

Board of Public Works

Meeting Minutes

June 15, 2021

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TOWN OF LUDLOW

Members Present: Stephen Santos, Alex Simao, John Davis

Members Absent: Keith Ouellette, Daniel Soares

Also Present: Ann Converse, Ken Batista

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

All stood for the Pledge of Allegiance.

APPOINTMENTS:

None

CORRESPONDENCE:

Mr. Santos read correspondence letter #1033 from the Safety Committee regarding installing a blind driveway sign on Miller Street due to complaints from the residents of Maria's Way of a short line of sight coming out onto Miller Street. Mr. Batista says that it will be taken care of. **Mr. Simao motioned to accept the letter, seconded by Mr. Davis. All in favor. Vote 3-0.**

Mr. Santos read correspondence #1034 regarding the request to meet with the Board due to soil erosion and runoff issues at the corner of Knollwood and Bondsville Roads. Mr. Batista reports that he was out at the property today looking at it. He suggested that the Board Members go out to take a look at it. Apparently the resident was told in the past that a berm was going to be installed. There have been several issues at this property in the past. The water tends to run down the hill from Belchertown. Mr. Batista said that the cracks can be sealed. **Mr. Simao made a motion to request to have the resident come in next week to meet, seconded by Mr. Davis. All in favor. Vote 3-0.**

Mr. Santos read correspondence #1035 regarding a request for reimbursement of the cost for tire damage sustained on Pondview Drive. Mr. Batista feels that the bill should go to the contractor's insurance company. **A motion was made by Mr. Simao to send the bill to the contractor, seconded by Mr. Davis. All in favor. Vote 3-0.**

OPERATIONS SUPERVISOR REPORT:

Mr. Batista reports that for the past 2 weeks he has had crews out mowing the parks and athletic fields. There has only been 1 employee at cemeteries doing mowing as we have been very busy. We've also been very busy with funerals so someone has had to go over and assist. There has also been some street sweeping done over the past few weeks.

Mr. Batista reports that we've only been mowing roadside service reports right now. There has been a lot of tree work being done.

Mr. Batista also reports that we've also been out patching pot holes.

Mr. Batista reports that there was a crew working up at the Boys & Girls Club last week cleaning up around their baseball field. The remainder of the crew has been out helping out at Electric Park as needed.

Mr. Batista reports that he has a request from the owner of 592 Center Street for a sewer extension. They would like to extend the sewer starting at Sroka Lane extending to 596 Center Street to facilitate both properties that they own. They have a sewer connection permit but work has not been done yet. They would like to expand the size of the main to 8 inch. There is no sewer in Center Street at all. Mr. Santos reports that he needs further information on the manholes. There will need to be a property owner easement as well due to this being a private sewer in the backyard. Mr. Santos would like to table this conversation for now until the resident provides more information. **Mr. Simao made a motion to postpone any action until we get further information, seconded by Mr. Davis. All in favor. Vote 3-0.**

Mr. Batista reports that he received information from Down To Earth on the crosswalk down by Walgreens. If we go with just a regular lighted sign it will be \$7330 for materials and then we would have to pay for their labor to have it installed. All material would be purchased directly from Ocean State Signal and then have it installed. Mr. Santos asked if Mr. Batista knew what the labor costs would be and Mr. Batista felt it would be right around \$1600. Mr. Santos would like to take a look at the budget and see if the materials can be purchased for the current fiscal year.

Mr. Batista reports that the pavement markings were done on Warren and Winsor Streets. They also cut the opening down in front of TDBank on Center Street. Mr. Simao felt that they did a great job.

Mr. Batista reported that as far as construction projects, we are working on Electric Park right now. They just started fine grading today. The focus will be on Hill Terrace, Reynolds Street and May Road right now. Palmer Paving is behind a couple of days due to the rain. A. Martins Construction will be a little delayed as well with the structures due to the rain.

Mr. Batista reports that he got another request for a berm from a resident at 186 Lyon Street. The resident attached a letter that he had received from the DPW stating that the work would be done once the blacktop plants reopened in the spring.

Motion to accept the Operations Supervisor Report by Mr. Simao, seconded by Mr. Davis. All in favor. Vote 3-0.

OLD BUSINESS:

Trash fee implementation: Mr. Santos reports that all envelopes are stuffed and bills are ready to go out. They will be postmarked on Friday.

New cemetery: Mr. Santos went to the Board of Health last week and there was nothing more they needed from us. The DEP also did not need anything further to file. The next step is the Planning Board and we will need a site plan. The abutters will be notified again and a Public Hearing will be done.

Rood Street: Mr. Santos reports that he is still waiting for the inter-governmental agreement from Springfield Water & Sewer.

Budget: Mr. Santos reports that all the numbers look good. There is one final warrant for the end of the year. We are over in some categories but personnel is fine. There will be no transfers this year and we should be under budget.

Senior Clerk Job Posting: Mr. Santos reported that the posting has been closed. Interviews have been set up. Ann Converse reported that there are 6 interviews set up for June 22, 2021 and will be held by Ann, Mr. Simao and Carrie Ribeiro. Mr. Santos feels that Ann Converse can hire the candidate and they do not need to come in front of the board. **Mr. Davis made a motion to allow Ann Converse, Alex Simao and Carrie Ribeiro to hire the Senior Clerk candidate. Mr. Simao seconded the motion. All in favor. Vote 3-0.**

Update on DPW Custodian: Mr. Santos reported that he had a signed offer letter from Carrie Ribeiro for a part time custodian by the name of Michael Riley. Mr. Riley also works for the School Department. His start date will be Wednesday, June 9, 2021 and he will be working 6 hours per week with a compensation of \$18.13 per hour.

NEW BUSINESS:

Agreement with Springfield Water & Sewer Commission for Wastewater Services. It was sent to Ellie to go out to Town Council. Mr. Santos reports that there are very few changes that will need to be made. Terms of the agreement will run for 5 years instead of 6 years. No changes were made in the fees. **Mr. Simao made a motion to**

approve the agreement with Springfield Water & Sewer Commission, seconded by Mr. Davis. All in favor. Vote 3-0.

Contract for Mott McDonald for MS-4. Only 1 signature required. This is year 3 of Stormwater Management. **Mr. Simao made a motion to accept the contract for Mott McDonald, seconded by Mr. Davis. All in favor. Vote 3-0.**

The board signed meeting minutes for January 5, 2021, April 6, 2021, April 13, 2021, and May 11, 2021. **Mr. Simao made a motion to sign all minutes, seconded by Mr. Davis. All in favor. Vote 3-0.** Meeting minutes for May 4, 2021 will be brought to the next meeting for signatures.

Retirement of Edward Nowak on June 25, 2021. Mr. Santos read the letter he received on May 19, 2021 from Mr. Nowak regarding his retirement. Mr. Santos thanked him for his years of service.

Mr. Simao asked if the summer help had started yet. Mr. Batista said no and that he is waiting on a call back from Human Resources.

Mr. Davis asked about a pot hole at 489 Moore Street. Mr. Batista stated that it was patched today.


NOTES AND COMMENTS:

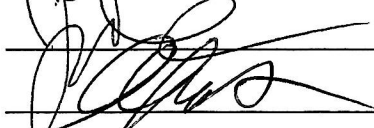
The Board signed invoices.

The Chairman signed the Cemetery commitment for March which is \$5750 and for April which is \$10,920.

Motion to adjourn the meeting made by Mr. Simao, seconded by Mr. Davis. All in favor. Vote 3-0.

NOTES ACCEPTED:





BOARD OF PUBLIC WORKS



SENIOR CLERK