

BOARD OF PUBLIC WORKS
MEETING MINUTES
JULY 21, 2020

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2020 SEP 29 A 8:39

TOWN OF LUDLOW

MEMBERS PRESENT: Alexander Simao, Barry Linton, Stephen Santos, Daniel Soares

MEMBERS ABSENT: John Davis, Jr.

ALSO PRESENT: Michael Suprenant, Kenneth Batista, Amy Priest

At 6:00 PM Mr. Simao called the meeting to order. All present stood for the Pledge of Allegiance.

992. Mr. Simao read a letter from Harry Mills claiming vehicle damage due to a pothole at an unspecified location. **Mr. Linton made a motion, seconded by Mr. Soares to send to the Town's insurance carrier. The Board voted All in Favor.**

Mr. Suprenant said it costs \$215 per household for trash collection. The recycling costs have increased \$225,000 from last year. The Board originally voted to go to an all purple bag program that would have generated approximately \$600,000 per year in revenue. The Board changed their vote in May to implement a trash fee of \$100 per household and \$75 per household. Mr. Linton said the Board also wanted to set up an enterprise fund in order to buy bins for an automated collection system that would occur in a couple of years. He said two bins per household would cost approximately \$700,000 and the collection service may be less. He said without an enterprise fund that all of the revenue will go to the Town. Mr. Suprenant said he came up with the figure of \$215 by taking the Solid Waste Collection and Disposal contract and dividing it by 6,800 households. Mr. Simao asked if that is the number that was used for the recent mailing in regards to dual stream recycling. Mr. Suprenant said we had 7,000 printed. The print company bulk mailed the packets and discovered that the Post Office had 9,000 residential addresses in Ludlow. He said therefore the last 4 zones were mailed out at a later date. The department mailed out an additional 2,300 flyers. Mr. Santos provided Board members correspondence detailing various costs of curbside collection and recycling over the years. Mr. Santos believes there is approximately a \$226,000 increase. He also believes there is 7,054 residences. He believes the \$100 trash fee is excessive. He said the Town Accountant told him it is too late to start an enterprise fund and the process is very involved. Mr. Linton said the Town Accountant told him that if we didn't have an enterprise fund then we couldn't retain the money. He said Mr. Santos' numbers are basically the same as what we had. Mr. Linton said we are \$225,000 short in the budget. Mr. Santos said we are short \$164,000. Mr. Linton said the original plan was to get rid of the purple bags, set up a fee and an enterprise fund. He wanted to have money to be able to buy bins with for the new contract. Mr. Santos said that if this is going to be a trash fee then it must all go to trash. Mr. Linton said Town Hall is counting on our purple bag money. We are short \$225,000 but they are short more than that. Mr. Simao is in favor of a fee but not \$100. Mr. Soares is also not in favor of a \$100 fee

because he is not in agreement with most of the funds going to the General Fund. Mr. Linton said the original motion of the Board was to set up an enterprise fund. He said if they couldn't do it then they should have sent us back a letter saying that. Mr. Suprenant said this is a policy decision of the Board and whatever fee is decided upon, it will only cover a portion of trash disposal. Mr. Linton said the Selectmen pushed off the purple bag program until October. Then the Board decided to go with a fee instead. Mr. Santos raised concerns about the capabilities of the collection trucks. The Board discussed a future enterprise fund and purchasing bins for automated collection. Mr. Santos said his concern is that if we charge a trash fee then it has to go to trash and not elsewhere. Mr. Simao said the Town has to cover the shortage or it will go into override. The Board discussed when a fee will start and how it will go into effect since it will not be for a full year. **Mr. Linton made a motion, seconded by Mr. Simao to take his previous motion off the table because it involves an enterprise fund. The Board voted All in Favor.** Mr. Soares asked where the surplus from the \$50 is going to go. Mr. Santos said it will go to the General Fund. He said if they go with \$50 then \$120,000 will go to the General Fund. Mr. Linton said Town Hall wanted to go with all purple bags but this Board thought a fee would be a better option. He thinks the purple bags are a hassle for everyone. Mr. Soares said he has a problem with the taxpayers paying a fee that will go to the General Fund. Mr. Linton said if we had an enterprise fund we would pay \$100,000 for shared services that will go to Town Hall. **Mr. Soares made a motion, seconded by Mr. Santos that we start a trash fee of \$45.00 per household effective October 1, 2020. The Board voted All in Favor.**

Mr. Suprenant gave his report as follows:

Additional dual stream recycling packets were mailed out last week.

Mr. Suprenant said the recycle bins came in and will be available for pickup at the Transfer Station during normal business hours. They will be limited to one per household. The summer help check for residency and keep a log.

The MS4 Compliance agreement with Mott MacDonald is ready for signing. The FY 2020 line item for Architectural & Engineering Services was funded in the amount of \$7,000. We will have to work with the Finance Committee so they understand that funding MS4 Compliance is a necessity. It will be paid out of Operational Services.

Mr. Suprenant emailed the Operations Supervisor and Assistant Town Engineer to look into parking for Reservoir Trails at the new Cemetery. The Board discussed with Mr. Batista whether a plan would be needed first or not. Mr. Batista said if we don't use a plan then it would just be a matter of cutting trees, mowing, etc.

Mr. Suprenant said there may be a way for us to fill one of our open positions. He is going to speak with Human Resources and the Town Accountant to see if it is possible and get back to the Board. There is one fulltime funded position.

Mr. Suprenant and Amy Kurtz have been in contact with Work n' Gear to answer questions that they had about placement of the Town Seal on the uniforms.

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Mr. Suprenant said for the office rotation Amy Kurtz is working Mondays, Wednesdays and Fridays. Florence Pooler is working Tuesdays and Thursdays. Amy Priest has returned to work full time.

2020 SEP 29 AM 8:30
TOWN OF LUDLOW

Mr. Suprenant said G & G Construction has received payment and has notified the DPW when they will resume the sewer work in the public way on Facosi Lane after the first of August.

Mr. Suprenant said our 2020 Chapter 90 Project Request is all signed. He picked up the original documents at the Town Hall today and will deliver them to the MassDOT District 2 Highway Office as soon as he can tomorrow 7/22/2020.

Mr. Suprenant said he will print the FY 2020 Year End Budget Report for the Board's next meeting. Munis has not been completely updated at this time.

Mr. Suprenant said he received email from Kyle Rosa who would like the Board to reconsider his application for a Drainlayer's License. He has a customer that would like a sewer installed and the project is almost completely out of the right of way. There is no digging in the road. The Board discussed how he did not have much experience and provided minimal references the first time. **Mr. Linton made a motion, seconded by Mr. Simao to deny the Drainlayer's License to Kyle Rosa because he did not have the proper references. Mr. Simao said The Board voted 2-0. Mr. Santos and Mr. Soares did not vote.**

Mr. Suprenant presented copy of a proposal from All American Investment to finance the new truck #33. The Town has already appropriated the first and second payments. Next year the Town would appropriate the third payment. Mr. Suprenant said if the Board is in agreement then it can be signed once all the paperwork is complete. Mr. Soares asked if there is air conditioning in the truck. He has heard in the past that air conditioning has been removed from trucks. **Mr. Soares made a motion, seconded by Barry Linton to accept the financing. The Board voted 4-0 All in Favor.**

Operation Supervisor's Report: Mr. Batista asked if the Board could review the current road construction projects list to make a determination as to which streets they would like to reconstruct during the 2021 construction season. The early notification of projects to utility companies is critical in order to provide sufficient time for them to address their inter structure as it relates to the project. Mr. Batista said Palmer Paving is already booking into December. He waiting we are waiting on notification of Chapter 90 funds and he is in the process of booking Winsor Street and Warren Street for next year. Mr. Batista gave the Board a list to review. Mr. Simao asked the Board to review for discussion at the next meeting.

At 7:27 PM a remote joint meeting with the Board of Selectmen began. Mr. Silva requested an update on the trash and recycling program. Mr. Simao said the Board just decided to go with a \$45 fee for each household for trash pickup beginning October 1, 2020. It will be annual and

on a fiscal year. Mr. Silva said they have some budgetary concerns. Kimberly Collins, Town Accountant said the board needs \$646,000 in revenue. The boards and Town Accountant discussed revenue needed to cover the shortfall. Mr. Santos said he has a problem with the way this is being sent to the taxpayer. He said we are telling the taxpayer that it is a trash fee. He said it was conveyed to him that it was a fee to cover the overage because now we are being charged for recycling. He did a cost analysis on what we are short. He feels that a trash fee should go to the trash. He explained how he got his figures and believes the overage is \$164,000. He said combined with the overage this year the shortage is \$225,000. Mr. Silva said the funds are not going to other departments and he also inquired about funding for automated bins. Mr. Santos said that is 2 years out and that is why Mr. Linton wanted to set up an Enterprise Fund to do the bins. He said we have a preliminary number of \$50-\$55 per cart and we can either increase the rate or do a one-time billing for them. Mr. Silva said the DPW budget is short and we are going to have to find a way to come up the money. Mr. Santos said the \$45 fee is more than enough to cover what we are over in trash and that is the only thing that we are over on right now. Ms. Collins explained the deficit and said that it needs to be covered. Mr. Santos said the money is going to the General Fund and not just the DPW budget. He said we took a \$145,000 cut last year and we now have 14 people in this department and you took three positions away from us. More cuts will mean a decrease in critical services. Mr. Santos said the problem that he has is that the residents are being told that the trash fee is going to trash but not 100% of it is. Mr. Silva said that we are putting the Town in a very tough position and that we need to talk to the Town Accountant to see what can and can't be done. Mr. Santos said the \$45 fee is covering our overage but not the Town's overage. Mr. Silva said this is trash fee and it has nothing to do with going to another department or into the General Fund. Mr. Suprenant said he concurs with the Town Administrator and Town Accountant. He said it started out being a purple bag program. He said the department was getting a lot of feedback that was unpopular so a fee was considered. The Board came up with the \$100 fee and then it was decided to wait until October thinking that they could do an Enterprise Fund later in the year. He said because of Covid-19 there was a delay in getting certified meeting minutes. He said they did not get to the Town Accountant right away. Mr. Suprenant said he worked with the Town Accountant to get to the amount that the fee would generate. He said he believes the Board is aware of what the \$100 fee would generate and they chose to set it at what they did. Mr. Simao asked Mr. Silva what he recommends the Board do. Mr. Silva said he recommends a \$100 fee. Mr. Simao asked if the Town still has free cash. Ms. Collins said the Town does have free cash but that it should be used for a one-time expenditure. It is typically used for capital items. It cannot be used for a budgeted item such as trash. Ms. Collins said in the future we can set up an Enterprise Fund but it will have to cover the entire cost of trash.

Ended first segment of minutes at 2:31. The Board of Selectmen signed off remote meeting.


Business Administrator

BOARD OF PUBLIC WORKS

MEETING MINUTES

July 21, 2020

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***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: Alex Simao, Barry Linton, Steve Santos, Dan Soares

Members Absent: John Davis

Also Present: Mike Suprenant, Ken Batista, Amy Priest

Continuation of minutes starting at 2:31. Board of Selectmen signed off of remote meeting. **Mr. Linton motion to go with \$100 and \$75 fees starting October 1. Mr. Santos second. All in favor. Vote 4-0.**

OPERATION SUPERVISOR'S REPORT: Mr. Batista would like the Board to review the snow contractor vendor rate to see if adjustments should be made. Last year we had a tough time securing annual bid contractors due to non-competitive rates, especially with loaders. He would like to put the registration out no later than September 14. Mr. Simao asked Mr. Batista to come to next meeting with a list of going prices of other Towns. Mr. Batista said the contractor that was awarded the bid for sidewalks backed out after the first big storm. We did the sidewalks by ourselves last year. Mr. Batista received a memorandum from the Director/Town Engineer on July 2 regarding meeting attendance policy and submission of Operation Supervisor's report. He requested the memorandum be struck from his personnel file. **Mr. Santos motion to strike from the record. Mr. Soares second. All in favor. Vote 4-0.**

OLD BUSINESS: Riverwalk trash is being picked up daily. Butler building @ Whitney Park is mostly cleaned out. Still have to cut off gas service. Haviland Pond beach has been raked with the Sandpro. We still have to cut the brush on the beach because it can't be done with machines. Additional dual stream recycling letters have been mailed and can be removed from Old Business. Trash fees has been discussed and can be removed from Old Business. Inspection of Center

Street project is not done. Regrading and hydroseeding of Nick Silva Field will be done in late August. Creative Park will take priority then will head to Nick Silva Field. Money from School Department can be taken off of Old Business. Mott MacDonald proposal contract has been signed and can be taken off of Old Business. Mr. Batista will look into additional parking at the Reservoir. We are still waiting for the Town Seal regarding uniform status. There was a large number of emails and we are continuing to go through them. Leave on Old Business. Office staff rotation has been discussed. We were set to do Colonial Drive Monday, but there were 3 guys out. We will get there tomorrow. Foundations at the cemetery still need to be done. There are about 30. Mr. Batista has heard back from Mark Gomes and he is waiting to hear from G&G regarding Newbury Street sewer repair. Mr. Suprenant has been in contact with Columbia Gas about road repair in moratorium roads. Letters have not gone out yet. Mr. Batista contacted Columbia Gas again yesterday about Rood Street. Mr. Suprenant got a call late this afternoon from MIIA about Robert Kopec's claim for damages from stones. They asked if Town admitted responsibility. Consensus of the Board is not responsible.

NEW BUSINESS: Request to fill open positions has been discussed. Mr. Suprenant will find out if there is a PW-3 available. Mr. Linton motion to post it internally if we find out it is available. Negotiation for Local 98 contract. **Mr. Linton motion to nominate Mr. Simao as representative. Mr. Santos second. All in favor. Vote 4-0.** Mr. Soares asked Town residents to be understanding to DPW that we're running a very thin crew. The mower is down. Mr. Santos asked why we did the overlay on Cady Street on 11/15 and we just sent the bill to Chicopee to get reimbursed for \$18,000. Mr. Suprenant said the Assistant Town Engineer has been involved in that. The bill went out July 7, he does not know why. Mrs. Priest said we do not send out bills. Mr. Santos discussed over run budget by \$125,000. Planning Board comments were discussed. Mr. Santos said he got a letter from Ryan Pease @ the Fire Department. They are requesting that we pave a pad and put some blocks on there. They will supply the blocks. **Mr. Santos motion that Kenny move forward. Mr. Linton second. All in favor. Vote 4-0.** Mr. Santos asked to keep the mills plans under Old Business until it is done.

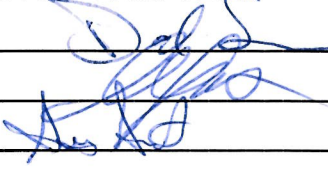
Board will meet again in 2 weeks.

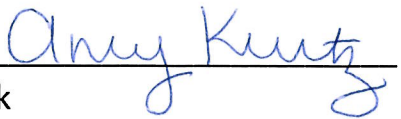
At 9:50 P.M. Mr. Linton motion to adjourn. Also, to send Board of Selectmen copy of vote 4-0 to go to trash fee. Mr. Soares second. All in favor. Vote 4-0.

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NOTES ACCEPTED:





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