

BOARD OF PUBLIC WORKS
DPW Conference Room
198 Sportsman's Road, Ludlow, MA 01056
MEETING MINUTES
May 18, 2021

RECEIVED
TOWN CLERK'S OFFICE

2021 JUL 21 P 1:57

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

Members Absent: John Davis & 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 #1026 from Tammy Turcotte announcing her resignation as Maintenance person at the DPW as of May 31, 2021. Mr. Santos read the agreement between Ms. Turcotte and the DPW. **Moved by Mr. Simao, seconded by Mr. Ouellette to accept the letter of resignation from Tammy Turcotte and to send a letter thanking her for her years of service with the DPW. Vote 3-0. All in favor.**

Mr. Santos read the correspondence email #1027 from Maria Cooney announcing her resignation from the DPW as of May 27, 2021. **Moved by Mr. Simao, seconded by Mr. Ouellette to file. Vote 3-0. All in favor.**

OPERATIONS SUPERVISOR REPORT:

Mr. Batista was unable to attend the meeting tonight.

Work Crews: Mr. Santos stated that the work crew is out attending to tree service reports on a daily basis over the past week. They have been repairing the Vets Park baseball diamond as well as the High School diamond. They have been mowing parks and athletic fields as well as Island Pond Cemetery. The sweeping operation has been suspended for now. There is no road work going on right now. The cemetery will be weed wacked this week will Memorial Day coming up. The crews are straight out right now.

Center Street Punchlist: On May 14th, the Assistant Town Engineer and Kenny walked the entire street. MassDOT and the General Contractor also walked the project the same day. There are almost 500 panels that have to be replaced and MassDOT is requesting that the contractor replaced them. Failure to replace the panels could result in the contractor doing any MassDOT projects in the future. Mr. Santos explained that the panels are spalling. Mr. Santos asked about the signs and they asked that the signs not be done until the job is completed and closed out. Everything else should be all set.

Eversource Gas: Mr. Santos read the letter for the detour plans for Center Street. Everything should be patched by Friday. Mr. Shameklis will review the detour plans and then we should be all set. Mr. Simao asked when they will begin? Mr. Santos stated that they will start next week beginning on Rodgers and Joy. Mr. Santos will ask if Eversource Gas was still using Fletcher to look at the lines with cameras like Columbia Gas used to do. Mr. Ouellette also asked if they could do this post construction to be sure there isn't any damage to the laterals. Mr. Santos stated that that is how Columbia Gas used to do it so he will find out if Eversource will continue that.

Electric Park: Mr. Santos stated that Kenny told him that A. Martins Construction will begin lowering structures on Thursday. He will be well ahead for the reclamation. There are 72 structures that need to be lowered and plated. Water and Sewer and Eversource Gas have already been out there.

Moved by Mr. Simao, seconded by Mr. Ouellette to accept the Operation's Supervisor report as read. Vote 3-0. All in favor.

OLD BUSINESS:

Trash Fee Implementation: Mr. Santos stated that he did not go to the meeting on Friday however, Ann did go to the meeting for me. They wanted the DPW to do all of the billing and keep the spreadsheet. Mr. Santos sent an email to Ellie and asked for clarification. He is concerned about collecting these funds being shorthanded. There are 7,000 envelopes to be stuffed with 4 pages and then stamped and mailed out. Mr. Santos also needs to know where the cost of these bills being sent out is coming from as far as the DPW's budget. It is probably going to cost about \$4,000. Town Hall is going to help get these out. The DPW does not have a secure place to accept these payments either. Mr. Santos read an email from Joe at the Assessor's office in regards to this. Mr. Simao asked to clarify why the Tax Collector did not want to collect the money for this? Mr. Santos stated that he is under the impression that he is too busy to do it. The DPW has never collected the sewer fees either so not sure why they would collect the trash fee. Another line is going to be added stating that this bill is for services rendered from July 1, 2020 through June 30, 2021. We are unsure when the bill for next year will go out at this point. Mr. Santos will keep the Board up to date as he gets information.

New Cemetery: Mr. Santos stated that nothing came back from the surveyor yet. Jimmy gave Don Frydryk the plans already. The next step will be the septic system which will be done on the next rain date. Mr. Santos read an email from Andrea at the Board of Health regarding the Mass General Law about the use of a cemetery and receiving written approval by the Board of Health. Andrea Crete stated that the Board of Health will be having a meeting to discuss having a public hearing for the Board of Public Works on June 8th to discuss the cemetery. The DPW will have to notify the abutters in advance. Jimmy will get a list of the abutters.

Rood Street: Nothing yet on the intergovernmental agreement.

Budget: Looks good and keeping it in check. Year end transfers are due next Tuesday. You can be over in your line items but not in your department.

Sewer Plans: The bid opening was May 13th and the results were handed out to the Board and read by Mr. Santos. All of the projects can be done with what we have out of retained earnings.

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

PW-3 Posting: One applicant and he has already been interviewed. He has a physical set up for Wednesday and can start Monday if approved by the Board. **Moved by Mr. Ouellette, seconded by Mr. Simao to hire Mr. Hebert as a PW-3, step 1 at the DPW. Vote 3-0. All in favor.**

Moore Street Drainage Swale: Mr. Santos went up there and found some of the property pins which are behind the poles. Some of the coverts need to be cleaned out. They would have to dig out at least a foot to do the rip rap and Mr. Santos does not think that's possible right now. Mr. Ouellette also took a look at it and the pipe closer to Center Street is almost completely blocked. Mr. Ouellette asked if they could jet that pipe because thunder storm season is about to begin? Mr. Santos will check into it to see what can be done.

Application for Drain Layer's License for Jeffrey Lussier: Mr. Santos has not seen anything with this and is unsure if he is getting additional references as requested. Therefore, this will be on hold until additional references are received.

NEW BUSINESS:

Request from Safety Committee for second liaison from Board of Public Works: Mr. Simao stated that the meetings are usually the 2nd Thursday of every month at Town Hall at 5:00 p.m. The meetings run about an hour and they take the summers off. **Moved by Mr. Ouellette, seconded by Mr. Simao to table this until the next meeting. Vote 3-0. All in favor.**

Safety Committee Update: Mr. Santos read a letter from the resident at 1400 Center Street regarding a tree blocking their view when pulling out of their driveway. Mr. Ouellette asked if this is considered a town tree? Mr. Santos stated that it is. Mr. Ouellette stated that he would hate to cut down a healthy tree and not replace it. Mr. Simao suggested going back to the Safety Committee and see how many accidents have occurred there before proceeding with anything. Mr. Santos stated that he would rather put up a sign that says "blind driveway ahead" because there are too many speeders on that street. Mr. Simao asked to send a letter to the Safety Committee requesting a sign there. **Moved by Mr. Simao, seconded by Mr. Ouellette to send a letter to the Safety Committee requesting a "Blind Driveway Ahead" sign to be posted in that area. Vote 3-0. All in favor.**

Mr. Simao stated that the Safety Committee discussed Maria's Way because cars speed down Miller Street and they would like to put a sign there as well stating "blind drive" or something like that. Mr. Santos believes that is more of a Police issue and needs more enforcement. Mr. Ouellette agrees that a sign is not going to stop people from speeding. Mr. Santos would like to know if there is a way to decrease the speed limit to 25 instead of 30 and then have it enforced by the Police. The Safety Committee should recommend this, not the Board of Public Works. Mr. Santos will look into this and will speak to Brian Shameklis.

Mr. Simao stated that the Safety Committee received complaints from residents about Center Street near Haviland Pond and the use of Jake Brakes. They would like a sign stating "Jake Brakes are Prohibited". Mr. Ouellette believes that this would have to be town wide not just in one area. Mr. Santos stated that Center Street is a main road to the Mass Pike entrance and doesn't believe it can be enforced there anyway. 2021 JUL 21 P 1:51

Mr. Simao stated that the Safety Committee is requesting the DPW to increase the guard rail at 1528 Center Street, near Bondsville Road. Mr. Santos will send someone out to take care of that.

Mr. Simao let the Safety Committee know that the crosswalk at Chapin Street will be done, the contract was just signed by the Board of Public Works.

Summer Help Job Posting: Mr. Santos stated that there were two applicants but one was hired at the Golf Course. The second applicant, he reached out to and that applicant was unsure he wanted to move forward with the DPW. The ad was put on the Town's website and Facebook to try and attract more applicants. Mr. Santos read the ad. Mr. Santos stated that they have been advertising for three weeks now.

Senior Clerk Job Posting: Mr. Santos stated that he asked Carrie to post the job right away and it will be posted for 7 days internally. If no internal applicants apply then it will go out to external applicants.

NOTES AND COMMENTS:

Invoices to sign.


Mr. Santos asked if any of the Board members received any information about Facilities Managers? Mr. Simao stated that he did not.

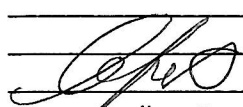
Mr. Santos stated that the trash calendar is now available at the DPW if someone requests it.

Mr. Simao asked if they were up to date on all of the contracts. Mr. Santos stated the only one left is Markings, Inc. and he will bring that over to Ellie.

Mr. Santos stated that he spoke to Brian about the crosswalk and getting that completed when they do Winsor.

Moved by Mr. Simao, seconded by Mr. Ouellette to adjourn. Vote 3-0. All in favor.





Ludlow Board of Public Works