

BOARD OF PUBLIC WORKS  
MEETING MINUTES  
June 9, 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: John Davis, Alex Simao, Barry Linton, Steve Santos, Dan Soares

Members Absent:

Also Present: Mike Suprenant, Ken Batista, Amy Kurtz

Mr. Linton called the meeting to order at 6:00 P.M. All present stood for the Pledge of Allegiance.

RECEIVED  
TOWN CLERK'S OFFICE  
2020 SEP 15 PM 1:22  
TOWN OF LUDLOW

Reorganization of the Board. Mr. Soares motion to nominate Steve Santos for Chairman. Mr. Simao motion to nominate John Davis for Chairman. Both accepted. 2 votes for Steve Santos were Dan Soares and Steve Santos. 3 votes for John Davis were Alex Simao, Barry Linton and John Davis. Mr. Linton nominate Alex Simao for Vice Chairman. Dan Soares nominate Steve Santos for Vice Chairman. Both accepted. 1 vote for Steve Santos was Dan Soares. 3 votes for Alex Simao were Alex Simao, Barry Linton and John Davis. John Davis is Chairman, Alex Simao is Vice Chairman.

**APPOINTMENTS:** Art Baker of Indus (Sealcoating) to discuss Cold-In-Place recycling. Mr. Linton motion to accept Art's report.

**CORRESPONDENCE:** None

**NEW BUSINESS:** Mr. Davis recognize the new Board. Mr. Soares is a full time police officer in Town since 2007. Serving in the military for his 19<sup>th</sup> year. He is married with 1 son. Mr. Santos is a self-employed landscaper and a lifelong resident of the Town.

**OPERATIONS SUPERVISOR'S REPORT:** On May 26 we went back to 100% staff. At that time 7 seasonal employees were introduced. Over the last 2 weeks the tree crew cleared up all the stump grindings; however, there are 2 that we need to go back and re-grind due to the fact that they weren't ground deep enough. We will get another 20 stumps in. The same tree crew has also started service reports. We are doing mostly dangerous and dead trees. We have been out street sweeping as required with the

NFTES permit. The entire Town will be swept once and high urban areas will be done at least twice. Roadside mowing has started concentrating on trouble spots as identified by service reports. He will mow everything several times during the season. Parks crew is busy mowing and trimming parks and fields. Seasonal help has been assisting them clearing brush along fence lines and leaves and a lot of trimming. Projects planned for athletic fields to address concerns at Creative Park uneven field. Towards the end of summer we will strip it all off, level it and hydroseed it. There is irrigation out there. They are at Vets and Baird to sod the goal mounts. All service reports for lawn damage from snow plowing have been completed. Curbing damage is the next to be addressed once catch basins are out of the way. Cemetery crew has been out mowing and trimming and we are caught up. Goal is to have the foundations dug and poured in the next month. Mechanic has been busy with repairs and general maintenance. He is in the process of inspecting the snow plowing equipment. At the March 10 meeting he prepared a list of streets to be resurfaced and constructed and again asked on May 19. At that meeting Parkview and Mountainview were selected. He would like to know the remaining streets to be done. Springfield has committed to paying for the failing water gates on Rood Street. We need to enter into an intergovernmental agreement. They want nothing to do with the project so we would have to hire an annual bid contractor to do the water gates. Mr. Linton motion to reclaim Parkview. Mr. Santos motion to let Kenny move forward. Mr. Batista continued we received a call from a resident at West Street. He and Mr. Suprenant went out to take a look. Our main interceptor sewer line is behind these houses and we identified a wash out. There is 36" corrugated metal pipe that runs underneath our interceptor. It ended up getting clogged. It exposed the interceptor pipe, which is 24" asbestos concrete pipe. We need to hire an annual bid contractor with an excavator. Mr. Batista still has 24 days of vacation to use by September 27 or 28. He will try to use it sparingly and carry over till next year. Mr. Santos motion to move forward with Parkview & Mountainview reclamation, paving and drainage. Mr. Simao second. All in favor. Mr. Santos motion to move forward with the sewer line interceptor repair at 20 West Street. Mr. Simao second. All in favor. Mr. Linton motion to move forward with line striping and crack sealing that Mr. Batista has put forward in the budget up to \$120,000. Mr. Linton asked if we have money coming in from the school department. Mr. Suprenant will make a phone call tomorrow. Mr. Linton motion to accept Operations Supervisor's report as read. Mr. Simao second. All in favor. Mr. Santos asked Mr. Suprenant to draw up an intergovernmental agreement and send to Town Counsel for approval for Rood Street. Mr. Santos motion to accept Operations Supervisors report. Mr. Simao second. All in favor.

**DIRECTOR'S REPORT:** Status update on Focosi Lane. G&G Construction submitted letter stating they will finish the sewer work by July 15. We have requested additional securities from Vitaliy Gladysh. A stop work order currently being upheld by the

Department of Inspectional Services will be released upon receipt of the security and confirmation of schedule by G&G Construction. Mr. Santos motion to test lines that were put in by contractor. Mr. Simao second. All in favor.

The remaining annual re-bid contracts are ready for signing by Board members. 2020 contract for survey work by Heritage Survey is ready to be signed by Board members that did not sign at the last meeting. Dual stream recycling information mailing has been printed and will be bulk mailed this week. There are more residences than previously indicated so we may need about 2,000 more printed and mailed. It is \$40-\$50,000 cheaper to go to dual stream, rather than single stream. Center Street project final inspection will be on Friday. Mr. Suprenant asked Down To Earth to be there. They handle our signal maintenance. There are some issues with signage at intersections, as far as truck traffic and no turn signs. Mr. Linton said it was brought up at a Safety meeting. Final inspection of the entire project will happen within the next week or 2. Mr. Suprenant said there is an agreement with MA DOT and the Town that says we will not change the timing without an engineering study. There are mailboxes on 537 & 541 Center Street that are not in compliance with ADA and the Massachusetts Architectural Access regulations. He notified MA DOT resident engineer and received confirmation that the situation will be corrected. Culvert planning. This has been discussed and the Board gave Kenny instructions on how to move forward with the culvert and sewer about 300' east of West Street. Assistant Town Engineer has made copies of the plan and notified the abutter. We have an easement to go in there. The Operations Supervisor is working on hiring manpower and equipment necessary to do this 2020 road projects which have already been discussed. It is critical that the Board approve the road projects for current construction season so that we can request Chapter 90 approval from MA DOT. We have approximately \$790,000 available now. We expect an additional \$600,000 allocation by Labor Day or possibly after the November election. Mr. Suprenant is going to ask our Board to write a letter to State Representative in support of timely funding. Municipal Vulnerability Preparedness Program deadline has been moved to June 18. This makes us eligible for additional funding for this such as purchasing land in Electric Park to solve the drainage problems including doing something about fixing the problems. It doesn't cost anything to apply for this grant. Mr. Santos motion to look into this and touch base with the Emergency Management Committee. Mr. Soares second. All in favor. The cost of 200 cases of 30 gallon purple bags from Waste Zero on the state contract is \$13,370. With the Board's authorization, I will place the order tomorrow because supplies are limited. Waste Zero says they have not received final confirmation of Town's final retail price change so they did not notify the retailers, nor did they change the price they were billed. Waste Zero updated the price they charged retailers per case as of May 14. If the Town would like to invoice the stores for the difference there would need to be something from the Board of Public Works. Waste Zero agrees to assist us sending out notifications. They would tell us the

number of cases sold in that time period and collect money on our behalf and deposit it into the revolving fund. Waste Zero believes the collection notice request would need to come from the Town. Special Town Meeting Article 27 was requested by the Board for the transfer of \$150,000 from the Sewer Enterprise Fund retained earnings for sewer capital improvements. This is a result of a request from the Finance Committee. \$200,000 was taken out last year. Mr. Linton says it has not been spent yet. There is well over a million in the fund now. If the money is not transferred we might not be able to do Tower, Motyka and Grimard this year. Payroll authorization is a statutory requirement that the Board of Public Works authorize the Chairman to sign the payroll; however, if the Board wishes I will sign the weekly payroll, subject to the Board's review. Mr. Linton motion to allow Mike Suprenant sign the payroll and Chairman John Davis in his absence. Mr. Simao second. All in favor. Mr. Simao motion to accept Director's report as read. Mr. Soares second. All in favor.

**NEW BUSINESS:** Mr. Simao welcome 2 new Board members. Thanking them for their time and effort to the Town of Ludlow. Mr. Linton welcome 2 new Board members. Hopefully we can move this Board and Department forward and all work together. Mr. Davis welcome 2 new Board members. Mr. Soares thanking Board and he is glad to be here. He looks forward to making some positive changes. Mr. Santos asked for email notification of meetings with an agenda. Mr. Santos said there a bunch of minutes missing. Mrs. Kurtz said there are a bunch in the packet for signature to be signed tonight. Mr. Santos asked for a copy of last years and this year's budget. Going forward he would not like to see a lot of transfers. Mr. Santos asked if we budgeted for 7 summer help employees. Mr. Suprenant said we were budgeted for 6 this year, but 1 quit in this current fiscal year. Next year we're budgeted for 5. Mr. Santos asked if we are going to let one go July 1<sup>st</sup>. Mr. Suprenant said that depends on how long we keep them. Mr. Suprenant said all their paperwork is all set. They do not have DOT cards to drive one tons. Mr. Batista said they have made it clear they cannot drive one tons. Mr. Santos asked about the snow budget. Mr. Suprenant said we went over around March 8. He will give a copy of it to Mr. Santos. Mr. Santos asked why we were out core drilling on Fuller Street. Mr. Davis said that was Art Baker from Indus. The bill for the work will be paid whether we go with the system or not. Mr. Santos asked about road work in moratorium roads. Mr. Suprenant said some of them were compliance work that needed to be done. Mr. Santos asked about employees step raises. Mr. Suprenant said there are 3 that he has to sit down with to do an evaluation. If they deserve a step raise they will get them. Mr. Santos asked about the building @ Whitney Street. Why is our equipment still there. Mr. Suprenant said they were told to get it out. Mr. Santos asked if we are short someone in the office. Mr. Suprenant said not only that, but our staff is working on a rotation basis. Mr. Santos asked about positions that are open. Mr. Suprenant said we have not gotten good response from Human Resources. Mr. Linton

said there is a hiring freeze right now. He thinks there is (2) PW-3 a PW-2 and a part time position. Mr. Suprenant asked what the Board's policy is on transfers. Mr. Suprenant will give the Board the rate calculation sheet tonight for FY21 sewer rate. Mr. Santos asked about the new cemetery. Mr. Suprenant said he is just about done with the design. Mr. Simao said the design was changed. Mr. Suprenant said there is a well on site. Mr. Simao motion to not spend any more money on the Indus presentation right now. Mr. Linton second. All in favor. Mr. Linton asked to get a price for end of Harding and Swan and Lopley. Mr. Santos asked for Board to meet again next week.

At 9:20 P.M. Mr. Simao motion to adjourn. Mr. Linton second. All in favor.

NOTES ACCEPTED:

\_\_\_\_\_  
\_\_\_\_\_  
*[Handwritten signature]*  
\_\_\_\_\_  
*[Handwritten signature]*  
\_\_\_\_\_  
*[Handwritten signature]*

*[Handwritten signature: Amy Kurtz]*  
Clerk

RECEIVED  
TOWN CLERK'S OFFICE  
2011 SEP 15 P 1:22  
TOWN OF LUDLOW