

BOARD OF PUBLIC WORKS
DPW Conference Room
198 Sportsman's Road, Ludlow, MA 01056
SESSION MEETING MINUTES
February 11, 2021

*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, Chairman, John Davis, Barry Linton, Dan Soares

Participating by Telephone: Alex Simao, Ken Batista

First Order of Business: Pledge of Allegiance

Mr. Santos called the meeting to order at 6:00 pm.

APPOINTMENTS:

6:00 PM Interview – Steven Hebert

Mr. Santos: Alright appointments we have for PW-3, one of the positions that is open, we have Steve Hebert here. Steve, do you want to introduce yourselves Board Members?

Mr. Davis: Yup, I'm John, Vice Chairman.

Mr. Santos: Okay, John Davis.

Mr. Soares: Dan Soares.

Mr. Linton: Barry Linton.

Mr. Hebert: Nice to meet you.

Mr. Simao: Alex Simao.

Mr. Hebert: Nice to meet you.

Mr. Santos: And Steve Santos. Umm, what we are going to do is kind of just give us some background, we will give you, you know a couple minutes, make an opening statement and then and then we can go from there. We will ask some questions; Board Members have some questions and then you can have a closing statement and we can go from there. So, go ahead you got the floor.

Mr. Hebert: I'm Steve Hebert, I've lived in Ludlow all my life. I'm looking for a position here at the Department of Public Works in order to gain knowledge and experience with different aspects in the construction industry.

Mr. Santos: Okay. Johnny you got any questions for Steve.

Mr. Davis: Yup. Do you have plowing experience? I'm sure you do because I see your truck there.

Mr. Hebert: Mostly residential driveways.

Mr. Davis: Yup.

Mr. Hebert: But I have been doing it since...

Mr. Davis: Yeah and do you have your CDL and all that stuff?

Mr. Hebert: I'm in the process of getting my CDL. So, tomorrow is actually the last day I'm at United for it.

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Mr. Davis: Sure.

Mr. Hebert: It's just a matter of scheduling it and going for the road test.

Mr. Davis: Right.

Mr. Hebert: But the class portion of that wraps up tomorrow, so, And as far as the hoisters license, I took a class through Mass... and filled out and sent in the application at least a month, month and a half, two months ago and it's just waiting to hear back from the state so I can go take my test.

Mr. Davis: Okay. So, did you ever run like loaders and back-hoes or,

Mr. Hebert: No, the most I've run is a Bob Cat.

Mr. Davis: Bob Cat.

Mr. Herbert: Yeah.

Mr. Davis: Okay. That's all I got.

Mr. Santos: Okay. Alex anything?

Mr. Simao: Umm, yes, why do you want to work for the Town of Ludlow?

Mr. Hebert: I think it's a good place type to work in terms of diverse amount of work to be done between the cemetery, trees, parks the sewer and the road crew. So, it's a good variety of different experiences and a lot of opportunity to learn and grow.

Mr. Simao: Okay now what do you think you would bring to the Town of Ludlow?

Mr. Hebert: I think I could bring some of my construction experience that I have had with my previous employer and umm my degree from Western New England is in Industrial Engineering, which...process improvement and efficiency. So, that I can figure out a way to improve a way that something is done and I think it could be beneficial.

Mr. Simao: Okay. I'm all set for now. I might have more at the end. Thank you.

Mr. Santos: Okay. Danny, anything?

Mr. Soares: No sir.

Mr. Santos: Barry?

Mr. Linton: The jobs that you've had along the way, did you do any landscaping, lawn mowing anything like that or outdoor work?

Mr. Hebert: Yup, everything we did at Mass DOT was very similar to what we did here and I've worked here in the past with the summer help. A lot of time in the Parks Department.

Mr. Linton: Okay, were you here for a couple of summers or,

Mr. Hebert: I was here for one summer and I went to Mass DOT the following year.

Mr. Linton: Was it like an internship?

Mr. Hebert: Same kind of position like they had here, summer laborer. In between college years.

Mr. Linton: That's all I got Steve.

Mr. Santos: Okay. Umm, the long hours, your able to work long hours during snowstorms?

Mr. Hebert: Absolutely.

Mr. Santos: If need be?

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Mr. Hebert: Of course.

Mr. Santos: And then you are all right with the pay scale,

Mr. Hebert: Yup.

Mr. Santos: at the start? You reviewed that before,

Mr. Hebert: Yeah.

Mr. Santos: Okay. Yeah, other than that I know you worked for us before as a seasonal employee and I think you did a spectacular job...everybody in the back so I have no issues with that. Umm, Kenny do you have anything?

Mr. Batista: No, I mean I sat in on the interview with Dan when Steven came in and I was impressed with his interview then. I also had the opportunity to supervise him that summer that he did work and I know when he did work for us he did an excellent job and there are people that he worked with that spoke very highly of him. That's all I have to say.

Mr. Santos: Okay. I think we are all set if you want to make a closing statement.

Mr. Hebert: I appreciate the opportunity and the time...

Mr. Santos: Okay.

Mr. Hebert: If you have any other questions or follow ups you can always call me, I'll be happy to answer them.

Mr. Santos: Okay. That sounds good. Umm, we are going to deliberate it and talk about it and then we'll let you know, you know moving forward.

Mr. Hebert: Alright. Sounds good.

Mr. Santos: Awesome. Thank you very much. Thanks for coming in.

Mr. Simao: Thank you.

Mr. Linton: Thanks for coming in.

Mr. Hebert: Have a good evening.

Mr. Santos: Alright, it's only 10 after 6 so I'm going to move through because we have a 6:30 with another candidate.

6:30 PM INTERVIEW – AUDREY CAMEROTA

Mr. Santos: Danny are 6:30 is here?

Mr. Soares: Yes sir.

Mr. Santos: Okay. You want to come in. Good Evening.

Ms. Camerota: Good Evening.

Mr. Santos: Welcome to the Board of Public Works. We will introduce ourselves as Board members. Umm, you know one of them. Will give ya, you can have an opening statement. We will ask you some questions. Pretty easy and then you can have a closing statement and then go from there. Go ahead. You got it.

Ms. Camerota: Oh, I don't know if you wanted me,

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Ms. Camerota: Hi I'm Audrey thanks for having me tonight.

Mr. Davis: Vice Chairman umm Board of Public Works John Davis.

Mr. Soares: We've met, Dan Soares.

Mr. Linton: Barry Linton.

Mr. Santos: And we have Alex on the phone.

Ms. Camerota: Hi, Alex.

Mr. Simao: How are you?

Mr. Santos: Go ahead Johnny.

Mr. Davis: Okay, so ugh you worked with heavy equipment and snow plowing and everything.

Ms. Camerota: Yeah, I'm currently plowing all the snow storms.

Mr. Davis: Yeah and your work for...

Ms. Camerota: No, that was a previous job.

Mr. Davis: That was a previous job, yeah. Okay.

Ms. Camerota: But yeah, we did the Holyoke Mall...Tractor Trailer. Umm, there's like a hospital around there that we did.

Mr. Davis: Right.

Ms. Camerota: Umm, Amazon we did all that.

Mr. Davis: Yup. Okay. That's all I got.

Mr. Santos: Alex you got something, go ahead.

Mr. Simao: Yeah, well why do you want to work for the Town of Ludlow?

Mr. Davis: I knew that was coming.

Ms. Camerota: Umm, I think it's a good job. I think I can learn a lot. There's a lot of different things and avenues for me to go. Umm, I'd like a spot where I can stay and grown with, just like a team player type of feeling, you know.

Mr. Simao: Okay. What do you think that you bring to the Town of Ludlow as an employee if we hire you?

Ms. Camerota: Well, I'm a very loyal employee, willing to come in early, willing to stay late. Willing to help out. I don't call in sick barely ever. Umm, just, I just feel like I have a lot to contribute because I'm willing to learn and umm I don't really know what else to say but,

Mr. Simao: Okay. Umm, you don't mind working odd hours overtime during snow storms or when needed?

Ms. Camerota: No, I'm used to it.

Mr. Simao: Okay, that's all I have Mr. Chairman. Thank you!

Mr. Santos: Okay. Dan?

Mr. Soares: Alright, if you could just elaborate a little bit about yourself as far as what licenses your currently hold, what machines you've operated and what experiences you've had up to this date? Just so the Board gets more of an idea of what you've been doing.

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Ms. Camerota: Okay so I've been in mini loaders, umm you know full size loaders. I've been in mini excavators, full size excavators. Umm, skid..., I drove a bulldozer once and I've had a little like farm work with a backhoe. That's about it.

Mr. Soares: And what licenses do you,

Ms. Camerota: Umm, so I have my 2A1C, I have my Class A, I have my Osha 10. I think that's all of them.

Mr. Soares: That's all Mr. Chairman. Thank you.

Mr. Santos: Barry?

Mr. Linton: Well, it looks like you have pretty much all the stuff that we do around here. You have no problem with the hours, the snowplowing because if you work at the mall I'm sure you had to work a lot of hours up there.

Talking over each other.

Ms. Camerota: Yeah.

Mr. Linton: I pretty much don't have anything. It seems like she's got all the experience that we require Steve.

Mr. Santos: Okay. How long have you had your Class 1?

Ms. Camerota: Umm, my Class A, I got my license back in December, I think it was December 23rd maybe. It was right before Christmas.

Mr. Santos: Okay. So, your driving experience you would say would be limited?

Ms. Camerota: Umm, yeah it was only a couple of months' courses for that but obviously the road and do all that stuff in the yard with that licensing so.

Mr. Santos: Well when you, you didn't have your Class 1 when you were with your other employer so we have no,

Ms. Camerota: My Class A?

Mr. Santos: You don't have any practical experience with like a dump truck, a six-wheeler or a ten-wheeler?

Ms. Camerota: Umm, no. I did rent dump truck and a mini excavator a couple month's back. It was like right after I got my license and did some side work with my buddy but other than that no. Just that, what I learned in school.

Mr. Davis: Okay...you know haul the trailer and load equipment on the trailer and all of that stuff.

Ms. Camerota: Mmm-hmmm. Obviously, everyone has got their own way to do it.

Mr. Davis: Right.

Ms. Camerota: Yeah.

Mr. Davis: Yup. experience on that...

Ms. Camerota: Yeah, no, no, no, not yet.

Mr. Davis: Yeah, we want that,

Mr. Santos: So, we basically have three main pieces. We have a three-yard loader, a couple of three-yard loaders, a skid steerer and a backhoe loader. So, obviously you should be alright, you would rate

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yourself as proficient in the backhoe, in the excavator, in the loader and the skid steerer and not so much in the backhoe.

Ms. Camerota: Umm, the only question I have is it hand controlled or foot controlled?

Mr. Santos: On the bobcat?

Ms. Camerota: Yeah on the skid steerer.

Mr. Santos: Their both. Hand and feet.

Ms. Camerota: Oh, okay alright then.

Mr. Soares: I know what you're getting at the,

Ms. Camerota: My feet are so tiny like I have to slide my foot back and forth,

Mr. Soares: Yeah. The newer bobcats are both yeah there's not more foot controlled.

Mr. Santos: Okay. Umm, the other thing is to your comfortable with the pay scale that we had offered you, correct?

Talking over each other.

Mr. Santos: You're starting, you're starting at \$21.39.

Ms. Camerota: That's fine, yeah.

Mr. Santos: Okay, so your comfortable with that, that's no problem.

Ms. Camerota: You got to start somewhere, right.

Mr. Santos: Your availability for night time work is fine?

Ms. Camerota: Mmm-hmmm.

Mr. Santos: For plowing and for summer help?

Ms. Camerota: Yup. Weekend or whatever.

Mr. Santos: So, if we end up, they end up with a road project or we have an emergency tree service or something that comes by.

Ms. Camerota: Yeah on-call is fine.

Mr. Santos: Yeah. Okay.

Mr. Davis: And you live in Ludlow?

Ms. Camerota: I live in Wilbraham.

Mr. Davis: Oh, Wilbraham okay.

Mr. Linton: Pretty close.

Mr. Santos: Alex your second round of questions, you're all set?

Mr. Simao: Yes, I am.

Mr. Santos: Okay, Kenny do you have anything.

Mr. Batista: No, again I was with Dan when we did perform the interview two weeks ago. So, umm, I pretty much got the information when I spoke to her then.

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Mr. Santos: Okay. Alright so if you don't have anything else, we're basically all set, all my questions have been answered.

Ms. Camerota: Okay.

Mr. Santos: We are going to deliberate and talk about it and then we'll let you know.

Ms. Camerota: Okay.

Mr. Santos: And then umm, we can go from there.

Ms. Camerota: Okay, thank you.

Mr. Santos: Thank you very much for coming in.

Ms. Camerota: Thank you. Appreciate it. Have a good one.

Mr. Santos: You too. We'll let Danny come back.

Mr. Davis: He's gonna walk her out?

Mr. Santos: Well at least, at least this one, these two are comfortable with the pay scale so that's what we had before.

Mr. Davis: Well I know. So,

Mr. Linton: All we have is one position? We don't have two?

Mr. Santos: We only have one as of right now. Umm, in the 20/22 budget I put the two back, the two PW-3's that were removed back in from finance and the two PW-1's back in. I don't know what they're going to give me but let's so,

Mr. Linton: They should give them to ya all.

Mr. Santos: They should but let's see what happens. So, like I said we should be able to get this one will be five total. So, we should be in really good shape if they give us all that. But you guys got to remember though, I'm sacrificing three summer help to get two full time guys. So, you're only going to have two summer help this year. Which is fine, because you know we discussed it with Kenny that's all you usually end up with at the end of the year anyways. So, the \$21.39 and then if you guys decide that it's you know an exuberant employee or whatever you can always go to the \$22.85 so. Alright, discussion.

Mr. Simao: Mr. Chairman.

Mr. Santos: Yes sir.

Mr. Simao: Now I hear what you guys are saying, too bad we only have one position because I think they're both good candidates that we could use at this time. My only question would be what if any did umm, Danny or Kenny recommend, if they recommended anything to...on this candidate?

Mr. Santos: I'll go with Kenny, Kenny what is your recommendation out of the two candidates?

Mr. Batista: I would say to me they're kind of even, I know that umm, Audrey does have her licensing but it doesn't sound like she has a lot of experience even though she has the Class A, it seems recently like she got it. Umm, I do know Steven's work ethic, again he did work for us for a summer and I do know his work ethic outside of work and actually gave him a recommendation for the job that he currently has because of his work ethic. Umm, I would say maybe get both of them in and have them operate equipment just to make sure that both of them can do the job and then I would say make a recommendation after that.

Mr. Santos: Okay.

Mr. Simao: Okay, how about you Dan?

Mr. Soares: Well, umm, mine is a little different then Mr. Batista's. Umm, I would personally recommend Audrey based on one she's already has her current Class A. Yes, there has been a limited amount of experience as far as operating a six-wheeler but she has also been operating heavy equipment for a considerable amount of time more than Mr. Hebert. Umm, and I mean she does have her current hoisting license and everything else and she's been already in the field operating that piece of equipment. So, there's a comfort level already with operating umm, loaders, mini excavators, skid steerers, so that's already been, she already has that experience there versus Mr. Hebert who he is very limited to only just a bobcat. Umm, so my recommendation going forward would be Audrey.

Mr. Simao: Okay. Umm, I guess you know I'm still thinking about this. I think they're both good qualified so I'd like to hear from other Board members first before I make the motion or I decide.

Mr. Santos: Okay. Barry your up.

Mr. Linton: Umm, I though she had excellent experience when I read her resume'. You know between working for...and some of the other contractors that she worked for, so I think she might be the better choice. But I really wish we could hire two of them because I think they're both,

Mr. Soares: Yes.

Mr. Linton: They're both good candidates and you know I would hope that we keep Mr. Hebert in mind for spring. I won't be here but umm, once you get another position, I would definitely umm, hope that he applies.

Mr. Davis: I'd like to see what they can do with a machine too you know before you do anything, you know. That's my opinion.

Mr. Santos: Well, which is fine but the only problem that we have is we have a candidate that has all their licenses and then we have a candidate that doesn't'. So, technically by legal...of the law, I can't really, especially on Town property put Mr. Hebert in and shouldn't even try it.

Mr. Davis: Yeah, I know.

Mr. Santos: So, it's one of those things where you know, we brought it forward you know on the inkling that he was going to have the licenses or he was in the process of getting them. But obviously because of COVID and stuff like that it was little bit delayed but like I said I hate to lose a candidate you know. The six-wheeler she can get comfortable with I believe our last gentlemen that we hired if I'm not mistaken did not have a lot of six-wheeler truck driving experience,

Mr. Soares: Correct.

Mr. Santos: umm, I've been monitoring it, obviously as you guys know I'm here every day, a lot of sections of the day, a couple of oops with our last candidate but nothing that was major. He learned it fairly quickly. Umm, so I don't have a problem with the experience on the six-wheeler at all.

Mr. Davis: No.

Mr. Santos: I mean I think that can be done. The other thing too is you know we are in the heat in the winter, we got numerous small trucks too. So, if she's not comfortable in the six-wheeler, we can put her in a,

Mr. Davis: A one-ton or,

Mr. Santos: I know that one of the utility bodies,

Mr. Linton: During, during the summer she can get used to the...

Mr. Santos: Yeah, yeah. The other thing we got to watch is obviously because we got COVID we can't have a whole lot of training on a person on person truck. During the last outbreak we are getting down to single person trucks so I don't foresee either one of these candidates, even if you hire Steven, he got his license, getting into a truck and having a student driver with him. Even with masks and stuff like our protocol is right now is one-man truck, clean the truck when you get in there, clean the truck when you get out. Umm, try to keep that same truck for you. We haven't got to the point we are assigning trucks yet but depending on how this goes, it might get to that point. So, umm, I think I feel comfortable with

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her driving a pick up to plow and you know like I said if it's loading a truck or whatever or she's comfortable with a bobcat, we would put her on sidewalks. I mean it's not too, too hard to you know plow the sidewalks.

Mr. Linton: Mr. Chairman I think that this new policy of having umm somebody test the equipment and go out back, I think we should vote on it as a Board and put it in their, when we go out for applications again that it's in there then it will be require you know because just to throw that at them right now I don't know, I don't know if that's fair to do that right now without, without being a policy...

Mr. Soares: Right.

Mr. Santos: Well, when I talked to Carrie she said it wasn't really a real issue that it wasn't part because the job description has that they can do that.

Mr. Linton: Yeah, that they can operate.

Mr. Santos: Yeah, umm, that's why we decided that I mean you know in talking with Kenny and I think we even talked about that before,

Mr. Linton: Right.

Mr. Santos: we're just form allying it into the paperwork because of Carrie doing a new job description. So, now it's going to be part of it and it doesn't have to be in the job description because the job description describes to be proficient in those types of machines. We're just doing it so if we do disqualify a candidate for that reason, that's just one of the check lists why you know if they come back and say well why did you disqualify me? Well, you past your physical, because it's the same thing umm the physical is in there also and that comes after the Board you know decides on what's going on. So, it it's one of those situations where at least in my eyes and I know Alex will call me out on the table on this, I always wanted qualified candidates but, in this situation, we needed two candidates. So, there's one more qualified then the other so technically Steve is not qualified for the job because he doesn't fit the criteria that we required by the PW-3.

Mr. Soares: Correct.

Mr. Santos: So, rather than running 2 or 3 or 4 people because the other problem is you got to be careful if these people have other jobs and their employers get upset that they're applying for another job. You know, your bringing them here so I only want to take the time of you know Kenny, a foreman or somebody to do you know another evaluation if they're not going to make you know what I mean. So, I think this has to be their last step before their physical because this isn't costing the Town anything to see if they're proficient in these machines when you get through all that step then the Town is paying for your physical to make sure your physically fit. So, you know we can definitely vote this in; I have no issues with that and make sure its part of going forward.

Mr. Soares: Part of the interview process.

Mr. Santos: As far as the interview process and then you know move on.

Mr. Davis: Yeah, well you got it make it easier for Kenny too because you got to you know, like I always said you got to have someone that can be more proactive in this...and run the machines and this and that. You got a guy that works for the DPW for 14 years and Christ he can't even load a damn truck or you know what I mean.

Talking over each other.

Mr. Santos: Yeah. Well, that's why I said I didn't want to run three, if you got three candidates I didn't want to run three candidates through the equipment evaluation if the Board only going to pick one. So, that's why you know I'd rather do this, come to the interview, do the evaluation, you pass the evaluation and then we go to the physical you know. But I mean I don't think it's got to come in front of the Board again for another interview.

Mr. Linton: No, no.

Mr. Davis: No.

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Mr. Santos: I mean if they pass the evaluation then you know we'll proceed so. Alright, so I'll ask, first I'll ask for a motion to add the PW-3 evaluation to the PW-3 job description, umm evaluation for operating backhoe, operation front end loader and operating skid steerer.

Mr. Soares: Effective when?

Mr. Santos: Right now.

Mr. Soares: So, proceeding with new candidates or current ones that are in place now?

Mr. Santos: The current ones that are in place and moving forward. So, these, one of these two will have to go through this evaluation.

Mr. Simao: Umm, I don't think we should do that because like you said earlier Steve it wasn't a requirement when we went out to bid or for the job.

Mr. Soares: Correct.

Mr. Simao: ...moving forward with any new hires.

Mr. Soares: Right, that's where, I agree with Mr. Simao, if we are going to implement that it should be going forward not as of right now because what's been done has already been done. We can't go to these candidates, well go take this because you know what I mean, they had no idea about this.

Mr. Santos: Yeah, but they're not, this isn't a written test this is just,

Mr. Soares: I know but they have no idea what's, I agree with Mr. Simao,

Mr. Linton: That's basically what I said.

Mr. Soares: Yeah, I, I, going forward something should be implemented.

Mr. Linton: But like I said I think with her experience I don't think we have to worry about it.

Mr. Soares: Right.

Mr. Linton: I mean if that's the way we're going to vote.

Mr. Soares: I agree.

Mr. Santos: Okay, so you're only going, we are back to taking their word on the job application that they can run all of this proficiently and you're not going to check that.

Mr. Linton: I mean,

Mr. Santos: So, we can, you can check this stuff,

Talking over each other.

Mr. Linton: did anybody call their last employers? I mean doesn't Carrie, Carrie call their last employers?

Mr. Santos: Yeah. Oh yeah,

Mr. Linton: Isn't that HR's job to call?

Mr. Santos: Like I said,

Talking over each other.

Mr. Santos: Umm, I mean you do have to do, that's what I'm saying you do have to do there is stuff after the job description. I mean they do a background check so you know, I don't have that PW-3 right in front of me. I thought I printed it, hold on. Let me see if I can find it. You might have it, Dan.

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Mr. Simao: Don't we also have like a 6 month umm,

Mr. Santos: Probation.

Mr. Simao: Yeah, probation?

Mr. Santos: Yup. Hold on, I got it right here. You guys, gentlemen ready? General summary the PW-3 Heavy Equipment Operator must operate various vehicles and equipment as well as perform manual duties. Work assignments can be independent, ... or member of a crew from all divisions of the DPW. This is a full-time benefited union 40-hour per week position. Hours may be irregular including nights and weekends when necessary for construction or emergency operations. Essential functions: comprehended understanding of work instructions and assignments. Independently perform assignments for vehicle and heavy equipment operations as instructed by Supervisor. Physical ability to perform the required duties in compulsory physical condition to perform work assignments. Operate all vehicles and equipment requiring a Mass Class B CDL and Class IIB Hoisters license and any other required endorsements such as dump truck, snow plow, truck and trailer sanders and other vehicles. Adhere to all safety rules and procedures, use proper safety equipment and devices during work assignments. Obey all local and State operating laws regulations while operating Town vehicles within the valid license. Maintain, repair and operate various vehicles and equipment, snow plow, sander, etc. during snow plowing operations and other declare emergencies or events. Conduct safety inspections of vehicles, equipment, report malfunctioning or unsafe conditions of equipment to Supervisor. Perform labor and duties and other related work as required or directed by Supervisor or designee. Maintain work areas, vehicle and equipment in a clean and orderly condition. Public Works employees are federally designated as first responders, therefore, have the responsibility to maintain, repair damaged infrastructure and keep public safety secure during emergency situations. Minimum qualifications: Qualified applicants must have a high school diploma or equivalent, a minimum of three years' experience and or training at equipment operator a Mass, a valid Mass CDL endorsement, a Class IIB or higher engineering license, a valid Mass... hoisting license or ability to obtain one 6 months of hire. Experience with sewer connect, sewer collection, sewer pump station inspection maintenance preferred. An applicant must possess excellent verbal and written communication skills. Ability to work independently on a crew. Quick decision-making ability while performing work in emergency situations. Ability to interact positively and effectively with co-workers, Supervisors, Town officials, employees and the general public and the ability to present oneself in a professional manager, manner as a representative of the Town of Ludlow. So, you've already got right there three years minimum of experience and/or equipment as an equipment operator. So, you wouldn't have that with Steve because he doesn't have his license yet.

Mr. Soares: Right.

Mr. Santos: Umm, knowledge, ability and skill, I didn't ask her how long she had her hoister's license but she's had it, according to her resume', 16, 16-17.

Mr. Soares: Yup, 16-17, mmm-hmm.

Mr. Santos: And like I said Steve doesn't have it so it wouldn't be on his.

Mr. Linton: Truck driving she's just had for a month.

Mr. Santos: Yes.

Mr. Soares: Class A, mmm-hmm.

Mr. Simao: Mr. Chairman.

Mr. Santos: Hold on. I'm not done yet.

Mr. Simao: Yup.

Mr. Santos: Let me get through this whole thing. Knowledge, ability and skill: Knowledge; through the knowledge and understanding of principal practice of all local, State, Federal vehicle operations laws, as well as safety rules and procedures. Ability; ability to operate heavy equipment and machinery Class B vehicles to operate snow plow and basic landscaping equipment. Ability to establish and maintain effective relationships with the department and Town offices, the general public, organizations and officials of various agencies and organizations. Ability to communicate clearly and effectively with all

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interactions in a courteous and professional manner. Ability to use independent and demonstrate sound judgement and initiative decision making skills. The ability to prioritize work and perform multiple tasks within a timely manner. Skills: Excellent in planning organization skills. Excellent written and verbal communications as well as mathematical skills. Inter-person and problem-solving skills. Excellent customer service and strong attention to detail. Supervision: received work is performed under general direction of Operations Supervisor or Foreman. Exercise none. Working conditions and physical requirements: Job environment; operates heavy equipment and other machinery. Equipment may be loud due the proximity of motor vehicles, road traffic, etc. Frequent contact with general public, Town Officials, Departments employees, Police Department employees related to work assignments. Errors in either technical operations of equipment or implementation...practices and procedures or interpretation of assignments could have legal and financial ramifications causing injury to others, destruction of property or having adverse relations for the Department and the Town. Regular and punctual attendance is required for the position. Physical Requirements: The physical demands described are representative of those that must be met by the employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Ability to perform required duties and compulsory physical condition to perform work assignments. Regularly walks, stand, kneel, talk, reach, hear required to operate radio and telephone and occasionally other standard office equipment requiring hand and eye coordination. Balancing, ...grasping, pulling, stooping may be required. Lifting and moving objects up to 100 pounds. Must be able to communicate written and verbally. Vision and hearing at correctable normal ranges. You got all that?

Mr. Linton: 100 pounds isn't even legal.

Mr. Davis: It ain't.

Mr. Soares: No, no.

Mr. Davis: It's not.

Mr. Santos: I think it's 80.

Mr. Soares: I know that shouldn't be in there.

Mr. Linton: That should be deleted.

Mr. Soares: Correct.

Mr. Davis: Alright whatever, go on with this thing. Come on.

Mr. Santos: Alright.

Mr. Linton: She has all the licenses; I think it's ugh you know there's one choice you know

Mr. Davis: That's it.

Mr. Santos: Alright, any discussion? Alex?

Mr. Simao: Umm, no not on the vote. So were good, on the vote.

Mr. Santos: No discussion on the vote?

Mr. Simao: No, I don't have any that's what I'm saying.

Mr. Davis: Thank God.

Moved by Mr. Linton, seconded by Mr. Soares to hire Audrey Camerota. Vote 5-0. All in favor.

Mr. Santos: Okay so motion made and seconded all in favor?

Mr. Simao: No, I was just going to say after you read the whole requirements, umm, I can see why we don't have enough applicants. Most of them wouldn't even qualify for that job and if they know they want to get paid a lot more money then we're offering.

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Mr. Santos: Okay,

Talking over each other.

Mr. Santos: Because these three guys are telling me they don't want to do this evaluation on this employee.

Mr. Simao: Okay.

Mr. Santos: But you want to do it.

Mr. Simao: That's fine.

Mr. Santos: So, now I'm confused. So, do you guys, from what he's saying he wants to do the evaluation for the employee but put it on the job description moving forward. You guys don't want to do the evaluation period, is that what I'm getting?

Mr. Linton: Right. Moving forward,

Mr. Davis: Moving forward but you can't now because you already,

Mr. Soares: Right, I agree. I think moving forward now let's,

Mr. Davis: Well, you should have it on that,

Mr. Soares: right, tomorrow we put another PW position open tomorrow, that will be part of the requirement moving forward. But the candidates we have today and the one we just made a motion on, no. That's,

Mr. Simao: Right. Any new employees after today,

Mr. Soares: Yes.

Mr. Simao: ...it will be required.

Mr. Soares: So, basically effective tomorrow, February 12th that will be the new...

Mr. Simao: Exactly. That's what we said earlier, right Dan?

Mr. Soares: Yes sir.

Mr. Simao: Okay.

Mr. Linton: Mr. Chairman.

Moved by Mr. Linton, seconded by Mr. Davis going forward, effective February 12, 2021 any PW-3, any new hire and anybody from within from a PW-2 to a PW-3 have to go through the evaluation on operating equipment. Vote 5-0. All in favor.

Mr. Santos: Discussion? Go ahead.

Mr. Soares: Effective February 12th.

Mr. Santos: No, the 17th, today's the 16th.

Mr. Soares: Today's the 11th.

Mr. Santos: Why do I have an agenda that says the 16th?

Mr. Soares: I don't know.

Mr. Linton: I don't know. You better not forget Valentine's Day.

Talking over each other.

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Mr. Santos: I was trying to skip over that nice and easy zig right through it. Alright, so effective the 7th, the 12th.

Mr. Linton: You'll be buying her another Expedition if you skip Valentine's Day.

Mr. Soares: Yeah.

Mr. Santos: Okay. Kenny input?

Mr. Batista: I'm all set.

Mr. Santos: Okay. Alright, so, I will have Carrie notify her and we will go from there. Umm, I'm sure that we'll get a physical early next week and then I will keep you guys in the loop and see when her start date is.

Mr. Soares: You need a vote sir.

Mr. Santos: To? You did, didn't you? That was the discussion.

Talking over each other.

Mr. Soares: Yes sir.

Mr. Santos: For, to put this in so there was motion made and seconded. All in favor? Okay so that will be added to the PW-3 and you want to take out because I have to sign that job description, you guys want to take out that 100 pounds because you said it's illegal.

Mr. Soares: Yes.

Mr. Santos: What is, what is the minimum,

Talking over each other.

Mr. Linton: I don't know what OSHA is, it might be 50 or 60 pounds.

Talking over each other.

Mr. Soares: I know, I agree you will have to look at the OSHA regulations but I think it somewhere around 50 or 40, somewhere around there.

Mr. Davis: Yup.

Mr. Linton: I think for UPS it's like 50 or 60.

Mr. Soares: Right.

Mr. Santos: Okay so check OSHA for lifting and moving options.

Mr. Soares: Mmm-hmmm but I know it's not 100 pounds.

Mr. Santos: Okay.

Mr. Davis: No.

Mr. Santos: Lifting and moving.

Mr. Soares: ...half the Amazon drivers.

Mr. Santos: Okay. So, I think we are all set now. Okay, we got all, we got the vote to get her 5-0 and I got the vote to add this and then check the lifting regulations for OSHA can add that and then we will be good and I got the, that was a 5-0 vote on that too.

Mr. Simao: Yup.

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Mr. Santos: Yup.

Mr. Linton: A lot more than \$21/hour.

Talking over each other.

Mr. Santos: Well, like I said, in a perfect world you would follow this to the letter but obviously if you can get you know. A lot of it is redundant. So, I mean your trying to get whatever you get but you got to protect the Town the Department you know and the applicant you know. I don't know if you would ever get 110% out of all of these requirements you know to be honest with you.

Mr. Simao: Oh, no I understand.

Mr. Linton: I would also follow up with a letter to Mr. Hebert and thank him and we are going to have more openings in the spring.

Mr. Santos: Okay. Alright so I will get that done. What umm alright so I got to write this down...

Mr. Soares: Oh, I do have it,

Mr. Santos: So, now where do you so you don't want to do the evaluation on this candidate. You want to wait to do this evaluation? Is that what we're thinking? Because when I discussed this with HR there was, there was not reason why we couldn't do it.

Mr. Simao: Okay, if that's the way she feels, I don't have a problem with that either.

Mr. Santos: Cause that's what I asked her, is it too late, is this in the job description? She said no, you can absolutely do that. There's no issues in it what-so-ever. She didn't have an issue with it, so. And I wouldn't steer you wrong because that would be the Town at a liability. So, umm, discussion on that?

Mr. Simao: I think we should have her do the test.

Mr. Santos: Okay. So, you want to make a motion? That we add, make a motion to add it to the PW-3 position effective immediately and then it will just be part of it already.

Mr. Simao: No, see I don't want to make it immediately because it wasn't a requirement when she applied.

Mr. Soares: Right.

Mr. Simao: If you want to make, see now again we are going from one to the other. If Carrie said it wasn't a problem, we should leave it the way it is but I would like to add it for our sake for the Town you know next time we hire.

Mr. Linton: Going forward.

Mr. Soares: Yes.

Mr. Santos: Alright so I'm confused so you want me to, we're going to do it, we're going to do it for this candidate and then moving forward you want to,

Mr. Linton: You're not going to do it for this candidate.

Mr. Soares: No.

Mr. Santos: So, you're not going to do it for this candidate?

Mr. Davis: No.

Mr. Santos: Okay.

Mr. Simao: No, we are going to do it but we aren't going to put it in writing in the requirements because it wasn't on the requirements when we hired them.

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Mr. Santos: Alright, anything else? Alex?

Mr. Simao: Nope, I'm all set thank you.

Mr. Santos: Hold on Danny. You got anything,

Mr. Davis: Nope.

Mr. Santos: You got anything?

Mr. Soares: Yes. And I forgot to mention this during new business, umm, with we are mid-February now, we do have an open PW-4 position, I think we should entertain that and put it open for applicants. So, we can start looking at filling that position sooner than later.

Mr. Santos: Okay. Discussion?

Mr. Simao: We're looking externally right because we already looked internally?

Mr. Soares: No, we would have to post it internally again for a week and then we can umm, go external.

Mr. Simao: Why do we have to repost it? If we already did.

Mr. Soares: Because that post closed, so we are going to have to reopen it again.

Mr. Simao: Okay, alright just curious why that's all.

Mr. Santos: Kenny input?

Mr. Batista: I'm all set.

Mr. Santos: What, can I get some input on posting the PW-4 position? Something you need?

Mr. Batista: I think you got to post it internally and then if you don't have the internal applicant, it has to go to the outside.

Mr. Santos: Okay. You're in favor of that?

Mr. Batista: I don't think, I don't think you have much choice.

Mr. Santos: Okay.

Mr. Davis: Not much he can do.

Mr. Santos: No, I'm just asking.

Mr. Linton: Ask him if he needs one?

Mr. Santos: Right, do you need one? Barry's asking do you need one?

Mr. Batista: Do I need umm, another foreman?

Mr. Santos: Yes.

Mr. Batista: Yes, it would be nice especially in the winter.

Mr. Santos: Okay. So, what do you guys want to do?

Mr. Linton: Post it.
Talking over each other.

Mr. Davis: Post it and be done with it.

Mr. Simao: I didn't think we had to repost it because we posted it before. That's all I was asking.

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Mr. Santos: No, we just postponed action on it so,

Mr. Soares: Yeah.

Mr. Santos: Alright.

Mr. Simao: I thought we, I thought we posted it we just didn't get it but that's right, your right we postponed that one so,

Mr. Santos: Okay so,

Mr. Linton: We got two internal applicants, that's what we had.

Mr. Santos: Yup. So, was there a motion to post that?

Moved by Mr. Linton, seconded by Mr. Davis to post the PW-4 position internally again. Vote 5-0. All in favor.

CORRESPONDENCE:

None

OPERATION SUPERVISOR'S REPORT:

None

OLD BUSINESS:

Center Street Punch List: Nothing on with that.

PW-3 Vacancy: We are working with that.

Trash Fee Implementation: Nothing's changed for the March 1st date training. So, we are not going anywhere with that.

New Cemetery: Nothing.

Rood Street: Nothing.

Budget: Mr. Santos did have Amy print up the budget. The operating budget is in good shape because everything we have been doing is snow. Mr. Santos has been working with Kim Collins to stream line this and move some stuff around. Some line item numbers were duplicated and, in the past, we have had issues where we were charging to line items that had no money to them. So, we are trying to get rid of those line items so they cannot be charged to. The goal is to get this 8-9-page budget down to 3 pages. Mr. Santos is trying to get a line item for the MS4. The snow budget looks good. Year to date overtime is \$15,991.45, vehicle repairs \$4,300, equipment rentals \$27,000 so far. It averages about \$8-9,000 for each snow storm to have hired help come in. We are probably about \$50,000 now after the last two snow storms. Communications will stay the same. Public Works Supply is for salt and we have \$80,000 in the budget. We have expended \$67,185 and another invoice was paid for \$3,742.59 for a total of \$70,928.23. Also, we just ordered another 300 tons. Everything paid to date as of Monday totals were \$116,604.49. We have roughly \$100,000 in the snow budget. This includes the overtime for employees. There is approximately 800 tons of salt in the shed still.

Sewer Plans: Mr. Santos spoke to David Goncalves, he has everything from Heritage and is working on that. Still trying to get a date on when the plans will be complete so we can send that out to bid.

Chapter 90 Funds Update: Amy is still working on that. The reimbursements are in the folder. Amy will be making a Chapter 90 request for Pioneer Valley Planning Commission for the survey. Once that is complete we should be all set with Chapter 90. Once the reimbursements go through, a balance will be given on what is left for Chapter 90, hopefully next week.

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NEW BUSINESS:

Mr. Santos stated that the Rocky Mountain Contract is here and presented to the Board and needs to be signed in order to pay them.

Mr. Santos stated that the annual bid opened yesterday. Florence will get the report to Mr. Santos.

Mr. Linton stated that the Safety Committee suggesting putting up these crosswalk arrows. The request will be sent to the Board of Selectmen. The Safety Committee would like this to be done at the two intersections across from Chapin Street School, the one on Chapin Street at the end of Sportsman's Road, the one in front of the high school tennis courts, the one coming out of the Vets Park road and on Chestnut Street by Walgreens. Mr. Linton suggested to the Safety Committee to put a signs article on Town Meeting because it gets very costly for the DPW and consumes a lot of the budget. Brian Shameklis will speak to Mr. Santos about it. Once the Board of Selectmen approves it, they will send a letter to the DPW. Mr. Santos confirmed that there are 10 crosswalks to be done.

Mr. Simao asked if there was another contract that had an issue?

Mr. Santos stated that the contract for Rocky Mountain was the one with the issue. Kenny did a scope of work for the A. Martins Construction sewer one and Amy is working on the one for Suez for the pump station which we should have by next week. Weston & Samson did their January inspection so that will need to be paid.

Mr. Simao asked if the job has been completed already?

Mr. Santos stated that Suez contract was quoted to start January 1st and run through December 31st but it wasn't approved in time therefore Weston & Samson did the January inspection. The Suez contract will be March 1st through December 31st. Weston & Samson has not billed us for the January inspection yet. The invoices for Suez, Weston & Samson and A. Martins Construction will come out of the Sewer Enterprise Fund.

Mr. Simao asked Mr. Santos to update the Board with the issue from the resident on West Avenue.

Mr. Santos explained that on Tuesday, the day of the snow storm the resident that had the issue with her sewer on West Ave where we put that check valve in; she called Alex and stated there was an issue flushing her toilet. We went out there and popped the manhole and checked the valve and it was backed up so the check valve was doing what it was supposed to and we ended up jetting that out to get it opened up. She hasn't had a problem. Jamie went back out with Domingo's today and re-jetted it and cleaned it all out and the manhole. No damage or anything and it's fixed now. Three manholes were plugged up.

Mr. Linton asked if we should add that to our annual list to go over there and jet that out.

Mr. Santos said yes, we should put that on the list.

Mr. Simao wanted to let the Board know because the resident was very happy and wanted to thank the Board for responding so quickly. The last time this happened, her cellar was flooded so she is hoping it doesn't happen again.

Mr. Santos agreed and will ask Kenny to add it to his list.

Mr. Santos stated in regards to the PW-3 position, Kenny put together evaluation sheets for the candidates. Mr. Santos spoke with Carrie in HR and she said it was a good idea because if a candidate was disqualified we would have something in writing as to why they were disqualified. There are two tiers, they made the interview and they also passed their physical or they couldn't run the backhoe to the extent of their evaluation, etc. This will help get Kenny more qualified bodies.

Mr. Batista stated when he was hired, laborers were hired and then moved up to truck drivers, equipment operators and then they got their hoisting license and what not and we had the advantage to see how people operate equipment. But now we are just hiring people as equipment operators and just

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taking their word they know what they are doing. Going back to evaluating how they perform is huge because you could get someone with all the licensing but not necessarily the knowledge of running the equipment. So, now you get the best of both worlds.


Mr. Simao agrees with Kenny and Mr. Santos.

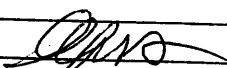
NOTES AND COMMNETS:

Mr. Simao asked about the sewer and trash bills. Mr. Santos stated that Florence and Amy were working on the sewer bills and should be complete by next week. The trash bills, the staff will do the training on March 1st and we have no other updates as of now.

Invoices signed.

Moved by Mr. Linton, seconded by Mr. Davis to adjourn. Vote 5-0. All in favor.





Ludlow Board of Public Works

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