

Board of Public Works

Meeting Minutes

August 17, 2021

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

Members Absent: Daniel Soares

Also Present: Ken Batista

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

All stood for the Pledge of Allegiance.

APPOINTMENTS:

6:00 PM Interview for PW-3 Position- Shawn Santos

Mr. Shawn Santos: Hi guys.

Mr. Stephen Santos: How are you doing? We'll introduce ourselves as the Board to you. We'll get a brief opening statement from you. We'll ask you some questions and then you can do a closing statement.

Mr. Davis: Hi John Davis. What can you give to the DPW? You know your work ethic and all that stuff.

Mr. Shawn Santos: I worked at UMass and have 23 years of experience in landscaping and trucks and services. Right now I have my 2A hoisting license. I also have my pest control license....and I also have my CDL permit right now which I'm in the works of getting my license. I did call Boston and finally got a hold of them. They told me you legally got to have your permit for 3 weeks before you can actually call and schedule a road test. Technically this is only my second week with the permit.

Mr. Ouellette: So Keith Ouellette Board Member. Um do we just want to introduce ourselves and go around?

Mr. Stephen Santos: Yes that's good.

Mr. Simao: Alex Simao, I'm a Board Member.

Mr. Stephen Santos: Steve Santos Chairman of the Board.

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Mr. Batista: Ken Batista.

Mr. Shawn Santos: Hi Ken.

Mr. Ouellette: So how much actual road work experience do you have? Snow removal?

Mr. Shawn Santos: I've actually plowed at UMass since Day 1. Um I used to use salters and sanders. I had my own route. I used to do roads. I also worked here for the Town under a subcontractor for a few years for G&G Construction and did the Cady Street route.

Mr. Ouellette: With like a 1 ton with a 2 yard sander something like that?

Mr. Shawn Santos: Yeah like that at UMass. Here I was using a 1 ton for G&G Construction.

Mr. Ouellette: Ok. So have you ever done any road work or anything like that?

Mr. Shawn Santos: Well yeah we used to do regular patching on the roads. We did full patching in the winter and stuff like that. Every once in a while we did a little bit of curbing. Nothing major because if it was like a huge road that was a main road or artery at UMass either the town would do it or they'd sub-contract it out.

Mr. Ouellette: Ok, so putting in long hours plowing snow or something like that?

Mr. Shawn Santos: I've done that all my life yeah. I literally live like 2 minutes down the road so I can be here 24/7.

Mr. Ouellette: Ok

Mr. Shawn Santos: I did that at UMass. I was on my own, they gave us a phone so I was always on call. I know it's the job so I'm on call 24/7. So I'm used to all the 16 hour days and a couple hours of sleep and come back in and do it all over again.

Mr. Ouellette: Sleep fast kind of stuff.

Mr. Shawn Santos: Yeah. It's normal to me.

Mr. Ouellette: Ok. Mr. Chairman.

Mr. Steve Santos: Ok Alex.

Mr. Simao: I looked at your resume last week and I did have a few... you said you were at UMass for what 30 years?

Mr. Shawn Santos: 23 years.

Mr. Simao: Why did you leave UMass? That's what puzzles me I guess.

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Mr. Shawn Santos: Well the thing is what happened was they started to downsize because they wanted to get rid of some of the overtime of departments and they were gonna just do the emergency overtime of the departments and things like that. So they started to downsize and get an idea of trying different shifts um so I ended up getting stuck on second. And with having my daughter I couldn't do the second shift so I had to leave unfortunately.

Mr. Simao: Yeah because like I said.. give me a day that say you're working today at UMass what would you do on a daily basis? In the Spring, Summer and Fall? And Winter I guess.

Mr. Shawn Santos: Well it all depends on sometimes you would do grooming of the bushes. I was usually on a mower. I'd run the 585 Toro with wings. I've run all the big mowers Jaconsen's, all different types.... all different types of things. Um fall we do leaf pick up.

Mr. Simao: Ok.

Mr. Shawn Santos: We use blowers and we have the sucker truck. We have an attachment and we put it all on the curb and we have a truck that comes by and sucks it all up. And then we dump it over to the transfer station that we had for compost.

Mr. Simao: Winter time you slow down would you say?

Mr. Shawn Santos: All 24/7 that's basically what we did.

Mr. Simao: Um what kind of vehicles did you drive throughout the year?

Mr. Shawn Santos: Um we had pickups, we had 1 tons um all different kinds. We had ...F10s. Whatever they ... my own salting or sanding route so I had my own 1 ton that I used with the salter on the back. And I would plow my own route and they'd call me on the radio and say can you come and give it a sprinkle so I'd go over and do that and then go back to my route.

Mr. Simao: Ok. I may have more questions at the end but I'm all set for now.

Mr. Steve Santos: Ok. Um you're aware of this position will often require un-plannable work time on nights and weekends?

Mr. Shawn Santos: Yeah

Mr. Steve Santos: Summer and winter..you're good with that?

Mr. Shawn Santos: Yeah

Mr. Steve Santos: As far as on call?

Mr. Shawn Santos: Yeah

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Mr. Steve Santos: So you can come in?

Mr. Shawn Santos: Anytime.

Mr. Steve Santos: Ok. Long hours a problem?

Mr. Shawn Santos: No

Mr. Steve Santos: You can go 16 or 17 go home for a few hours and come back?

Mr. Shawn Santos: Yup. I did that at UMass when we had to plow.

Mr. Steve Santos: Ok because we tend to have a problem where guys will come in for 12 or 16 hours and then we'll lose them for another 8 or 10. So we're definitely looking for some stamina moving forward.

Mr. Shawn Santos: Yup. Like I said I literally live 5 minutes away so I'm just a phone call away if you needed me. I live right here in town so.

Mr. Steve Santos: And I don't know if they asked you this. I'm stealing some of their words because I was going to do the same questions. This department and town as a whole, we think of ourselves as a team that works together toward the same goal. What do you typically take on as a team?

Mr. Shawn Santos: Well we used to get projects to do we'd get a work order like you guys probably do here and we'd go there and try to figure out the best way to accomplish it. That's what we'd do, we'd work as a team to come up with ideas and figure out the best way to do it.

Mr. Steve Santos: Ok so you'd be willing to take someone else's advice and bounce ideas back and forth.

Mr. Shawn Santos: No problem.

Mr. Steve Santos: Ok. You have your medical card even though you don't have....

Mr. Shawn Santos: Yes for Hoisting License you need the DOT classification.

Mr. Steve Santos: Ok

Mr. Shawn Santos: I have it in my pocket.

Mr. Steve Santos: The Hoister's License, your 2A would you say you're proficient on like the Bobcat, back hoe, loader...

Mr. Shawn Santos: Yeah the back hoe, front end loader. I haven't used a bobcat in a while but I'm sure I'd get into it and could do it.

Mr. Steve Santos: The back hoe part you're comfortable?

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Mr. Shawn Santos: Yeah yeah, I can dig and stuff. It's been a little while maybe a couple of years but it's like riding a bicycle. You get in and it will come back to you pretty... We had a bunch of loaders, mostly 310s and 410s, we had a 545 and 700 and something John Deere over at the transfer station. Sometimes we had to go there if they didn't have enough people so they'd call 1 of us to go work with them for the day. We'd share each other you know... the transfer station.

Mr. Steve Santos: So the CDL you're going for is your Class B?

Mr. Shawn Santos: Class B

Mr. Steve Santos: Ok are you doing the tanker endorsement also?

Mr. Shawn Santos: Um I was just going to do that for now and take it as it went.

Mr. Steve Santos: Ok and are you comfortable with the compensation plan for the starting pay?

Mr. Shawn Santos: I don't know exactly what it is.

Mr. Steve Santos: It's \$21.39.

Mr. Shawn Santos: Ok. It's basically like UMass was with a step program.

Mr. Steve Santos: Yeah that's what we have here. You start with the minimum and then you have 5 steps that you go with.

Mr. Shawn Santos: I went from 5 to 10 then to 14.

Mr. Steve Santos: Ok. I have nothing else.

Mr. Simao: Ok I was going to ask about the pay so.

Mr. Ouellette: I have a couple for him. So with regards to hoisting so you used to load yourself when doing salt at night.

Mr. Shawn Santos: Yeah and then sometimes we were so busy that they would just throw one of us at the salt shed because there were trucks coming every few minutes. So I did that too where I'd sit at the salt shed and loaded the big truck, the 1 tons whatever.

Mr. Ouellette: What size loader would you run?

Mr. Shawn Santos: 544

Mr. Ouellette: 544 ok. So you worked at UMass so.

Mr. Shawn Santos: Yeah Amherst.

Mr. Ouellette: How are you with personality? Because you know with the municipal world here.

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Mr. Shawn Santos: Well it's the same I guarantee it's the same as the state so I've dealt with everything so I can handle it.

Mr. Ouellette: Not gonna sit there and ...no. A lot of talking happens in these places.

Mr. Shawn Santos: Like I said I'm used to it so.

Mr. Ouellette: You can speak for yourself and not worry about what everybody else is saying.

Mr. Shawn Santos: you have to let it go in one ear and out the other.

Mr. Ouellette: And as for your Class 2 with the air brakes you know the tanker endorsement is a very vital thing that we would need here. That's something that should be considered right then and there not afterwards. It's just a test. You don't have to do any on road. You can go for the endorsement right after your license.

Mr. Shawn Santos: As soon as I got the license I would probably do that if that's what you guys really wanted.

Mr. Ouellette: Ok because we're kind of limited in how many people can operate that truck. That's another overtime factor right there. Of course it's not just something you get thrown into everywhere you go. I got nothing else.

Mr. Steve Santos: Johnny anything else?

Mr. Davis: No I'm good.

Mr. Steve Santos: Alex?

Mr. Simao: No I'm good.

Mr. Steve Santos: Kenny?

Mr. Batista: No we already spoke at the interview.

Mr. Steve Santos: Ok. So any closing statements?

Mr. Shawn Santos: Um basically I live in town. I'd love to work for the DPW. You know it makes sense for me from where I live. Kind of feels like I'm giving back to the community as well. Um it would be great for me to work here. I got nothing else to say.

Mr. Simao: Ok good very good that's fine.

Mr. Steve Santos: Ok. We're going to deliberate and I'll let you know or Carrie will let you know what we decide and we'll move on.

Mr. Shawn Santos: Ok. Thank you very much.

Interview ended at this time.

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Mr. Simao: The other guy is at 6:30?

Mr. Santos: 6:45, but did you get my email?

Mr. Davis: They're not coming.

Mr. Santos: No they're not coming.

Mr. Ouellette: He's out.

Mr. Santos: This was yesterday. FYI just received a call from Phil Levesque. He is withdrawing his PW-3 position. Apparently his parents passed away and his family left all the duties involved with their estate to him. He feels that it would be unfair to go any further since he knows he'll have to take a lot of time off to handle the estate and that wouldn't be fair to the DPW. He apologizes deeply and regrets for withdrawing but felt it was the right thing to do for all concerned. He hopes that this will not affect him negatively in applying for positions in the DPW in the future.

Mr. Santos: Ok, so discussion on Mr. Santos.

Mr. Simao: My main concern when I looked at the application was why he left UMass or whatever reason. He gave us an explanation with the family. Um I guess he's done the job that we're looking for at least.

Mr. Ouellette: My concern is the CDL. That's a big concern. But we're also looking at possible 3 weeks before he gets another shot to go take the driving test. My concern is hiring someone and let's say he fails the first round. I think it's 30 days, is it 30 days after you fail the first time before I think you can retake the test?

Mr. Santos: I'm not sure. I think it is. I know there's a minimum requirement you have to wait.

Mr. Ouellette: Well my concern is that, is that you know we could possibly be in snow season before we have another CDL driver in our possession.

Mr. Simao: Right. I worry about that too because we need the manpower.

Mr. Ouellette: Yeah we do.

Mr. Simao: We could hire him subject to. You know and if he doesn't get it.

Mr. Davis: Unless we get another applicant.

Mr. Simao: Yeah that's our other problem. We don't have other applicants.

Mr. Davis: At least he's willing to start working.

Mr. Simao: Yeah but if he can't do the job.

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Mr. Davis: Kenny do you like him?

Mr. Batista: When Shawn actually came in for the interview, we had 4 applicants that came in and interviewed. Um, Shawn was with the exception of Mr.... the other applicant that isn't... that declined, Shawn was my second choice. The reason that he wasn't my first choice was that he didn't have his CDL license. Um Shawn is very strong candidate and where he worked everything he did. I say someone that comes in with the hoisting experience, the CDL you know would probably be easier to get and easier to do. Um I just think he interviewed really well. He would be a really good fit here. Unfortunately he did not have that CDL when he came to the interview. The other gentleman had both and had a great fit as well. He came here with years of experience as well. He was very similar to Shawn. Unfortunately he's declined the position and not going to take it so I think the 2 candidates that came before you at the time Shawn was waiting to see about his CDL. And we were hoping that by the time he sat before the board he would have that and it would be a complete package. Unfortunately he does not have that and he just has the CDL, I mean hoisting currently.

Mr. Ouellette: So let me ask you this. How many guys do we have right now that we can put in the loader and plow snow?

Mr. Batista: Well that's the other thing. He comes as a strong candidate. You've got that option. That's why even without the CDL it would be worth giving him a shot. You know what I'm saying? He comes to you with experience.

Mr. Ouellette: Um..

Mr. Santos: If I may?

Mr. Ouellette: Go ahead Mr. Chairman.

Mr. Santos: We've looked at this before. It's...I have some reservations about hiring somebody that doesn't have all the requirements that we posted for the position. Um our last candidate, the PW-3 that we just hired, had to overlook because he was closer than this gentleman with his hoisting license. He had his Class 1 but was waiting for his test on his hoisting license, with very little experience on either one of them. Experience doesn't really bother me as long as they've got the license and then we can train them. Um, I know we had a candidate internally that asked to apply for this position and we told him it probably wasn't in your best interest to apply for this position because you haven't even started your application for your hoisting license. So we have you know candidates internally that could have posted for it and they already work for us. And we know what their work ethic is and we told them don't post for it because you don't have the other one. And this is just me, he seems like it would be a good fit but for the job description that we posted, he is a non-qualified candidate because he doesn't have his CDL. I understand he's in the process of getting it. He has the permit...it's all in place,

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but it's not what we posted for. Um with that being said, it still has to be if we decide not to hire this person and then repost it, it has to be posted internally for another week and then externally for 2 weeks and then we do the same process all over again. If he does get it in the meantime and his application doesn't go by the wayside, you can still hire him at that point. And he has his CDL. So it's not like if the board decides not to hire him this evening that we throw his whole application out, his resume and everything else. It's just put over into hold. We go through the whole re-advertising process. If we get another candidate that has your hoister and your CDL, then obviously he is a qualified candidate and you would have to look at him much stronger as having everything required for the job description, but not alienating this gentleman because he might have it by then.

Mr. Simao: Mr. Chairman. The only thing I have about that is so why did we interview him then if he didn't qualify on the requirements of the posting.

Mr. Batista: He was in the process of getting the CDL.

Mr. Santos: And he was hoping to have it by now.

Mr. Batista: He was hoping to have it by the time of this interview.

Mr. Santos: So I get...

Mr. Simao: I'm hoping to hit the lottery so I can do it. Why did we interview him? I understand what you're saying.

Mr. Santos: He was one of the stronger candidates that we had without it and the same thing with Steve. Knowing that he was working on it, I just wanted to bring it forward so then you had a candidate potentially down the road to hire.

Mr. Simao: Right.

Mr. Santos: Barring that he had it, you know what I mean so you can look at it.

Mr. Batista: He seemed with all his qualifications, he seemed like a really good fit for the department. If he had his CDL when he came, if we had the opportunity to have that gentleman here that was a mechanic and he ended up...

Mr. Simao: So did we tell him at the time of the interview, we're going to interview you because you're in the process of getting your CDL. But if you don't have it, we can't hire you because you won't meet the requirements. Again, I don't see why we hired him if he didn't meet the qualifications at the time of the interview or at the time he filed the application. Everything pending... I understand that, we're having problems getting help I understand that too. Somebody should have notified him already and said...

Mr. Santos: He was.

Mr. Simao: He was?

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Mr. Santos: I did tell Carrie that you know that the board has in the past you know interviewed candidates that didn't have exactly what was on the job description but they tend to lean not to hire the people that aren't for that candidate. But it is a board decision so I did express that to Carrie that the board might not consider the hiring process...

Mr. Simao: I'll go back to what I said originally we can hire him subject to him getting his CDL license. Now it's up to him...

Mr. Davis: He got like...he can cut grass. He can run a scag and all that stuff right Kenny?

Mr. Batista: He seems like a well-rounded employee and being the fact that he worked up at UMass that's like a little city in itself.

Mr. Davis: It is.

Mr. Batista: It's, they probably have the same size population as Ludlow does when they're in school. Um, and again if he had had his CDL you guys sitting here would have hired him tonight without any reserves. Um again that's the reason I brought him here because he was pending his CDL. We were hoping he would have his CDL by the time he sat before you. Unfortunately that hasn't happened. I'd hate to see somebody of his qualifications walk and you know you have trouble hiring somebody else. But again like Steve said, we had a gentleman on the inside um that we told that he needed the CDL and hoisting to apply for the position and he didn't apply because he didn't have all the qualifications. So you're kind of in a Pandora's box sort of situation.

Mr. Ouellette: Mr. Chairman if I may?

Mr. Santos: Yes sir.

Mr. Ouellette: A couple little points. A: It's a guy we can put in a loader to plow snow if need be. B: He's a guy that's got his 2A that you can put him in a backhoe if need be. Have we put him out in the back yard and tried him out?

Mr. Batista: We haven't done anything yet.

Mr. Ouellette: I think that's subject to it right there..run a loader, put him in a backhoe, put him in a skid steer out back and see if can put his money where his mouth is. All it takes is about 5 passes back and forth to see if the guy has it or not. I agree with Mr. Simao that no he doesn't have it right now. I don't know what HR, how HR would feel about the simple fact that we give him 90 days to get his CDL license. If he can't pass it after 2 times we don't want him anyway.

Mr. Simao: So we have a..if we hire somebody we gotta review them by so many days? 90 days? 60 days?

Mr. Santos: No you have a 6 month review. You do a 2 month review, a 4 month review and then a 6 month review....

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Mr. Ouellette: I think that could be something....He's got the credentials a DPW needs. He can mow fields. He can do packed concrete. Like Mr. Batista said, he's already been working in a small town for 23 years. The concern is the CDL. We make a stipulation with this gentleman you got 90 days. You don't have your CDL at 90 days, thank you very much and have a good day.

Mr. Simao: And just to add on, my thing is our problem is, if we do it for this gentleman what happens next time? We gotta do it, we gotta treat everyone alike. So why do we make requirements? We gotta follow the requirements that are on the application. Because down the road well this one is gonna have their license but it was cancelled. They gotta do this. So we keep going backwards. That's the problem with this whole board is we gotta go forward. We don't follow through. So if we give him a timetable.. that's my opinion at least.

Mr. Ouellette: And as for going forward, that's a case by case situation. You know because you got a gentleman here this will probably be his last step right here. He'll probably retire from here at the age he's at.

Mr. Simao: I would think so sure.

Mr. Ouellette: Um, just theorizing on that. But also he's got the credentials to do the jobs that we have already. We don't have to train the guy on how to start a weed whacker. You know what I mean? He already knows how to run a mower. He already knows how to use the things we need. The only problem is his CDL. If we give him a stipulation on writing, you don't have your CDL by... This is just me speaking.

Mr. Simao: That's what I agree with.

Mr. Ouellette: You give him X amount of time and if you don't have it. The unfortunate thing is, he doesn't have it in that 90 days, we're in late fall and we start from scratch to get a body in here.

Mr. Simao: So..

Mr. Santos: I still have concerns but whatever. I just..if you advertise for something, then that's what you should be hiring. You can interview anybody. Interview, I could interview somebody without anything. Interviewing is not the problem. Hiring is the problem that I have. Because like I said, you can have great candidates that are out there that wouldn't apply for it that don't have their CDL but got a hoister's license. The sticky part is the PW-2 requires a CDL but not a hoisters and we don't have anything that just has a hoisters and doesn't require a CDL. You see what I'm saying? If he didn't have his CDL or he didn't have his hoisters and he was waiting for his hoisters then that's a different story. We could hire him as a PW-2. Getting his hoisters license you could push him to a PW-3. This way there's really no where in our classification plan that you can do that. So like I said, when you advertise for something, whatever you advertise for, it's basically what

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you're looking for. So it's not what we're looking for, you shouldn't apply for it. Or expect to get hired for it. That's my only concern. And with internal applicants that have that same issue when we told them not to do that, it doesn't look good for the Board. Because you're hiring externally when applicants you told not to internally. I don't believe the applicants internally even started the process right?

Mr. Batista: He didn't. When he approached asking about it um I told him that the board was adamant that both licenses need to be in place. Then again the reason why I asked Shawn to come in or we asked Shawn to come in was that we were hoping that by the time he sat before the board he would have his CDL, and unfortunately that hasn't happened.

Mr. Ouellette: How much time has that been, since you first interviewed him? 3 weeks?

Mr. Batista: It's probably been 3 weeks. I think he was going to know the next day according to what he told us, he was going or he was finding out the next day what was going on with the CDL.

Mr. Santos: Correct. And I did send you guys an email saying that.

Mr. Davis: Yeah I got that.

Mr. Santos: So that why we pushed it back another week or two before he took the permit test again.

Mr. Ouellette: How many total applicants did we have.. 4?

Mr. Batista: We had 4 applicants. 2..actually, 1 was..1 had only 1 qualification and the other gentleman had both qualifications besides the 2 we had on the list here. Um, but in speaking with HR and Jimmy, Jimmy sat in on the interviews too, we felt that these were going to be the 2 strongest candidates to come before the board. Um, not that he couldn't reapply if we re-advertise and maybe like you say in a period of time here he has his CDL. I mean I think he's a great fit if he has that other piece. And don't forget there's going to be other...well he doesn't have his CDL which is the important thing. You can't apply for 2 without having the CDL.

Mr. Ouellette: I tend to think that if he has his CDL and if he were to reapply with us, he'd be a shoo in with what he has under his belt right now.

Mr. Batista: But I think we have to be careful with the employees we have.

Mr. Ouellette: We do.

Mr. Batista: We just can't jump over them to bring somebody in from the outside that doesn't have everything we're telling our people that they need to have to be hired. You know that's not...

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Mr. Ouellette: It's not fair to who we have already.

Mr. Batista: And again we were hoping that everything would be in place by the time he met with the board but unfortunately that didn't happen. But I think he's a great fit for the department if he does get his CDL and I would hope that the board would strongly consider him you know at that point.

Mr. Santos: Ok. What do you guys want to do?

Mr. Ouellette: I'd like to make a motion.

Mr. Santos: Ok.

Mr. Ouellette: Contingent on him having his license, if he reapplies when he has his license, I'd like to consider Mr. Santos at that point.

Mr. Davis: Second.

Mr. Santos: Say that again.

Mr. Ouellette: Maybe I didn't say it correctly.

Mr. Ouellette: I'd like to make a motion that if Mr. Shawn Santos were to re-approach the DPW or once he has his 2A or CDL B that we consider him for employment at that point. Not just for his permit.

Mr. Simao: Second for discussion or whatever. I don't think we can make a motion like that personally. Because we're almost saying he has a job next time and we don't know if there would be a job vacant.

Mr. Ouellette: Well we have 2 positions right?

Mr. Santos: We actually have 3 right now.

Mr. Simao: So I would honestly recommend going out for new applicants, if we want to do it that way. And if he wants to reapply, he should. You know, but we gotta go with he's gotta have his permit, or everybody should have their permit. I'm not just talking about him, even though we are talking about him. I just don't think we should hire anybody at this time.

Mr. Ouellette: Like Mr. Santos said this is what we asked for an internal applicant. We're not doing a service for our present employees by taking this gentleman hoping that he would have his credentials within 90 days.

Mr. Santos: So you have to withdraw your second and he has to withdraw his motion.

Mr. Simao: I didn't second anything.

Mr. Davis: I seconded it.

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Mr. Santos: So you have to withdraw your second and he has to withdraw his motion.

Mr. Ouellette: I withdraw my motion.

Mr. Santos: Alright so we're not hiring anybody at this time.

Mr. Ouellette: Do we need any kind of motion?

Mr. Santos: So do we want to re-advertise a PW-3 position?

Mr. Simao: Yes.

Mr. Santos: Ok.

Mr. Simao: Then we've got to do it internally.

Mr. Santos: It's got to be internal for a week and then external for 2 weeks again.

Mr. Simao: And we've got to when we go out that they need the licensing. We shouldn't be interviewing them if they don't have them.

Board members were talking at the same time.

Mr. Santos: Ok. So I'll email Carrie and we'll post it again. Moving forward if they don't have both licenses, you do not want to interview them even if they're getting them potentially like this gentlemen or like Steve or anybody else?

Mr. Ouellette: If they have them in their possession they can come before the board. Are we all on the same page with that?

Mr. Simao: If they are pending then no.

Mr. Ouellette: If Mr. Soares was here what do you think he would say? I think we'd agree with that.

Mr. Simao: We've got to be fair to everybody.

CORRESPONDENCE:

#1039 Anna Celona Re: Claim for Storm Water Flood Damage Repair. Mr. Santos reports that he has a bill for this claim for 7/19/21-7/22/21 for cleaning of lower driveway from storm water flood damage, re-stone upper island and lower island for \$1600.00. Mr. Batista reports that there had been a call made to the office when it first happened and someone went out to take a look at it. He reports that the culvert in the area was unable to handle to amount of water during a rain storm and it spilled over the road into the resident's yard. Mr. Santos reports that he didn't see the damage and there are no photos. The only thing provided to the board was a bill. Mr. Santos doesn't believe that this can be sent to MIIA for payment. **Mr. Ouellette made a motion to deny the payment,**

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seconded by Mr. Davis. Vote 3-1. Mr. Simao abstained as he would like some further information before making a decision. Mr. Ouellette feels that the resident should have provided more information before submitting this to the board.

#1040 Stephen Poulin Re: Claim for Sewer Backup Damage. Mr. Santos read a letter from Mr. Poulin who resides at 12 Hampden Street. He reports that on Friday, July 9, 2021 there was a blockage in the sewer main in his street. He reports that it backed up into his finished basement causing damage. He also states that on the day it happened, Jamie Tomas came out to assess the situation and reported that the issue was in fact in the main line. He called Serv-Pro to help with clean up and they came out to his house on July 12, 2021. Mr. Batista confirms that it was a block in the main, although he did not go into the resident's house. Mr. Ouellette feels that the foreman should be the one to go out on these calls and should document everything as seen. He feels that we need photo evidence as well. Mr. Santos did report that when claims go to MIIA, they tend to get all of the background information before processing claims. **Mr. Simao made a motion to send correspondence 1040 to the insurance company, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

#1041 Atty. Stephen M. Reilly Re: Trash Fee Billing for Southview Condominiums. Mr. Santos read a letter from Attorney Reilly who is writing on behalf of the Board of Trustees for Southview Condominiums. He is requesting that the town bill the individual unit owners for the trash fee instead of a lump sum to the association. He feels that the association is not equipped to collect the money and does not feel it is their responsibility to have to deal with abatements and other circumstances that may arise. He feels that the trash bill should be billed as real estate taxes are to the individual home owners. Mr. Santos states that he reached out to Town Council as to how they feel it should be billed but has not heard back from them as of yet. Mr. Santos also reports that this was billed as the sewer billing is done after conversations with the Town Assessor and Town Collector. Mr. Simao is asking if this can be billed individually seeing that they are curbside pick-up. Mr. Santos feels that if we do for one we may have to do for all. He also feels that we could possibly bill individual owners for future billing if there continues to be push back. There was discussion amongst the Board as to how we should proceed. **Mr. Ouellette made a motion to deny the request from Southview Condominiums to have the trash fee be rebilled individually, seconded by Mr. Simao. All in favor. Vote 4-0.**

OPERATIONS SUPERVISOR REPORT:

Mr. Batista reports that crews have been working hard the past few weeks cleaning up washouts on the side of the roads from recent storms we've had. There continues to be roadside mowing done daily for service reports as well as areas that haven't been hit this year yet. There are also crews out at parks, cemeteries and fields mowing grass. There has been a tree crew working daily focusing on tree removal, especially a few large trees

along Center Street. We have also been doing pot hole patching as possible. The same employee that works the transfer station has also gone to the parks to empty trash. Mr. Batista reports that marking of athletic fields for fall sports is underway. All fields have been lined for football and soccer. There has also been a crew cleaning up tree damage from a recent thunderstorm. We are in pretty good shape there.

As far as construction projects go, Mr. Batista reports that he hopes to have crews out next week starting on driveway and edge of road work on Electric Park. He reports that we have been working at the Creative t-ball diamond. The fencing has been taken down and painted all the supports. The infield has been stripped getting it ready for the season. Vets Park infield has also been sodded as well.

Chapin Street Pump Station- there was some investigation done after the pumps recently had the issue with overheating. Springfield Water & Sewer Commission had been doing some hydrant flushing on the same day we had those high flows which pushed us up to 400,000 gallons of water in a 12 hour period. This is what caused our pumps to work excessively and overheat. Mr. Batista reports that he requested a quote from Amp Electric to move the VH units upstairs and get them out of the drywell. The quote was \$23,500. He then asked Amp Electric for a quote to get the ventilation fan put onto a thermostat so that it can automatically kick on when it reaches a certain temperature. That quote for that was \$3375.00. Mr. Batista reports that he had another vendor come out to provide a quote for the work but has not heard back as of yet. Mr. Ouellette feels that we should get a 3rd quote to compare prices. The other thing at Chapin Street Pump Station is that we have a 25 gallon day tank that when the generator kicks on we have a 500 gallon diesel tank outside that feeds the 25 gallon day tank. There was a recent issue with diesel spill onto the floor. It was not enough to report but we may need to look at repairing the tank, as it is older. We were given a quote of \$9000 to replace the tank. Mr. Batista has spoken with Suez who is talking about giving us a price to open up the tank and rebuild it. He is waiting on pricing.

Mr. Batista reports that we will be cleaning out the wet wells at Chapin Street, Westover and First Ave Pump Stations this fall. We will be hiring externally to get this done as we don't have anyone in-house that can do the work.

Mr. Batista reports that there was a recent issue at Island Pond Cemetery where a family took it upon themselves to bury a loved one that had been cremated and did not inform anyone of this. Once the DPW was made aware of the situation, the police was notified and an investigation was completed. Since then the situation has been taken care of.

Lastly, Mr. Batista reports that Eversource Gas has received a quote for their patching work on moratorium roads. Palmer Paving is dealing with them directly. The price is approximately \$45,000 to do 5 patches. Eversource Gas has concerns over the pricing and sent out an email. Mr. Santos reports that he has spoken with a Joseph Martin from

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Eversource Gas and let him know that this is all in our regulations of the work that needs to be done. It's not the Town of Ludlow or DPW that has an issue. Mr. Martin did let Mr. Santos know that his team was going to be working on getting their own quote for the work to be done. Mr. Santos requested that along with the quote, they also provide information on the contractor that would be doing the work as there are certain standards that need to be met. Ultimately it would be a board decision on this.

Mr. Batista asked if there was any way to start advertising for snow plow vendors for the upcoming season right after Labor Day. That would allow time to get everything together earlier than usual so that vendors don't end up going elsewhere. The rates were adjusted last year so it seems to be in line with other cities and towns. Mr. Santos reports that he would like to see a change to how quickly we pay our vendors. He feels that we should be able to pay directly from the slips that are signed by either Mr. Batista or the foreman, as we know the rate of pay and would have the hours in front of us. He will be meeting with the Accounting Department to discuss. Mr. Santos feels that the issue for vendors is that they don't get as many hours as bigger cities.

Mr. Batista reports that he got a response from the gentleman on Hampden Street in regards to the sewer issue. He stated that there was water on the floor and smell of sewer in the house. Apparently there was mild damage to the sheet rock. There needs to be pictures taken as this is being sent to MIIA.

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

OLD BUSINESS:

New cemetery: Mr. Santos reports that last week he did go to the Planning Board but they did not have a quorum to vote to move forward. There was a public hearing and 1 abutter did show up. All in favor of it, but not in favor of adding parking for the reservoir. The only concern he had was about the line of sight. Mr. Santos says he will discuss it with the Safety Committee. The Planning Board Chairman did say that there may need to be an officer up at the cemetery during a funeral. The public hearing was closed on Thursday so there is no more public comment.

Rood Street: Mr. Santos reports that he received an inter-governmental agreement for just Rood Street but sent it back as he wants one for town wide because there are 2 other moratorium roads. There was another request made for work in the road but it was denied until they come up with an answer on how they are going to take care of the existing problem on Rood Street.

Harris Brook Elementary School Layout Plans: The responsibility of the DPW will be to mow the soccer field and the school will be responsible for mowing everything

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around the school. As far as plowing goes, the DPW will be responsible for the sidewalks along Fuller Street and the school will be responsible for the sidewalks around the school. There is some concern over where snow can be stored around the school. It may impact some of the parking spots in the upper lot. Mr. Simao asked about who would be responsible in the future for anything needing to be done for the soccer field. Mr. Santos reports that it all falls on the schools. Mr. Santos reports that he will meet with the Interim Superintendent before the first snowstorm to discuss what the DPW will be responsible for.

Mr. Simao asked if there was any plan to pave Focosi Lane. Mr. Santos said that they will as soon as he receives something from Tighe & Bond stating the work is complete and approved.

Mr. Simao asked what projects were on for the fall for paving. Mr. Santos reported that there is Booth Street and the streets over by the high school. The structures are still needing to be done and then some will be reclamation and some will be mill and pave. While we have some money for a few other streets, Palmer Paving is extremely busy and cannot commit to anything else this year. Mr. Santos did state that we can do Chapter 90 requests in the fall for the spring so that we can tell Palmer Paving and get them on a schedule.

NEW BUSINESS:

Agreement for Professional Consulting Services for Cottage Avenue Bridge

Deck: Over the past winter one of the plows damaged part of the bridge coming back into town. Mr. Batista reached out to the Wilbraham DPW to discuss the issue, but did not hear back. There was a similar issue with the expansion joint back in 2011. Mr. Santos reports that we will reach out to a third party to assess the situation with the bridge. Mass DOT was contacted to see if their bridge crew can come out and look at the damage. We were told that there is nothing that they can do about it. They referred us to TranSystems Corporation. Mr. Santos read a letter from TranSystems Corporation for consulting services. They outlined what they would do for us. The proposal is valid for 120 days. Mr. Santos plans on writing a letter to the Director of the Wilbraham DPW to discuss the situation. In 2011 Ludlow & Wilbraham incurred the costs of the repairs 50/50. Mr. Simao would like to have Mr. Santos speak with the Wilbraham DPW Director before the Board votes on anything. Mr. Santos has spoken with the Board of Selectman and the Finance Committee so both are aware of the situation. The concern on waiting is that the winter will be upon us soon and he wants to have a resolution. **Mr. Ouellette made a motion to move forward with TranSystems evaluation of the Green Bridge. Seconded by Mr. Davis. All in favor. Vote 4-0.**

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DPW Director Job Description: There was a change to the minimum qualifications. It was to remove MA driver's license and add valid driver's license just in case we get someone from another state. Also it was added that in lieu of a degree you must have a minimum of 5 years experience in the equivalent aligned field. Mr. Santos is also working with Human Resources on the contract for the Director's position. **Mr. Ouellette made a motion to approve the Director job description at this time with the above changes. It was seconded by Mr. Simao. Mr. Davis voted against the motion. Vote 3-1.**

BPW Representative to the Long-Range Planning Committee: Mr. Ouellette offered to be the representative. **Mr. Simao made a motion to appoint Mr. Ouellette as the Representative to the Long-Range Planning Committee. Seconded by Mr. Davis. Vote 3-0.**

Board to approve and sign Chapter 90 Reimbursement Requests: May Road Resurfacing, Hill Terrace Resurfacing, 2021 Pavement Management Program Study, 2020 Pavement Management Program-Variou: **Mr. Simao made a motion to approve and sign the requests as read. Seconded by Mr. Davis. All in favor. Vote 4-0.**

The Chairman signed the Cemetery Commitment for July 2021 for \$15,150.

Mr. Ouellette reports that he has been approached by a few people about replacing the Welcome to Ludlow Signs throughout the town. He questioned where the money would come from to replace the signs. Mr. Santos has an issue that while we initially get grant money to pay for things, the DPW is ultimately responsible to pay for repairs and maintenance in the future. Mr. Ouellette asked that if there is someone willing to donate their time to help with repairs, would the Board be opposed to that? As long as the signs are taken down and put back up by the DPW, there aren't any concerns.

NOTES AND COMMENTS:

Mr. Santos discussed the Budget with the Board. The Sewer Fund seems to be a little overrun, but Mr. Santos is still looking into it. The year to date budget looks good.

The Board signed invoices.

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

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