

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

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2021 JUN 16 P 1:32

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, John Davis, Keith Ouellette, Alex Simao

Members Absent: 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:

Mr. Santos read the correspondence letter #1025 from Robert J. Murty & Thomas Rouleau regarding the storm water grate. Mr. Santos asked Mr. Batista if he was aware of this and Mr. Batista was not. Mr. Santos asked Mr. Batista to take a look at it tomorrow. **Moved by Mr. Simao, seconded by Mr. Davis to file. Vote 4-0. All in favor.**

OPERATIONS SUPERVISOR REPORT:

Eversource Gas: They will be installing a new medium pressure gas main starting at 73 Center Street and will continue down to 149 Center Street, then the south side of Joy Street & down Rodger's Avenue to the dead end. The low-pressure gas main on the north side of 21 is going to remain in place. They will also be putting a tail down Hubbard Street to facilitate future expansion of that gas main. They will go just short of the medical complex on Hubbard Street. This project will take about 3 months. They have a permit for the Center Street, Joy Street and Rodger's Avenue; however, they will also be connecting to individual homes and he does believe they should have a permit for each of these as well and wanted to be sure the Board agrees. The Board did agree with Mr. Batista. Mr. Santos asked if they were taking the main out from under the sidewalk and putting it in the road. Mr. Batista stated they are not doing that because it's a low-pressure main. They have a medium-pressure main on the southside of Center Street and they are going to be continuing it. They will be occupying a portion of our public way. Mr. Santos asked if they have a plan as to where the rest of the utilities are so there is no conflict. Mr. Batista stated they do and the DPW is going to go out and mark them as well because there is sewer and drain in that area. Mr. Santos asked if the sewer in the southbound lane is deep? Mr. Batista said it

is deep. Mr. Santos asked if they will have detour set up? Mr. Batista stated they will have a pre-construction meeting with them and the Police to determine that. Mr. Santos asked to clarify their hours of operation also. Mr. Batista stated that they will verify all of that and a public announcement will be put out also. Mr. Santos asked for a couple of message boards to be put out as well to warn people beforehand. Mr. Batista will have that taken care of. Mr. Ouellette suggested doing a robo-call for that. Mr. Santos asked when this will begin. Mr. Batista stated it will probably be about 3-4 weeks before they begin.

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Crew Update: Mr. Batista stated that two employees have been in the cemetery mowing and an additional employee has been at the outside cemeteries mowing as well. We have two employees that have been completing tree work assignments. On Monday's one employee is removing all the trash from the parks, the Riverwalk and Town properties. On Tuesday's one employee is doing pothole patching when necessary. Wednesday through Friday, that same employee is doing the compost facility. One employee is doing street sweeping. Three employees are mowing and lining the athletic fields. Irrigation has been checked to be sure everything was working. Some repairs were also done at Whitney Park on the bleachers at the baseball diamond and replaced the venting in the outside bathrooms. There is one additional employee as a floater who is assigned where we need them. One employee is still out on Worker's Comp. We have been averaging about 11 employees but as summer approaches we will have more taking vacation.

New Cemetery: The DPW demoed the pad and all of the blacktop anything related to the Golf Course. There were two pillars left to be used to affix the new cemetery sign. Sherman & Frydryk has still not responded to us about doing the layout, so not sure if you want to pursue a different engineering company.

Electric Park: This will have to be pushed out about a month because the contractor for the annual bid backed out. The reclamation will not happen until about mid-June and then the paving will be after that. A. Martins will begin lowering structures next week. Florence will send out a letter letting the residents know what will be going on over there. The Markings, Inc. contract has not been sent back yet so once that comes back, we can get that work scheduled for Winsor Street. Springfield Water and Sewer has been notified by email of Palmer Paving's contract so they can get that agreement in place for the milling and paving of Rood Street. It was held up at Town Hall for a while. Now the intergovernmental agreement should move forward.

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 Punchlist: Nothing. Mr. Santos has not heard anything about the sidewalks or the heavy-duty truck exclusion. Mr. Santos asked if the Board had concerns about Center Street other than the two mentioned above. Mr. Simao asked about the signs coming out of McDonalds for no trucks going down Cherry Street and no right turn. Mr. Batista stated there was a sign on the other side but not near McDonalds. Mr. Santos asked if that came from the Safety Committee or another Board Member? Mr. Simao stated that it was discussed at the Safety Committee and mentioned by a Board member as well. Mr. Santos asked if the Safety Committee agreed with it? Mr. Simao stated that he believes they agreed with it but he doesn't recall that it was voted on. They just want the signs replaced that were there when the project was started. Mr. Ouellette asked about eliminating the "no turn on right" sign coming

off of Cherry Street. Mr. Santos stated that the residents paid \$426,000 for the traffic study and if the signs were approved it should be fine to do that but we cannot eliminate signs. Any signs that were not in compliance with MASSDot were taken down and will not be replaced. Mr. Santos will look into this further.

Trash Fee Implementation: Mr. Santo spoke to Joe last week and they are probably going to print them and send them because it's not working with Munis. Mr. Santos also gave the Board of Selectmen an update last week. It is going to be a little more manual this way but at least they will go out by the end of the fiscal year. The funds were transferred from Free Cash in order to cover the trash costs and then once the trash fee is collected, it will be transferred back into Free Cash.

New Cemetery: Kenny gave an update on this.

Rood Street: Waiting for the intergovernmental agreement for water & sewer. Mr. Santos did express concern that it is town wide because there are two water services they will have to do. So, you don't want it to be project specific.

Budget: Mr. Santos did ask Maria to enter all of the invoices even they are unsigned in order to keep track of the budget. Hopefully we can figure out what we have left for money. So far Public Works supplies is good and our regular overtime is good so we will start expending that. Forestry overtime and contracted services are over.

Sewer Plans: The memorandum is out. It closes on the 13th of May.

Local 98 Negotiations: Still waiting to hear back from Town Hall.

PW-3 Posting: That is due the close of business tomorrow. There is one applicant thus far. This is an applicant we had before but he was short his licenses but now has them. He was interviewed before and was a strong candidate. Mr. Santos does not believe he will need to be interviewed again. The applicant is due to start ASAP. Mr. Batista stated that he was summer help but you could ask him to do anything. He was very focused and a very good employee.

Moore Street Drainage Swale: Mr. Santos stated that Jimmy pulled the GIS and it was presented to the Board. It was difficult to see but it looks like it's right at the edge of the road.

Transfer Station Violation Letter: Mr. Santos read the letter that was written regarding the resident who dumped without a transfer sticker on his vehicle to the Board. There have been several issues at the compost facility and the transfer station regarding irate residents. Mr. Santos read the violation letter to be sent to the resident. Mr. Simao asked to change the letter so the resident has the opportunity to come in and explain him or herself before suspending their sticker for one year. Mr. Ouellette stated that he thinks it should be one year suspension after the second offense. Mr. Batista stated the sticker should be on the driver's side of the vehicle and visible to the DPW workers. **Moved by Mr. Simao, seconded by Mr. Davis to send the letter to the taxpayer. Vote 4-0. All in favor.**

NEW BUSINESS:

Application for Drain Layer's License for Jeffrey Lussier. Mr. Santos asked Mr. Batista is he has checked his references yet? Mr. Batista stated that he has not done that yet. **Moved by Mr. Simao, seconded by Mr. Davis to table until next meeting. Vote 4-0. All in favor.**

Mr. Davis asked if the section of Church Street where the snow was pushed up could be cleaned up. Mr. Batista said it will be done.

Mr. Santos discussed the request of Chapter 90 funds for May Road for approximately \$42,543.23. Mr. Santos suggested taking this out of the budget rather than requesting Chapter 90 funds. Mr. Simao asked if the would be okay if they took it out of the budget? Mr. Santos stated that the budget should be fine, but the Chapter 90 funds can be used. **Moved by Mr. Simao, seconded by Mr. Ouellette to use Chapter 90 funds to do May Road. Vote 4-0. All in favor.**

Mr. Santos stated that there are two applicants for Summer Help and it will close on Friday.

Mr. Santos stated that at the quarterly meeting it was brought to his attention that they are requesting the position as Director be modified to also be the Facilities Manager. Mr. Santos stated that the DPW needs a full time Director to run the department and not working 20+ hours trying to fix old buildings. The job description was given to the Board. Mr. Simao would like to know what else would be involved with this position, such as additional staff, a company car, more office space etc. Mr. Santos would like to look into this a little more and see if there are any surrounding communities that have something similar to this. Mr. Santos also wants to know where the money for the Facilities Manager will come from as well. Mr. Ouellette stated that having one person do both jobs is not going to be possible.

NOTES AND COMMENTS:

Invoices to sign.

Mr. Ouellette asked if we are milling and paving Fuller Street? Mr. Santos said he is not sure but he thinks some of it is reclamation. Mr. Ouellette asked if at the cold join on Rood and Church Street can be fixed while they on Fuller Street. Mr. Santos stated that he would like to do from stop sign to stop sign by milling and paving to the covert. Mr. Santos also stated that he likes to use the budget money for the smaller jobs like this because doing a Chapter 90 request is more work then necessary. Mr. Santos will add this to the Fuller Street project.

Mr. Santos stated that the DPW is getting a lot of calls regarding the calendars for dual stream recycling. Florence contacted Waste Management and received an updated one which was given to Gary to put on the Town's website. Robert's printing can print 500 sheets for \$148, which will be 1000 calendars on cardstock, not magnetic. Mr. Santos approved this but they will not be mailed out to the residents, only handed out at the window when requested.

Mr. Santos stated that Jimmy brought 15 contracts back from Town Hall and a new contract list will be printed up as well as letters which will be sent out to the vendors.

Mr. Santos explained that the material recycling advisory board gains credit for the amount of recycling we have even though we now pay them. For every 2 points, the DPW gets \$1.00 and they had 4800 points which is equal to \$2400. They decided to use that money towards the plastic bins, which was \$3456.00, which comes from Public Works Supplies and will stay in our budget.

Mr. Santos stated that the Town Meeting last night was very productive and he was satisfied. The DPW was able to combine all of the articles we had in place into one. This was for a total of \$413,797.28. We also transferred \$300,000 from retained earnings into that for a total of \$713,797.28. They approved our state Chapter 90 funds of \$694,010. The contract with the State when the reimbursements are done was fine. Appropriations for the land fill closure will no longer be necessary because it will be put into the budget. It is going to be about \$10,000 for all of the monitoring and will be in the budget going forward. The Finance Committee decided to cut some of the budget that was already approved by the Board of Selectmen. They want to take \$50,000 out of the DPW's budget by taking the MS4 position out and over time on the Forestry. We will have another \$46,000 in contracted services. Mr. Santos authorized overtime. Tonight, three employees stayed in and two were mowing at the cemeteries to keep up with them. The infield at the little baseball diamond at Vets Park is being reconstructed and the employee was there until 5:30. This field will have to be closed for a little while the turf takes. We are probably going to just sod it. We are having a difficult time keeping on top of the fields for the schools and Mr. Santos has received numerous emails from Mr. Brillo about this.

Mr. Simao asked when Ann starts at the DPW? Mr. Santos read the letter from HR to Ann stating that she will begin at the DPW on June 1, 2021. Mr. Santos spoke with the Building Inspector and they agreed that Ann would work 3 days at the DPW and 2 days in the Building Department until someone is hired for the Building Department.

Moved by Mr. Simao, seconded by Mr. Davis to approve and sign Board of Public Works Meeting Minutes of February 2, 2021 where Mr. Santos, Mr. Davis, Mr. Simao & Mr. Soares were present. Vote 3-0. All in favor.

Moved by Mr. Simao, seconded by Mr. Davis to approve and sign Board of Public Works Meeting Minutes of February 23, 2021 where Mr. Santos, Mr. Davis & Mr. Simao were present. Vote 3-0. All in favor.

Moved by Mr. Simao, seconded by Mr. Davis 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.

Moved by Mr. Simao, seconded by Mr. Davis to approve and sign Board of Public Works Meeting Minutes of March 16, 2021 where Mr. Santos, Mr. Simao & Mr. Soares were present. Vote 3-0. All in favor.

Moved by Mr. Ouellette, seconded by Mr. Simao to approve and sign Board of Public Works Meeting Minutes of March 23, 2021 where Mr. Santos, Mr. Ouellette, Mr. Simao & Mr. Soares were present. Vote 3-0-1. One abstention.

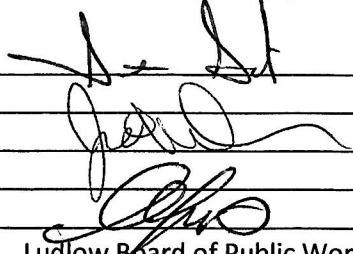
Mr. Santos stated that the December Cemetery Commitment is \$14,100. Mr. Simao asked how many plots were still available. Mr. Santos stated there are approximately 38 left in that section. Mr. Simao asked how much they cost? Mr. Santos stated they are now \$1,000 each for Island Pond and the new cemetery. **Move by Mr. Simao, seconded by Mr. Davis to accept the December Cemetery Commitment of \$14,100. Vote 4-0. All in favor.**

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

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