

Board of Public Works  
Meeting Minutes  
February 20, 2018

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2018 MAR 15 10 12 AM

TOWN OF LUDLOW

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

Members Absent: Barry Linton

Also: Steven Frederick, Amy Priest

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At 2:00 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.

The meeting began with Mr. Santos reading a notice that he put together with Mr. Batista regarding Mr. Leonard Belisle who passed away. Mr. Belisle was a 30 plus year veteran of the Department of Public Works.

APPOINTMENTS – None

CORRESPONDENCE – None

DIRECTOR'S REPORT

Mr. Frederick began with the Initial budget input per Town Accountant instructions for the general fund accounts. There are three levels. Level one is a 0% increase with a contractual increase on the labor side. Level two is meeting with the Finance Committee and propose our changes to the budget. Level three we reenter what is approved by the Finance Committee.

Mr. Frederick said on the Cady Street Sewer project that the pre-bid occurred on 02-14-18. There are no questions to date. Bid opening will be on 02-28-18.

Mr. Frederick said regarding the Clerk position we conducted six interviews and have narrowed it down to two candidates. He is reviewing the information on the two candidates and will have a recommendation for the Board for the next meeting.

Mr. Frederick said that regarding Snow Storms, we had not exceeded the budget prior to this weekend's storm. We will need a State of Emergency Declaration letter prepared for future storms.

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Mr. Frederick said on the Blackboard System that he met with LFD, TA, and SWSC regarding the use of the system to notify residents of water breaks, etc. We will collectively review the protocol when a water emergency occurs.

2018 MAR 15 P 1:37

TOWN OF HUDLOW

Mr. Frederick said he would like to meet with the managers collectively and individually to establish the execution of the variety of tasks assigned to the department.

Mr. Frederick said that on the fertilizer bid that Ken and Jim pulled together a specification and quantities amount just for the fields that we are responsible. We are currently editing it and should be completed with the bid this week.

Mr. Frederick said that he sent a draft of the Annual Town Meeting Articles to the Town Administrator.

Mr. Frederick said that on the PW3 position has been put out internally with a closing date of 02-21-18, and there is one internal candidate to date.

Mr. Frederick presented a bid for a power washer to replace the existing one. He will discuss this with Mr. Batista some more and get back to the Board.

Mr. Frederick discussed the Hours of Work for the transfer station. There are two open PW2 positions. We should discuss this with the Local 98 and Human Resources.

## OLD BUSINESS

On the sweeper update, Mr. Frederick said he received an email that they are finishing up a couple of others and should be getting to our sweeper by the end of the month. He will keep up an ongoing dialog with them.

Chapter 90 update on funding. Mr. Frederick will be working on that this week.

BOD/Suspended Solids update. Isolate the State Street area.

I & I Study update. This has been filed.

Tree Clearing for Sewer Right of Ways update. Jim walked it and they will be getting prices on that.

New Cemetery on Center Street update. Mr. Frederick and Jim will be going out there to see if any shaping needs to be done. Need to check if water is out there.

Pressure Washer Quote update and cost. Already discussed.

Chicopee Sewer Project update. Mr. Frederick will have his comments ready to show the Board this week.

Snow & Ice Report. Already discussed.

Fertilization Bid Documents. Already discussed.

Administrative Assistant Vacancy update. Already discussed.

Truck Maintenance Forms. Mr. Frederick is meeting with Mr. Batista to discuss the daily use forms.

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2018 MAR 15 P 1:38

TOWN OF LUDLOW

## NEW BUSINESS

PW-2 Vacancy Advertisement. Already discussed.

6 Wheeler Accident Report. Insurance company has been here. Need more information/needs to be sent to them.

Mr. Haluch asked for a Beaver Report. Beavers are active. Building dams as soon as they are removed. Mr. Haluch suggested that if any member of the board has questions on old business, they should contact Amy 72 hours in advance of the meeting.

## NOTES AND COMMENTS

Minutes – 01-02-16, 01-16-18, 06-26-17. A motion was made by Mr. Simao, seconded by Mr. Rodrigues to approve minutes. The Board voted All in Favor.

Sewer Abatements. A motion was made by Mr. Simao, seconded by Mr. Rodrigues, to sign the sewer abatements. The Board voted All in Favor.

Invoices are signed.

Next meeting will be 02-26-18 at 2:00 PM. We will probably move back to night meetings in March.

At 2:55 PM, Mr. Simao made a motion, seconded by Mr. Rodrigues, to adjourn. The Board voted All in Favor.

## NOTES ACCEPTED:

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*Bill Rodriguez*

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*Thomas Haluch*

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*Chris Simao*

BOARD OF PUBLIC WORKS

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*Louis J. Resigioni*  
CLERK