

BOARD OF PUBLIC WORKS  
MEETING MINUTES  
REMOTE PARTICIPATION – CONFERENCE CALL

April 7, 2020

RECEIVED  
TOWN CLERK'S OFFICE  
2020 JUN 22 P 2:38

\*Please be advised that by Order of the Governor – Order suspending certain provisions of the open meeting law, G.L. c.30A, § 20 which limits public access and allows remote participation.

Members Present: Thomas Haluch, Barry Linton, Alex Simao, John Davis

Members Absent: Bill Rodrigues

Also Present: Mike Suprenant

---

Mr. Haluch called the meeting to order at 5:00 P.M. Pledge of Allegiance.

APPOINTMENTS: NONE

CORRESPONDENCE: NONE

**DIRECTOR'S REPORT:** Town offices have been closed until Monday April 13. He anticipates the Select Board may extend closure until May 4 depending on Governor Baker. Mr. Suprenant contacted 7 DPW Superintendents in the area to determine how they are utilizing their work force during this period of closure and reduced operations. He has received 4 replies. Based on the inquiry, he recommends the Board vote to keep the current rotation of manpower until April 20. From April 20-May 4 bring in group 1, which is half of the workforce on odd days and bring group 2 in on even days. We would follow our 24 hour call duty for sanding operations for the schedule. Current operations include checking pump stations, burials, street sweeping, roadside mowing, Transfer Station and Compost facilities and responding to complaints. Waste Management is continuing to pick up trash and recyclables. In anticipation of re-opening parks, we will gradually increase the work force to full strength. We may have to call more people in before April 20 due to the grass growing quicker than anticipated. Mr. Simao asked what response he got from the 4 Boards that got back to him. Mr. Suprenant said Wilbraham is still working with full force under rules similar that he gave to our work force. Chicopee is working with half of their work force one week and the other half the next week. Belchertown is alternating days. Fourth response was a split work force, not exactly 50/50. There are some very small towns that have shut down completely. Most

are using reduced work force in case someone tests positive they won't lose whole garage. Currently we have 2 guys alternating every day in rotation. After the peak he hopes to increase the amount of people that come in. Hoping to be up to full capacity by May 4. Schedule right now is 2 guys come in @ 7 to get work done. Then when Transfer Station opens @ 11, they work there until closing. They're trying to straighten up around back while they're there because there is not much activity right now. Mr. Haluch reiterated to Mr. Simao that the Transfer Station and Compost facilities are open Wed-Sat 11-3. Last year's Transfer Station permits will be honored because the DPW office is closed. If you don't have a permit we will check to see your vehicle registration. Bulk items must be paid in <sup>by</sup> check. Please maintain proper social distance from staff and residents. On April 1, we submitted Municipal Small Bridge Grant application for Center Street over Higher Brook, Bridge #L16011. Work will have to be done over the next few years. Estimated cost of the work is \$770,000. Submission of the grant application will make the Town eligible for up to \$500,000 for repairs and necessary improvements. The BPW awarded the contract for fertilizer and weed killer to Lawn Tech at the last meeting on March 24. Lawn Tech picked up the contract today and will return it signed tomorrow for the Board to sign whenever they can. First application will be done on Friday & Saturday April 10 & 11. They will be putting up warning signs at the parks and we will lock gates. Work is continuing on 2020 sewer projects. Proposal for survey base plans are due April 14. The Board will be asked to award this contract at the next meeting. It is anticipated the base plans profiles will be done in May. Design and advertising will be completed in June. Bid opening will be in July. We will review the scope of work and cost estimate with the Board at the 2<sup>nd</sup> meeting in May. When the scope and cost is finalized the Board may want to consider adjusting the amount of retainer to be transferred to Capital Projects at the Special Town Meeting in June. Mr. Simao asked what streets he's talking about. Mr. Suprenant said Tower, Motyka, Grimard, West Orchard, etc. Mr. Linton said once the plans are done we can do 1 or 2 streets every year. Mr. Suprenant received a copy of a proposal from Mott MacDonald addressed to Assistant Town Engineer for MS4 2 year permitting compliance. Proposed fee is \$95,000. He does not believe there is an appropriation to pay for it. In his opinion, the Assistant Town Engineer should be able to do all or most of the work necessary to be in compliance with our MS4 permit (Storm water Management permit from EPA). It has to be reported every September. A lot of the work has to be done between now and July 1. He would presume EPA will give us a little bit of slack because of the Coronavirus. There may be some consultant services necessary but not \$95,000 worth. Mr. Linton said we would have to go to Town meeting to get the funds. Mr. Suprenant's recommendation is to do as much in house as possible. Mr. Simao asked about the essential employee list. Mr. Suprenant said the ones that are highlighted can work. Ones not highlighted are either restricted because of exposure or are over the age of 65 or high risk category. Mr. Suprenant said he has been working with Human Resources

Department. Mr. Simao asked if we have a mechanic because Rich Kolodziej is out. Mr. Suprenant said we have been able to handle things and his ETA to return to work is the 15<sup>th</sup>. Mr. Haluch said it would be nice to go out with the new scarifier and do Haviland Beach while no one is there. Also the baseball diamonds, soccer fields and football fields. We should also have the facility @ Whitney Park inspected by the Building Inspector. Mr. Linton asked if he received a price for mowing the cemetery. Mr. Suprenant said we did get a quote but we don't have the administrative staff to work on it. Mr. Linton wanted to know what the quote was because it was not in the bid package. Mr. Davis said it was in the package. Mr. Suprenant said he will get him another copy. If we need to use them, for now we can issue a PO. Mr. Simao motion to accept Director's report. Mr. Davis second. All in favor 4-0.

OPERATIONS SUPERVISOR'S REPORT: DPW has been operating on a skeleton crew since March 23 due to Covid-19. Two employees a day have been rotating through the weekly schedule in order to provide essential services to the Town. Work completed over the last few weeks has been limited to sanitizing equipment, operating the Transfer Station and Compost facilities, funerals, sewer blocks, street sweeping and emptying trash barrels. As you are aware, Governor Baker originally ordered non-essential personnel remain at home until April 6. Currently the Governor has extended that until May 4. Please be aware that some of the public utility companies are operating with limited personnel. This may impact construction projects. We will be scheduling as we rely on them to prepare their utilities accordingly for each project. Also, some of our annual bid contractors are holding back starting work. I have been in contact with essential utility company personnel as well as annual bid vendors regarding scheduling. Rocky Mountain Wood Company has completed removal of brush at the Compost facility. Although the Compost area is open, the majority of the area had to be closed until the site has adequate time to dry out. BTC Tree Care has completed stump grinding on 40 stumps. DPW crews will be cleaning up the chips as well as loaming and seeding the holes once the department is back up and running. Indus will begin core sampling and mix design for the cold in place recycling process taking place Fuller Street between Rood and West Streets. This process will address the top 2" of the current pavement section allowing for 1 1/2" overlay once the process is completed. Approximate completed cost of the project is \$526,000.

NEW BUSINESS: Mr. Linton asked for the price of milling and paving on Miller Street. Mr. Simao asked if anyone is manning the phones. Mr. Suprenant said there is no administrative staff right now. If you have a sewer problem or an emergency and you call the office #, the message you get will have an option to connect you to the on call phone.

Mr. Linton motion to adjourn at 5:30 P.M. Mr. Davis second. All in favor 4-0.

RECEIVED  
TOWN CLERK'S OFFICE

2020 JUN 22 P 2:38

TOWN OF LUGLOW

NOTES ACCEPTED:

\_\_\_\_\_  
\_\_\_\_\_  
*Bill Rodger*  
*John*  
*Ray*  
\_\_\_\_\_

*Amy Kuntz*  
\_\_\_\_\_  
Clerk

BOARD OF PUBLIC WORKS  
MEETING MINUTES  
REMOTE PARTICIPATION – CONFERENCE CALL  
April 7, 2020

\*Please be advised that by Order of the Governor – Order suspending certain provisions of the open meeting law, G.L. c.30A, § 20 which limits public access and allows remote participation.

Members Present: Thomas Haluch, Barry Linton, Alex Simao, John Davis

Members Absent: Bill Rodrigues

Also Present: Mike Suprenant

---

Mr. Haluch called the meeting to order at 5:00 P.M. Pledge of Allegiance.

APPOINTMENTS: NONE

CORRESPONDENCE: NONE

**DIRECTOR'S REPORT:** Town offices have been closed until Monday April 13. He anticipates the Select Board may extend closure until May 4 depending on Governor Baker. Mr. Suprenant contacted 7 DPW Superintendents in the area to determine how they are utilizing their work force during this period of closure and reduced operations. He has received 4 replies. Based on the inquiry, he recommends the Board vote to keep the current rotation of manpower until April 20. From April 20-May 4 bring in group 1, which is half of the workforce on odd days and bring group 2 in on even days. We would follow our 24 hour call duty for sanding operations for the schedule. Current operations include checking pump stations, burials, street sweeping, roadside mowing, Transfer Station and Compost facilities and responding to complaints. Waste Management is continuing to pick up trash and recyclables. In anticipation of re-opening parks, we will gradually increase the work force to full strength. We may have to call more people in before April 20 due to the grass growing quicker than anticipated. Mr. Simao asked what response he got from the 4 Boards that got back to him. Mr. Suprenant said Wilbraham is still working with full force under rules similar that he gave to our work force. Chicopee is working with half of their work force one week and the other half the next week. Belchertown is alternating days. Fourth response was a split work force, not exactly 50/50. There are some very small towns that have shut down completely. Most

are using reduced work force in case someone tests positive they won't lose whole garage. Currently we have 2 guys alternating every day in rotation. After the peak he hopes to increase the amount of people that come in. Hoping to be up to full capacity by May 4. Schedule right now is 2 guys come in @ 7 to get work done. Then when Transfer Station opens @ 11, they work there until closing. They're trying to straighten up around back while they're there because there is not much activity right now. Mr. Haluch reiterated to Mr. Simao that the Transfer Station and Compost facilities are open Wed-Sat 11-3. Last year's Transfer Station permits will be honored because the DPW office is closed. If you don't have a permit we will check to see your vehicle registration. Bulk items must be paid <sup>by</sup> in check. Please maintain proper social distance from staff and residents. On April 1, we submitted Municipal Small Bridge Grant application for Center Street over Higher Brook, Bridge #L16011. Work will have to be done over the next few years. Estimated cost of the work is \$770,000. Submission of the grant application will make the Town eligible for up to \$500,000 for repairs and necessary improvements. The BPW awarded the contract for fertilizer and weed killer to Lawn Tech at the last meeting on March 24. Lawn Tech picked up the contract today and will return it signed tomorrow for the Board to sign whenever they can. First application will be done on Friday & Saturday April 10 & 11. They will be putting up warning signs at the parks and we will lock gates. Work is continuing on 2020 sewer projects. Proposal for survey base plans are due April 14. The Board will be asked to award this contract at the next meeting. It is anticipated the base plans profiles will be done in May. Design and advertising will be completed in June. Bid opening will be in July. We will review the scope of work and cost estimate with the Board at the 2<sup>nd</sup> meeting in May. When the scope and cost is finalized the Board may want to consider adjusting the amount of retainer to be transferred to Capital Projects at the Special Town Meeting in June. Mr. Simao asked what streets he's talking about. Mr. Suprenant said Tower, Motyka, Grimard, West Orchard, etc. Mr. Linton said once the plans are done we can do 1 or 2 streets every year. Mr. Suprenant received a copy of a proposal from Mott MacDonald addressed to Assistant Town Engineer for MS4 2 year permitting compliance. Proposed fee is \$95,000. He does not believe there is an appropriation to pay for it. In his opinion, the Assistant Town Engineer should be able to do all or most of the work necessary to be in compliance with our MS4 permit (Storm water Management permit from EPA). It has to be reported every September. A lot of the work has to be done between now and July 1. He would presume EPA will give us a little bit of slack because of the Coronavirus. There may be some consultant services necessary but not \$95,000 worth. Mr. Linton said we would have to go to Town meeting to get the funds. Mr. Suprenant's recommendation is to do as much in house as possible. Mr. Simao asked about the essential employee list. Mr. Suprenant said the ones that are highlighted can work. Ones not highlighted are either restricted because of exposure or are over the age of 65 or high risk category. Mr. Suprenant said he has been working with Human Resources

Department. Mr. Simao asked if we have a mechanic because Rich Kolodziej is out. Mr. Suprenant said we have been able to handle things and his ETA to return to work is the 15<sup>th</sup>. Mr. Haluch said it would be nice to go out with the new scarifier and do Haviland Beach while no one is there. Also the baseball diamonds, soccer fields and football fields. We should also have the facility @ Whitney Park inspected by the Building Inspector. Mr. Linton asked if he received a price for mowing the cemetery. Mr. Suprenant said we did get a quote but we don't have the administrative staff to work on it. Mr. Linton wanted to know what the quote was because it was not in the bid package. Mr. Davis said it was in the package. Mr. Suprenant said he will get him another copy. If we need to use them, for now we can issue a PO. Mr. Simao motion to accept Director's report. Mr. Davis second. All in favor 4-0.

**OPERATIONS SUPERVISOR'S REPORT:** DPW has been operating on a skeleton crew since March 23 due to Covid-19. Two employees a day have been rotating through the weekly schedule in order to provide essential services to the Town. Work completed over the last few weeks has been limited to sanitizing equipment, operating the Transfer Station and Compost facilities, funerals, sewer blocks, street sweeping and emptying trash barrels. As you are aware, Governor Baker originally ordered non-essential personnel remain at home until April 6. Currently the Governor has extended that until May 4. Please be aware that some of the public utility companies are operating with limited personnel. This may impact construction projects. We will be scheduling as we rely on them to prepare their utilities accordingly for each project. Also, some of our annual bid contractors are holding back starting work. I have been in contact with essential utility company personnel as well as annual bid vendors regarding scheduling. Rocky Mountain Wood Company has completed removal of brush at the Compost facility. Although the Compost area is open, the majority of the area had to be closed until the site has adequate time to dry out. BTC Tree Care has completed stump grinding on 40 stumps. DPW crews will be cleaning up the chips as well as loaming and seeding the holes once the department is back up and running. Indus will begin core sampling and mix design for the cold in place recycling process taking place Fuller Street between Rood and West Streets. This process will address the top 2" of the current pavement section allowing for 1 1/2" overlay once the process is completed. Approximate completed cost of the project is \$526,000.

**NEW BUSINESS:** Mr. Linton asked for the price of milling and paving on Miller Street. Mr. Simao asked if anyone is manning the phones. Mr. Suprenant said there is no administrative staff right now. If you have a sewer problem or an emergency and you call the office #, the message you get will have an option to connect you to the on call phone.

Mr. Linton motion to adjourn at 5:30 P.M. Mr. Davis second. All in favor 4-0.

NOTES ACCEPTED:

\_\_\_\_\_  
\_\_\_\_\_  
Bill Rodgers  
John Miller  
Ray [unclear]  
\_\_\_\_\_

Amy Kuntz  
Clerk