

BOARD OF PUBLIC WORKS
DPW Conference Room
198 Sportsman's Road, Ludlow, MA 01056
MEETING MINUTES
May 4, 2021

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TOWN OF LUDLOW

*Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, MGL c. 30A Section 18, and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ludlow Board of Public Works will be conducted via remote participation to the greatest extent possible.

Members Present: Steve Santos, Chairman, Keith Ouellette, Alex Simao, Dan Soares

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:

None

OPERATIONS SUPERVISOR REPORT:

None due to Ken Batista unable to attend the meeting tonight.

OLD BUSINESS:

Center Street Punchlist: Mr. Santos has not spoke to Mark Shea recently but the only thing outstanding is the sidewalks. Replacing sidewalks is still in discussions. The light is fine. Smaller signs have been ordered because we were unable to find brackets to hold the larger signs in place. The drainage issues are all set. The letter was sent to the condo's and that seems to be all set.

Trash Fee Implementation: Mr. Santos read an email from Joe that he received yesterday with different options for the billing issue. We will be discussing this with the Board of Selectmen tonight at that meeting.

New Cemetery: Nothing.

Rood Street: Mr. Santos spoke to Springfield Water & Sewer and was told they are waiting for the bid from our annual contract from the paving company which has not been sent back to the DPW from Town Hall as of yet. As soon as that comes back it will be sent over to Springfield Water & Sewer.

Budget: Mr. Santos distributed the updated budget to the Board. No significant changes. A few problems arose with some equipment. The transfer did go through from the School Department for public works supply. A large order will be placed for bases, lining materials, soccer flags, etc. The fields will be worked on this week.

Sewer Plans: Bid documents did go out. Seventeen contractors have pulled the plans so far. The pipe is the only thing that may adversely affect us because it's doubled in price.

Local 98 Negotiations: Nothing back from the Board of Selectmen yet to get this started.

PW-3 Posting: It is external but no applicants as of yet.

Moore Street Drainage Swale: Kenny is going to get some pictures and give us a report on it. Mr. Santos will take a ride by there as well. Mr. Ouellette suggested that the DPW consider putting a precast concrete drainage swale in there. Otherwise, you will need to rip rap it and then every spring you will need to go in there and remove all of the debris from the fall. Mr. Santos only concern is the road is narrow and there will still be water there. We will let Kenny do some more investigating.

Business Administrator Position: Mr. Santos stated that Ms. Ribeiro notified him that Nicole Parker is requesting a step V for the position which is \$58,593. She is currently making \$55,000 and will not take less than that. Currently the internal candidates are making \$52,936.52. Mr. Santos did state that Nicole does not have her MCPPO certificate yet. She has applied for it but does not currently have it yet.

Moved by Mr. Simao, seconded by Mr. Ouellette to send a letter to Nicole Parker thanking her for coming in to interview but letting her know that another candidate has been selected and to offer Ann Converse the Business Administration position. Vote 4-0. All in favor.

Mr. Santos reminded the Board that Ann will be starting at a Step IV, which is \$55,147.

Moved by Mr. Simao, seconded by Mr. Ouellette that Ms. Converse will start at a Step IV \$55,147. Vote 4-0. All in favor.

NEW BUSINESS:

Mr. Simao stated that he has been at the Transfer Station over the course of the last few weeks and they are having issues with people and their stickers. They have been very rude and yelling at the employees. A policy is needed to instruct employees what they need to do and what the residents need to do. Mr. Simao suggested writing down the plate number of the vehicle and getting the police involved. Mr. Ouellette asked if the employee at the transfer station is working by themselves. Mr. Santos stated they are not, there is usually two. Mr. Simao stated that in the back there is only one employee. Mr. Santos stated that there are rude people everywhere, the Police Department gets them, the DPW gets them. However, there was one incident that we are looking into where the residents stated he had a sticker but it wasn't on the vehicle and the DPW employee told him that if the sticker is not on the vehicle, then he couldn't dump anything. The resident insisted that because he was a tax payer and couldn't find the sticker and he was going to dump anyways. The employee took pictures of the resident dumping and reported it to Mr. Santos. Mr. Santos spoke with the Police Department and was told there was several things they could do but to check first and see if he paid for a sticker. Mr. Santos did look into this and the resident did pay for a sticker so it is not considered 'illegal dumping'. Mr. Santos agreed with Mr. Simao that something needs to be done about this because they do have a

policy that the sticker must be displayed on the vehicle in order to dump at the transfer station. Mr. Santos is having Kenny to see what they have done in the past. Mr. Santos is concerned because it is difficult enough to get employees to work over time over there and now if they are constantly getting yelled at then we may have to close the facilities all together or increase the price of the sticker and have an officer over there every week. Mr. Simao suggested speaking with the employees to be sure they are all on the same page as far as how to react to these types of situations. Mr. Santos stated that this has already been done and they are aware not to interact if the resident becomes confrontational. Just take picture of the plate and the person dumping the trash and let the proper authorities know. Mr. Simao would also like a policy where the resident is called into a meeting and then we get their side of the story and take it from there. Mr. Santos suggested first offense a letter stating the policy of displaying the sticker on the vehicle. The second offense should be revoking the sticker for a year. If they still come back then we have legal recourse after that. Mr. Santos will get a draft letter and the Board will discuss further. Mr. Ouellette asked if there were security cameras out there. Mr. Santos stated that there are cameras there but they need to be checked to be sure they're all working.

Mr. Soares stated that the public is not going to want to pay higher prices for a Police Officer to be on sight. Mr. Simao stated that there needs to be a better system as to what people are dumping also. Mr. Santos would like to have two employees in the front and two employees in the back but is not sure he will be able to do that.

NOTES AND COMMENTS:

Invoices to sign.

Moved by Mr. Simao, seconded by Mr. Soares to approve and sign Board of Public Works Meeting Minutes of March 9, 2021 where Mr. Santos, Mr. Davis, Mr. Simao & Mr. Soares were present. Vote 3-0. All in favor.

Mr. Santos read the letter sent to Ms. Moylan and the Safety Committee.

Mr. Santos stated that \$583,270.12 will be reimbursed to the DPW within 15 days for the Chapter 90 funds. That will close out various roads three 2020.

Mr. Simao stated that he watched the Board of Selectmen's meeting that the Board of Public Works attended and wanted to tell Mr. Santos that he did a great job.

Mr. Santos stated that it was a very cordial meeting and he was pleased with it overall.

Mr. Simao suggested getting the Riverwalk issues on the agenda and begin discussing it.

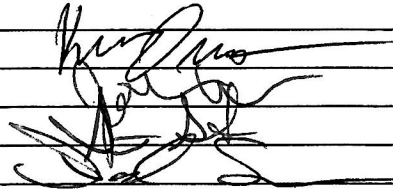
Mr. Santos stated that the Board of Selectmen want this area maintained and the only way to do that is the same way they have been doing it.

Mr. Simao believes they should put a sign up saying it is closed for the winter and then try to maintain it.

Mr. Ouellette agrees that it's not easy to maintain without proper staff.

Mr. Santos stated there will be a liability issue not matter if it's posted or not. The plowing is not a problem it is the de-icing that he's concerned about as well as the financial part. He will bring this back to Ellie for further clarification.

Moved by Mr. Simao seconded by Mr. Ouellette to adjourn. Vote 4-0. All in favor.

A handwritten signature in black ink, appearing to be "K. Santos", is written over four horizontal lines.

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