

**BOARD OF PUBLIC WORKS MEETING HELD: August 18, 2020**

LOCATION: Webinar

**ATTENDANCE:** T. O'Brien, W. Gelinias, P. Abair, B. Fenney, T. Christensen, J. Dunn, F. Vachon, D. Keane and R. Taddia

T. O'Brien called the meeting to order at 4:09 pm and asked if anyone is recording the meeting other than the webinar: **None**

**REVIEW/APPROVE MINUTES OF 03/10/2020 MEETING: T. O'Brien entertained a motion to approve the meeting minutes dated March 10, 2020; P. Abair made a motion to approve the meeting minutes; W. Gelinias seconded the motion. The vote was taken and was unanimously affirmative.**

**Reorganization for Board of Public Works:**

**APPROVE the reorganization for Board of Public Works: T. O'Brien entertained a motion to elect W. Gelinias as the new Chairman and P. Abair as the Vice Chairman. P. Abair made a motion to approve the new reorganization; T. O'Brien seconded the motion. The vote was taken and was unanimously affirmative.**

**SUPERINTENDENT REPORT: B. Fenney** updates:

**Service:** Tony Longo has retired on August 3, 2020 after 42 years of service; one highway skilled worker position open; one skilled worker position was eliminated and will be filled in FY21. **COVID:** Eliminated 5 seasonal positions this summer due to COVID pandemic; practicing CDC guidelines to keep staff safe during this difficult time; one staff member is assigned to each vehicle; sanitizing on Fridays; lunches are separated into 3 different times; no more than 10 people in the lunch room at any given time; masks must be worn when entering service building; temperature readings are taken by Darrell Keane every morning before work begins; practice social distancing; we have PPE equipment for work being performed in close quarters; all vacation slips are brought down for HR approval; employees are asked if they are leaving the state and upon their return they must quarantine for 2 weeks; four UMEEL employees were furloughed in May; three clerical DPW employees worked 2 days a week and was furloughed the remaining days to keep everyone safe; absences during COVID were not held against any employees.

**FY21 Budget:** was modified due to COVID and was decreased a total of 4% from general fund liabilities; Town Council approved on July 21, 2020.

**Board Comments: T. O'Brien:** Can we decrease our costs by closing down buildings? Anticipate vehicle costs rising due to one man per vehicle? **P. Abair:** Are we saving money on heating and electricity? Would you be using less vehicles seeing people were furloughed? **B. Fenney:** Reduced temporary salaries; looking into closing air conditioning units; close pool; close all uni-ventilators and rooftop units to save money. Communication will be sent to all department heads asking them to keep room temps above 70 degrees. We have a heat management system and made adjustments to rooms not in use. Fuel usage has increased because all vehicles are in use; equipment is being used to keep our employees safe.

**Transfer Station Disposal Contract:** Kane metal revenue for calendar year 2019 = \$11,956.60; looking into creating an enterprise fund and bylaw; working with BOH to extend contract with Waste Management (WM) for one year; getting pricing from MacNamara – 3 year contract; Republic cost for

the town is more expensive than WM; in FY20 we sold approx. 1,344 transfer station stickers

**Approved Capital improvement projects:**

HS electrical switchgear replacement - \$119,115  
Replace 1996 Dump Truck #10 - \$215,524  
Maple Shade steam pipe replacement phase 2 - \$449,430  
Toro Groundmaster 5910 - \$117,141

**Sewer projects:**

P/S Communication & PLC upgrades - \$339,000  
Replace 2002 Truck #81 - \$58,358  
I&I Sewer Rehabilitation - \$100,000  
Wastewater flow monitoring meters - \$533,500

**Water projects:**

Water meter modules year 1 of 5 - \$131,136  
P/S Communication & PLC upgrades - \$113,250  
Replace 1997 Dump Truck #4 - \$260,522

**Stormwater projects:**

Street sweeper - \$235,000

**DEPUTY SUPERINTENDENT REPORT: T. Christensen updates:**

**Paving:** Waiting for accounting to bond monies for future paving projects. **MS4:** Year two requirements completed; operations maintenance plan is complete for all municipal facilities; Tighe & Bond streamlined an operations maintenance plan and completed standard SOP requirements ultimately eliminating pollution in our existing facilities; Stormwater pollution prevention plan was completed.

**Somers Road Landfill:** Complete waiting on DEP approval. **Allen Street Landfill:** no additional capital funding was granted; will be asking DEP for an extension; continue gas and ground water monitoring

**Board Comments: P. Abair:** Are there any delays on projects from contractors? All utilities on the roads been updated? **T. O'Brien:** Status of Porter Road culvert project? Culvert should be replaced. **T.**

**Christensen:** If pricing increases due to project delays we may need to re-bid. All utilities updates must be completed before we pave; Porter Road culvert project is at a standstill; there was not enough funding; bid was too high for original estimate.

**WATER & SEWER ADMINISTRATOR REPORT: F. Vachon updates:**

Maple St Project is completed; clean-up and yardwork remaining. Water tower painting project is completed; Verizon putting antenna's back up on tower. Manhole sealing project going out to bid tomorrow; part of I & I. Lead and copper testing completed except for schools. Meter vault on N. Main in final planning stage; instruments and meter flow need to be adjusted per Springfield; Tighe & Bond is working on that as well. Working on meter appointments. Finalized contract with Springfield water and sewer border accounts (400) to determine who will be paying each town.

**Board Comments: P. Abair:** Are you involved with the water quality projects? We need to be more involved with Springfield to understand how water and sewer rates will impact us in the coming years; **F. Vachon:** Springfield is trying to rebuild their treatment facility and upgrade their treatment processes to handle HAA5 contaminates; they are practicing the procedures now in warmer weather and in the winter –colder months to see if it is going to work. **B. Fenney:** our rates are based on usage/volume and the amount of water we use; we don't know our true up costs so it is hard to plan operational costs; we are communicating with Springfield and receiving daily reports on how much chlorine is entering system, temperatures, PH so we can adjust our systems accordingly; we are doing everything we can to mitigate any exceedances'.

**BUILDING FACILITIES MANAGER REPORT: J. Dunn** updates:

**Schools:** All buildings will be open all year; meeting with Gordon on Thursday and will get more info; see if we can consolidate middle schools; special needs students must be in the same school they were assigned to; completed walk through inspections with building and fire inspectors to prepare if schools reopen. **Meadowbrook:** modular project is completed; floors are done. **COVID:** working on all mechanicals to meet COVID guidelines; more airflow in schools, make sure exhaust fans and uni-vents are running; added more cleaning procedures; when town hall and library were closed we cleaned the Police Department. **Pine Knoll:** pool is back up and running from the recent power loss. **Senior Center:** new custodian, Jeremiah Ferris.

**Board Comments: P. Abair:** Why don't we consolidate to one school building rather than keep them all open; **W. Gelinas:** if we are able to close any part of our buildings would we save money.

**HIGHWAY & UTILITY MANAGER REPORT: D. Keane** updates: **COVID:** lost some personnel due to furlough; removed all sporting equipment away from the fields; put up and took down signage around town during COVID; blocked off basketball courts and removed hoops; put up and took down all caution tape around play grounds trimmed, edged and manicured all baseball fields; receive kudos from residents and Rec department; repaired two Hydrants on Benjamin Ave and Benton Dr. Completed catch basin repairs. Started street sweeping to comply with stormwater requirements. **Storm 08-05:** crew worked additional hours but did not have to work through the night; worked with national grid and tree companies to remove tree on Elm St to re-open the road; clean-up remaining; massive pile of brush at Transfer Station will be removed. With personnel back we will move back to our construction side of business and work on catch basins and paving.

**OTHER BUSINESSES:**

Real Term Energy street light purchases; will present to Town Council in early September; included with acquisition is a \$10K maintenance cost; they would replace bulbs during the duration of the 10 year project; does not include reattachment service fees if pole gets hit; we will be retrofitting our existing lighting system; second option will have light controls, cameras and total operation view with notifications; must be certified by your utility co and electricians.

**Board comments: P. Abair:** Life expectancy of lights? Warranty years? Who replaces them? **B. Fenney:** will invited Paul from Real Term Energy to come to our next meeting to answer any and all questions you may have.

**SCHEDULE NEXT MEETING:** B. Fenney will send email invites and will schedule next meeting in September; and will have it posted to the town website.

**T. O'Brien entertained a motion to adjourn the meeting at 5:22pm; P. Abair made a motion to adjourn the meeting; W. Gelinas seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.**