

BOARD OF PUBLIC WORKS  
DPW Conference Room  
198 Sportsman's Road, Ludlow, MA 01056  
SESSION MEETING MINUTES  
March 16, 2021

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2021 MAY 13 A 11:27

\*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, Alex Simao

Also Present: Ken Batista

Members Absent: Dan Soares

First Order of Business: Pledge of Allegiance

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

**APPOINTMENTS:**

None

**CORRESPONDENCE:**

Mr. Santos read correspondence letter #1019 from Diantha Ferrier regarding the condition of Tower Road. Mr. Santos stated that this is already on Kenny's list to be done. Mr. Santos did contact the resident and explained that it was up for discussion tonight and he already drove up there to inspect it.

**Moved by Mr. Linton, seconded by Mr. Davis to file. Vote 4-0. All in favor.**

Mr. Santos read correspondence letter #1020 from Amy Priest advising on her retirement effective March 8, 2021. Mr. Linton suggested sending her a letter thanking her for her service. Mr. Santos also thanked her for her 20+ years of service and is sorry to see her go.

**Moved by Mr. Linton, seconded by Mr. Simao to file. Vote 4-0. All in favor.**

**OPERATIONS SUPERVISOR REPORT:**

**New Cemetery:** Mr. Batista informed the Board that the crew was at the new cemetery doing some work, moving trees and clearing brush. Next step will be to get the tree stumps out so they can start the next part of the project.

**Spring Projects:** Mr. Batista stated that after speaking with Steve, they determined that the spring projects are all lined up so now they are putting together a list of streets that need repair. We should be getting \$693,000 from the state for Chapter 90 funds. Mr. Batista stated that last year they were looking at Cambridge and Merrimac, as those streets are pretty deteriorated. Part of the route is on school property and after contacting them, they will contribute about \$37,000. This will cost about \$65,000 for this project. Mr. Batista is also recommending Laconia Street all the way back to Winter. This project, without the sidewalks is \$56,000 and then \$15,000-\$20,000 for sidewalks. Mr. Linton stated that the Safety Committee was discussing trying to re-route the busses onto Laconia and possibly widening the street. Mr. Simao also stating that they would like to make Laconia a one way so that traffic is not backing up onto East. Mr. Batista also stated that there would be a small window to get that project completed, end of June to the first week of August before school begins. Mr. Batista stated another project would be Fuller Street, from Rood to West. To shim and overlay it would cost \$391,000. Another project would be Rood Street and it would be a reclamation from Lyon Street to Center Street and it would be \$86,000. Holyoke to Fuller shim and overlay would be \$93,000. Mr. Santos stated they would hold off on that one because there is a subdivision going in and they may need access to water and gas. Tower Road from James Street to Marion Circle is \$29,500 and then from East Street to James Street is an additional \$22,000.

Mr. Santos explained that we should have to do that for at least 2-3 years. Mr. Linton asked if James Street was that bad. Mr. Batista stated that James Street is not that bad. Mr. Batista stated that Mary Circle up to Margaret Lane up to the top is \$23,600. Mr. Santos stated that is just an overlay. Mr. Batista stated it will be a total of \$45,700 for Mary, Margaret and James to Tower Road. Mr. Batista stated he has also looked at Colonial, Heritage and Manor Lane and they do not look like they have ever been touched. For Colonial Drive reclamation it's \$134,000, Heritage Drive \$108,000 and Manor Lane is \$46,000. Mr. Linton asked if the new section of Colonial would be included. Mr. Batista stated that would not be included and only requires crack seal. The last one is Hill Terrace and it would be a reclamation and it would cost \$77,000. Mr. Santos explained that a Chapter 90 request will need to be put in for Hill Terrace. Mr. Santos explained that there is approximately \$470,000 remaining in the Chapter 90 Funds for this year and then the State is supposed to give the Town \$693,000 this year. Mr. Santos explained that there is an area between Cambridge and Merrimac that cannot come from the Chapter 90 Funds because it is not considered a public way. This area will cost \$25,000. After speaking with Todd, there is money in the school budget for road repairs. The \$30,000 that the school told Kenny they could commit to is for the bus route and the two parking lots. Mr. Santos spoke with Capital Improvement to see if they could use funds from there in order to get the project done and Capital stated it is not a Capital project. Mr. Santos would like to hold off on this until the school gives a commitment. Mr. Santos would like to take care of Booth, Tower, Margaret & Hill Terrace now, which totals \$217,000 and is Chapter 90 refundable. In the fall Rood to West can be done for \$391,000 and then Colonial, Heritage and Manor for \$286,000.

Mr. Santos stated once all these projects stated above are complete, they will look at the school and consider widening the street near East Street School.

Mr. Linton stated that it would be ideal to complete the project before school begins again. DPW should send a letter to Todd Gazda letting him know that a decision and commitment should be made as soon as possible in order to get that project completed quickly.

Mr. Santos stated that the project will cost almost \$60,000 without Laconia Street. Cambridge reclaim is \$20,000, Merrimac is \$19,400 and then the small section is another \$25,000 so there's \$65,000 and then \$56,000 for Laconia with an additional \$20,000 for sidewalks. The school also wants to pave the small section on Laconia Street where the shed is, which is still up for discussion as far as a financing commitment from the school. **Moved by Mr. Simao, seconded by Mr. Linton to redo Booth, Tower Road, James to Marion with an overlay and Margaret with an overlay and Hill Terrace for a total of \$217,000. Vote 4-0. All in favor.**

Mr. Batista stated that he received a phone call from a resident asking that Vienna Street be looked at as a repaving project as well and requested the Board to take a look at it. He will get a cost estimate in the meantime. It may need some dry wells dropped in there as well.

Mr. Batista stated that Parkview Street will also be done in the spring. We had talked about putting some dry wells out there, however, most of those houses have block foundations and introducing more ground water may not be a good idea. He will need to pull sewer and water plans first.

Mr. Santos asked that the sewer and water plans get pulled first and hopefully we can get a few of them in at least.

Mr. Batista suggested doing something at the intersection of Brewster but a pine tree and two Maples would have to be removed first. But it would be the best place for drainage. We cannot tie into the Chapin Street drainage because it already floods in front of the high school.

Mr. Santos would like to at least get something in the ground there for drainage.

**Center Street Project:** Mr. Batista received an email in the DPW mailbox from the Trustee of Pondview Condominiums stating that there is a lip going into Ideal Lane. After the Center Street project was complete, a hump was left at the intersection of Ideal Lane and Center Street because of the grading of the sidewalk. They were initially speaking to Mike about this issue but Mr. Batista is not sure where Mike got with them or Mass Highway. It was not mentioned on the punch list as far as he knows. In order to fix it, they would have to reset the curb and adjust the sidewalk. He asked the Board to take a look at that also.

Mr. Batista received a quote from one of the vendors to remove the lines and the arrow in front of TD Bank. It would cost \$1.65 per square foot for a total of \$107.

Mr. Simao explained that a Police Officer will also have to be present and paid for.

Mr. Linton stated that the Engineer should not have left it like that.

Mr. Santos explained that once we sign off on the plans, we own it. Mr. Santos stated that per the Police Department vehicles cannot block the median, therefore the arrow needs to be removed in front of the bank.



Mr. Linton believes that the MassDOT should have made the road wide enough to get all the way down.

Mr. Santos stated that there have been a few issues, the bracket on the traffic light broke and MassDOT will not replace it and we are also having issues with the signs because they are so big, we cannot find a bracket strong enough to hold it during windstorms. Once the job is approved, we own it regardless.

Mr. Linton asked about the sidewalks that are deteriorating?

Mr. Santos stated that they are still waiting for confirmation from them. Jimmy spoke with Mark Shea and requested a schedule of work and we are still waiting for it. Also, some mailboxes still have to be moved to allow a wheelchair to get by on the sidewalk.

Mr. Linton asked about the "No Turn on Red" sign at McDonalds?

Mr. Santos stated that has not happened yet either.

**Pavement Markings:** Mr. Batista stated that the DPW did not receive a bid this year for pavement markings, therefore he reached out to the vendor who had the contract last year to get a quote for Winsor and ... Street and it would cost \$11,764. It was already put in to Chapter 90, however, it is over the \$10,000 threshold so we will need two additional quotes.

Mr. Linton asked if we could process them separately with Chapter 90?

Mr. Batista stated that you cannot do that because it's a combination of how much work they do within the year.

**Sewer Lateral Repair:** Mr. Batista explained that the sewer lateral repair has been completed at 80 Stivens Terrace. Right before the lateral went into the manhole it had settled about 3 inches so there was only about 1-inch opening in the pipe. The crew went there and removed about 6 feet of ...pipe and replaced it with plastic. We will receive a bill for the asbestos to be hauled away. One of the DPW employees is certified with asbestos so they were able to remove it and saved some money for the Town.

**Riverwalk Trash Removal:** Mr. Batista wanted to thank the Boy Scouts Troop 180G, they cleaned up all the trash in the bushes throughout the entire walk and they also asked the DPW if they could volunteer in the future. The DPW is considering having them go to the gazebo and do some weeding and mulching. They did an excellent job with clean up.

**Moved by Mr. Simao, seconded by Mr. Davis to accept the Operation's Supervisor report as read.  
Vote 4-0. All in favor.**

**OLD BUSINESS:**

**Center Street Punch List:** Already went over that regarding the lines and staying on top of the sidewalk repair request.

**Trash Fee Implementation:** Still going forward. Gary and Joe said hopefully by the end of the month. Most of the accounts are set up.

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**New Cemetery:** Kenny already gave you an update on that. Mr. Santos and Mr. Batista decided which trees to take down. If anyone from the Board thinks more trees should be cut or less trees, let us know. Once that is complete, we will be in touch with Paul Smith to layout most of it. Then we will have a bulldozer go in and just keep moving forward. Mr. Linton asked how much the DPW has to spend on this project? Mr. Batista stated that there is \$200,000 in the account but we do not want to deplete the account. We are hoping it will be around \$130-140,000. Outside engineering was going to cost \$78,000, so we decided to do this in house. We will use the annual bid contractors for the entrance and paving. Mr. Linton asked if there should be an iron gate to the entrance. There is a man in Chicopee who was selling an iron gate. Mr. Santos agreed that maybe a gate similar to Island Pond and then have a vinyl coated chain link fence around the cemetery. Mr. Santos is going to speak with Springfield Water and Sewer to see if the DPW can add some parking for the Reservoir as well because the cemetery may use some of the overflow parking for a Saturday funeral which may be an issue.

**Rood Street:** Eversource Gas has been contacted to set up something with the DPW to have our independent contractor or they will just deal with them directly. Springfield Water will have an agreement to do Rood Street. Palmer Paving has not been contacted yet to schedule Rood Street.

**Budget:** Nothing has changed except the DPW is over by \$20,243.13 on the snow. There is approximately 60-65% used on the budget. It will be tight but it looks like we should come under the budget. No updates on the new budget at this point.

**Sewer Plans:** Mr. Santos presented the Board with the preliminary plans. Mr. Santos met with Mott MacDonald, David Goncalves, Engineer and the Project Manager, Bill. A few things were changed. Tower Road sewer manhole was moved and the one at the end will have a chimney because it's the deepest. We are trying to get the manhole down 18 feet and that will carry us all the way to Marion and probably  $\frac{3}{4}$  of the way down James by gravity. Some of the manholes had to be moved because of the gas line. There will be some clean outs on the property line. Per David Goncalves, April 7<sup>th</sup> you will be able to obtain bid documents and bid opening will be April 29<sup>th</sup>. Mr. Santos read the Engineer option of probably cause of \$843,197 but does not believe it will come in at that in the end. Currently we have \$430,000 and the Article going to Town Meeting we can only take \$305,000 because 20% of the operating budget has to remain in the Sewer Enterprise Fund. Mr. Santos asked to take Motyka as alternate 1 and Grimard as alternate 2.

**Snow Budget:** Same as stated above. There should be another invoice for some parts so we should be about \$25,000 max.

**Sewer Enterprise Fund:** The Article asked to move from retained earnings \$250,000 for construction and engineering purposes.

**NEW BUSINESS:**

Mr. Santos explained with Amy's retirement, he pulled the old Business Administrator's job description and gave copies to the Board to review. Mr. Santos discussed it with Carrie and they want to make some adjustments to the description. Also, Carrie wanted to move it from the management scale to LATOSS but Mr. Santos does not want that because of the difference in monies. It is not a management position but the person will still oversee the office. The only manager in the department will be the Director. In order to move it from the management position to non-management, it has to go to the Board of Selectmen for approval and this cannot be done until the 23<sup>rd</sup>. Once it has been approved by the Board of Selectmen, it will be posted internally for a week and then externally. If you hire an internal person and they are a LATOSS step 4, they have to be paid that amount, no less. However, it is not a Union position.

Mr. Linton asked if the new position would require that person within a year to take classes to be a Procurement Officer as Amy was?

Mr. Santos stated that it will be a job requirement but there will no longer be a stipend with it, which is why we are still paying the Management wages.

Mr. Simao suggested changing the wording of the job description to say 'will supervise the office employees' instead of 'supervise 2-4 employees.'

Mr. Santos asked that the Board members send an email to him with their suggestions for changes on the job description and then he can bring them to Carrie and take it from there.

Mr. Linton suggested having someone who is already familiar with MUNIS.

#### **NOTES AND COMMNETS:**

Mr. Linton asked about the mower and if Capital approved it?

Mr. Santos stated that Capital had asked about leasing it over 3 years at \$44,000 and it looks promising but has not have been approved yet.

Mr. Santos mentioned the flashing electric signs that the Safety Committee would like in several locations in Town and he pulled the invoice for the one on Center Street and they cost \$18,900 each and are solar. Mr. Santos also spoke with Kathy from the School Department and she is going to see if there are any school safety grants in order to pay for this.

Mr. Santos explained that he met Brian Shameklis on East Street, by the Walgreens to look at the crosswalk he wanted to move but they decided it's going to stay where it is. The flashers in the road will be removed and the new flashing sign will be installed and it will be electric because it is already set up for that.

Mr. Simao thanked Mr. Linton for all his years of service on the Board.



Mr. Linton thanked everyone and wanted to acknowledge all of the DPW employees who do not get the recognition they really deserve.

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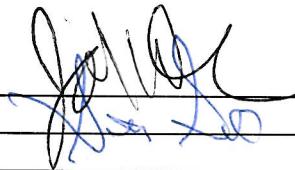
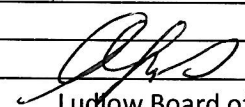
Mr. Santos thanked Mr. Linton for his 18+ years of service. Mr. Santos distributed a copy of the Register to the Board regarding the ballot question, stating he does not agree with dissolving the Board of Public Works.

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Mr. Linton commented to the residents that the Board of Public Works has done a lot of good things over the 18 years he has been apart of it. The Board started the Sewer Enterprise Fund which never really had to come out of the budget. They fought to keep the trash services and never wanted to charge of fee but were forced to and now the same people who forced them to charge of fee are now trying to get rid of this Board. The Board members have fought here and there but everyone is there for the benefit of the Town. It would be a shame to vote out this Board. The DPW has been working without a Director and now we finally have that voted so we don't need a PE anymore and I think the Town should give the next Board a few more years. Between the way the Chairman has worked this year and the accomplishments we have achieved over the last 18 years, I hope the Town votes to keep it.

**Moved by Mr. Linton, seconded by Mr. Davis to adjourn. Vote 4-0. All in favor.**

  
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Ludlow Board of Public Works