

BOARD OF PUBLIC WORKS

DPW Conference Room

198 Sportsman's Road, Ludlow, MA 01056

MEETING MINUTES

October 20, 2020

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2020 NOV 13 P 2: 54

TOWN OF LUDLOW

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

Members Absent: John Davis

Also Present: Mike Suprenant, Ken Batista

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

APPOINTMENTS: None

CORRESPONDENCE: #1006 Letter from residents of Tower Road requesting status of sewer installation. Mr. Santos asked Mike to send letter back letting them know we are working on the plans. **Mr. Linton motion to table. Mr. Simao second. All in favor. Vote 4-0.** #1007 Letter from Bethany Connery requesting removal of public shade tree located at 29 Tower Road. **Mr. Simao motion to hold a public shade tree hearing. Mr. Linton second. All in favor. Vote 4-0.**

DIRECTOR'S REPORT: The Town Accountant has been unable to provide the exact number of the amount of funds available in perpetual care account. Florence and Mike estimate at least \$550,000. He is working on plans to keep it under \$500,000. He plans to advertise the first phase of this project in the first week of November. Mr. Santos received an email from Kim Collins on October 19 stating the available balance as of

6/30/2020 is \$212,209.45. Mike will email the report Florence put together with prices from surrounding cemeteries. Mr. Suprenant is working with Ken Wedovelli and Jamie Bartec on the intermunicipal agreement for Rood Street. Tyler Technologies are still working on the form to be used for billing for the trash fee implementation. Hopes to have a working list by the end of this week. Tyler Technologies is Munis. Mr. Suprenant is not sure of the exact fee but will look at the solid waste budget. Condo association will receive one bill. Bills will go to property owners. Mr. Santos said late fee will be waived this year. Mr. Santos, Accounting, Collector and Assessor would like to see the bill before it is printed. Mr. Suprenant worked on plans for Tower, Motyka and Grimard sewer extension. He would like to advertise the first week of November. We received pricing from Work-n-Gear about clothing order. Guys have until October 30th to get them back. Assistant Town Engineer emailed him this afternoon to let him know the patching of water lines on Focosi Lane would be done by the end of the day. Mill and pave will be done in the spring. We are reaching the line for contractual services. The vendor that cleans the DPW office cannot continue in that role. Does the Board want to advertise for another vendor or have a part time janitor scheduled for 6 hours/week. He would like to transfer from contractual services to administration temporary part time.

Mr. Soares motion to accept Director's Report. Mr. Simao second. All in favor. Vote 4-0.

OPERATION SUPERVISOR'S REPORT: Sewer block at 96 Cady Street. Breakdown of pricing for Chapin Street pump station for them to be here for an entire day is \$5,500. We will do Westover pump station at that time. **Mr. Linton motion to go ahead with McVac to do both pump stations for \$5,500/day. Mr. Simao second. All in favor. Vote 4-0.** Winsor Street is shimmed up to Worcester Street. Palmer came in Friday to finish the shim, but were unable. A. Martins started this morning adjusting structures. With the assistance of the Hampden County House of Corrections we removed trees at 247 Sewall Street and 2 River Street. The crane was there for 8 hours at \$250/hour. Mr. Simao asked to send a letter to Sheriff's Department to thank them for their support. Continuing to mark out foundations at Island Pond Cemetery. Received 2 responses after reaching out to 2 different vendors about brush grinding. Northern Tree \$43,500. Rocky Mountain Wood \$12,000. Ken contacted Down To Earth about the light pole at the library. They are researching and will get back to us with a number. Ken will email library to let them know. Rood Street previously discussed. Resident at 21 Ray Street is looking to reconstruct his driveway. Sidewalk is in poor shape. Ken suggests he reconstruct the driveway, run it through and we can cut the driveway when we do the sidewalks someday. **Mr. Simao motion to let resident at 21 Ray Street do the driveway.**

Mr. Soares second. All in favor. Vote 4-0. Ken met with a contractor about heat in the building. It was suggested we do a mini-split in the breakroom. He will get a quote. Also, re: removal of overhanging gas units at Whitney, a new hanging unit would be \$2,500. 189-195 State Street is in the process of doing renovations. Property owner looking to see if it's possible to put handicapped parking in and make the sidewalk handicapped accessible, all at his own cost. Mr. Santos advised he go through Planning. Mr. Batista asked if we have bonds in place that a contractor could post instead of paying \$2,000 in performance and guarantee securities. Mr. Santos said nothing has changed. Ken said he will be doing a dig safe on Lockland Street. Martins will start 2 repairs next week. **Mr. Simao motion to approve Operation Supervisor's report. Mr. Linton second. All in favor. Vote 4-0.** Mr. Batista suggests leaving application for snow plow vendors open because we're still short. **Mr. Linton motion to bump up price for sidewalk Bobcat from \$85 to \$95/hour. Mr. Simao second. All in favor. Vote 4-0. Mr. Linton motion to extend the snow plowing bid until November 13. Mr. Simao second. All in favor. Vote 4-0.**

OLD BUSINESS: Mr. Suprenant went to Center Street with the District Traffic Engineer. They worked out some of the timing issues. Goncalves is proposing a patch on the sidewalks. Mike will get more information to the Board. Puddle on Cherry Street is still on the table. Pavement markings in front of TD Bank is still on the table. Uniforms previously discussed. Mr. Suprenant has the information from the Board of Selectmen meeting about Electric Park drainage. No information from Conservation. Mr. Suprenant said the PW-4 internal posting has been closed. There are 2 applicants. **Mr. Simao motion to interview applicants next week. Mr. Linton second. All in favor. Vote 4-0. Mr. Linton motion to post PW-3 vacancy internally. Mr. Simao second. All in favor. Vote 4-0.** Mr. Suprenant did not get letters out re: road moratoriums. After conversation with Springfield Water, they indicate they would like to do work the same time as Rood Street. And use the same intermunicipal agreement where they would pay our contractor to mill and pave. Island Pond Cemetery foundations previously discussed. No update on work order system. Trash fee implementation previously discussed. Mr. Kopec at Beachside Motors sent an email. He does not want to sign the right of entry until he can settle the issue with the damage to the vehicles. He is asking the Board to make up the difference between what he is requesting and what the insurance company is willing to pay out. New cemetery previously discussed. Rood Street previously discussed. Budget previously discussed. No update on Director's job description. Sewer plans previously discussed. Brush disposal previously discussed. Library light pole previously discussed. Slide at Electric Park has been ordered. Mr. Suprenant said old

equipment is on MuniBid. He will send link to Board. Mr. Santos said that last week WestMass would not sign the storm water agreement. He asked that Mr. Suprenant reword the agreement to do everything in the fenced in area.

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NEW BUSINESS: Mr. Santos said Jim and Ken looked into Island Pond Cemetery and found some usable graves in section P. Mr. Linton suggested looking into purchasing a mini excavator. **Mr. Linton motion to sell the aisles at Island Pond Cemetery. Mr. Simao second. That will give us 59 spots. To be used for burial. Fees to be increased. Mr. Linton amended motion to sell the rows as needed in section P. Mr. Simao second. Mr. Batista said they should be sold in single or 2 together. All in favor. Vote 4-0.** Mr. Suprenant said the bill for Nick Silva has been signed by the Board. Mr. Santos would like a copy.

NOTES AND COMMENTS: Mr. Linton motion to accept minutes from 9/8/2020. Mr. Soares second. Vote 3-1. Mr. Linton motion to accept minutes from 10/6/2020. Mr. Simao second. All in favor. Vote 4-0. Cemetery commitment for September is \$9,050. Invoices signed. Mr. Linton motion to send letter to Tower Road resident letting them know we're hoping to get it out to bid and construction to start in the spring. Mr. Simao second. All in favor. Vote 4-0. Mr. Soares commended the DPW workers out during the storm cleanup. They did a great job.

At 8:30 p.m. Mr. Linton motion to adjourn. Mr. Simao second. All in favor. Vote 4-0. Meeting to be held next week.

NOTES ACCEPTED:

Clerk