

**BOARD OF PUBLIC WORKS MEETING HELD: March 18, 2019**

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

**ATTENDANCE:** P. Abair, W. Gelinas, B. Fenney, T. Christensen, J. Dunn, F. Vachon, J. Klase and R. Taddia

**ABSENT FROM MEETING:** T. Obrien

P. Abair called the meeting to order at 4:00 p.m.; P. Abair asked if anyone other than ELCAT was recording minutes. R. Taddia stated yes for the DPW department minutes.

**BOARD ORGANIZATION:**

**REVIEW/APPROVE MINUTES OF 02/26/2019 MEETING: P. Abair made a motion to approve the minutes of the meeting of February 26, 2019; W. Gelinas seconded the motion. The vote was taken and was unanimously affirmative.**

**SUPERINTENDENT REPORT: B. Fenney** updates: Mass DEP completed a Sanitary Survey on June 13, 2018 for our DPW water system; as a requirement, DPW completed a water asset management plan for water, waste water and stormwater; DEP came out with a grant program on January 22, 2019; DPW applied for this grant and received \$140K; we have spent \$55K out of operations leaving us \$85K; DPW will be working on an overall 20 year capital improvement plan; **P. Abair** stated it will help to get a baseline plan for budgeting and setting rates in the future; also, will help with expensing projects vs. capitalizing; this plan will help expedite future grants that are first come first serve.

**FY20 Capital Projects Recommendations:** Board reviewed the following: Allen Street Landfill Closure, John Deere 3038E Tractor, Bobcat #53, Annual Sidewalk Construction, Roadway Improvement, Town Hall – Trailer Mount Generator 150 KW, LED Street Light Purchase/Conversion, Inflow & Infiltration/Sewer Rehab, Sewer /Drain Camera Replacement, JD 50G Mini – Excavator, Maple St. Water Services/Interconnections Upgrades and Prospect St. Composite Elevated Tank Painting.

**FY2020 Rates & Fees:** B. Fenney and the Board reviewed Water & Sewer Comparisons, Water Rates, Sewer Rates, Stormwater Rates, Water Service Fees, Sanitary Sewer Services Fees, Other Services Fees, Life Cycle Maintenance Fees, and Transfer Station Fees. **Board** agreed with proposal and made a recommendation to increase water .30 per 100 cubic feet; and increase sewer .40 per 100 cubic feet.

**W. Gelinas entertained a motion to approve the FY20 Rates & Fees proposal; P. Abair seconded the motion. The vote was taken and was unanimously affirmative.**

**DEPUTY SUPERINTENDENT REPORT: T. Christensen** updates: **MS4** – Still on target for June 30, 2019; college intern is coming back this summer to help; initial outfall ranking is required in year 1; testing of outfalls don't need to be completed until year 3. **Chapter 90/Paving:** Finalizing/inspecting the street lists for this year's paving.

**WATER & SEWER ADMINISTRATOR REPORT: F. Vachon** updates: Current water testing samples due next week; **Clear Water Disconnect:** Informational letters to the 209 existing sites that have been found to have an issue will be mailed on or around April 1, 2019. **Watchaug:** completed repairs on two pumps (used our in-house crane) the last pump is going out for service on Tuesday. **Sewer:** crew is working on

manhole investigations and sewer main line jetting maintenance; DPW department is working on a list of residents who have manual meters (10) and those who have unusual meter reads.

**BUILDING FACILITIES MANAGER REPORT: J. Dunn** updates: **Town Hall:** Bathroom is completed. Break room: working on electrical (switches) and should be completed by the end of the week. **Mapleshade:** Door project: final quote from contractor to replace 22 (fire rated with glass viewing pane) doors is 99K; this will leave us 40K left to replace exterior doors. **Elevator:** RFO scheduled this week to determine the architect who will complete the accessibility planning project. **High School:** Tanks near the pool are still in progress; we will need a capital project to complete. **Pine Knoll:** Currently working on running fiber from Porter to Parker to increase communications; facility is ready for upcoming camp

**HIGHWAY & UTILITY MANAGER REPORT: J. Klase** updates:

**Winter Clean-Up:** Working on potholes; hot box is currently being serviced and will be returned by the end of the week. Trimming and marking trees, specifically those that have been a problem sometimes damaging our trucks when plowing. Working on service calls. No major water breaks.

**Spring Activities:** Tractors, mowers, construction equipment (curb box, rollers, paving) have been serviced and ready to go. Asphalt plant will be opening next week and crew will work on patching (permanent) problem areas; Sweeper and catch basin cleaner is ready for next week. Transfer station cap is in process and targeting the summer for completion. Getting skate shack and grounds ready for the Lions Club Fishing Derby; pond will temporarily be stocked for the event. Cleaned up branches and low hanging limbs in the dog park.

**OTHER BUSINESSES:** B. Fenney passed out an updated Superintendent list of annual reports supplied by the DPW office to the board for their review.

**SCHEDULE NEXT MEETING:**

B. Fenney will email the attendees with proposed dates for the next meeting.

**W. Gelinis made a motion to adjourn the meeting at 5:08 pm; P. Abair seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.**