

BOARD OF PUBLIC WORKS
Meeting Minutes
August 2, 2022
Board of Public Works Conference Room

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2022 OCT 19 A 10:37

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

Also Present: Jesse English, Ann Converse

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

CORRESPONDENCE:

Board of Selectmen – Special Town Meeting, October 3, 2022 - The Board of Selectmen, at their meeting of Tuesday, July 26, 2022, voted to open the Warrant for the October 3, 2022, Special Town Meeting to be held at Ludlow High School beginning at 7:30 pm. The Board of Public Works has nothing to add to the Warrant. Mr. Simao made a motion to file, seconded by Mr. Ouellette. Vote 5-0 all in favor.

Notice of Vehicle Damage due to a pothole – request for reimbursement – Ms. Danuta Budzyna hit a pothole on 393 State Street and is looking for reimbursement in the amount of \$686.00. Ms. Budzyna submitted an invoice but no pictures. A motion was made by Mr. Simao to send claim to our insurance company, seconded by Mr. Ouellette. Vote 5-0 all in favor.

DIRECTORS REPORT:

Payroll Authorization Form – Received letter from Kim Collins regarding signing for payroll, Board already voted on this matter they just need to sign the authorization form. The Board members signed the payroll authorization form.

SSO Update – Mr. English spoke with Eric from Tighe & Bond today. Mr. English has the draft plan. A web page needs to be set up, once this is done Mr. English will be able to send over the final forms with the URL address to MassDEP. After completed we will be compliant with MassDEP for the SOS Plan.

Waste Ban – Mattresses and textiles are to be banned materials as of November 1, 2022. Mr. English sent the Waste Ban Certification form to MassDEP. We need to set up a recycler for mattresses that meets the standard to recycle. We must track how many mattresses are recycled and how many don't meet standard and are disposed of. We currently charge \$20.00 to dispose of a mattress regardless of size. Mr. English is going to do more research. Depending on the cost, we might have to raise our price.

Mr. Simao made a motion to file the Directors Report, seconded by Mr. Ouellette. Vote 5-0 all in favor.

OPERATIONS SUPERVISOR REPORT:

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Work Assignments – The cemetery crew is working on foundations as well as maintenance and funerals. Foundations are not in, the piece of equipment that needs to be rented has not been returned yet by the contractor. Mr. English will be contacting another vendor tomorrow to see when they would have one available. The park crew continues with field maintenance as required, they are also mowing, trimming, and emptying trash. Mr. Santos received a call from Ludlow Youth Football about Nick Silva Field. They requested a handicap porta potty, trash barrels, and cutting back the sides of the field. Everything has been done, Mr. English checked on it today. We are having an issue with crab grass at both Whitney Park and Nick Silva Field. The annual bid contractor is going to hit the crab grass really hard at both parks to try and get rid of it before football starts. The roadside mower continues to be out clearing the public way and will do so for the remainder of the season. The front tires need to be replaced on the roadside mower. A crew is addressing driveway aprons on Chapin Street and will start to loam Chapin Street as well as Colonial, Heritage, and Manor Lane. For future jobs they are going to get estimates from the paving company to include the driveway aprons in the contract. This way if they fail, we can go back to the contractor for repair. Our tree crew is also out addressing service reports dealing with the most severe trees first. We are also patching potholes twice a week.

Projects – Shim scheduled for Alden Street on August 18, 2022. Thermoplastic of crosswalks, onlays and arrows at intersections on Center Street and East Street. Planting of shade trees. Indus came and did the crack sealing on Center Street.

Snowplow Registration – We need to look at our hired vendor plow rates to make sure we are competitive. Last year we lost several vendors to other communities that were paying more. Also, we should advertise at the beginning of September in order to have contractors on board and in place.

Mr. Simao made a motion to file the Operations Supervisor Report, seconded by Mr. Ouellette. Vote 5-0 all in favor.

NEW BUSINESS:

Ms. Converse had a request from the Town Accountant, to complete the Chapter 90 reimbursement requests as soon as possible. The Board signed four Chapter 90 reimbursement requests.

OLD BUSINESS:

Temporary parking restriction at 271 East Street– letter received from Mr. Simon Santos regarding accidents at this location – Mr. Simon Santos thanked the Board for taking the time to speak with him. Mr. Simon Santos included in his letter accident reports for the area where they are going to place the temporary parking restriction. Mr. Steve Santos will forward the letter and reports to the Safety Committee as it was their decision to put up the temporary parking restriction at 271 East Street. Mr. English will order the barriers; he is just waiting for the vendor to provide us with a W-9 to be set up as a new vendor in our system. The barriers are in stock, the company is located in Rhode Island.

Update for the New Cemetery – Mr. Santos would like to get the cemetery paved this year. He suggested that Palmer Paving be called to get it scheduled.

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Year-end Budget Review FY2022 - Waiting on final numbers from accounting.

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Location for Celebrate Ludlow – Will be held at Memorial Park. Mr. Santos met with Laurie; they seem to have a good plan. They are going to be getting their own dumpster we will supply them with barrels. The boy scouts will be picking up the trash and putting it in the dumpster. They will be renting tables and chairs, we will move picnic tables from Whitney Park to Memorial Park for more seating. They will contact the Sherrif's Department to assist with clean up after the event. We will provide no parking signs and handicap parking signs.

Job Vacancy Update – There are five applicants for the PW1 position. Mr. Santos asked Mr. English to pick two or three applicants that he would like to interview. Would like to have interviews on Monday.

Sweeper - Mr. English received an email stating that the manufacturer was raising their price by 5% for anything ordered after May 1st. Mr. English asked the vendor for an updated quote on May 24th, the 5 % increase was not in that quote therefore we will not be responsible for that increase. The vendor has reached out to the manufacturer, and they have not heard back yet. The sweeper has been ordered.

NOTES AND COMMENTS:

The Board signed invoices.

The Chairman signed the Cemetery Commitment for July 2022 in the amount of \$9,350.00.

Mr. Ouellette asked Mr. English to pick up the road closed and detour signs on Chapin Street.

Mr. Ouellette asked about the patches on Tower Rd, Grimard, Cady and Motyka. The patches are failing we don't know if they are permanent or temporary patches. Mr. English has already gone out and made a list of items that need to be addressed. Mr. English will reach out to GEG Construction to get a status update and to go over some of the concerns.

Vets Park - Mr. English provided the Town Administrator with contact information for the plumber that is suggested for the repair of the backflow. Once scheduled we will send someone over to show the plumber where everything is.

Moratorium Roads - Mr. English will reach out to Springfield Water & Sewer to see if they got a contract for the paving of the Moratorium Roads.

Aimee Henderson of Eversource sent an email on July 7th requesting a meeting with the Board of Directors and the Tree Warden to discuss several topics including vegetation management specs, storm work, traffic control, hazardous trees, firewood and chips, Arbor Day, and shade trees.

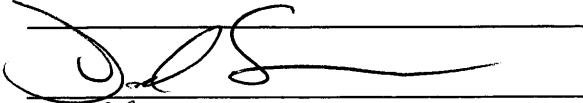
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**Motion was made by Mr. Simao to adjourn the meeting, seconded by Mr. Ouellette.
Vote 5-0 all in favor.**

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NOTES ACCEPTED:



Maria Simao

Kent Ouellette



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