

Board of Public Works

Meeting Minutes

November 23, 2021

Members Present: Stephen Santos, Keith Ouellette, Alex Simao, Daniel Soares

Members Absent: John Davis

Also Present: Ann Converse, Kenneth Batista

***There was a malfunction with the recording device and the first 30 minutes of the meeting were missing. The summary below was based on notes of the Business Administrator.**

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

All stood for the Pledge of Allegiance.

APPOINTMENTS:

6:00 David & Linda Horton were present and requesting a second driveway entrance at their home on 28 Cady Street. After discussion by the Board, they approved a second driveway with the entrance on Summer Street. The existing berm cannot be removed and the driveway can be paved up to it. **A motion was made by Mr. Ouellette to approve the second driveway, seconded by Mr. Simao. All in favor. Vote 4-0.**

CORRESPONDENCE:

#1056 Lynn Byrne was present to discuss a town shade tree on her property at 52 Glenwood Street. Mr. Batista and Mr. Soares both went out to look at the tree and it was determined that it is in fact a town tree. It is also considered to be healthy and did not warrant being taken down. The Town must follow the Shade Tree Ordinance and will not remove the tree. **A motion was made by Mr. Ouellette to trim any dead branches or branches hanging over utility lines. It was seconded by Mr. Simao. All in favor. Vote 4-0.**

OPERATIONS SUPERVISOR REPORT:

Mr. Batista reported that the crews continue to mow and remove leaves from all parks and cemeteries daily. Mountainview and Parkview projects have both been loamed and seeded. Booth Street will be loamed once the top coat is installed. We have been out street sweeping and will continue to do so weather permitting. We will continue to road side mow as well. Majority of signs requested by the Safety Committee have been

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installed. One sign is on order and will be installed once we receive it. The crew has also been out patching as time permits.

***The recording device started working at this time and the following summary is from the recording.**

Mr. Batista reports that he received a call from the State Police regarding traffic back up at the Ludlow exit of the Mass Pike. During peak hours the signal at Center Street and Chapin Street is causing traffic to back up to the Turnpike interchange. The State Police is asking if adjustments can be made to allow for movement of traffic north on Center Street during peak hours. Mr. Batista doesn't think that will work because it will just cause a backup at the Chapin/Center Street intersection. The problem is that the 2 sets of lights are not in sync so there will be a backup elsewhere. Mr. Batista isn't sure if it would be possible to bring in Down to Earth to look at the timing. We would probably have to go through some sort of traffic engineer to make any changes. The lights at Chapin and Center are a smart intersection and are supposed to move traffic as detected. Mr. Soares reports that he has seen in other communities where they have linked 2 intersections together so that they can talk to each other. Mr. Santos feels that while that would help with the traffic coming off the highway, it will just end of backing up the traffic on Chapin Street. Further discussion was had by the Board on this matter and it was determined that more research needs to be done and that in the end there will be traffic somewhere. Mr. Santos asked that Mr. Batista contact Down to Earth and get a timing schedule for the Chapin/Center lights.

Mr. Batista discussed pump station maintenance. Our current contract with Suez is going to expire on December 31, 2021. Suez will be providing the DPW with an updated quote for 2022 services. Mr. Batista feels that Suez has done a good job and feels that we should continue working with them. We are currently at about \$1100 a month for them to provide their services. Mr. Santos asked about whether this has to go out to bid because it is over \$10,000. Mr. Batista reports that last year we solicited 3 prices, but Mr. Santos states that is was only for half a year and we wouldn't be going over the \$10,000. This will need to be bid out for next year.

Mr. Batista reported that Palmer Paving is scheduled to install the top course on Booth Street on November 24, 2021. Once the work is completed, the DPW crews will address the driveway aprons and loam and seed the edge of the road.

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

OLD BUSINESS:

New cemetery: Mr. Batista reports that he, Jaime Tomas, Jim Goodreau and Mark Gomes met at the site to see what needs to be done. Mark Gomes has a GPS that he can

use to go around the property to create a map of what needs cuts and fills. The plan will be to do the front half first and level it off. Then we can start bringing material up there and filling in the sections. Mr. Santos reports that the plan will be to start with 4 sections and get that paved and get the granite curbing in. Also get the entrance done. Then there will be a gravel roadway behind those sections until we get more finances to do the next sections. Mr. Simao asked about how many plots there will be in the sections that will be done first. There wasn't an exact number at the time, but total plots for the cemetery is 3000. Mr. Simao asked if plots will be sold to anyone wanting to buy them or if we are just selling them when someone passes. Mr. Santos reports that once the cemetery is open we will sell the lots to anyone wanting to buy them. We will use the funds from the sale of the lots to continue to work on the future sections. Mr. Simao then asked if we had a name for the new cemetery. That will need to be looked at in the future. Mr. Soares asked about parking in the future for the reservoir on the property and Mr. Santos said there will be no parking for the reservoir. They will need to address any safety issues in the future as they arise.

Rood Street: Mr. Santos still has not heard from Town Council about the Inter-Governmental Agreement. He spoke with Bob Stoops from Springfield Water & Sewer this afternoon. He would like to keep the current agreement as it is to get a purchase order going. Mr. Santos reports that he has some concerns because there are 3 more moratorium roads with water main breaks. After speaking with Bob Stoops, they are going to need an Inter-Governmental Agreement for every project they do.

Green Towne Bridge Repair: Mr. Santos has been in contact with Tanya in regards to this project. There is an email from November 22, 2021 in which she states that she is still waiting to hear from the state on plans for repair. A steel plate can be used at this time as a temporary repair. Before any type of repair is done, the state has to approve it. There are several options possible. The first one would be for a permanent repair which could happen in the spring. Option two would be placing a steel plate with hot mix asphalt. Securing to the plate with pins may be difficult and plowing would be challenging. This is the cheapest short term fix that would lead us back to a permanent repair. Option three is to fund a \$260,000 repair now under emergency procurement pending state approval. The worst case scenario is that the bridge may have to be closed. There was a question made about possibility of getting a traffic light and a one lane road to be able to keep the bridge open. Mr. Santos says that it would need state approval. The cost is being split between Ludlow and Wilbraham as there is no state funding at this time. Mr. Santos reports that he will meet with Jim Goodreau tomorrow and set up a conference call with Tanya to figure out the next steps.

Change to the Ludlow Cemetery Rules & Regulations: The proposed changes are to the lot layout and would go under 2.2.5. Any infant 0-12 months in a casket can only be buried with no more than 2 cremations in a single lot or in their own lot. They cannot

be buried in a lot with a full burial. The change needs to be made because there have been several requests lately that contradict the regulations. If they cannot meet the guidelines then they would need to buy another lot. **Mr. Simao made a motion to add this change into the cemetery rules and regulations, seconded by Mr. Soares. All in favor. Vote 4-0.**

Mr. Soares reports that he did hear back from Mr. Rizelle of Reynolds Street. He has heard from several agencies regarding his water issue. They are trying to figure out where the water is coming from and how to alleviate the problem. Mr. Soares did reiterate with the resident that there is nothing that the town can do to rectify this issue.

Mr. Simao asked about when the compost facility will be closed. Mr. Batista states that we try to keep it open as long as possible, usually until the first snowfall. Mr. Simao asked that we do a Robo-call when a closing date has been decided to let the residents know.

Mr. Simao asked if the road with the pressure sewer over by Chapin Street School is going to have another coat of asphalt put on before winter. Mr. Batista reported that the top coat still needs to be done and will be completed before winter.

NEW BUSINESS:

PW-3 Job Posting: Mr. Santos reports that he sent Katie in HR an email asking about how many candidates we have for the job, as well as when the end date for the external posting is. The external posting ends on November 30, 2021. He is waiting to hear back from her.

Invoice from Ricky's Porta-Pottys, Inc. for vandalism to the unit at West Street Park: On October 11, 2021 there was a police report for smoke coming from the porta potty at West Street Park. There was visible damage to the porta potty. There was discussion as to whether this should be sent to the insurance company. **There was a motion made by Mr. Simao to just pay the invoice for \$652.18, seconded by Mr. Soares. All in favor. Vote 4-0.**

Board to review the annual bid results and award contracts:

The following bids should be rejected:

Aquadro- Item #C-12 Tree Trimming & Removal Services- did not provide the required documents: Bid Bond or check, Bid Submitted By form, Contractor's Certification and Certificate of Non-Collusion.

G&G Construction Co, Inc.- Item C-13 Equipment Rental- did not provide the following required document: Certificate of Non-Collusion.

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Lawn Tech Lawn Care- Item C-16 Hydroseeding, Fertilizing & Application of Herbicides, Insecticides and Lime- did not provide the following required documents: Contractor's Certification. Also did not use the proper bid form- altered a previous year's bid form.

Bituminous Concrete and Bituminous Materials- Palmer Paving was the only bidder for items C-1.1 through C-1.6. All States bid only on item C-1.4 Cold Patch. **Motion made by Mr. Ouellette to award the bid to Palmer Paving, seconded by Mr. Simao. All in favor. Vote 4-0.**

Structure Adjustment, Repair & Reconstruction- only bidder was Gomes Construction. **Motion made by Mr. Simao to award the bid to Gomes Construction, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Road Materials- C-3.1 Washed Concrete Sand- Palmer Paving was the only bidder. **Mr. Ouellette made a motion to award the bid to Palmer Paving, seconded by Mr. Simao. All in favor. Vote 4-0.** C-3.2 Screened Gravel & C-3.3 Processed Crushed Gravel Ginmar was the only bidder. **Mr. Simao made a motion to award both bids to Ginmar, seconded by Mr. Soares. All in favor. Vote 4-0.** C-3.4 6" Rip Rap- Ginmar had a bid of \$27.60 pick-up and \$30.80 delivered. **Motion made by Mr. Ouellette to award the bid to Ginmar, seconded by Mr. Soares. All in favor. Vote 4-0.** C- 3.5 3/8" Dense- Ginmar was only bidder. **Mr. Simao made a motion to award the bid to Ginmar, seconded by Mr. Soares. All in favor. Vote 4-0.** C-3.6 Fill- there was no bid. C3.8 Winter Sand- Palmer Paving was the only bidder. **Motion made by Mr. Ouellette to award the bid to Palmer Paving, seconded by Mr. Simao. All in favor. Vote 4-0**

Concrete Sidewalk- only bidder was Gomes Construction. **Motion made by Mr. Soares to award the bid to Gomes Construction, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Bituminous Pavement Sidewalk- Only bidder was Gomes Construction. **Motion made by Mr. Soares to award the bid to Gomes Construction, seconded by Mr. Simao. All in favor. Vote 4-0.**

Roadway Reclamation & Milling- Murray Paving was lowest bidder. **Mr. Ouellette made a motion to award the bid to Murray Paving for Roadway Reclamation & Milling, seconded by Mr. Simao. All in favor. Vote 4-0.** It was pointed out that the Milling Major & Minor bid was only bid by Palmer Paving so previous motion will need to be amended. **Mr. Ouellette made an amendment to the last motion that only the Roadway Reclamation be awarded to Murray Paving, seconded by Mr. Simao. All in favor. Vote 4-0.** C-6.2A Milling Major & C-6.2B Milling Minor- Palmer Paving was lowest bidder. **Mr. Soares made a motion to award the bid for Milling to Palmer Paving, seconded by Mr. Simao. All in favor. Vote 4-0.**

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Vertical Granite Curb- only bidder was Gomes Construction. **A motion was made by Mr. Ouellette to award the bid to Gomes Construction, seconded by Mr. Simao. All in favor. Vote 4-0.**

Sanitary Sewer Line Chemical Root Control- Dukes Root Control was the only bidder. **Mr. Simao made a motion to award the bid to Dukes Root Control, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Traffic Line Painting and Markings- Markings Inc was lowest bidder. **Motion was made by Mr. Simao to award the bid to Markings Inc, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Metal Beam Railing- only bidder was Premier Fencing. **Motion was made by Mr. Simao to award the bid to Premier Fencing, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Tree Trimming and Removal- Northern Tree was the only accepted bidder. **Motion made by Mr. Ouellette to award the bid to Northern Tree, seconded by Mr. Simao. All in favor. Vote 4-0. Motion was made by Mr. Soares to reject the bid from Aquadro for Tree Trimming and Removal as proper paperwork was not submitted during the bid process, seconded by Mr. Simao. All in favor. Vote 4-0.**

Equipment Rental- Gomes Construction was the only accepted bidder. **Mr. Soares made a motion to reject G&G Construction's bid due to failure to complete all necessary paperwork for the annual bid, but to award the bid to Gomes Construction. It was seconded by Mr. Simao. All in favor. Vote 4-0.**

Crack Sealing Specifications- Indus was the only bidder. **Motion made by Mr. Simao to award the bid to Indus, seconded by Mr. Ouellette. All in favor. Vote 4-0.**

Water Valve Box Adjustment and Replacement- Gomes was the only bidder. **Motion was made by Mr. Ouellette to award the bid to Gomes Construction, seconded by Mr. Simao. All in favor. Vote 4-0.**

Hydroseeding, Fertilizing & Application of Herbicides, Insecticides and Lime- only bidder was Lawn Tech Lawn Care who did not use proper bid form or provide proper documentation. **A motion was made by Mr. Ouellette to reject Lawn Tech Lawn Care's bid due to not having proper documentation, seconded by Mr. Simao. All in favor. Vote 4-0. Mr. Ouellette made a motion to put back out to bid the Hydroseeding, Fertilizing & Application of Herbicides, Insecticides and Lime, seconded by Mr. Simao.**

Traffic Loop Detections- there were no bidders.

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Sewer Drain Line Video Inspection- there were no bidders.

Contracts will be typed up and vendors will be notified. This will start January 1, 2022.

The Board approved and signed the February 11, 2021 meeting minutes. **Mr. Simao made a motion to approve the minutes, seconded by Mr. Soares. Mr. Ouellette abstained. Vote 3-0.**

The Board approved and signed the July 13, 2021 meeting minutes. **Mr. Ouellette made a motion to approve the minutes, seconded by Mr. Simao. All in favor. Vote 4-0.**

The Board approved and signed the July 27, 2021 meeting minutes. **Mr. Ouellette made a motion to approve the minutes, seconded by Mr. Simao. Mr. Soares abstained. Vote 3-0.**

Mr. Ouellette reports that he has received a few calls about basketball courts open to the public. He was told that there are 2 courts at Baird Middle School that they can use. He will pass the message along.

Mr. Ouellette also received a call about the tennis courts at Whitney Park and the condition they are in. He asked if some grant money can be used to fix them up. Mr. Santos states that the use of the grant money is at the discretion of the Board of Selectmen. Mr. Santos reports that he submitted a request for the tennis courts at Whitney Park along with the bleachers but has not heard back yet. Mr. Simao feels that we should sit down and meet with the Recreation Committee and discuss options. Mr. Soares inquired about maybe putting in a skate park in place of the tennis courts at Whitney Park. He is going to put some information together to discuss with the Recreation Committee.

Mr. Soares reports that on Center Street northbound lane near the Maple Tree Square entrance there is a storm water drain that is sinking in. He feels that needs to be fixed before it does some damage to a car. Mr. Batista will send someone out to look at it.

Mr. Soares reports that the guardrail at West Avenue needs to be repaired. Mr. Batista states that Bartlett has already looked at it and it's in the works to be repaired. Mr. Soares is asking if jersey barriers can be put in place of the guardrail seeing that it continues to need repair. There are gas and water lines there so having something permanent in place may not be possible. There is really nothing different that can be done.

NOTES AND COMMENTS:

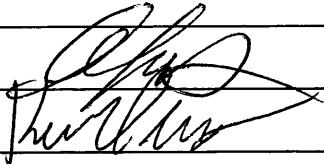
The Board signed invoices

The Chairman signed the Cemetery Commitment for October 2021 for \$7750.00.

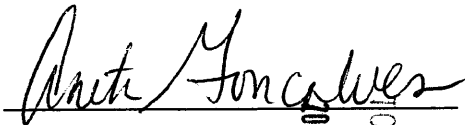
Motion was made by Mr. Simao to adjourn the meeting, seconded by Mr. Ouellette. All in favor. Vote 4-0.

NOTES ACCEPTED:





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