

**BOARD OF PUBLIC WORKS MEETING HELD: February 13, 2017**

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: J. Maybury T. Wilson R. Peirent B. Fenney R. Esposito M. Warner S. Tancredi

ABSENT: D. Burack

Mr. Wilson called the meeting to order at 5:02 p.m. He asked if anyone other than ELCAT was recording the meeting. Ms. Tancredi stated that she was recording the meeting for the minutes.

**REVIEW/APPROVE MINUTES OF 1/17/17 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of January 17, 2017. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.**

**SUPERINTENDENT REPORT**

**BUDGET SUMMARY FOR FY2017:** Mr. Peirent stated that the Budget for FY2017 represents expenditures through February 1, 2017, which is week thirty-one. The budget is about 59.4% spent. Mr. Peirent stated that the budget is trending similarly when compared to previous months. Mr. Peirent stated that the Highway Budget has increased due to recent vehicle repair costs, which will significantly rise in the next week or two. Mr. Wilson asked if the increase of vehicle repair costs is due to the recent snowstorms. Mr. Peirent stated no and that it is primarily due to the aging of the vehicle fleet. Mr. Peirent stated that the Snow and Ice Budget as of Wednesday, February 1, 2017 for this time of the year is where it should be and assured the Board this budget has not been under budget for several years. In addition, Mr. Peirent stated that based upon the different winter seasons the Snow and Ice Budget is \$100,000 less than where it was this time two years ago but \$60,000 more than where it was this time last year. Mr. Peirent stated that the Energy Budget is trending well even though natural gas and fuel oil expenditures are higher this year compared to last year due to a colder winter season, which have been offset by electricity saving. Mr. Peirent stated that the Energy Budget is \$30,000 less than where it was this time last year.

**MAPLE STREET AND DWIGHT ROAD MEDICAL FACILITY:** Mr. Peirent stated that the project has been progressing from a planning phase into something more defined. Mr. Peirent stated that both the Towns of Longmeadow and East Longmeadow are looking into establishing District Improvement Financing (DIF), which uses increased tax revenue to allow both the Towns to make beneficial improvements to their roadways around the medical facility. Mr. Peirent discussed in further detail some of the improvements that both the Towns of Longmeadow and East Longmeadow will be making such as, improvements to the intersections of Converse Street, Williams Street and Dwight Road, upgrading traffic signals at Benton Drive and Chestnut Street, enlarging Maple Street into East Longmeadow about two hundred and fifty feet and installing a dedicated right turn only lane onto Dwight Street as well as a left turn only lane onto Maple Street. In addition, Mr. Peirent stated that Maple Street will be resurfaced about nine hundred feet and sidewalk will be installed. Mr. Peirent stated that he will be meeting with the Town Council tomorrow night, February 14, 2017 in order to

discuss the District Improvement Financing, whereas the Town of Longmeadow will need a vote at Town Meeting.

**GREAT HORSE COUNTRY CLUB AND BANQUET FACILITY IN HAMPDEN:** Mr. Peirent stated that he and Ms. Denise Menard, Town Manager met with Representatives from the Great Horse Facility's on Tuesday, January 31, 2017. The purpose of the meeting was to discuss plans and specifications for the Great Horse Facility's Water and Sewer Project. Mr. Peirent stated that Representatives from the Great Horse Facility have proposed the installation of an eight inch water main from the facility down to Wilbraham Road onto Allen Street in the Town of Hampden. This would then be run up Allen Street into East Longmeadow where the water main would be tied into the recently upgraded twelve inch water main at the East Longmeadow Town line. In addition, Mr. Peirent stated that a six inch sewer force main pump line would also be installed from the facility along the same pathway with connections being made to the various side streets along that route. A discussion followed regarding the proposed plans and possible issues. Mr. Peirent assured the Board of Public Works that the Town's interests will be protected.

**SOMERS ROAD LANDFILL:** Mr. Peirent presented a letter from MassDEP to the Board of Public Works. MassDEP has approved Phase One of the Somers Road Landfill Closure Project and now the closed area must be maintained once a year as well as inspected. In addition, Mr. Peirent stated that water quality testing will also be done by the Health Director. Mr. Wilson inquired about the next phase of the project. Mr. Peirent stated that the next phase of the project should be completed by the end of the winter season along with some additional work, creating work areas and long term stabilization of the site. Mr. Wilson inquired about Phase Two of the project. Mr. Peirent stated that although Phase Two will begin this year it will not be fully completed until 2018.

**2016 ANNUAL TOWN REPORT FOR THE DPW:** Mr. Peirent presented a copy of the completed Annual Town Report for the DPW to the Board of Public Works. Mr. Peirent stated that the original report was submitted today to Ms. Denise Menard, Town Manager. Mr. Peirent stated that Ms. Menard had indicated that the report will be similar to what has been done in previous years but in the future the format of the report may change.

### **BUILDING MANAGER'S REPORT**

**RENOVATIONS AT THE TOWN HALL:** Mr. Fenney stated that Ms. Denise Menard, Town Manager is in her new office and is very pleased with the results. Mr. Fenney stated that renovations to her old office, which originally was the Town Administrator's Office, has begun and walls have been framed in for the new Conference Room and Benefits Office. In addition, Mr. Fenney stated that all the electrical and dry wall work has been completed along with two coats of joint compound on the walls. Mr. Fenney stated that the HVAC and duct work is now almost completed and painting should begin by the end of the week. Mr. Fenney stated that the next phase, which will be done after hours, will be to take down the partition walls that once separated the old Selectmen's Office and the old Conference Room in order to install an office for the Health Department and the Human Resources Director.

**TOWN HALL SPRINKLER SYSTEM:** Mr. Fenney stated that the project was put out to bid on Thursday, February 2, 2017 and only two contractors submitted their bids, Carlisle Engineering, Inc. for \$197,200 and K & M Fire Protection Services, Inc. for \$97,500. Mr. Fenney stated that based on the references he received he will recommend that Ms. Denise Menard, Town Manager award the project to K & M Fire Protection Services. Mr. Peirent stated that K & M Fire Protection Services was the only contractor to visit the Town Hall and do their homework.

**VEHICLE MAINTENANCE UPDATE:** Mr. Fenney stated that the Truck Preventative Maintenance Program is up to date as well as the inspection stickers. Mr. Fenney stated that there have been a few break downs due to transmission problems in the last couple of weeks, Truck #72, Truck #9 and Truck #3. Mr. Fenney concurred with Mr. Peirent that the Highway Budget has seen better days but issues are being addressed as the vehicle fleet ages. A discussion followed regarding the aging of the vehicle fleet and what needs to be done. Mr. Fenney stated that he will continue to keep the Board of Public Works up to date.

### **HIGHWAY/UTILITIES MANAGER'S REPORT**

**MAINTENANCE UPDATE/REPAIRS:** Mr. Esposito stated that so far there have been no water main breaks in sometime when compared to previous years with the exception of a few iron saddles that have rotted and need to be repaired by DPW crews. Mr. Esposito stated that DPW crews have also been repairing old fire hydrants and the warm weather conditions have also allowed DPW crews to clean catch basins as well as repairing those that have deteriorated. Mr. Esposito stated that some catch basins, which need the most attention, will be repaired immediately while the rest will be repaired in the spring. In addition, Mr. Esposito stated that DPW crews are continuing to repair manholes and any pipe inverts that are found, while repairing those manholes.

**FILMING SEWER LINES:** Mr. Esposito stated that DPW crews are continuing to film sewer lines as needed in order to find and make note of any issues that will need to be addressed in the future.

**TREE REMOVAL:** Mr. Esposito stated that the warm weather conditions have allowed DPW crews to continue tree removal, especially dead trees found around plow routes.

**RECENT SNOWSTORMS:** Mr. Esposito stated that due to the recent snowstorms, DPW crews have been repairing mailboxes as well as making any repairs needed to plows and truck vehicles with the assistance of Mr. Fenney. Mr. Fenney concurred.

**INSPECTION REPORTS:** Mr. Esposito stated that while DPW crews are making repairs to catch basins, manholes, etc., inspection reports are being generated. Mr. Esposito stated that all the inspection reports are being submitted to the Town Hall and Mr. Warner, who has been uploading them into the GIS System. Mr. Esposito stated due to the GIS System the catch basins and the manholes that were not previously put in the system are now being found. Mr. Peirent concurred and stated that while the system is not being instantaneously updated, it is being updated quickly.

**FUTURE PROJECTS:** Mr. Esposito stated that DPW crews will be doing snow removal, especially at the intersections where the snow banks have gotten too high.

**PW ASSET/CMMS REPORT:**

Mr. Warner stated that every morning Mr. Esposito submits a batch of reports to be uploaded into the system. Mr. Warner reiterated that when he first started in the position there was a back log of information that needed to be uploaded but now it is at a point where all the new information is in the system by the end of the day or at the end of the week.

Mr. Warner stated that he and Mr. Peirent have had at least two or three meetings with Dude Solutions, the vendor who provided the software package for the system and Dude Solutions has taken that information after all the work order processes were identified and set up a working temporary version of the website as well as added all the mapping information. In addition, Mr. Warner stated that he, Mr. Esposito and Mr. Peirent are now currently learning how to use the software package on the work order system side, learning how to create work orders, how to assign those work orders, how to create reports from the system and how to determine which work orders are completed or still opened.

Mr. Warner stated that eventually the next step for him will be to receive Administrator Training in order to manage the entire application and start training the rest of the staff on how to use the system. Mr. Peirent stated that the ultimate goal will be to better distribute the work flow. Mr. Warner concurred and stated that the plan is not to overwhelm the staff but to ensure that they receive valuable information. Mr. Wilson inquired about prioritizing work orders. Mr. Warner stated that whoever submits the work orders into the system will have the ability to prioritize those work orders as well as reprioritize them. Mr. Warner stated that Dude Solutions has estimated that the new work order system will work parallel with the old system by the end of February 2017. A discussion followed and further details regarding the system were covered including how it will work in future.

Mr. Wilson stated that the next meeting is scheduled for Monday, February 27, 2017 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

**Mr. Maybury made a motion to adjourn the meeting at 5:50 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.**