

BOARD OF PUBLIC WORKS
MEETING MINUTES

DATE: April 11, 2017

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

Members Absent:

Also Present:

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6:00 All present stood for Pledge of Allegiance. Meeting called to order.

CORRESPONDANCE: Letter from Mr. Sanches re: pothole damage to his truck. Mr. Santos read letter. Mr. Sanches submitted bill for \$239.59 for (1) front tire and pictures of damage. Mr. Linton motion to submit bill to insurance. Mr. Simao second. All in favor.

Letter from Board of Selectmen. They want to know who would like to be on the dog park committee. Mr. Linton motion to elect Bill Rodrigues to committee. Mr. Simao second. All in favor.

KENNY'S REPORT: Park Division-Marking out soccer fields and baseball diamonds. DPW crew to apply 1 step fertilizer next week. Cemetery Division-Grave openings, funerals, cutting of perennials, picking up Christmas flowers. Tree Division-Tree removals or trimming as needed. Service Reports-Pump stations being checked on a regular basis, DPW crews responding to several sewer blocks. Weston & Sampson-Called in on 4.10.17. Chapin Street Pump Station- Increased flow, check valves had rags stuck in them, pipe stuck in one of them. DPW crews replaced ventilation fans for wet well. DPW crews patching as required with hot mix. DPW crews installed offset stakes on Aldo Drive. A. Martins & Sons to lower structures on Aldo Drive. A. Martins & Sons to replace sidewalk on Lower Whitney Street. There is enough to do both sides of Lower Whitney and a bike pad for the library. DPW crews still replacing broken mail boxes. DPW crews sweeping streets. DPW crews repairing lawn damage. Equipment Maintenance-Brake job and bumper

replacement on pick up #30. Prepare equipment for DOT inspection. Replace gutter broom on street sweeper. Continue spindle rebuild on #580 Toro. Repair and cleaning salt trucks for off season. Replace front bumper on pick up #40. No authorization forms. What will be the rate per hour for seasonal help? Necessary to advertise. Mr. Linton & Mr. Simao suggested \$11/hour. DPW would like to purchase 5 ton trailer for \$5,200. Mr. Linton motion to buy a tilt deck trailer. Mr. Rodrigues second. All in favor. DPW compost facility to open April 12. Family requesting additional flat marker in section F @ Island Pond. Mr. Linton motion to ok as long as they keep it on their property. Mr. Simao second. All in favor. Mr. Simao motion to accept Kenny's report. Mr. Linton second. All in favor.

APPOINTMENTS: Carrie Ribeiro and Board to conduct 2nd interview of Elizabeth F. Botelho, P.E. Ms. Ribeiro asked candidate to elaborate on technical abilities and software program and if she's ever been part of rolling out a new software. Ms. Botelho responded that her first project @ Tighe and Bond was a levy break during Hurricane Katrina. Ms. Ribeiro asked about experience with preparing a budget. Ms. Botelho responded she would look @ the history of budgets. Speak with staff familiar with history. Look at grants for upcoming projects. Mr. Haluch asked if she was hired if she would feel the need to communicate with the Board on a daily basis. Ms. Botelho responded she would do whatever the Board needed. Also if she is given the responsibility to make decisions without going to the Board she feels comfortable in doing that. She acknowledges that she is not coming into position with municipal background and it will take some time to become acclimated. Mr. Haluch asked what she perceives as the responsibilities of the BPW and what should their priorities be? She replied the BPW works to represent the best interests of the residents. She believes if the Board sees an issue they would bring it her attention. Also, they would work together on the budget. Mr. Haluch asked how she feels the procurement of engineering services should be orchestrated. Ms. Botelho responded that it is something that should be put out to receive bids for. Or you can have several engineering firms on call that you can call on when needed. Mr. Haluch asked if Ms. Botelho is aware that the Chairman of the Board has several contracts with the DPW and how do you anticipate this will work. She responded she is not aware of that or what the rules are as she is not employed yet. Mr. Linton asked how this position fits into her career plan. Ms. Botelho responded this fits into her 30 year plan. She plans on

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working until 65. She envisions her career going in this direction. Mr. Linton said engineering is 25% of the job, management is 75%. He asked how she will handle employees. Ms. Botelho responded she would have to look @ the manual but is a firm believer that if you take a job you do your job. If warnings or suspension don't work, then it's termination. Mr. Rodrigues asked what is important to her in the work place? She responded she feels that valuing employees works best. If you enjoy going to work then you do a good job. Mr. Simao asked what would she expect from the staff and how would she transition into the position? She responded she expects everyone to be respectful and patient. Mr. Simao said what if they don't work with you? She responded that if someone didn't want to work with her she would have to learn it on her own. Mr. Simao asked what she expects from the Board. She responded she expects them to be a support system to her position. Mr. Simao asked what she would like to see changed along the roads of Ludlow. Ms. Botelho responded there is a long wait time @ the light @ the intersection of East & Miller. And the corner of East & Winsor is a dangerous intersection. Mr. Santos asked how she would set priorities and organize work of herself and those she would report to. She responded priorities would be employees, then budget, then projects. She has no problem with confrontation. She said she works to completion. Ms. Ribeiro asked how she would work with a limited budget. Ms. Botelho says she has experience with municipalities in prioritizing expenses. Mr. Botelho has closing remarks. Wants to give perception of her. She is a very strong willed individual. She has the experience and technical background for the job. She is a fast learner and dedicated. She is not concerned about learning the job. She works well with everyone. She can make the best out of a really bad situation. She feels she can do a lot for the town. She will not shy away from confrontation. She will not do anything unethical.

Carrie Ribeiro and Board to conduct 2nd interview of Steven Frederick, P.E.

Ms. Ribeiro asked Mr. Frederick to elaborate on his technical abilities including office applications and software implementation. Mr. Frederick said he developed some software for MA DOT. He has been doing Auto CAD since 1986. He uses MUNIS in Chicopee for budgeting, personnel time. Ms. Ribeiro asked how he would analyze the budget. He responded he would look @ the history, talk with the Board. Mr. Haluch asked if he feels his position would require him to communicate with the Board on a daily basis. He responded he would like to see a

dashboard of information to begin with. Mr. Haluch asked what he perceives as the responsibility of the BPW to be and what should their priorities be? He responded it should be long term thinking (5-10 years down the road). Mr. Haluch asked how he feels the procurement of engineering services should be orchestrated. Mr. Frederick responded that it depends on what type of projects are out there. He feels some engineering groups have a better track record. Mr. Haluch asked if he is aware the Chairman has several contracts with DPW and how do you anticipate this will work. He responded to maybe have a discussion and see if it's the best fit for everyone. Mr. Linton asked how this position would fit into his career plan. Mr. Frederick responded that a director position is the natural progression. Mr. Linton said the position is 25% engineering and 75% management. How would he handle employees that violate town policy? He responded most of the staff is in the union, so he would refer to the union grievance policy. He would like to inform & educate foremen and crew leaders to assist them. Mr. Rodrigues asked what is important to him in the workplace. Mr. Frederick responded the people are the key component to the service we're trying to provide to the public. Mr. Simao asked what he expects from the staff and how will he transition into this position. Mr. Frederick responded he would start off with a very lengthy list of questions. Mr. Simao asked if in his current position he works with a budget. He responded he does not directly work with it except in the highway department. Mr. Santos asked how he sets priorities. He responded that currently his priorities come from his 2 bosses, the mayor and DPW superintendent. He currently keeps a spreadsheet of all the projects that are tasked to him. Weekly staff meetings. Ms. Ribeiro asked if he could elaborate on why he is looking to leave the City of Chicopee. Mr. Frederick responded this opportunity is a progression to become a director. Ms. Ribeiro asked how he would transition from the form of government in Chicopee to the form of government in Ludlow. It's quite different. Mr. Frederick responded that it's quite different but some of the core things are the same. DPW provides a service. Mr. Haluch asked why the City of Chicopee would have a small snow budget. Mr. Frederick responded because he knows they will go over and would not like to lose money the next year. You don't know what the weather is going to be. You don't want to leave any money on the table. Mr. Santos asked for a closing statement and why the Board should hire him. He responded that at the core the

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Board members have a good heart and are trying to provide a service to the community and he feels he could assist them and move forward.

Board discussed candidates. Mr. Simao voting for Ms. Botelho. Mr. Rodrigues voting for Mr. Frederick. Mr. Linton voting for Ms. Botelho. Mr. Haluch voting for Mr. Frederick. Ms. Ribeiro voting for Mr. Frederick. Mr. Linton motion to offer Elizabeth Botelho position. Mr. Simao second. Mr. Haluch, Mr. Santos, Mr. Rodrigues vote for Steven Frederick. Motion accepted to accept Steven Frederick. Mr. Santos recommend that Mr. Simao coordinate with HR the process of bringing him in. Mr. Rodrigues second. All in favor.

JIMMY'S REPORT: Shirley Shriver, MADOT continue discussions. All packets have been sent out. Drillings & borings on Center & Harding & Cherry started. Mr. Simao asked about water department on Center Street. Mr. Santos said they are moving forward. Talked with BETA about Center Street, answered questions. Worked on owner diaries for properties, verified properties mailing addresses. BOS office sent out packages with read receipt to property owners. Town needs to perform test pits on 3 locations. Need to contact Verizon so they can have representative on site when work is performed. Riverwalk project. Morais Concrete finish installation of light foundations and started installing light poles. Tighe & Bond send final approval for production of historic signs. I&I project flow monitor installation is complete. Manhole inspections are ongoing. East Street ET& L continuing work on the bridge. SWSC Skydridge pump station on corner of Kendall & Holyoke, Riccardi Brothers doing that. Cislak Drive Baltazar Construction finished up. Trying to pave next week. 100 Acre Wood no activity. Maria's Way no activity. PVPC meeting with City of Chicopee Planning Committee to go over Chicopee River project. DEP about permit due @ the end of the month. Mr. Haluch asked if there was a road cut permit for the pump station. Mr. Simao will check. Email from Columbia Gas & SWSC about work being called in with no permits. Calls to dig safe. Currently holding all permits except for emergency work. Answer basic questions on properties, assessors maps for residents, lay out graves @ Island Pond Cemetery. There was a plan for review for a property on Carmelina's Circle. Comments due on 4.27.18. Mr. Simao motion to accept report as read. Mr. Rodrigues second. All in favor.

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CONSTRUCTION WITHIN THE PUBLIC WAY PERMITS: Mr. Haluch suggested calling in SWSC because they sent in a permit and performed work without dig safe or approved permit. The rest are signed.

MEETING MINUTES TO BE SIGNED: April 7, 2017

REVIEW OF PUMP STATION INSPECTION CONTRACT: Mr. Linton motion to get quote until the end of the year, then new director to review. Mr. Haluch second. All in favor.

REVIEW OF BOND FEES FOR CONSTRUCTION WITHIN THE PUBLIC WAY: Mr. Simao asked for review of policy. Mr. Haluch said the bond is good for a year. Mr. Simao asked if the rates are still good. Should we go up? Mr. Haluch said we could go see what other communities are doing.

Mr. Simao would like an update on the Lemek bill. Mr. Santos said we will hold his permits until it's straightened out.

Mr. Rodrigues said there is a good size pot hole on Center Street by Cherry that needs to be repaired.

Mr. Linton thanked 2 candidates coming out. Congratulations to Steve for getting the position.

Mr. Santos said we will try to start Goddu Street next week. Test pits need to be done on Center Street. Trying to resolve issues with SWSC and Columbia Gas. Next meeting to be held 6:00 P.M. on April 18, 2017.

Mr. Haluch motion to adjourn meeting at 8:08 P.M. Mr. Linton second. All in favor.

Tom Haluch

Bill Rodrigues

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