

BOARD OF PUBLIC WORKS MEETING HELD: April 23, 2018

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: T. O' Brien, P. Abair, B. Fenney, T. Christensen, J. Dunne, R. Esposito S. Tancredi

Mr. O' Brien called the meeting to order at 4:25 p.m. He asked if anyone other than Ms. Tancredi was recording the meeting for the minutes. Ms. Tancredi stated no.

BOARD ORGANIZATION:

Mr. O' Brien made a motion to become the Board Chairman and Mr. Abair the second Board Member. Mr. Abair seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative

REVIEW/APPROVE MINUTES OF 6/27/17 MEETING: Mr. O' Brien made a motion to approve the minutes of the meeting of June 27, 2017, referring them to the Town Clerk's Office for final approval as he and Mr. Abair were not present at the meeting. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT:

TRUCK ACCIDENT: Mr. Fenney stated that on Tuesday, February 6, 2018, Truck #12, a 1999 Ford F350 with over one hundred thousand miles on it, was totaled in an accident by another vehicle. Mr. Fenney stated that MIIA, the Town's insurance company has reimbursed the Town \$4,683.75, for the loss of the vehicle. Mr. Fenney stated that based on the necessity of the vehicle, he had been advised by the Town Manager, Ms. Denise Menard, to get quotes for a new vehicle. Mr. Abair asked how many quotes Mr. Fenney received. Mr. Fenney stated that he receives all his vehicle quotes from MHQ, which is a company on the State Bid List. Mr. Fenney stated that on Tuesday, April 10, 2018, at a Town Council Meeting, he received approval from the Town Council, Town Manager, Ms. Denise Menard and Town Accountant, Ms. Sara Menard for a new Ford F350 in the amount of \$44,303.85.

DEPUTY SUPERINTENDENT REPORT:

SOMERS ROAD TRANSFER STATION LANDFILL CLOSURE: Mr. Christensen stated that capping at the Somers Road Landfill is currently ongoing, which is part of the Corrective Action Program designed by the DEP (Department of Environmental Protection). The berm cap should be completed by the end of the week and inspected by Tighe and Bond. Mr. Christensen stated that everything is on schedule to meet the Friday, June 1, 2018 deadline. In addition, Mr. Christensen stated that the final closure of the site will be Monday, October 15, 2018. A discussion followed regarding the Landfill Closure and its progression through Phase One and Phase Two. Mr. Christensen and Mr. Fenney assured the Board of Public Works that the DEP is pleased with the progress of the closure.

ROAD IMPROVEMENT PROJECT: Mr. Christensen stated that a street list for paving projects is currently being finalized for the summer and structural inspections are being done in order to determine how much the road improvement projects are going to cost using Chapter 90 Funds. Mr. Christensen noted

that Mapleshade Avenue is a priority at this time as it has not been paved since the water main was installed last year. Mr. Christensen stated that as soon as the paving is completed this summer, the crack sealing will be done in the fall depending upon the amount of money left in the Chapter 90 Funds. The Board of Public Works inquired about the amount of money received by the Town from the State and how many paving contractors are used by the Town. Mr. Fenney stated that everything is currently being finalized at this time and Mr. Christensen stated that the contractors are Palmer Paving and Lane Construction.

INFLOW AND INFILTRATION PROGRAM: Mr. Christensen stated that due to the recent study completed by Tighe and Bond some areas in Town will need to be checked for inflow and infiltration issues. Mr. Christensen stated that smoke pressure tests will be done at Vineland Avenue, Watchaug Road and Maple Street from Crane Avenue near the center of Town out to Savoy Avenue. The Board of Public Works inquired about the smoke pressure tests. Mr. Christensen and Mr. Esposito stated that the purpose of the tests is to identify illegal connections in Town and Mr. Fenney concurred stating that the tests also identify cracks in the pipes.

THE MUNICIPAL STORM SEWER SYSTEM PERMIT PROGRAM (MS4): Mr. Christensen noted to the Board of Public Works that the MS4 Permit, which is a new drainage permit for the Town, will be coming up soon. Mr. Fenney concurred and stated that he and Mr. Christensen will keep the Board of Public Works up dated.

BUILDING FACILITIES REPORT

PINE KNOLL ADMINISTRATION BUILDING/POOL: Mr. Dunn stated that finishing touches are being done on the new Pine Knoll Administration Building, which has taken seven years to build. Mr. Dunn stated that all the plumbing and electrical work has been completed. Mr. Dunn stated that the building has heat and it should be open by the time summer camp begins during the second week of June 2018. Mr. O'Brien asked if the Pine Knoll Administration Building was walled off or one open building. Mr. Dunn stated that the building is open and has a main hallway, two offices, two bathrooms, a nursing station and a basement for storage. Mr. O'Brien asked if the Recreation Department will eventually be moved to the new Pine Knoll Administration Building. Mr. Dunn stated yes. In addition, Mr. Dunn stated that work will begin next month, May 2018, to open Pine Knoll Pool. Mr. Fenney concurred and stated that the prep work for the pool can take up to a week or a week and a half to complete. Mr. Abair asked if the DPW maintains the pool during the summer. Mr. Dunn and Mr. Fenney both stated that the Recreation Department is responsible for checking water quality and cleaning the facility daily but the DPW handles all of the hardware and equipment.

EAST LONGMEADOW HIGH SCHOOL ROOM B1: Mr. Dunn stated that children with special needs are being moved from Birchland Park School to room B1, between the cafeteria and the court yard, at the High School. Mr. Dunn stated changes have been made to the room in order to accommodate the staff and the children. Mr. O'Brien asked if the project is one hundred percent reimbursed. Mr. Dunn stated yes with the exception of the DPW's labor.

HIGHWAY/UTILITIES MANAGER'S REPORT

MAINTENANCE UPDATE: Mr. Esposito stated that DPW crews have finished jetting sewer lines as well as filming sewer drains for inflow and infiltration in order to find and make notes of any issues that need to be addressed. Mr. Esposito stated that DPW crews are street sweeping, which is done several times during the year. In addition, Mr. Esposito stated that DPW crews have been cleaning, repairing and rebuilding catch basins around Town and the goal is get a third of the basins done before the end of the year.

WINTER REPAIRS: Mr. Esposito stated that DPW crews will be inspecting all of the berm and lawn damage done by snow plowing this past winter season. Mr. Esposito stated that DPW crews will repair the damage when weather conditions warm up. In the meantime, DPW crews are currently working on plow repairs.

FIELD MAINTENANCE UPDATE: Mr. Esposito stated that the Town's lawn mowing equipment is ready for the summer season and the first step of the fertilization program has been completed. Mr. O'Brien inquired as to who is responsible for the Town's fields and went on to state his disapproval as to the way those fields have been maintained over the years. Mr. Fenney stated that the DPW is responsible for the fields and while there is room for improvement, only so much can be done based on staff and the current budget. A discussion followed and Mr. Fenney assured the Board of Public Works that field maintenance has improved, will continue to improve and that he is open to any improvement ideas that the Board of Public Works may have going forward.

UTILITY MARK OUTS: Mr. Esposito stated that DPW crews are working on mark outs for the gas company and in doing so have been able to collect more data to be uploaded onto the Town's GIS System in order to update old and outdated mapping in Town.

MAPLE STREET WATER MAIN PROJECT: Mr. Esposito stated that work will continue on the Maple Street Water Main Project. Mr. Abair inquired about the time frame of the project. Mr. Esposito stated that as soon as weather permits the entire street will be milled and then paved from the Longmeadow Town Line pass the entrance to the East Longmeadow Skilled Nursing Center, which will take a week to complete. A discussion followed regarding the details of the Maple Street Water Main Project. Mr. Fenney assured the Board of Public Works that the contractor for the project should be on site by the end of the week and all new traffic signals will be installed at Benton Drive, Chestnut Street, Williams Street, Maple Street, Converse Street and Dwight Road by the fall. In addition, Mr. Fenney stated that large projects, such as the Maple Street Water Main Project, are done by outside contractors and smaller projects are done by DPW crews.

PROPOSED FY19 OPERATING BUDGET

Mr. Fenney presented the Proposed FY19 Operating Budget to the Board of Public Works. Mr. Fenney stated that he would focus his discussion on changes to the budget. He welcomed questions from the Board of Public Works.

BUILDING MAINTENANCE DIVISION: Mr. Fenney stated that full time and part time salaries have decreased in the Building Maintenance Division for FY19 by - 7.0% for full time and – 2.6% for part time, totaling a decrease of -6.4%. Mr. Fenney stated that the decrease was due to hiring a new Buildings Facilities Manager and Plumber. In addition, Mr. Fenney stated that line item 5307 labeled Professional/Technical – Others increased by 21.9% due to annual contract maintenance costs. Mr. Abair inquired about line item 5307. Mr. Fenney stated that the line item represents outside professionals doing work on Town Buildings, such as elevator inspections, generators, boiler cleanings, etc. Mr. Fenney discussed in further detail his findings based on previous years and stated that line item 5307 was in the hole by \$21,963.00. Mr. Fenney stated that line item 5310 labeled Professional/Technical – Software Support has increased by 16.1%. The line item represents the Town’s Impulse Maintenance System software, which is renewed annually. Mr. Fenney stated that there has not been a renewal increase in eight years. The Board of Public Works recommended that Mr. Fenney contact the software company and inquire about the sudden increase. Mr. Fenney concurred. Mr. Fenney stated that in total the Building Maintenance Division for FY19 has decreased by -1.9%. A discussion followed regarding the Building Maintenance Division Costs over previous years. Mr. Fenney stated that he would put together a report for the Board of Public Works.

HIGHWAY DIVISION: Mr. Fenney stated that full time salaries have been reduced in the Highway Division for FY19 by -0.8% due to adding an additional mechanic from the skilled labor pool in order to assist in the garage. Mr. Fenney stated that line item 5113 labeled Appointed Salaries/Wages has also been reduced due to a transfer of salary. Mr. Abair inquired about Appointed Salaries. Mr. Fenney stated that Appointed Salaries are contractual employees such as, himself, Mr. Dunn, Mr. Esposito whereas full time salaries are Union employees. Mr. Fenney stated that a portion of the GIS Coordinator’s salary has been relocated to the IT Department and the other portion will be paid through the Water and Sewer Division at \$31,985.42. Mr. Fenney stated that an additional \$1,952.68 has also been transferred to the IT Department from the Highway and Water Enterprise Fund Divisions as IT is currently managing the Town’s cell phone use. In addition, Mr. Fenney stated that line item 5241 labeled Repairs Vehicles has increased by \$16,000 and the cost will continue to increase over time as the DPW’s vehicle fleet begins to age. Mr. Fenney suggested that the Board of Public Works take a tour to see the DPW’s vehicle fleet. The Board of Public Works concurred. Mr. Fenney stated that in total the Highway Division for FY19 has decreased by -1.60%.

SEWER/WATER ENTERPRISE FUND DIVISIONS: Mr. Fenney stated that full time salaries have been reduced in the Sewer Enterprise Fund Division for FY19 by -0.1% due to a split in Longevity for clerical staff. Mr. Fenney stated that line item 5113 labeled Appointed Salaries/Wages for both Divisions has increased by 24.6% in order for the department to hire a new Water and Sewer Administrator. Mr. Fenney discussed the need for the position further based on the upcoming mandates and regulations required by the DEP and EPA. Mr. O’ Brien asked if the hiring for the new position will be done in house. Mr. Fenney stated no and that there are no in house employees with the qualifications required for the position at this time. Mr. O’ Brien asked if it will be a Union position. Mr. Fenney stated no and that this position will be contractual. Mr. Fenney stated that line item 5382 labeled Other Purchase Services- Other in the Sewer Enterprise Fund Division has increased by \$30,000. This is due to the Springfield

Water and Sewer Commission increasing their waste water treatment projections by 0.39% and their Sewer Intersep Capital Project by 1.44%, which equals 1.83%. Mr. Fenney stated that based on those increases he has estimated a "True Up" cost of 3% for a grand total of 4.83%. In addition, Mr. Fenney stated that line item 5382 labeled Other Purchase Services-Other in the Water Enterprise Fund Division has also increased by \$50,000 based on projections by the Springfield Water and Sewer Commission as to the Town's water usages and operating expenses. Mr. Fenney stated that in total the Sewer Enterprise Fund Division for FY19 has increased by 4.9% and the total for the Water Enterprise Fund Division for FY19 has increased by 4.5%.

SNOW & ICE/UTILITIES/WASTE COLLECTION DIVISIONS: Mr. Fenney stated that there are no changes to the Snow & Ice and Utilities Divisions for FY19 at this time. Mr. Fenney stated part time salaries in the Waste Collection Division have increased by 2.0% due to contractual raises and longevity. In addition, Mr. Fenney stated that line item 5292 labeled Other Services-Garbage Removal has increased by 1.8% due to the rise in costs of waste removal from the Transfer Station. Mr. Fenney stated that in total the Waste Collection Division for FY19 has increased by 1.8%.

Mr. O' Brien made a motion to recommend the FY19 Proposed Operating Budget to the Town Manager. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

PROPOSED FY19 CAPITAL BUDGET

Mr. Fenney presented the Proposed FY19 Capital Budget Packet to the Board of Public Works. Mr. Fenney stated that each Division will be reviewed and he welcomed questions from the Board of Public Works.

BUILDING MAINTENANCE DIVISION: Mr. Fenney stated that he is requesting funding for four projects for approval in the Building Maintenance Division for FY19. Those four projects include a new \$100,000 50KW Generator for the Police Station, a new \$30,000 ADA elevator, carpet replacement at the Library for \$111,500 and \$120,000 for Phase Three of the Town Hall Renovations. A discussion then followed regarding the need to replace the Library carpet and the costs associated with the project. Mr. Fenney assured the Board of Public Works that carpeting the Library is could be done and will save the Town money.

HIGHWAY DIVISION: Mr. Fenney stated that he is requesting funding for two projects for approval in the Highway Division for FY19. Those two projects include a yearly request for \$75,000 for sidewalk and \$52,000 for Town wide crack sealing of Town parking lots. Mr. Fenney stated that there is \$100,000 left in funding from past sidewalk installation done on Parker Street, which will be used in addition to the yearly requested \$75,000 to install sidewalk on Elm Street up to Graziano Gardens as well as finalizing the sidewalk project on Parker Street up to Mountain View School. Mr. Abair asked if the State has ever assisted in funding sidewalk projects in Town. Mr. Fenney stated that he is unsure at this time and will research the matter further.

EQUIPMENT DIVISION: Mr. Fenney stated that he is requesting funding for four items for approval in the Equipment Division for FY19. Mr. Fenney stated that he is requesting the replacement of Dump Truck #9, which is a 2000 Ford F750, with a new Mack GU712 vehicle for \$220,000. In addition, Mr. Fenney stated that he is requesting \$71,567 for a new JD50 G Mini-Excavator, \$85,298 for a new one ton Dump Truck to replace Truck #28 and \$86,763 for a new Sewer Service Vehicle with crane to replace Truck #45 as the Town currently does not have a vehicle with a crane.

WATER DIVISION: Mr. Fenney stated that he is requesting funding for three items for approval in the Water Division for FY19. Mr. Fenney stated that he is requesting \$50,000 in order to upgrade the meter reading equipment and software. Mr. Esposito concurred and stated that the current equipment is old and out of date. Mr. Abair asked if the old equipment and software currently being used has been giving accurate readings. Mr. O' Brien asked if the readings are double checked. Mr. Fenney and Mr. Esposito assured the Board of Public Works that the readings are accurate and are regularly being checked when issues arise. In addition, Mr. Fenney stated that he is requesting \$164,000 to replace the water main on Michel Street and \$35,000 to replace the water main on Wendover Lane.

SEWER DIVISION: Mr. Fenney stated that he is requesting funding for only one item for approval in the Sewer Division for FY19. Mr. Fenney stated that he is requesting \$100,000 for the Inflow & Infiltration/Sewer Rehabilitation Project as it is a requirement from the DEP and EPA.

Mr. O' Brien made a motion to recommend the FY19 Proposed Capital Budget to the Town Manager. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

PROPOSED FY19 WATER AND SEWER RATES AND FEES

Mr. Fenney presented the Proposed FY19 Water and Sewer Rates and Fees Packet to the Board of Public Works. Mr. Fenney stated that the packet will be reviewed and he welcomed questions from the Board of Public Works.

WATER AND SEWER RATES: Mr. Fenney stated that the Water Rate should be raised from \$3.05 to \$3.30 per 100 cubic feet, which is a \$0.25 increase. The Sewer Rate should be raised from \$2.95 to \$3.25 per 100 cubic feet, which is a \$0.30 increase. An extensive discussion followed regarding how the rates and fees are calculated. Mr. Fenney assured the Board of Public Works that if they are uncomfortable with the suggested rates and fees or have any further questions, they are not required to recommend the Proposed FY19 Water and Sewer Rates and Fees Packet to the Town Manager. In addition, Mr. Fenney stated that he would pass their concerns along to the Town Manager and Town Accountant. After further discussion, a decision was made by the Board of Public Works to instead recommend a \$0.15 increase for the Water and Sewer Rates.

WATER AND SEWER SERVICE FEES: Mr. Fenney stated that he would focus his discussion on new line items added to the Water and Sewer Service Fees for 2018-2019. Mr. Fenney stated that there are two new line items listed for the Water Service Fees, a Water Service Entrance Mole, which is a new piece of equipment, and is \$30 per square foot as well as a \$500 Hydro Testing Fire Sprinkler System. Mr.

Fenney stated that there is one new line item listed for the Sanitary Sewer Service Fees. The Sewer Block minimum charge has been increased from \$100 to \$125 due to a comparison done with surrounding communities. Mr. Esposito concurred. In addition, Mr. Fenney stated that there are two new line items listed for the Other Service Fees, the Engineering Inspection Rate two hour minimum will be a \$50 and the Permit to Open Public Way will be \$200.

Mr. O' Brien made a motion to recommend the newly suggested \$0.15 increase for FY19 Water and Sewer Rates to the Town Manager. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

Mr. O' Brien made a motion to recommend the FY19 Proposed Water and Sewer Service Fees to the Town Manager. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

OTHER BUSINESS

Mr. Fenney presented the new Mailbox Repair/Replacement Policy to the Board of Public Works. A discussion followed and the Board of Public Works expressed their approval of the policy.

Mr. O' Brien made a motion to recommend the new Mailbox Repair/Replacement Policy to the Town Manager. Mr. Abair seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

Mr. O' Brien made a motion to adjourn the meeting at 7:43 p.m. Mr. Abair seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

The next meeting is scheduled for Tuesday, June 19, 2018 at 4:00 p.m. at 84 Somers Road, East Longmeadow, Mass.