

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

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MEETING MINUTES

October 26, 2020

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, John Davis, Dan Soares

Members Absent:

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.

INTERVIEW: PW-4 Foreman

Richard Kolodziej – He has been employed by the DPW for 9 ½ years and has been performing the duties of a PW-4. He is looking to be compensated as such. He is not receiving the mechanics stipend because the SelectBoard has not changed the contract yet. He does not think the position would affect his mechanic position. He had a manager's position years ago at Taylor Rental. He has a bachelor's degree in Business Administration.

CORRESPONDENCE: #1008 Letter from Safety Committee recommending that "Do Not Block Driveways" signs be installed and designated parking spaces be painted on Merrimac Street and Cambridge Street. **Mr. Simao motion to postpone until next meeting. Mr. Linton second. All in favor.**

INTERVIEW: PW-4 Foreman

Nicholas Axiotis – He has been employed by the DPW for 15 years. Graduated from Westfield University. He has done all jobs in the department and taught employees and summer help. Board will discuss.

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CORRESPONDENCE: #1009 Letter from Alan Siok regarding sewer work at 169 Genovevo Drive. **Mr. Simao motion to send letter to homeowner copying Building Inspector and Alan Siok. Mr. Davis second. All in favor.**

DIRECTOR'S REPORT: He is concentrating 100% of his time on plan specifications for the cemetery construction. He plans to advertise phase 1 the first week of November. He would like to review plans and specifications at the next meeting. Mr. Santos would like to see specs before Tuesday's meeting. Trash fee implementation had a problem this week. We do not have an account with Tyler Forms. Fred Pereira has another vendor, GovernmentForms.com. The list is put together, we just need to find someone to print the bills. He would like to prepare a list with the Operation's Supervisor of the contractual services we expect. Mr. Suprenant asked if the Board wanted to go out to bid for another vendor for janitorial services or add her as an in-house employee. Mr. Soares said they wanted to add her services as she is already a Town employee. Mr. Suprenant will check with Ellie and HR. Money would come from administrative other contractual services general expense account and move it to personal services. He will get breakdown for next meeting of how money was spent last year. Mr. Santos asked for a printout of other purchased services to see what else is being taken out of that account. **Mr. Simao motion to accept Director's Report. Mr. Soares second. All in favor.**

OPERATION SUPERVISOR'S REPORT: Palmer Paving completed shimming on Winsor Street. Warren to Steven Street was completed on Friday. Springfield Water will start adjusting the water gates. Should take about 2 weeks. Once that is done, Palmer Paving will come back to put the top on. They may have to mill in front of a few driveways. Crews are out digging foundations at Island Pond Cemetery in between funerals. He is hoping to pour Wednesday. There were close to 50. One more quote from 360 Recycling for brush grinding was \$46,500. Rocky Mountain Wood at \$12,000 was the cheapest. Martins Construction has completed the 2 sewer repairs on East Street. What we found at #647 was that there was a direct path with the lateral to the drain coming toward the drain manhole. The pipe settled down to the repair causing a dip in the pipe. He cut out

a couple of the ribs under the HDPE pipe. They slid the new 4" SDR35 under it. We will contact the resident to let them know that grease should not be poured down the sink. #482 East Street was completed this morning. When the gas main was put in they went through our sanitary lateral. They put clay and a piece of AC pipe for a repair. They cut back and put a section of SDR35 in. **Mr. Simao motion to send bill for the full cost of the repair to Columbia Gas. Mr. Davis second. All in favor.** We did the sewer repair on 24 Lockland today. We just need to pave. McVac is coming tomorrow to clean the wet wells at Chapin Street pump station. We received a quote for the heat pump and replacing the overhead hanging unit for heat in the break room. Total is \$9,545. He is still working on the quote for the garage. He will provide a separate quote. **Mr. Simao motion to accept Operation Supervisor's report. Mr. Soares second. All in favor.**

OLD BUSINESS: No update on Center Street punch list. Mr. Simao suggests a representative from MADOT come in to Board meeting. Uniform orders have to be in by Friday. Order should be placed the following Monday. Four pieces from last order were back ordered. Mr. Santos asked for Town policy that says employees must have their name on their uniform. No update on Electric Park drainage. PW-4 vacancy will be discussed later. Mr. Suprenant requested that the PW-3 vacancy be posted inside but it has not been done yet. There was a discrepancy about the job description being changed to PW-3/Mechanic. Mike will make sure PW-3 vacancy is posted internally. No letters have been sent out to contractors about road moratorium. He has contacted them by email and phone. Island Pond Cemetery foundations previously discussed. No update on work order system update. Trash fee implementation previously discussed. No update on Beachside Motors curb replacement. New cemetery previously discussed and being worked on. Rood Street has been marked and they will start immediately. Budget previously discussed. Mr. Santos got Director's job description from HR. It has been changed and approved at Town meeting so that it does not have to have a professional engineer stamp. **Mr. Simao motion to accept amended Director's job description. Mr. Soares second. All in favor.** No update on sewer plans. Jim typed up a letter to residents. **Mr. Linton motion to send a letter to the Board of Health stating that we are going to do a section of Motyka and the rest of Grimard within a year. Mr. Soares second. All in favor.** Brush disposal previously discussed. Down to Earth is going to quote the light pole replacement at the Library. Surplus equipment closes out at the end of the week. People can view tomorrow 8 a.m. – 2 p.m. Mr. Simao asked for the report showing surrounding cemetery prices. Mr. Linton asked about the surveyor's contract and old minutes to be signed by him, John and Alex. **Mr. Simao motion to accept Old Business. Mr. Davis second.**

NEW BUSINESS: Board asked Kenny's opinion about 2 PW-4 applicants. Mr. Batista said both applicants are qualified, reliable and dependable. Mr. Suprenant said both applicants have always done what they're asked to do. They are capable of supervising people. Board received recommendation from HR. Mr. Simao recommends postponing until spring. Mr. Davis agrees. Mr. Simao agrees. Mr. Linton suggests making Nick a temporary foreman for the winter and pay him out of grade and revisit it in the spring. **Mr. Simao motion to postpone action on PW-4. Mr. Davis second. Vote 3-2. Mr. Soares and Mr. Santos opposed.** Mr. Batista said there are 3 people on each sanding crew that rotate carrying the phone. New employee started today. Mr. Santos received a letter from Ellie stating the Board of Selectmen decided to start a Bylaw Review Committee. **Mr. Linton motion for Steve Santos to be the representative. Mr. Simao second. Vote 4-1. Mr. Santos abstain.**

NOTES AND COMMENTS: Board to sign A. Martins & Sons Construction, Inc. agreement for sewer service repairs. Mr. Santos to sign certificate of orders for Town meeting bills.


At 8:35 p.m. Mr. Linton motion to adjourn. Mr. Davis second. All in favor.

Meeting to be held next week.

NOTES ACCEPTED:






Clerk