

BOARD OF PUBLIC WORKS  
DPW Conference Room  
198 Sportsman's Road, Ludlow, MA 01056  
SESSION MEETING MINUTES  
March 23, 2021

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\*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, Keith Ouellette, Alex Simao, Dan Soares

Also Present: Ken Batista

Members Absent: John Davis

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 #1021 from the Town Clerk re: reorganization of the Board.

**Moved by Mr. Simao, seconded by Mr. Soares to elect Mr. Santos as the Chairman. Vote 4-0. All in favor.**

**Moved by Mr. Simao, seconded by Mr. Ouellette to elect Mr. Soares as the Vice Chairman. Vote 4-0. All in favor.**

**OPERATIONS SUPERVISOR REPORT:**

**New Cemetery:** Mr. Batista informed the Board that the crew was at the new cemetery and had cleared the majority of the pine trees where the graves are going to be, in the lower half of the cemetery. They removed approximately 10-12 pine trees and 2 along the road. We did some trimming as well. Mr. Batista recommends not removing any more trees until the layout of the cemetery is complete. The crew also removed the old concrete that used to be for the approach to the tee boxes. We still need to demo the concrete slab that the building was sitting on and pump the septic system out and demolish that. The DPW does need to file a storm water permit so that we are in compliance. Mr. Santos asked if Mr. Batista was in touch with Paul Smith yet to get the corners laid out. Mr. Batista stated that he had not been in touch with Paul Smith, however, he did find 6 or the 7 survey points that Steve Fredryk had

laid out for the cemetery. So, we should be good to lay out what we need to lay out. Mr. Santos would like Mr. Batista to reach out to Paul Smith and have that laid out.

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**Paving Projects:** Mr. Batista stated that he met with the annual bid contractor for the bituminous and met on site with Murray Paving regarding the reclamation of the first four streets that we had on our list. Mr. Batista also spoke with Springfield Water to get all of their utilities pulled so that when we do the reclamation it will not be in the way. After speaking with Murray Paving, Mr. Batista was told they will not be ready to do those streets until the second week in May. They may be able to do Mountainview sooner but not Reynolds. Mr. Batista stated that Eversource gas wants a list of streets that we will be paving beyond what we already gave them. Mr. Batista will give them the list from last weeks meeting. They should not have any issues with our schedule. We do need an intergovernmental agreement in place to get reimbursement. Mr. Santos will reach out to the gentlemen from Springfield Water and Sewer in regards to the agreement. Mr. Batista is hoping that we will be on schedule for June.

**Center Street Project:** Mr. Batista asked if any of the Board members had a chance to go over to look at the entrance to Pond View Manor and Ideal Lane? Mr. Simao said he did. Mr. Santos stated that it is rough but it is what the elevations are. You would have to redo everything in there 30 feet and then reset the curbs. It is by plan; all the elevations are right. Mr. Simao stated that he did not think it was that bad. Mr. Santos agreed that he didn't think it was that bad either. Mr. Batista will reach out to the Board of Trustees and explain that it was built according to plan and changing it at this point would not be cost effective. Mr. Simao agrees.

**Pavement Markings:** Mr. Batista stated that there aren't a lot of markings companies out there and after speaking with Monique's secretary from Markings Ink, there is a mobilization fee associated with the work. Mr. Batista is not sure that the same crew that does the grinding, also does the pavement markings. If not, it would cost \$1850 to do the mobilization. It may be more cost effective to rent a grinder and do it ourselves. Mr. Batista reached out to K Five for a quote as well. Mr. Santos asked if there is a third vendor to get a price from? Mr. Batista reached out to MassDOT and was given Markings, Inc. and K Five. There are some vendors in New Hampshire and Connecticut that he can reach out to. Mr. Santos asked for Mr. Batista to reach out to a third vendor that's as close to Ludlow as possible so we can get the markings done.

**Sewer Lateral:** Mr. Batista stated that the DPW has been having a lot of issues with sewer laterals and they just repaired another one on Kirkland Avenue. When the water line was put in on Kirkland the compaction under the sewer later wasn't too good and it settled down about 3" and caused an offset in the clay. We had to remove the clay that had failed back to the sidewalk and replaced 14' with SDR35. We also found out that the main there is asbestos concrete so the one piece that we had at the main we had to have abated and the rest is SDR35. We shouldn't have any further complaints from the resident there. Mr. Batista also stated that the resident at 335 Sewall Street complained about the toilet was backing up and they have a bathroom in the basement. Fletcher had to camera it and we found about of foot of roots, which we repaired this morning. Mr. Ouellette asked if the resident owns to the property line only? Mr. Batista stated that the resident owns to the property line and then the Town owns from the property line to the main.

**Pump Station:** Mr. Batista reminded the Board that there still isn't a contract with Suez who was awarded the contract for the pump station maintenance. We are already 3 months behind because January was the only month that was done and that was by Weston and Sampson. Mr. Santos will look into that.

Mr. Santos asked Mr. Batista if he received a price to pave the driveway on Newbury Street. Mr. Batista asked Acme for a quote but has not received it yet and will reach out to them again. Mr. Santos stated that this was the driveway on Newbury Street that the DPW agreed to pave instead of putting the drain in.

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

**OLD BUSINESS:**

**Center Street Punch List:** Have not heard anything further.

**Trash Fee Implementation:** Mr. Santos read a letter from the management staff at Water's Edge Condominiums requesting that they receive one bill for the condominium association. Mr. Santos sent an email to Joe in the Assessor's Office asking if this would be possible. Bills should go out the end of the month.

**New Cemetery:** Mr. Santos thinks Kenny did a great job with this and agrees not to cut down any more trees right now. Mr. Santos was up there on Sunday and it was crazy because of the nice weather. A robo-call will probably be needed to be sent out once the contractor starts bulldozing because they are going to lose that parking area. We may need to put up signs and safety fencing. Mr. Santos asked Mr. Batista to get in touch with Springfield Water to see if the DPW can clear some of the trees next to the reservoir parking area and make sure we are not on their property.

**Rood Street:** Kenny gave the update on Rood Street.

**Budget:** The budget has not changed much. Mr. Santos will have an updated budget this week. Mr. Santos stated that he sent an email to Eric from the Finance Committee but has not received a response yet. Mr. Santos will also reach out to Capital Improvements to see if they approved the mower or not and he gave Mr. Ouellette an update on it.

**Sewer Plans:** No updates yet.

**NEW BUSINESS:**

Mr. Santos stated that he had not heard from any of the Board members regarding the old job description for the Business Administrator. He has been working with Carrie and the only thing that was taken out was the fact that it will become a non-exempt hourly position and come out of the Management scale. The hours and salary will remain the same. Mr. Santos asked the Board to read the updated job description and email any concerns to him. This will have to go to the Board of Selectmen



for approval because it's coming out of the Management level. Once we receive the Board of Selectmen's approval then we will advertise it internally first and then externally if necessary.

Mr. Simao asked if it has to be approved at Town Meeting also. Mr. Santos said no, just the Selectmen.

Mr. Santos stated that he received an email from Ellie after the last snow storm stating that the Selectmen were getting complaints about the Riverwalk having snow and ice on it. When I asked Mr. Linton about it before he left the Board, he stated that it was supposed to be closed for the winter months. Mr. Santos stated that with the pandemic we did go out there and snow blow it so people would have somewhere to walk. However, I had Jimmy pull the agreement with Westmass and it does have a section in it that the Town has to keep & maintain the Riverwalk within the easement area and agrees to keep it free of trash, debris, snow, ice and graffiti. This agreement was only signed by the Board of Selectmen and not by the Board of Public Works. Mr. Santos stated that the Town Administrator said there was a verbal agreement with the DPW that we would maintain it. Mr. Santos then asked the Town Administrator about the verbal agreement that the Riverwalk be closed for the winter because the DPW does not have the manpower or the equipment to keep up with it and she didn't remember that. Mr. Santos reached out to the Chairman of the Conservation Commission to ask what can be used for ice melt in the area. The Chairman was going to speak to Amherst and Northampton because they also have Riverwalk areas and they didn't really get an answer. It was then brought up on March 17<sup>th</sup> at the Conservation meeting and it was recommended that we use sand only on the Riverwalk and no large equipment, like a bobcat. That the DPW keep the entrances open. Mr. Santos will be attending the next Conservation meeting because he has some concerns about using sand there and how to spread it. There was some talk about non-toxic ice melt. Mr. Santos also has concerns about the aluminum fence and the light pole bases. Any ice control material is going to hit the aluminum and chip it and then it will corrode. Sand is not the best option because it would take a large amount of sand to cover it and then I can't sweep it so I would have to have crew blow it off with a leaf blower which is going to cause a canal after a couple of years which will trap snow and ice. After speaking with the Town Administrator, we may have to close it during the winter or put signs that say use at your own risk. We may need Conservation, ourselves and the Selectmen to agree on this. The snow we can use a snowblower but the ice is a problem.

Mr. Ouellette believes that the issue of who is responsible for this needs to be addressed first.

Mr. Simao stated that needs to be brought up with the Board of Selectmen.

Mr. Santos asked where the contract was that the DPW signed or the meeting minutes stating that the DPW agreed to it and nothing could be found. I was told that Kenny, Jimmy and the Director agreed upon it verbally. Mr. Santos reiterated that sand will be difficult because a bobcat cannot be used. If ice melt can be used then two guys can go out, one in the pick-up truck and one in the back with the spreader. Mr. Santos also stated that he cannot store sand anywhere to keep it dry.

Mr. Ouellette agrees that the sand is a safety issue because if you have a nice day and people are out on bikes, they could fall and then you open yourself up to law suits.

Mr. Simao asked when the DPW supposedly made this agreement?

Mr. Santos stated that the easement agreement was made November 3, 2015 between Westmass and the Town of Ludlow.

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Mr. Simao: Can we go back and look at the meeting minutes to see who did it? Mr. Simao was not on the Board at the time and Mr. Linton told Mr. Santos that it was never agreed upon.

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Mr. Santos said it was signed by Carmina, but can't read the other signatures and he will look into it further. Mr. Santos will meet with Conservation as well but he is concerned with the cost of a non-toxic ice melt. Regular ice melt cost \$600 per pallet and we will probably need  $\frac{3}{4}$  of a pallet every time we ice melt the Riverwalk. Mr. Santos will ask the Town Administrator if they want to spend possibly \$15,000 per year to keep the Riverwalk open?

Mr. Santos explained to Mr. Ouellette that if there are any questions or concerns, try to bring them under new business. If it does not get solved that same night, then it will be put under old business and it will stay on the agenda until it is taken care of. If there is a pothole issue, Mr. Ouellette can call the office but anything else just keep a list and bring to the next meeting. Mr. Santos also explained that there is a notes and comments section where you can bring up any comments made by residents or anything like that.

#### **NOTES AND COMMENTS:**

Mr. Simao asked why the gate at the reservoir was closed on Monday? Mr. Batista stated that the DPW did not have anyone working up there and wasn't sure why it was closed.

Mr. Simao stated everything was moving along nicely and we are ready for spring.

Mr. Soares asked about an invoice from Tyler Technologies, why the DPW was paying it?

Mr. Santos explained that the invoice is for the trash billing (MUNIS) and anticipates it will come from the funds generated from the trash fee.

Invoices to be signed.

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

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Ludlow Board of Public Works