

Board of Public Works
Meeting Minutes
June 6, 2017

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TOWN OF LUDLOW

Members Present: Chairman Stephen Santos, Alex Simao, Thomas Haluch, Barry Linton,
Guilherme Rodrigues

Also Present: Amy Priest Business Administrator

At 6:00 PM Mr. Santos called the meeting to order in the Public Works conference room located at 198 Sportsmen's Road.

All present stood for the Pledge of Allegiance.

Mr. Santos stated that have an appointment for 6:00 o'clock with Columbia Gas for construction within a public way permit.

Just a reminder all comments, questions and discussions should be just through the Chair and I will recognize you.

Andrea from Columbia Gas stating they had a good relationship with Steve Frederick of Chicopee and looking forward to working with him in Ludlow. She presented documents from Davis and Columbus.

Mr. Santos said what started the issue was Church Street which was just paved. He stated that they figured that this was all said and done and then it wasn't. Then the department's people found out, I guess, someone driving by called and said that there were some guys out there digging out there and had no permit to start with and then when Kenny and Jimmy went out there they specifically told them not to cut the blacktop. Andrea said that they were dealing with that issue internally because the explanation was that we were to get off the road. Andrea stated that it sounds like we need to work on the communications. Lauren of Columbia Gas stated that their people were internally disciplined and there is not much more we can do about that for not listening to DPW staff and they were given phone numbers by Jim and Ken and told to call them and they disregarded that request. Their corrosion guys who sent them out to do the work were also not informed. She offered further explanation as to how to prevent this from happening again which is Jim and Ken's question of the incident and this not typically how they work and it will not occur again.

Mr. Santos stated that technically that patch was not done. They sealed the edge but never did the paving. He stated that the DPW would hold all permits until that work

was completely done. We were nice as a Board to release them and it still is not completely done. Mr. Santos stated that street was paved for quite a while. It was the same one that we had talked in February with Steve on Palmer Street that was not going to be paved because of the size of it. It wasn't and then they came and cut it a foot and paved it and then they were going to come back shortly after and hot seal it. They never came back to hot seal it. Mr. Santos I think you got an email or they stopped somebody from Columbia Gas and sent somebody from R.H. White out there with emulsion and they were trying to seal it. Lauren that Jim forwarded the information to her yesterday. Mr. Santos stated the Jim had talked to the company that did this restoration work for you and he said that they were going to go out there because somebody from Columbia Gas directed them to go out there to fix the situation and it didn't happen. Andrea mentioned that the individual who had the email in question would forward to her and Jim. Mr. Santos, agreed and then stated that when they got out there they found that they were cold sealing it. Andrea stated that she followed up with Steve and when the weather clears up they will send a seal crew out there to take care of the situation. Mr. Santos stated that after the patch that was done on East Street in front of the duplex, it was spectacular and now we are still having these issues. That one day they graded and then reseeded and now these issues. He stated that he believed that we sent Andrea an email complaining that it was bad patch and we would like to see them come back. They did one on Fuller Street the same way. Andrea stated she would follow up with Steve and when the weather clears up regarding the Palmer Street hot seal.

The concerns of Mr. Santos, Jim and Kenney is that this was to be taken care of in April and it is June. This is the issue with the Board is that this is taking forever to do the old stuff and you continue to want permits for the new projects. We do understand they you need to keep going forward and I think we were all in agreement back in February that the restoration was going to keep up fairly close to the construction and it has not been. Andrea asked of these two locations the only issues. Mr. Santos said that he believed so.

Mr. Santos also mentioned about his concerns regarding West and Holyoke Streets. He asked if they were aware of that project which seems to be in a moratorium because the street was just recently paved and Columbia Gas just put in a new gas line. He referred to the map stating that this was end of the pavement, referred to the CMA market and asked what they were doing there. He asked if they were going after the gate box. He said that Columbia Gas should have known the work done on that valve or test cap. Mr. Gaucher said they are planning on finishing up the lower end of West Street. Lauren asked if this was the Solutia project. Mr. Santos confirmed this stating that this is the lower half of West Street. Andrea stated that Jim had given her a complete list of everything that had been recently paved. She has her team is going

over the new listing and the moratorium list of streets and will follow up with these issues. Discussion continued regarding work done from Springfield line, Roy Street to Holyoke Street. Mr. Santos said they will be paving both sides of the street north on West Street to Keystone Commons complete. He mentioned that they had a full year to look at this situation before it was paved. He asked if they could please check out the north area of West Street before both sides become paved. Lauren verified that there was still four years on the moratorium.

Another issue was starting work without pulling permits. A permit regarding excavation done by a customer on 97 Dinis Street was not permitted to the contractor nor Columbia Gas and the work was not completed right away and the trench was open for quite a while and we are looking for update. Contractor should not have opened up a trench without a permit. Columbia Gas called and was going to do another project but the permit could not be found. Andrea contacted Jim regarding starting a project but since no permit was found Jim gave them the okay to do other projects that had permits. Andrea stated that there have been some internal issues that will be checked into and also we need to work on better communications between DPW and Columbia Gas. Mr. Santos mentioned that we went through this in February. We have a new Director coming and things will be streamlined and with that trench permits will be coming back to this department under him and not going the Building Department. The change in the process has caused some confusion because communication was coming from two departments. Lauren mentioned that Jim told her that permits and dig safe will no longer be pulled at the same time and she could not imagine how that can possibly be. Mr. Santos this is a communication with this office and when a permit is pulled they should be notifying Kenney and Jim and they are not which is causing some confusion. Discussing dig safe process might be the reason on why some of these issues arose and both sides will work on making these issues smoother. Previously, when a permit is pulled Kenny and Jim would be notified.

Mr. Simao showed Mr. Santos permits for Church Street and Rood Streets have no dig safe permits. This is first one that they noticed. No permit was issued. Andrea confirmed that they should not have been there doing whatever they were doing. Technically not an issue due to circumstances.

Mr. Santos asked the Board if they had any other issues. Mr. Linton mentioned on West Street some work was done and he wasn't sure if paving had settled but the road was not smooth. Mr. Santos asked if Columbia Gas was done in that area and, if so, Kenney is talking with Kevin from Palmer and will take care of repaving. New issue that came up this week.

Andrea shared with Jim a list of streets that they are doing where pressure testing at the meter. 10 Church was also involved in that work. They have 187 customers on the list in Ludlow and have completed 85 and left customer contact information and 56 customers not connected with yet. Don't know yet if this will result in any further work and if there are any issues they will take care of them. Four out of 85 need follow up and they will do so as they should. Andrea is working on checking that everything is followed up on.

Mr. Santos checked on projects that are on moratorium and/or which ones signed off on: Posner Circle signed, 120 East Street signed, 108 Letendre there is no drainage detail and that was our error that was for another project. Andrea said that Jim called her and stated that their permit was good. Swan Avenue is done, 79 Dinis is in moratorium, 787 East signed and in moratorium for a new gas service and, 41 State Street for replacement is in moratorium. All these have been signed. He then checked the new projects which will probably be signed tonight. 437 Miller which was an emergency and pressure tests which you will probably get done and 515 Fuller emergency also you will do a pressure test 534 Fuller. Mr. Santos asked if they could pressure test the new section of West before it is paved or is it too much to complete? Andrea is focusing on our pressure system and she will verify if the area is on the list, and if so, she will expedite the work. She told them their open goal is to get done by the end of the month but they are ahead on that work. Continuing checking what is signed off on and what is not; 451 Main Street, 210 Parker, and 28 Miller Street. None of these are in moratorium. These might be a little longer as they need to check with the Police Department as there is some tie up right now. He explained to Andrea that they need to check on what details need to be assigned. Andrea explained that their workers have to fill out on their sheets what police details might be needed and forward to the Police Department. She wanted to know if this department would like a copy. Mr. Santos stated that this is not necessary and just to forward to the Police Department. The Police Department usually assigns someone to the project for the safety of the workers. Lauren informed the Board that at their Annual Meeting they will be meeting with the 16 police departments in the communities that they service to discuss traffic details and the challenges they encounter. She mentioned that Chief Madera never has any issues with their department and always offer to help as much as possible.

Mr. Simao stated they had asked Columbia Gas to this meeting to resolve any problems that have been encounter and asked them if they have any issues they have any issues that the Board can help them resolve with Ludlow. Andrea mentioned Jim and Ken been very helpful and when they have a question they can reach out to them and vice versa with them reaching out to Columbia Gas. They talk almost daily. Mr. Simao stated that the Board wants to keep them happy and work together. This is good for

the taxpayers and customers. Lauren stated they would like the Board to consider allowing their team come and meet with our team that do the administrative permit work. This has proved to be very successful in other communities that they work with. This strengthens the relationship and puts a face on whom they are working with. She thought that Jessica would come down herself and maybe also Natasha. She feels with would be very helpful. She also thought Florence should be included. Mr. Santos also said to include Nicole of the Building Department who has always been very helpful. Lauren said this usually works well with resolving any issues quickly when everyone communicates with one another. He also mentioned that our new director is a 'Boots and the Ground' kind of person who would support this kind of working together. He feels that issues will be resolved within a few weeks. Mr. Simao said that communication is important.

One last issue that Mr. Santos referred to is an email regarding permits for gate boxes. We need permits for them but there is no fee, as you are working for us but we do need to know what/where you are working. Only one permit is needed regardless of how many gate boxes are installed. This covers issues should you need to dig down as there is a permit on file. The only issue is dates on the permit as the permit is good for 30 days. Therefore they need the paving information from the pavers as soon as possible to stay within the 30 day time frame.

Mr. Santos stated that on November 15th is when they close the moratorium for the year and all permits are closed out. This is done to prevent previous problems.

The Board thanked everyone for coming tonight.

Mr. Santos asked the Board if they all agreed and that it is their recommendation that all Columbia Gas permits be released tomorrow and that they go to the PD.

At 6:30 PM, Motion made by Mr. Santos and seconded by Mr. Simao to adjourn. The Board voted All in Favor.

Prior to leaving, Columbia Gas checked with Mr. Santos regarding information going to the Police Department, which projects were in moratorium and would be released tomorrow and others that may will be released except those that go to the Police Department.

Columbia Gas staff departed and the Board continued.

At 6:35 PM the Board continued the meeting addressing items on the Agenda.

DIRECTOR'S REPORT

1. Park Division:

Kenny's Report: Soccer fields, Baseball fields, as required mowing, removal of old flag pole at gazebo, Mr. Santos mentioned that he thought that they were going to leave it there, we did fertilize Whitney today with safe fertilize, so that is all set,

2. Cemetery Division:

Grave openings, funerals and grave repair. They are going out fairly quickly to repair the roof on the garage at the cemetery. That should be all set. The only thing is that we will not take it out perpetual care, we will take it out of our building budget. It should be somewhere in the \$7,000 for that roof repair. There is a just an excess of a little bit of money in there and we are not going to use it on this building and we will use the perpetual money for the development of the new cemetery and send it to her because I think it will be all we've got.

3. Tree Division:

Tree removals or trimming as needed from service reports and also went to the Police Department and helped them out for the cameras, a couple of trees came down.

4. Sewer Division:

Cleaned catch basins on West and Old West Streets.

5. Highway Division:

- a) DPW repaired catch basins,
- b) DPW pothole did patching,
- c) DPW mowed road side trouble spots
- d) DPW street sweeping in progress,
- e) Road side mowing in progress,

Seal coat is scheduled for June 7th, obviously because of the weather they may be pushed back. Mark and Zinc as weather permits, were supposed to come in on the 2nd at night but were not able to come in.

6. Equipment Maintenance

Drainage installation on Phillips Street, DPW to go out for annual bid, will do tomorrow.

Equipment maintenance pick up on sweeper service, service dump truck, Red cannon #39 remove trailer hitch and sand blast assembly , replace broken regulator on #33 and replace hydraulic line on sweeper.

7. Expenditure Forms, DeSantos Landscaping, Mark and Zinc and SealCoat.

No notes or comments. I think that is it.

I got the schedule for line painting from Kenny, and the crack sealing. They did recharge the sweeper air conditioning, and I think that is it for Ken.

Mr. Simao said to let the record show to accept the report as read. Motion made and seconded by Mr. Rodrigues. The Board voted All in Favor.

Mr. Haluch asked regarding the Expenditure Forms if they had been signed. Mr. Santos said the Vice Chair signed as did Mr. Santos and he marked them and filed in Kenny's office. Mr. Haluch asked if the Board needed to sign these documents. Mr. Santos stated 'No'. Mr. Haluch asked how so? Mr. Santos stated the documents need to be signed by the Chair or the Board. Mr. Haluch wanted to know if this was the policy and was in writing somewhere. Mr. Santos said he believes that it is in the minutes that the Board was about to sign. Mr. Haluch said that if the Board was to sign then they would be aware of all the expenditures before the actual meeting. He said it seems unusual that the Vice Chairman would sign something that the Board hasn't seen, or has no knowledge of. Mr. Santos said that is how the Board has been signing them all along since they started. Mr. Linton that he has always signed this way all along. Mr. Haluch did not remember that this was the policy and that you would think that they would come through as an authorization. He referred to Chapter 90 which the Board approves their expenses not the Chairman or Vice Chairman. Mr. Santos said that this the way it has always been done since we started. He asked Mr. Linton if this was correct, to which Mr. Linton agreed. Mr. Haluch said that this was his question.

Mr. Santos said a motion was made by Mr. Simao to accept Kenny's report and seconded by Mr. Rodrigues. Mr. Santos asked if all agreed. The Board voted All in Favor.

Mr. Santos continued the meeting with Jim's report.

1. Center Street Update

Mr. Santos said today The Jason Fields Property Associates will be coming in Wednesday June 7th to go over questions and appraisals of properties. Jim has right-of-way plans. He just wants to go over them as he has some questions. Someone for Mass DOT continues discussions and notifications including written offers and just compensations and other information required to be sent out to property owners. As of today, he still has not heard of anyone donating property. He spoke with Matt Shute of BETA about the Center Street property and received comments from Mass DOT on

June 2nd. He believed that Jim sent out comments to you. That was the packet that he emailed to the Board so they can look it over. They are going to look them over and then we can meet with them and discuss the project. Worked on property, easements, updating forms, questions from property owners. The only thing that came up was that Mass DOT required direct and indirect drainage requirements for discharge of drainage on their property. There are five catch basins starting about where the apartment building is across from the car lot, two by Cumberland Farms, one by Pride and one by the Colvest Group on the left side near the Turnpike entrance. That needs a different permit and Jim has looked into that issue. It is like a 12 page permit and BETA would look at that without no extra cost. Should be done quickly and reduced to one page. Mr. Santos wanted to get Matt Shute to come in for a meeting on June 20th with the Selectmen and get it on the Agenda but don't know if this is going to happen.

Riverwalk Project. Mr. Santos wants to do a walk through with Tighe and Bond to see what work is needed to complete, only thing left is Eversource to complete to tie in power to the Riverwalk and should be completed this week. Certified invoices to be brought to Town Hall for processing and payment and submitted for state grant reimbursement. They were to tie it in this morning but due to rain, I don't believe they were able to tie in.

Talked to Penny of Conversation she would like silt fence and hay split removed before it gets grown. We will probably get out guys out there before the next rainy day and remove before it gets too grown in. Other than that everything is all set.

I&I Project

Matt McDonald provide status summary level, assessment checking equipment level regularly.

Data Review Systems Report

Manhole inspections throughout the Town in March and April. Our manholes were assessed and certified by Mott McDonald. Flow monitoring at 18 meters were installed by Flow Assessment as part of this project. (There is more on that in the packet.) The big thing is that Mott McDonald is currently preparing a draft report and summary analysis on data as part of this project. Mr. Santos request to see how things are going. In talking with David, they are going to need the extended two weeks as required by DEP. As indicated by Mott McDonald plans on filing a complete report within three months of completion of the field work. They anticipate being able to

provide the Town with a draft review and comment by July 14th of this year. The final review will be by August 2017. Mr. Santos mentioned that they have the complete information to review.

2. East Street Bridge Update

Mr. Santos work continuing on the bridge, subdivision is working on concrete, 100 Acres no activity, Pioneer Valley Grant for storm water to put that information in the report, representatives from Westover continuing to be an issue on 290 Moody Street. They notified us that they have hired Alco med to remove the beavers from the area beginning on June 6th. After they are gone they will clean out the drain pipes and make any necessary repairs.

Updated moratorium on Columbia Gas and Springfield Water and Sewer and there is also a list for us to that we would know status so that when we are signing permits we can check the list to know before we sign it.

Submitted information to DEP on for recycling dividends, program and minimum criteria for filing for Grant Funds. With that information are invoices for the new bill for the disposal fee, I'm sure you saw that and signed it for the new contract which will not be with Covanta.

Conversations with Columbia Gas working on solutions for work performed in Town is done. Traffic plans at the Sportsman's Road with Dagle Electric. Have Kenny do at least Sportsman's Road and with working on the budget today, and working on Putt's Bridge, we have enough to do to get things done on time. Dagle Electric is the only one to get a bid so as soon as we hear back from them and when they can get the work done.

Property on Howard Street across from Whitney Park, that is not Town owned. That was going to be a parking lot. I looked at that and the property is not Town owned, it was sold recently. Mr. Santos distributed some information to the Board regarding the lot which they were considering for use as a parking lot.

He read identical letters that he wrote to William Rooney and Sean McBride of the Recreational Department and the Department of Public Works and asking for their input. He also spoke with Ellie regarding this issue and she feels that there are deed restrictions for passive sports use only on the property and this may be why it was not acceptable.

Mr. Linton gave Mr. Santos a document from Mr. McBride stating that he thought they used the tennis courts a lot. Mr. Santos said that depending on what Ellie finds that will be the end of the issue.

Looking into Nick Silva Field regarding a No Trespassing Order for people who are camping out in the woods. It does not appear that they are on Town property. On Monday, received a GIS from Nick Silva reciting a No Trespass Order on the property which appears to belong to Eversource and Energy One. The Police Department and the Town Administrator stated that people do migrate on the property and we gave them copies of the order which gets us out of it.

Email claims and documents requests from residents and engineers, print up assessors maps, residents dig safe various locations, answer residents questions on the phone, file plans with the Planning Department, answer questions on cemetery, and they also started laying out the foundations and they will have to dig the holes so that will be on hold. Site plans at the Engineering Office, didn't know if the Board had an opportunity to stop by and looked at, very simple on our part.

Provide information to Malone McBroom on 188 Fuller Street Project, upload GIS information on sewer and drain White Pearce website for storm water mapping, project to be done by Pioneer Valley Plantation. Mr. Santos contacted Hager Brothers regarding patching on East Street in front of the Cumberland Farms and they will take care of the patching due to settlement which they take full responsibility and put top on the Mills Project which will be fairly soon depending on the weather.

Mr. Santos asked if there are any questions regarding Kenny's report. Mr. Haluch asked about the trench on Fuller Street which keeps settling. Mr. Linton stated that it has been done. Discussion as to whether it was fixed correctly or should it be done again which is the Board's decision. Mr. Simao agreed with Steve that it could have been fixed better as this is the second time they fixed it. After discussion Mr. Simao made a motion to have them come back again and fix it right, seconded by Mr. Rodrigues, the Board voted All In Favor.

Mr. Linton also mentioned that the pot holes further up the street are just as bad and is going to cost the home owners a lot of money. Mr. Santos felt that if they cut the road it should be returned to the original condition the first time they fix the road.

Mr. Santos asked for comments on Jimmy's report, Mr. Simao made a motion to accept Jimmy's report and was seconded by Mr. Linton. Motion passed, All In Favor.

Mr. Santos stated it was 6:45 PM. There are invoices to be signed, meeting minutes of October 25th, April 26th and October 11th. He asked if everyone was okay to sign. Motion needed to sign the minutes of October 25th, April 26th and October 11th made by Mr. Simao and seconded by Mr. Linton. The Board voted All In Favor.

Comment from Mr. Rodrigues regarding storm drain at the cemetery. It is not on the prints but needs to remain. Mr. Santos is going to check into the matter as he agrees that it needs to stay. He said that they can discuss this further in the future.

New Business:

Mr. Simao mentioned that Lemek Construction didn't come in previously due to a family issue and did not come in today which he was discouraged about and he made a motion the Board make a motion that the Town of Ludlow cease doing business with them. Some discussion followed and the Motion was seconded by Mr. Linton. All In Favor, Motion passes.

Mr. Simao asked what the Board was going to do about the project on Miller Street. Mr. Santos stated that our sewer regulations we cannot accept sewer from residents or businesses that we don't see fit. The issue is how we can implement this action unless we cut the service at the tree belt. The property has just been sold but not completed yet. Discussion followed regarding we have an unprotected taxpayer due to a sewer that was improperly installed with no signed plans or permits and was not inspected at the time of installation. Mr. Simao asked what the Board wants to do. Mr. Linton suggested we contact the Town Attorney and see what our options are available. Mr. Rodrigues suggested sending a registered letter to the homeowner and ask them to come before the Board and resolve the problem. Mr. Haluch agreed and Mr. Simao just wants to resolve this problem. Mr. Santos will contact the Town Council what are our rights and homeowners rights.

Mr. Frederick mentioned that we need contact the homeowner and give him time to correct the situation and if they don't then it becomes a course of action between the Board of Health and Building Inspector. Mr. Santos mentioned that the problem is that they tied in tee whereas if they had tied

in as a pump like all the other business or residential pump into a manhole. There is no check valve, no shut-off valve and no clean-out. This could backup the six-inch line and then who is going to fix the problem; the new homeowner or previous owner. We did not inspect and this does not meet our standards. Mr. Linton also mentioned that there might be some state laws being violated. Mr. Frederick said we may have to fix this correctly and have the Tax Collector and put a lean and put the money against it and at least it will be done correctly. The homeowner will need to resolve with the company who did the work. This way the homeowner has a way out. Mr. Simao made a motion to send a registered letter to Lemek Construction to contact our office to resolve the problem as quickly as possible. Mr. Santos' concern is that he doesn't feel that they can do the job correctly. He had asked them to come in and specifically told them what to do. They are not following what our inspector gave them to follow. Mr. Santos again referred to Mr. Simao's motion to Contact the Town Council about what we can do about this situation and a registered letter to them to come in a explain what he did. Mr. Linton seconded the motion. All In Favor. Motion passes.

Reimbursement for Rood Street is in.

Wait on spreader for Park Department, Will look into this in the future.

We are maintaining the Riverwalk area, loomed and seeded the area where brick was taken down. We also pick up the trash.

West Street was paved and he talked to Kevin about that.

Heard from Water and Sewer. They want us to pave that Center Street up by the White Church. They also had another one at the corner of Center and 535 Rosewood. The house has a leaky water service and they have to get in the road to do that. We are going to give them the same number.

They are not going to pull a permit until they have costs on road restoration.

Mr. Haluch asked if the City of Springfield had a permit or drawing to put in that pumping station. Do we have any drawings? It looks like an albatross.

Maybe we could talk with them to do some landscaping or something. There should have been a site plan that was approved by the Board. Mr. Simao said that nothing was given to the Board. Mr. Santos said that he would check with Jim to see if there is a site plan, if none why isn't there one.

Discussion followed. Then we will also look at landscaping.

At 7:40PM, Mr. Santos asked for a Motion to Adjourn. Motion made by Mr. Rodrigues and seconded by Mr. Linton. The Board voted All In Favor.

NOTES ACCEPTED:

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Bill Redman

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BOARD OF PUBLIC WORKS

Dorothy Mikochian
CLERK

