

Board of Public Works

Meeting Minutes

June 1, 2021

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2021 OCT -1 A 10:58

TOWN OF LUDLOW

Members Presents: Stephen Santos, Alex Simao, John Davis, Keith Ouellette

Members Absent: Daniel Soares

Also present: Ken Batista

At 6:00 PM Mr. Santos called the meeting to order.

All present stood for the Pledge of Allegiance.

APPOINTMENTS:

None

CORRESPONDENCE:

Mr. Santos read the correspondence letter #1028 from Philip Brodner regarding sewer back-up at 25 Chapin Street. Mr. Batista questioned whether it was known what caused the back up. There have been similar problems in that area in the past. **Moved by Mr. Simao to send it to the insurance company, seconded by Mr. Davis. Vote 4-0. All in favor.**

Mr. Santos read the correspondence letter #1029 from Mr. & Mrs. Teixeira regarding the same back-up at 19 Chapin Street. This appears to be similar to previous complaint. **Moved by Mr. Simao to send to the insurance company, seconded by Mr. Davis. Vote 4-0. All in favor.**

Mr. Santos discussed correspondence #1030 which is regarding a request for tree removal. It was voted to have the tree removed. The tree has been marked and a sign was put up. There is some push back from a neighbor. Mr. Santos says that he will reach out to him. **There was a motion to file letter #1030 by Mr. Simao, seconded by Mr. Davis. Vote 4-0. All in favor.**

Mr. Santos discussed correspondence letter #1031 regarding a request made by the Safety Committee to have a "no jake brakes" sign placed on the northbound side of Center Street. It has previously been decided that the sign would not be installed. **Mr. Simao made a motion to file the letter, seconded by Mr. Davis. Vote 4-0. All in favor.**

Mr. Santos discussed correspondence letter #1032 regarding a request to repaint the crosswalk on Chapin Street at New Crest Street. It had been discussed with Mr. Batista and the department will be moving forward with the repainting. **Motion to file letter #1032 by Mr. Simao, seconded by Mr. Ouellette. -Vote 4-0. All in favor.**

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OPERATIONS SUPERVISOR REPORT:

Mr. Batista reports that there was a bigger concentration over the past week and a half mowing the cemeteries and cleaning them up to look nice for Memorial Day. The sweeper was also out the past week cleaning up the streets. The patch truck was out to work on some of the pot hole complaints.

Mr. Batista would like to thank his crew that stepped up and worked the Memorial Day weekend at the transfer station so that residents would have it open for use.

Mr. Batista reports that at the Moore Street Drainage culvert the inlets were cleaned out last week. There was some damage to the piping due to a rock but a welder came out and fixed the issue. Work will resume to complete that clean out.

Mr. Batista states that indus has started doing crack sealing. East Street will be done in its entirety. West Street started at Nash Hill back towards Chicopee. Also will be doing Center Street from Arch Street back to East Street. \$45,000 remaining in budget will be applied but Mr. Batista states that as of July 1, 2021 we may need more money allocated to continue with the project.

Pavement marking was discussed by Mr. Batista. A crew will be in to do the layout for Winsor and Warren Street. When the crew comes out to do the markings, they will also do the grinding in front of TDBank. Once the markings are completed, a crosswalk will be added back as well.

Mr. Batista discussed the construction project at Electric Park. Grinding of the roads is scheduled to start next week and once completed Palmer Paving will be back to do the binder on the 23rd. Then A. Martins Construction will be back in to do structure adjustment. Hill Terrace will be completed first. Mr. Santos asked what the timeline was for the area of Mountainview. Mr. Batista says that they just need to find time to get the structures back in. Mr. Santos asked about Booth Street but Mr. Batista says that he has not looked at that yet as he is trying to finish up the other streets first.

Mr. Batista reports that his crews are working hard. To date there is still no summer help. They are trying to maintain athletic fields and cemeteries as best as possible.

Motion to accept the Operations Supervisor Report by Mr. Simao, seconded by Mr. Davis. Vote 4-0. All in favor.

OLD BUSINESS:

Trash fee implementation: Mr. Santos had Florence Pooler reach out to Roberts Printing to get a quote for the copies of bills and packets. We received a quote of \$1898.00 for 7100 packets. Mr. Santos gave Florence the ok to have Roberts Printing go ahead and do the job. The packets should arrive the next day. Mr. Santos will talk with Joe in the Assessor's office to discuss how the mailing will go out. All the money needed to pay for this will come out of the trash fee.

New Cemetery: We got a written quote from Sherman & Frederick on May 20, 2021. An estimate of \$1600.00 was given. Actual fee will be based on time required to complete project. **Motion to accept the proposal from Sherman & Frederick by Mr. Simao, seconded by Mr. Davis. Vote 4-0. All in favor.** Also having to do with the cemetery, a letter was received from Andrea from the Board of Health. Her board agreed to have a public hearing on June 8, 2021 regarding the location of the new cemetery. DPW needs to notify all the abutters of the intended use of the land for the new cemetery. Steve plans to attend the meeting on the 8th to answer any questions from the Board or the public. The DEP will probably have someone to represent them at the meeting as well due to the proximity of the cemetery to the reservoir. The paperwork will be sent out to the abutters.

Rood Street: Ken Vedovelli from SWSC was contacted. They are working on the contract. He was short on the milling part of the contract. It was sent to Palmer Paving and updated. Ken Vedovelli said it is going to their attorneys for review.

Budget: Mr. Santos reports that he received a letter from the Finance Committee about the budget transfers. May 28, 2021 was set as the deadline for sending requests. The committee will then review the requests at their June 16, 2021 meeting. Reserve fund requests must be in by June 4, 2021. The DPW has no transfers as of right now. Personnel is fine, as well as the operating budget. Mr. Santos will get an updated budget for the Board.

Summer Help Job Posting: Katie from Human Resources sent over to Mr. Santos the applications received for summer help. Applicants were forwarded to Ken Batista for review who felt that he would hire all 3 as long as they can operate power equipment such as trimmers and mowers. Mr. Simao questioned whether it was all set in the budget for next fiscal year. Mr. Santos reports that there is \$4800 left in fiscal year 2021. For fiscal year 2022 there is \$16,800 for the whole year so there should be enough to hire the 3 applicants. **Mr. Simao made a motion to approve the 3 applicants for the summer job. It was seconded by Mr. Davis. Vote 4-0. All in favor.**

Senior Clerk Job Posting: There were no internal applicants for it so it was put out last Thursday for external candidates. The deadline is 6/9/21.

Custodian: The DPW received a letter of resignation from Tammy Ouellette. Mr. Santos reached out to Ellie, as well as the School Department. The School Department provided a name of a substitute custodian that they use. Mr. Santos reached out to Carrie Ribeiro in Human Resources with the custodian's name; he is interested and is meeting with the Business Administrator tomorrow.

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NEW BUSINESS:

Request from Safety Committee for second liaison from Board of Public Works. Mr. Simao is a liaison but they are looking for a 2nd. Mr. Ouellette offered to be the 2nd liaison. **Mr. Simao made a motion to accept Mr. Ouellette's offer. Seconded by Mr. Davis. Vote 3-0. All in favor.**

GEG contract for Tower Road. Mr. Santos was asking for a motion to accept the contract from GEG for \$666,201.15. **Motion made by Mr. Simao and seconded by Mr. Ouellette. Vote 4-0. All in favor.** Should be ready to start any time after July 1, 2021 once all paperwork is completed.

Cemeteries and excessive amount of trimming needed. Mr. Ouellette discussed using weed and grass killer around the headstones to cut down on manpower needed for trimming. He reports that many surrounding towns do this in their cemeteries. In the past we have had assistance from Hampden County Sheriff's or the Trial Court.

NOTES AND COMMENTS:

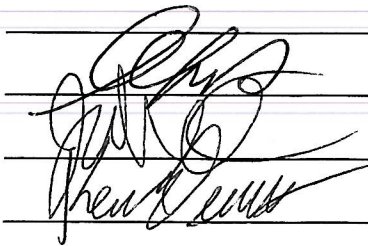
The Board signed invoices.

Cemetery Commitments for January and February: January \$6000. **Motion to approve January Commitment by Mr. Simao, seconded by Mr. Ouellette. Vote 4-0. All in favor.**

February commitment was \$8700. **Motion made by Mr. Simao to approve the February commitment, seconded by Mr. Ouellette. Vote 4-0. All in favor.**

Motion to adjourn the meeting made by Mr. Simao, seconded by Mr. Davis. Vote 4-0. All in favor.

NOTES ACCEPTED:



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