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BOARD OF PUBLIC WORKS
Meeting Minutes
November 9, 2021
Board of Public Works Conference Room
TOWN OF LUDLOW

Members present: Stephen Santos, Keith Ouellette, Alex Simao

Members absent: Daniel Soares, John Davis

Also Present: Ann Converse, Kenneth Batista

At 6:00 PM Mr. Santos called the meeting to order. All present stood for the Pledge of Allegiance.

CORRESPONDENCE:

#1053 – Kayla Stebbins re: Vehicle damage from pothole at 815 Moore Street – A motion was made by Mr. Ouellette to send this information to our insurance company for review. The motion was seconded by Mr. Simao. Vote 3-0 all in favor.

#1054 – Ludlow Historical Commission re: Removal of Building 199 in the Ludlow Mill property – Mr. Simao made a motion to file this correspondence. The motion was seconded by Mr. Ouellette. Vote 3-0 all in favor.

#1055 – David Elliot, Lawn Tech Lawn Care re: condition of Town fields and parks – Mr. Elliott was present at the meeting to address questions and concerns. His letter was in response to a letter received by the DPW from the Ludlow Football Association and discussion of that letter by the BPW at their meeting of October 13, 2021. Mr. Simao had previously stated that there needs to be more communication from Lawn Tech Lawn Care. He stated in this meeting that he now understands the lack of communication by both the Town and Lawn Tech. Mr. Elliot stated that he wasn't asked to report conditions of the fields and it isn't a requirement in the annual bid. He stated that he can certainly do that going forward. He stated that he wasn't aware that a certain field was used to play football. The current contract calls for service/application every six weeks. Mr. Ouellette stated that he understands that Lawn Tech was following the bid and contract and that the field conditions fall on the Town. Mr. Elliot stated that we can use them as a resource for any information about issues with the conditions. He is open to helping with anything we need. Mr. Simao made a motion to file this correspondence. The motion was seconded by Mr. Ouellette. Vote 3-0 all in favor.

The Board decided to add an addendum to the 2022 Annual Bid Specifications to include the request for reports of the conditions to the fields under the Hydroseeding, Fertilizing item of the bid specs.

OPERATIONS SUPERVISOR REPORT:

Work Assignments – crews have been mowing and removing leaves from the cemeteries. We are also mowing and removing leaves from all Town properties. We have also been roadside mowing and completed the mowing at the outside of the solar farm. We have over seeded Nick

Silva Field and Whitney Park. Ryan Linton from the Westover Golf Course loaned us the aerator. We have started installing signs that the Safety Committee requested. Some of the signs had to be ordered. We also have been out patching potholes.

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Heating – the two new heaters have been installed the garage and the garage breakroom by Alves Fuels.

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Grinding – the brush pile has been ground and the chips removed. Mr. Batista would like to separate the logs and stumps and get pricing to remove those.

Project Update – Palmer Paving has installed the top course on Mountainview Street, Parkview Street. We still have to back up the berm there and loam the edge of the road and there are some driveways that need to be addressed. Booth Street still needs to have the top installed. They need a smaller paver to do that road.

Projects – Mr. Batista would like to establish a list of spring paving projects in order to notify utility companies. He has price estimates for several streets. He will provide the list of streets with the hard numbers that were identified previously at the next meeting. GEG has started installation of the sewer main on Grimard Street. Mr. Batista has contacted our annual bid contractor for the services at the new cemetery. He contacted the previous owner of the property to find out where the septic tank is as it needs to be emptied.

Mr. Batista and Mr. Goodreau looked at the swale on Moore Street. He thinks we should look at filling that swale in, it is becoming a maintenance headache. He would like the Board members to take a look at it.

The cutoff date for Construction Within the Public Way permits is November 15th. We do allow emergency work after that. As long as black top is available, we allow the work to be done.

Mr. Simao made a motion to accept the Operations Supervisor Report, seconded by Mr. Ouellette. All in favor. Vote 3-0.

Ann Converse gave the Board members an update on the fees collected for the curbside trash fees. The Board instructed Ann to create the delinquent list to give to Waste Management to stop trash pickup for households that have not paid the bill as soon as possible.

Mr. Simao made a motion to accept the Trash Fee Collection Report, seconded by Mr. Ouellette. All in favor. Vote 3-0.

OLD BUSINESS:

New Cemetery – Mr. Santos stated that Mr. Batista is working on that.

Rood Street – Mr. Santos received the Intergovernmental Agreement with Springfield Water & Sewer. He would like it sent to Town Counsel for review. Mr. Santos wants the Agreement to be town-wide, not just for Rood Street. There are two other moratorium roads to be addressed. This Intergovernmental Agreement includes a quote from Palmer Paving, the Town's Annual Bid Contractor, for Springfield Water & Sewer which includes our contract pricing. It is dated June

2021, so it is unclear if Palmer Paving will be the Town's Annual Bid Contractor once the work is performed in the Spring of 2022. Also, it is not clear if Palmer Paving will still honor that pricing if in fact they are the Town's Annual Bid Contractor going forward. The Annual Bid Contract expires December 31, 2021. Ann Converse will send the Agreement to Town Counsel for review.

Green Towne Bridge Repair – there is no update at this time except for a possible traffic route change on the bridge coming into Ludlow.

NEW BUSINESS:

Board to approve and sign meeting minutes of February 11, 2021 - tabled

NOTES AND COMMENTS:

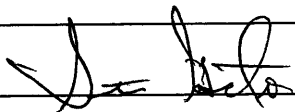
Mr. Simao asked about an email that we received asking for a list of projects to use new COVID funding that will be coming to the Town. Mr. Santos stated that several projects were included in the list and submitted. At this time, the funding requests are very preliminary. The Board of Selectmen will be making all decisions on where the funding will be spent.

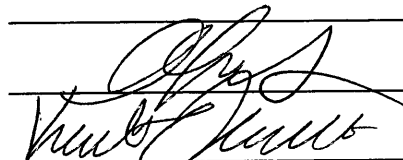
Mr. Simao asked about grants for the First Meeting House. It is a vacant building that just sits there, we should do something with it. Some repairs have been made to it over the last few years. Mr. Batista stated that it needs to be ADA compliant and that it needs major work done to it. There currently aren't any bathrooms in it. Mr. Santos will speak with the Town Administrator regarding this building and its use and maintenance.

The Board signed invoices.

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

NOTES ACCEPTED:





BOARD OF PUBLIC WORKS