Housing project. Admar from PVPC sent over information on pavement management. There is a fee involved. Mr. Simao motion to table to next meeting. Mr. Rodrigues second. All in favor. Dig safe locations. Lay out plots @ Island Pond Cemetery. Site plans review for planning department. Print out assessor maps. Answer phones and questions about properties. Answer resident's questions on phone and counter. Mr. Simao motion to accept Jimmy's report as ready. Mr. Linton second. All in favor. 5:25 Steven Frederick, P.E. Director of Board of Public Works interview. Mr. Santos asked for brief opening statement recapping career highlights and why he

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would be well suited for the position. Mr. Frederick responded he is a team player and likes to motivate others. He enjoys the challenge of public works. He has spent a few years in the private sector and a few years with MADOT and construction. He was in the Navy and then went on to school and retired from the Navy after 21 years. He also spent quite a bit of time in municipal engineering. Mr. Rodrigues asked him to elaborate on his experience with snow and ice removal. He responded that he began with Mass Highway and was involved with the towing operation and did some plowing. Was also involved in the management side. Mr. Linton asked what challenging people management experience have you encountered that you hope to never have to face again and is there anything you would have done different. Mr. Frederick responded the crew and staff are a key element in the operation. He had to fire someone that he recommended for a job. Mr. Haluch asked what motivated him to pursue his degree. Mr. Frederick responded his time in the Navy. He likes to keep current on engineering and has a very good repore with MADOT. Mr. Haluch asked what period of time he was the acting director for the City of Springfield. Mr. Frederick responded around 2013. Mr. Haluch asked what the volume was of the projects that were completed. He responded that he does not know. He has done over 400-500 streets. Mr. Haluch asked how many people as a Lieutenant Commander he had to deal with. He responded every 2 years he got switched. Usually he had about 80 sailors. He does have some equipment background. Mr. Haluch asked what his most gratifying experience or accomplishment has been. Mr. Frederick responded he's designed a few intersections for MADOT that are still out there. To see that he's improved the quality of life in the Pioneer Valley is satisfying. Mr. Haluch asked if the salary is negotiable. He responded yes. Mr. Simao asked his weakness. Mr. Frederick responded he is not used to the town meeting type government. Mr. Simao asked why he wants to work for the Town of Ludlow. Mr. Frederick responded this position is a progression of his career. Ms. Ribeiro asked how many people report directly to him. Mr. Frederick responded 5, an assistant engineer, a GIS specialist, a senior engineer and a junior engineer. Ms. Ribeiro asked if those employees are unionized. Mr. Frederick responded "yes". He reports directly to the DPW Director and the Mayor. Ms. Ribeiro asked how she would deal with resistance to change. He responded he would show his dedication to the team and to lead by example. Ms. Ribeiro asked what the qualities of a good leader are. Mr. Frederick responded his experience gives him

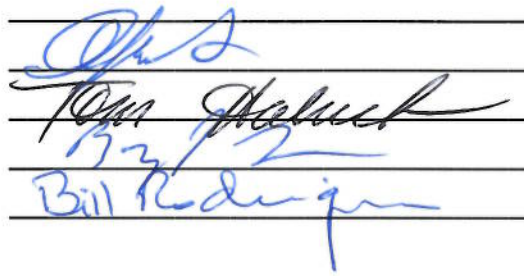
the confidence needed to step forward. Ms. Ribeiro asked how he would handle resident complaints. Mr. Frederick responded he would get their name and # and get back to them. Mr. Santos asked where he would focus his attention during his first few months. He responded he would need to sit down with the Board and understand the vision of where we want to take the department. Also, he would try to gather as much information as possible. Mr. Frederick asked if there was a capital plan. Mr. Santos responded "not really". We try to do whatever our Chapter 90 money lets us do. Mr. Linton said we also have a sewer enterprise fund. We have a list of streets we work off of and try to get to as many as we can. Mr. Frederick asked what the Board feels is the biggest challenge to the DPW. Mr. Linton responded his biggest challenge is personnel. Ms. Ribeiro asked when he is available. He responded later in April.

Minutes for meetings. Mr. Simao will not sign because he was not on the Board at the time. Mr. Linton motion to accept minutes. Mr. Simao second for discussion. Vote 2-3 (Mr. Simao, Mr. Santos, Mr. Rodrigues abstain).

Amy Priest said they met with the historical architect last week about the 1st meeting house project. He went on site and took pictures. We got the application for the grant in on Friday. Outline showing of the scope of work and the cost. Total \$326,975, half of which we applied for the Mass Historical Grant. Other half we would have to ask for @ Town Meeting. Mr. Jablonski's fee is \$1,400. His quote to submit the plans will be roughly \$10,000. Mr. Linton motion to send proposal to Board of Selectmen and Finance Committee. Mr. Simao second. All in favor.

Next meeting will be April 4, 2017 6:00 P.M.

6:20 P.M. Mr. Simao motion to adjourn. Mr. Rodrigues second. All in favor


Three handwritten signatures in blue ink on lined paper. The signatures are: 1. A stylized signature that appears to be 'D. S.'. 2. A signature that appears to be 'Tom Malachuk'. 3. A signature that appears to be 'Bill Rodrigues'.


An official stamp and signature. The stamp is rectangular and contains the text: 'RECEIVED TOWN CLERK'S OFFICE 2018 NOV -8 P 1:22 TOWN OF LUDLOW'. Below the stamp is a handwritten signature in blue ink that appears to be 'Amy Priest'. Below the signature is the printed word 'Clerk'.