

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

MEETING MINUTES

April 6, 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, John Davis, Keith Ouellette, Alex Simao, Dan Soares

Also Present: Ken Batista

First Order of Business: Pledge of Allegiance

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

**APPOINTMENTS:**

None

**CORRESPONDENCE:**

None

**OPERATIONS SUPERVISOR REPORT:**

**Crew Work:** Mr. Batista explained that the crew was out last week and this week doing lawn repair from the snow plows over the winter. Patch crew started with hot mix on Monday in downtown and on the county streets, behind Oakridge and hopefully down onto Fuller by the school this week. Mr. Batista urges the Board and residents that if you see anything, let the DPW know so they can patch it. He is hoping to have the crew over on Chapin Street by Harris Street also. Mr. Santos is hoping to get Fuller done in the fall if the Chapter 90 Funds are approved. Mr. Batista suggested starting at Cardinal Circle and then working back towards the intersection of Chapin. Mr. Batista also stated that the tree crew has been out every day working on service reports that have been building up over the past year or so. The crew is also opening the diamonds to get ready for the upcoming baseball season and painted all the athletic fields that will be used for the season. The crew started street sweeping, beginning in downtown. The cemetery crew started picking up flowers and doing grave repair.

**Miller Street Green Town Bridge:** Mr. Batista spoke with Matt Ferret from MassDOT and he is going to send a crew out to do an inspection on that expansion joint. They are going to check the barring's as well. Mr. Ferret stated that a bridge inspection was done last year and there wasn't anything significantly alarming there. Mr. Batista did let him know about the concrete falling and they did offer their services even though it is not a state bridge so the Town will be responsible for any repairs. Mr. Ferret will let Mr. Batista know what needs to be repaired and who would be able to help with the repairs. Mr. Santos asked if MassDOT was going to do the inspection for free. Mr. Batista said yes.

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**East Street Crosswalk by Walgreens:** Mr. Batista stated that Merlin Controls will provide a detailed estimate for Down to Earth. Merlin Controls is the contractor that is designing all the equipment for it and he is going to mirror after some of the crosswalks that were done in West Springfield. Mr. Santos asked if the Town could by directly from Merlin? Mr. Batista stated that Down to Earth is very flexible and whatever the Town wants to do, he will allow. If the Town wants to purchase all of the equipment from Merlin, we can and we can also assist Down to Earth any way that we can. Mr. Santos asked if Merlin was already set up as a vendor? Mr. Batista stated that the Town has purchased from them in the past like LED's lights.

**Winter Street/Warren Street Pavement Markings:** Markings Inc was low bid and I confirmed with Monique that there will be no mobilization fee assessed with that, that is just to cover them if it was a small job, they would charge a minimum but with the project being \$11,000+ there will be no mobilization charge. Mr. Batista did the procurement and Ellie signed off on it. Florence prepared the contract which you should have and needs to be signed off by the Board. Once that's complete, we can make an appointment to have them come in and take care of the project. We left all the items as a per square foot or square yard so that we are not locked into a number. This was also explained to Ellie. Mr. Santos asked if the grindings are coming from our budget? Mr. Batista stated they are but the quote included the grindings.

**Sidewalk Repairs:** Mr. Batista stated that he did measure some of the sidewalks that need to be repaired on Center, East and Sewall and it came to about \$8,000 in repairs. The annual bid contractor will be able to come out and do some of these repairs. Some of these are from last year and some can be dangerous if someone falls there. Mr. Santos thinks that the repairs should be done and will come out of the Streets and Road repair. There is still \$103,000 in that account. Mr. Simao asked if the tree issue on the corner of East and Winsor Street has been resolved. Mr. Batista stated it has not but he is planning on replacing about half dozen trees on East Street. **Moved by Mr. Soares, seconded by Mr. Simao to complete the sidewalk repairs per Mr. Batista's recommendation to cost approximately \$8,000. Vote 5-0. All in favor.**

**Duke & State:** Mr. Batista received a request from the resident on the corner of Duke and State and the sidewalk down there. The resident is having a plumbing issue there and he is willing to replace 100 feet of the sidewalk himself but he is asking the DPW if a handicap ramp going into the off-street parking lot there can be created and possibly a handicap parking spot. Mr. Santos stated that he has no problem with the handicap ramp but doesn't think the handicap parking spot on the street is a good idea. It would have to go through the Safety Committee as well. Mr. Ouellette asked if there is a handicap ramp on State Street already? Mr. Batista stated there is not one in the particular area. Mr. Ouellette agreed with Mr. Santos that a handicap parking spot in a parallel parking area is not a good idea. Mr. Simao also agrees with Mr. Santos. Mr. Soares agrees with Mr. Santos also. **Moved by Mr. Ouellette, seconded by Mr. Simao to allow the handicap ramp but not the handicap parking space. Vote 5-0. All in favor.**

**Moved by Mr. Simao, seconded by Mr. Davis to accept the Operation's Supervisor report as read. Vote 5-0. All in favor.**



## **OLD BUSINESS:**

**Center Street Punchlist:** Mr. Santos read a letter that was sent to Ms. Villano in 2020 regarding the traffic signals and signs. The letter was cc'd to Mike Suprenant and Mark Shea but was never relayed to anyone else, therefore we did not know about the 6-month warranty. Mr. Santos did add this to the Heavy Truck Exclusion and asked Jimmy to reach out to Mr. Oliveira for an update. Mr. Oliveira's email response was that they are still working on it and to reach out to the Traffic Bureau Engineer with any further questions. Mr. Santos asked Jimmy to reach out to... as well. Mr. Simao asked if there were any extensions given due to COVID? Mr. Santos stated that there weren't any extensions for this because it was only for businesses that were shut down.

**Trash Fee Implementation:** Nothing.

**New Cemetery:** Mr. Santos stated that work there has stopped while the DPW crew were getting the fields done but will get back out there as soon as possible. Mr. Batista asked Jimmy to contact Paul Smith. Mr. Santos asked Mr. Batista if he spoke with Matt from SWAC? Mr. Batista has spoken to Matt and he just needs to show him the plans of what the intentions are there.

**Rood Street:** Mr. Santos stated they are still working on the intergovernmental agreement but once that is drawn up and signed by both parties, Rood Street will be milled and paved. Mr. Batista stated that Palmer Paving is hoping to be out there by the 3<sup>rd</sup> week in April.

**Budget:** Mr. Santos explained that he and Jimmy completed the proposed sewer budget. It was consolidated a bit. A spreadsheet is being put together to see what can be added to retained earnings and that will designate where the sewer rate goes. The regular budget has been submitted and Mr. Santos and Jimmy will be attending the Finance Committee meeting on Monday. Hopefully we will have a preliminary budget by Friday, which will be emailed to the Board and then they can go over it.

**Sewer Plans:** Mr. Santos stated that Jimmy spoke to David Goncalves, we should have them this week with the bid specs. The specs will be emailed to the Board and then they can go over them next Tuesday.

**Business Administrator Job Vacancy:** Mr. Santos reached out to Carrie and there are two internal candidates right now. The posting closes April 14<sup>th</sup>. We can plan interviews on the 15<sup>th</sup> and then the week of the 27<sup>th</sup> the Board can decide. It is posted internally and externally.

**Transfer Station Stickers:** Mr. Santos spoke with the office staff and they were not comfortable staying in the office until 6:00 pm by themselves, so we decided to try and extend the office hours to 4:15 Monday through Friday. Mr. Santos tried to do the robo-call Friday but was too late so he is going to try and do one on Wednesday letting residents know that the brush facility is now open and the sticker hours have been extended to 4:15 pm. Mr. Simao asked if Mr. Santos could also add that residents need a sticker for the compost also. Mr. Santos agreed he will take care of that. Mr. Batista stated that last week the window was very busy selling stickers. The compost facility is open Wednesday through Saturday.

**Sidewalk Repairs:** Kenny already gave us that.

**Capital Improvement:** Mr. Santos spoke to the Chairman of Capital and the mower has been approved. Also, Hill Terrace was approved through Chapter 90. Mr. Batista stated that the crew has been out there marking all the sewers, tomorrow they will mark Reynolds Street. Mr. Batista recommended doing May Road as well while they are out there and it could possibly come out of the DPW budget but he will get the figures for it. Mr. Santos stated that it would not be in the budget. Mr. Batista stated it could come from Chapter 90 but doesn't think it will be more than \$30,000. Mr. Santos asked if it will be mill and paved? Mr. Batista stated just repaved. Mr. Santos stated that this is why the Pioneer Valley study is important because there are roads in Town that are deteriorated more than May Road. Even though he understands the logic, the budget can only be stretched so far. The other reason he does not want to take it out of the budget is because he would like to do some crack sealing and line striping with some of the budget money. Mr. Batista stated that because they do not have an annual bid contractor, they will have to get quotes for all of the line striping that needs to be done beforehand. Mr. Santos does not want to take it out of the budget and would rather use it on crack sealing at least. Mr. Batista stated that traditionally they use Chapter 90 for crack sealing but if they want to use the budget funds that was fine also. Mr. Ouellette asked if May Road was a dead end? Mr. Batista stated it is a dead end. Mr. Santos asked if there are 5 houses on the road? Mr. Batista stated probably 5 or 6 and that the road probably has the original blacktop when they did the subdivision. Mr. Ouellette states that might be something they consider next fiscal year and put that money towards a more heavily traveled road for now. Mr. Santos asked about Chapin Street? Mr. Batista stated that is going to be about \$90,000. The Board agreed to hold off on May Road for now.

#### **NEW BUSINESS:**

Mr. Santos read a letter he received from Ms. Villano on April 2<sup>nd</sup> requesting a quarterly meeting with the Board of Selectmen on May 4<sup>th</sup>. Mr. Simao asked if the Selectmen could come to the DPW instead of the Board of Public Works going to Town Hall. Mr. Ouellette stated that the meetings should be alternated every other one. Mr. Santos will check with Ellie on location.

Mr. Santos spoke with Ellie about the surplus vehicles out back, there are three or four from the Senior Center vans, the old...from the Building Department, there is a Taurus, there's an Old Crown Vic, a van from the Ludlow Housing Authority... Some of those can go out to Munibid for surplus equipment. Mr. Santos will speak to Ellie to see if that has been posted. The rest of them, we will get the title for them and then call a wrecker to remove them.

Mr. Santos asked Mr. Batista if he heard anything about the propane tanks and Mr. Batista stated that Rich is working on that. The crew did clean up a lot of the stuff in the back and put most of the metal behind the building. There is also a 1998 Chevy one-ton dump truck that has a rotted frame that will go in surplus equipment.

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

Invoices to sign.

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

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