

**BOARD OF PUBLIC WORKS MEETING HELD: January 7, 2020**

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

**ABSENT FROM MEETING:** P. Abair

T. O'Brien called the meeting to order at 4:22pm and asked if anyone other than ELCAT was recording minutes; R. Taddia stated yes (DPW minutes)

**REVIEW/APPROVE MINUTES OF 10/21/2019 MEETING:** T. O'Brien entertained a motion to approve the meeting minutes dated October 21, 2019; W. Gelinias made a motion to approve the meeting minutes; T. O'Brien seconded the motion. The vote was taken and was unanimously affirmative.

**SUPERINTENDENT REPORT:** B. Fenney updates: **Staff Update:** Equipment Operator Position- out of 5 internal applications Justin Callahan is the most qualified and was promoted on 01/07/2020. **Parks Division Maintenance & Standards:** Bruce asked the board to review the Parks Division Maintenance Standards and Practices manual which includes cost estimates for maintenance supplies and staffing requirements before it is presented to Town Council; B. Fenney will inquire about monies to see if they can be incorporated into FY2021 budget; \$60 – \$70K supplies only plus staffing. **Capital Planning Projects:** **MassDOT** - The Municipal Small Bridge program 25% design was submitted on 12/13/19 and will be bid out this spring 2020. **2.OMG Prospect Tank Painting Project** – Bids opened on 12/04/19 with a budget totaling \$1.3 Mill; total bids = 3; project was awarded to Atlas Painting and Sheeting Corp. for \$1,090,005.00. Timeline built in contract to be completed by fall 2020. **Meadowbrook Building Replacement Project**- Bids opened on 11/21/19 with a budget totaling \$2,085,498.00; total bids = 7; project was awarded to Marois Construction for \$1,432,000.00 (stick built - conventional framing); project will start this week; asbestos abatement removal will be completed January 6-10; demolition of existing building is scheduled for January 13, 2020. **MIIA Grand Award:** DPW received a grant for \$7,725 for a Vertical Mast Light Tower/Generator which will be used for emergencies and water breaks. **2019 Manhole Sealing Project** – Project will be bid out in late January 2020 and will start in spring 2020; also part of our Inflow & Infiltration program; project is estimated at \$80,000.00; total manholes based on inspection = 25-26. **Police Station Expansion Study** – Awarded to Hill Engineers, Architects, Planners, Inc. totaling \$25K.; Joe Dunn will meet with engineer and Police Chief to go over expectations/needs.

**FY21 Draft Operational Budget Review** – B. Fenney announced all department/divisions salary and non-salary budget expense totals for FY21; and explained the justification for decreases (-) and increases (+). The board will approve the final budget on the next scheduled board meeting.

|                                       |  |                                      |
|---------------------------------------|--|--------------------------------------|
| <b>Building</b>                       | <b>Sewer</b>                           | <b>Snow &amp; Ice</b>                |
| Salary - \$494,009.52 (+2.18%)        | Salary - \$505,372.83 (-1.55%)         | Salary - \$20,297.00 (0%)            |
| Non-Salary - \$389,249.80 (+0.87%)    | Non-Salary - \$989,403.32 (+6.37)      | Non-Salary - \$127,875.00 (0%)       |
| <b>Total - \$883,259.32 (+1.6)</b>    | <b>Total - \$1,494,776.15 (+3.69)</b>  | <b>Total - \$148,172.00 (0%)</b>     |
| <b>Highway</b>                        | <b>Water</b>                           | <b>Waste</b>                         |
| Salary - \$1,335,923.78 (-1.69%)      | Salary - \$566,872.73 (-2.83%)         | Salary - \$19,272.00 (+6.2%)         |
| Non-Salary - \$476,150.32 (-10.00%)   | Non-Salary - \$1,578,692.32 (+6.90%)   | Non Sal - 68,100.00(+24.52%)         |
| <b>Total - \$1,812,074.10 (-3.9%)</b> | <b>Total - \$2,145,565.05 (+4.33%)</b> | <b>Total - \$87,372.00 (+20.48%)</b> |

**Stormwater**

Salary - \$131,599.88 (+25.41%)  
Non Salary - \$138,972.00 (-3.58%)  
**Total - \$270,571.88 (+10.52%)**

**Utilities**

Non Salary - \$1,112,800.00 **(+1.33%)**

**Total Public Works - \$7,954,590.51 (+1.93%)**

**Total Salaries/OPEB - \$3,073,347.75 (no change)**

**Total Operational - \$4,881,242.76 (+3.2%)**

**General Liability Funds - \$4,043,677.42 (-0.6%)**

**DEPUTY SUPERINTENDENT REPORT:** **T. Christensen** updates: will defer to 01/21/19 board meeting and will present the final Chapter 90 paving street list.

**WATER & SEWER ADMINISTRATOR REPORT:** **F. Vachon** updates: Disinfection by-products – HAA’s exceeded again at Harkness with a 74.7; Springfield had notifications on all radio stations this morning; we continue to have calls from residents; we passed the 2<sup>nd</sup> and 3<sup>rd</sup> quarters and failed the 4<sup>th</sup>;

**B. Fenney:** we received a call from a reporter this morning and DPW confirmed that we are working closely with Springfield Water & Sewer Commission to combat the issue; communicating with Springfield’s Sumner Ave location to determine the amount of chlorine to add to organic matter.

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

**Meadowbrook:** Modular project has started this week; roof will be completed this week. **Mapleshade:** Replacing interior doors for security. **Police Department:** Work Study. **Old Fire Station:** Cleaned up sheet rock; installation is sound; building is heated with gas; there is a step down to the bathrooms but work still needs to be completed to become accessible; the bay area now has a wood floors **B. Fenney:** Sleepers were put on the concrete floors **Work Orders:** business as usual

**HIGHWAY & UTILITY MANAGER REPORT:** **D. Keane** updates: **Storms:** 2 ice storms and 1 snow storm. **Parks:** Prep and service mowers for spring. **Highway:** Clean yard and trucks; prep for snow storms; pot hole patching; maintain vehicles; complete construction as weather permits; work orders - completed 120-130 since last meeting and completed 1,143 for calendar year 2019. **Water:** Maintain dig safes and mark outs.

**OTHER BUSINESSES:** Water & Sales & Service abatement for 322 Prospect Street. The board was given information in regards to the questions from the last meeting and the board has agreed to move forward with the abatement.

**REVIEW/APPROVE Water & Sewer abatement for 322 Prospect Street:** **T. O’Brien entertained a motion to approve the abatement; W. Gelinas made a motion to approve; T. O’Brien seconded the motion. The vote was taken and was unanimously affirmative.**

**SCHEDULE NEXT MEETING:** The next meeting is scheduled on January 21, 2020.

T. O'Brien entertained a motion to adjourn the meeting at 5:26pm W. Gelinas made a motion to adjourn the meeting; T. O'Brien seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.