

Board of Public Works
Meeting Minutes
August 7, 2017

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2018 MAY 18 P 1: 15
TOWN OF LUDLOW

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

Also: Steven Frederick

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

All present stood for the Pledge of Allegiance.

APPOINTMENTS – None

CORRESPONDENCE – None

PROJECTS

Director/Town Engineer's Report

Mr. Frederick said on the Chapter 90 Projects that the West Street project has been approved. The contract coordination has begun. The Environmental Forms for West Street and the Cracksealing Projects are ready to be signed. Mr. Santos asked about the funding. Mr. Frederick said he is checking with Kim on the exact figures. Mr. Santos also asked about aprons onto Holyoke Street to protect the traffic loops.

On the Miller Street project, Mr. Frederick discussed pavement restoration options. They did test bits on Miller Street. There was about 3 inches of pavement from Ventura Street to the Green Bridge. He is comfortable with 4 inches. Mr. Rodrigues discussed some options for different sections of Miller Street. They will meet on Miller Street to discuss what should be done, along with Mr. Batista. They also discussed adding Owen's Way to the package.

On Nick Silva Field Parking Lot, Mr. Frederick said that the structures, pipe, etc. have been ordered for the project.

On the Sweeper Bid, Mr. Frederick said that the bid opening will be August 23rd. Mr. Santos would like the downtown to be swept before the contractor takes the sweeper for repairs.

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On the Compost Pile -- DPW Yard, Mr. Frederick said that the scheduling for the screen is to have it on site for two weeks.

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On the Operations Foreman and Assistant Engineer Report, Mr. Frederick said he would like a policy change from the BPW to have both reports filter through the DPW Director. He is working on a quantitative report for the BPW with all three office managers. Mr. Simao made a motion, seconded by Mr. Haluch, to have the Assistant Engineer and the Operations Supervisor no longer make a report to the BPW, but to go through the DPW Director. The Board voted All in Favor.

On the Organization Chart, Mr. Frederick said that an updated organization chart has been drafted showing clear line of communication and chain-of-command for the workers in the DPW.

A motion was made by Mr. Simao, seconded by Mr. Rodrigues, to accept the Director's Report as read. The Board voted All in Favor.

Assistant Town Engineer's Report, Mr. Santos read the report to the Board. See Attached. A motion was made by Mr. Simao, seconded by Mr. Rodrigues, to accept the Assistant Town Engineer's Report as read. The Board voted All in Favor.

Operation Supervisor's Report, Mr. Santos read the report to the Board. See Attached. A motion was made by Mr. Simao, seconded by Mr. Rodrigues, to accept the Operation Supervisor's Report as read. The Board voted All in Favor.

NOTES AND COMMENTS

Cemetery Commitment – July are signed.

Mr. Santos said he has an application for Drain Layer's License from JYD Excavation. It has been approved.

Invoices are signed.

Mr. Santos said there is a Selectmen's Meeting tomorrow on the temporary closing Howard Street. There was much discussion on this by the Board.

Mr. Santos asked Mr. Frederick if we have a quote on the Time clock. Mr. Frederick said we do have a quote. It is expensive. Mr. Simao suggested we wait until Spring to see how we stand on our money situation to decide.

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Next meeting will be on 08/21/17.

At 7:10 pm, Mr. Simao made a motion to adjourn. Mr. Rodrigues seconded the motion. The Board voted All in Favor.

NOTES ACCEPTED:



Bill Rodriguez
BOARD OF PUBLIC WORKS



Doris L. Pasquini
CLERK

AGENDA
BOARD OF PUBLIC WORKS
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6:00 PM – Call to Order

APPOINTMENTS

None

CORRESPONDENCE

None

PROJECTS

Director/Town Engineer's Report
Assistant Town Engineer's Report
Operation Supervisor's Report

NOTES AND COMMENTS

Cemetery Commitment - July

Invoices

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**

MEMO

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TOWN OF LUDLOW

To: Ludlow BPW

From: Steven J. Frederick, P.E.
DPW Director/Town Engineer

Date: August 7, 2017

SUBJ: DIRECTOR'S REPORT – (July 24 – August 6)

I respectfully submit the following for comment, review or action.

1. Chapter 90 Projects
 - a. West Street has been approved.
 - b. Contractor coordination has begun
 - c. Signing Environmental Forms for West St and Cracksealing Projects
2. Miller Street Project
 - a. Discuss pavement restoration options
 - b. Add Owen's Way to package
3. Nick Silva Field Parking Lot
 - a. Structures, etc ordered for project.
4. Sweeper Bid
 - a. Bid opening August 23rd
5. Compost Pile – DPW Yard
 - a. Scheduling for screen to be on site for 2 weeks
6. Operations Foreman and Asst Eng Reports
 - a. I respectfully request a policy change from the BPW and have both reports filter through the DPW Director.
 - b. I am working on a quantitative report for the BPW with the all 3 office managers.
7. Organization Chart
 - a. An updated organization has been drafted showing clear lines of communication and chain-of-command.

Engineering Report 7-24-17 thru 8-7-17

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Center Street Project

Shirley Shiver Mass DOT – continuous discussions on steps remaining in the Right of Way process. Update her on where the Town is in process. Discussions on affidavits needed for each parcel involved in Center Street project.

Talked with Matt Shute BETA about Center Street Project. Sent in land taking plans and draft written instruments for all parcels. Discussions on possible sewer work to complete during Center Street Project.

Jason Fenlason Crowley Associates dropped off hard copies of appraisals completed. Discussions about questions received from property owners.

Mailed out written offer packages certified mail to affected property owners with help from Ann Converse in the Selectmen's office.

Worked on Property Owner Contact Diaries for properties needing takings or easements. Keep updating forms as property owner's call with any questions on project. Email information to property owners as needed.

Conference call with Town Counsel, BETA, and LDPW to get all questions answered on what is needed by counsel to record easements and takings.

Send Town Counsel and Town Administrator numbers for easements and takings to use in the Town Meeting Warrant.

Town meeting set for August 16, 2017 to acquire land parcels and appropriate more funds for Center Street project.

I and I Project

Mott Macdonald working on report for I and I study.

Subdivision Inspections

Maria's Way – House construction taking place.

Cislak Drive- House construction activity starting.

Hundred Acre Woods- Continuing grading tree belt areas and installing street lights.

East Street Bridge

ETL continuing bridge contract work and are on schedule to be completed by the end of November 2017.

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- * Meetings to discuss Permit Process at DPW.
- * Lay out graves Island Pond Cemetery.
- * Sewer lateral inspections units 48 and 49 Paradise Creek.
- * Dig safe various locations.
- * Answer resident's questions on phone and at counter.
- * Sewer backup issues at Whitney Park. Manhole found buried in hill behind clubhouse. DPW crews hand rodded line and Fletcher came and videoed lines and finished clearing out remaining blockages.
- * Meeting at Town Hall with Eversource and Town representatives to discuss the delivery of large equipment to Center Street substation and delivery routes and times.
- * Discussions with Samiotes Consultants on information needed for Chapin Street School. Email them over information found. They are performing work for the feasibility study of a new school.
- * Look for information on Vet's Park school for the Mount Vernon Group for feasibility study on new school.
- * Convert road moratorium list to an excel format and put in alphabetical order as requested.
- * Print up plans on Miller Street and East Street traffic signal plans for review of resident complaint.
- * Investigate beaver problem at the High School that is causing water to back up into Vets Park property. School Department was contacted and informed that they needed to call and have the beaver deceiver cleaned at the high school.
- * Print up Assessor Maps for residents.
- * Email out plans and documents from requests from residents and engineers
- * Answer realtors' and appraisers' questions on properties.
- * New plotter delivered. Waiting on IT to come and set up computers to be able to plot to new equipment.
- * Discussion with residents and representatives about information needed for building department sign offs for building permits.

Respectfully Submitted,

Jim Goodreau
Assistant Town Engineer

**Town of Ludlow
Department of Public Works**

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Memorandum

To: BPW & File
From: Ken Batista
RE: Board of Public Works Meeting

- 1 Park Division
 - a) Marking soccer and football fields as required.
 - b) Mowing parks and fields as required.
 - c) Cleaning Nick Silva Field.
 - d) Emptying trash barrels.
 - f) DPW crews preparing baseball fields for Casagrande Tournament.

- 2 Cemetery Division.
 - a) Mowing and Trimming.
 - b) Grave openings and funerals.

- 3 Tree Division
 - a) Tree removals or trimming as needed from service reports.

- 4 Sewer Division
 - a) Checking pump stations.
 - b) Responded to sewer blocks.

- 5 Highway Division
 - a) DPW crew patching service reports.
 - b) DPW crew road side mowing service reports as required.
 - c) DPW crews working on apron installation on Poole Street.
 - d) Repairing failed catch basins.
 - e) Installed construction signs for the West Street Project.

- 6 Equipment Maintenance
 - a) Repair power steering leak on pick up #40.
 - b) Bucket truck was sent to CL Diesel to replace oil rail pucks, also a hydraulic hose in the boom was replaced in house #200.

- c) Repair hydraulic leak on sweeper #21.
- d) Service ten wheeler #32.
- e) Check air conditioning issue on mower #43.
- f) Repaired cemetery mower, installed new wheel bearings and spindle on Hustler mower.
- g) Pressure test and order new radiator and replace two spindles Toro 580 #95.
- h) Serviced vacuum truck #62.
- i) Checked dump truck that would not start, found issue in wiring and repaired #37.
- j) Checked clunking noise in Blazer, replaced spring pads and emergency brake cable E-1.
- k) Painting paint trailer.

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- 7 Expenditure Authorization Forms
 - a) 100-89 C L Diesel
 - b) 100-90 Arrow Concrete
 - c) 100-91 Northern Tree Service
 - d) 100-92 Gomes Construction
 - e) 100-93 Traffic Signs & Safety

- 8 Notes and Comment
 - a)

Respectfully submitted,

Kenneth Batista
Operations Supervisor