

BOARD OF PUBLIC WORKS
DPW Conference Room
198 Sportsman's Road, Ludlow, MA 01056

MEETING MINUTES

July 7, 2020

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2020 SEP 29 A 8:38
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***Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, MGL c. 30A Section 18, and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ludlow Board of Public Works will be conducted via remote participation to the greatest extent possible.**

Members Present: John Davis, Alex Simao, Barry Linton, Steve Santos, Dan Soares

Members Absent: None

Also Present: Mike Suprenant, Ken Batista

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

APPOINTMENTS: Thomas Hogan, PE Senior Project Manager – Wright-Pierce, Lawrence Rusiecki, Project Engineer - Wright-Pierce and Sarah laCour, Senior Project Manager – Westmass Area Development Corporation to review the Riverside Drive Definitive Subdivision Plan

DIRECTOR'S REPORT: Conservation Commission has been contacted re: Haviland Pond brush cutting. The beach will be raked by the SandPro scarifier. Any brush that needs to be done will be done by hand equipment. Additional dual stream recycling packets will be mailed next week. Blue bins are expected by the middle of this month. Mr. Suprenant stated if we invoke a trash fee under MGL Chapter 40 law, all the funds will go into the general fund. Mr. Suprenant will have trash spreadsheets for next meeting. MA DOT is addressing most of our concerns about the sidewalks on Cherry Street for the Center Street project. The minor awning on Cherry Street near Burger King's second driveway is not on the punch list. Transfers from the School Department maintenance and ground account for the last 3 years were \$11,752.50 for FY18 & FY19. In FY20 we got that same amount, plus \$3,917.50. It was applied to Public Works Supplies account. The money for FY21 is available and can be requested from the School Department at

any time. Mr. Suprenant would like to get as much of the MS4 compliance with mapping and Mott MacDonald proposal done as we can afford this year. He asked Assistant Town Engineer and IT Director to check into the tablet that the Town purchased last year to see if it's capable of cellular communication so we can use the software that we got from Pioneer Valley Planning Commission. **Mr. Santos motion to accept Mott MacDonald MS4 for \$49,200. Mr. Soares second. All in favor.** Mr. Suprenant emailed the Operation Supervisor and Assistant Town Engineer to let them know that the Board asked that they look into parking for the Reservoir trails at the new cemetery. Specifically they were asked whether or not we had the resources to buy temporary parking this year and/or should we provide paved parking area next year if funds were available. They are still looking into it. Mr. Suprenant attached 23 pages of emails sent between September 16 and March 17 from him to Human Resources about requests to fill open positions. Mr. Suprenant said Amy Kurtz stated ordering of uniforms has been held up 6 weeks because union employees wanted pants and more collars as an option once it was finalized. We received an invoice this week stating uniforms were shipped on June 26. If everything comes in ok we are planning on using the same company and format for next year's order. Contracts for trash collection, disposal and recycling contract are included in the packet. We found hundreds of emails on the dpw@ludlow.ma.us. Florence is sorting and replying when she can. Amy Kurtz is working Mon, Wed & Fri. Florence Pooler is working Tues, Thurs. The Town Administrator and Human Resources stopped payment for Amy Kurtz working overtime to attend the last meeting. Mr. Suprenant is asking the support of the Board to compensate her fairly for the extra work. At the Board of Selectmen meeting of June 30, they voted to make staffing updates. It basically says non-essential employees are at 50% of maximum capacity. Mr. Santos asked Mr. Suprenant to formally email the Town Administrator to see if we can bring the office staff back full time. **Mr. Santos motion to ask Mike to send letter to Town Administrator to ask for clarification about bringing our office staff up to full time. Mr. Simao second. All in favor.** Office staff is getting compensated out of grade in Office Manager's absence. **Mr. Linton motion to pay Amy Kurtz overtime previously denied. Mr. Simao second. All in favor.** G&G Construction has reported that there is some confusion over the deposit requirements at Focosi Lane. We will be notified when they resume sewer work in the public way. We have contacted Vitaliy Gladyshev and requested an immediate response. Mr. Suprenant is working on preparing preliminary estimates, location plans and supporting documents necessary to request 2020 Chapter 90 approval from MA DOT. He will call Board members as soon as the project request forms are ready for signing. FY20 DPW year-end report will be

printed for the next meeting. **Mr. Simao motion to accept Director's Report. Mr. Linton second. All in favor.**

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OPERATION SUPERVISOR'S REPORT: Crews have been busy completing service reports, including catch basin cleaning, checking pump stations, manhole repairs, road patching, wash out repairs, sign repairs and installing construction signs. We have also been out roadside mowing critical areas and service report areas. Mowing will continue throughout the summer. Parks crews have completed repairs to the Baird Middle School soccer field. Various areas were leveled. Irrigation repairs were made and sod installed in the goal mounts and center field. The next field to be renovated with similar repairs will be Vet's Park soccer field. Work at Creative Park soccer field and baseball field will take place later this summer. Work will consist of regrading the play area and hydroseeding. Park crews have also been out mowing athletic fields and parks, graffiti removal at the riverwalk and seasonal help has been out mowing, trimming, emptying trash and cutting brush. Street sweeping is ongoing and will continue until the entire Town has been done once. Process will continue through July. Tree crew continues to address service report complaints. We are busy cleaning up trees damaged from storms over the last few weeks. We are also out pot hole patching twice a week or as required. Equipment repairs are ongoing. Trucks and plows are being checked and repairs are being made for the winter. Repairs were made to the backhoe, roadside mower and street sweeper over the past couple weeks. Resident at 48 Newbury Street is experiencing slow draining sewer. The lateral was video inspected by Fletcher last year and there is a slight belly over 12' that was discovered. The resident is claiming that it is due to the installation of the new sidewalk. The lateral is anywhere from 5'3" to 5'7" deep in this location. The majority of the repair is within the public way but a small portion is on private property. Due to problems we have experienced at this location in the past, it is recommended that we get 3 prices and have the repair made by the lowest price. **Mr. Linton motion for Kenny to get 3 prices to do the repair and a rudimentary form to solve the problem be signed by the homeowner. Mr. Simao second. All in favor.** Mr. Batista met with some of the annual bid contractors the week of June 29 to establish a schedule for projects. We will begin Randall Road, Paulding and Rood Street. These projects will be a mill, shim and pave. Randall Road will need Chapter 90 request completed before project starts. An intergovernmental agreement with SWSC for repairs on Rood Street will need to be executed in order to get reimbursement for the repairs. Once completed we will move onto Parkview, Mountainview, Winsor and Warren Street. And lastly reclaim Reynolds and Pondview. Palmer Paving will be out on Paulding tomorrow and that will be a mill and shim. **Mr.**

2020 SEP 21 4 53 PM
TOWN OF LUDLOW

Linton motion to do the mill and shim on Randall Road and take it out of our budget. Mr. Simao second. Mr. Santos second for discussion. Mr. Simao motion to use Chapter 90 money. Mr. Linton second. All in favor. At the June 9 meeting, the Board voted to spend \$60K on pavement markings and \$60K on crack sealing. Due to the lack of funds, this work was not completed. **Mr. Santos motion to take \$60,000 for pavement markings and \$60,000 for crack sealing out of Chapter 90. Mr. Simao second. All in favor.** Mr. Simao asked to go take a look at a couple trees at 17 Lillian Street that are in bad condition. Mr. Simao asked about the bottom of the Orchard Bridge coming onto West Street, the sidewalk is over grown. Please trim. **Mr. Linton motion to accept Operation Supervisor's Report. Mr. Simao second. All in favor.**

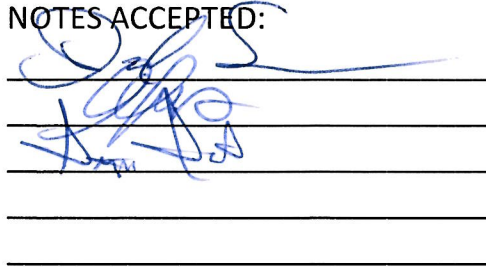
OLD BUSINESS: Mr. Batista said we are out collecting trash at the Riverwalk 2-3 times a week. We just got a dig safe request to take the gas meter out of Whitney Field Butler building. Hot water heater is disconnected. We just need to power wash the floor. We will get over to Haviland Pond to cut brush on the beach. Mailing additional dual stream recycling packets will be done next week. Trash fee was previously discussed. Center Street final inspection was previously discussed. Regrade and Hydroseed Nick Silva Field was previously discussed. School Department budget allowance was previously discussed. MS4 Compliance PVPC Mapping and Mott MacDonald Proposal was previously discussed. Request to fill open positions-hiring freeze was previously discussed. Uniform status was previously discussed. Contract for trash collection was previously discussed. DPW email responsibility is being checked by Florence the 2 days she comes in. Office staff rotation was previously discussed.

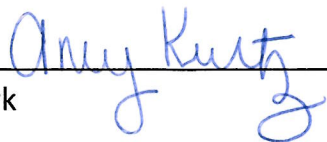
NEW BUSINESS: Mr. Linton asked if when we talk to the Selectmen next week we can bring up filling our positions. Ask them why they were eliminated from our budget and when we can get them back. Mr. Santos suggested we have a quarterly meeting with them. Mr. Simao agreed we discuss trash at the scheduled meeting with them, then have a quarterly meeting to discuss other issues. To recap topics, Mr. Santos asked to have back up power for pump station on site, the sidewalk on Riverside Drive, sewer stubs and retention ponds. **Mr. Santos motion to send email to Planning Board and copy to Selectmen and BPW. Mr. Soares second. All in favor.** Mr. Santos asked Mr. Suprenant for probation information for employees. He will get for next meeting. Mr. Santos asked if we got reimbursed for Cady Street that was done last year. Mr. Santos said the rate that Chicopee is paying for Bluebird Acres discharge into Ludlow sewer system is 130%. Mr. Santos got comments from Doug in Planning that we are not doing

site plan reviews in a timely fashion. Mr. Simao said next Tuesday we are meeting with Selectmen at 6:00 p.m. BPW will meet in 2 weeks.

At 8:25 P.M. Mr. Simao motion to adjourn. Mr. Soares second. All in favor.

NOTES ACCEPTED:

Handwritten signatures in blue ink over horizontal lines. The signatures are somewhat illegible but appear to be initials or names.


Clerk