

**BOARD OF PUBLIC WORKS MEETING HELD: April 23, 2019**

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

**ABSENT FROM MEETING:** W. Gelinas

T. O'Brien called the meeting to order at 4:05 p.m.; and asked if anyone other than ELCAT was recording minutes; R. Taddia stated yes for the DPW department minutes.

**BOARD ORGANIZATION:**

**REVIEW/APPROVE MINUTES OF 03/18/2019 MEETING: P. Abair made a motion to approve the minutes of the meeting of March 18, 2019; T. O'Brien seconded the motion. The vote was taken and was unanimously affirmative.**

**SUPERINTENDENT REPORT:** **B. Fenney** updates: **Storm Water Enterprise Fund:** DPW will be conducting the second/final reading on 04/23/19 at the Council on Aging to approve/disapprove the new bylaw for FY20. **Parks Division Maintenance & Standards Manual:** Our town field committee/residents are requesting that we maintain our fields on a regular basis. B. Fenney created a manual which has our field inventory, list of equipment, current condition of each field with recommendations, and staffing requirements; to meet the needs of our community, the manual will guide the DPW and Recreation departments in maintaining the fields. Job posting was submitted to acquire an intern to help with turf and ground maintenance. **P. Abair** suggested reaching out to other towns to see how they are maintaining their fields (good practices); possibly soliciting the county agricultural dept to complete soil testing and other services; see if we can group together and purchase supplies in bulk. **B. Fenney** stated that we are currently buying in bulk through Site One to get the best pricing. **Capital Improvement Projects:** 2018 School Facility improvement project: Stephanie & Bradley Architects closed their law practice on April 9, 2019; no communication was relayed to the town in regards to their closing. Superintendent reached out to the Division of Capital Asset Management and the Attorney General for direction. Our sub consultant Tighe & Bond accepted the previous terms and agreed to take the lead on our Mapleshade Steam Pipe replacement and Meadowbrook Modular replacement projects. School department is aware the improvements will not be ready for 2020 and they are making preparations in regards to not using bathrooms.

**DEPUTY SUPERINTENDENT REPORT:** **T. Christensen** updates: **Chapter 90 Paving List:** Through the state our town acquired funding totaling \$580K; looking for the board to review and approve the paving list; Pease Road had a water main break in Feb 2019 and may need a rebuild/reconstruction of at least 100 ft; we hope to get to Prospect and Meadowbrook Road within a couple years; Maple Street down to the center within the next year; North Main (center to Springfield line) will require a Transportation Improvement Project (funding is supplied through DOT - Federal 80% State 20%) with an estimated cost of \$10 million. **B. Fenney:** we have a dedicated crew for pot holes, berm replacement, loam & seeding.

**P. Abair entertained and made a motion to approve the Chapter 90 Paving List; T. O'Brien seconded the motion. The vote was taken and was unanimously affirmative.**

**WATER & SEWER ADMINISTRATOR REPORT:** **F. Vachon** updates: **Town Wide Flushing:** 50% completed; started April 22<sup>nd</sup> and will be completed by the end of the week in hopes to improve our water quality. **Clear Water Disconnect Program:** Removal of illegal sump pumps flowing into our water system; we reached out to 209 residents by mail; 30 residents contacted the DPW for direction; deadline to respond is 6 months; there are educational YouTube videos on our town website. **B. Fenney:** depending on the situation (hills/inclines) and a full assessment we may allow residents to tie into our storm water system. **T. O'Brien:** There may be opportunities for us to divert excess water to pre-existing private or public lands (adding to pipe conveyance and outfalls) **T. Christensen:** As part of MS4 if you can't pipe water to daylight without recycling the water or causing a hardship to abutters, we would allow an overland connection to a catch basin which then connects to our storm water system; this has been recommended to 2 residents to date.

**BUILDING FACILITIES MANAGER REPORT:** **J. Dunn** updates: **Pine Knoll:** Starting to open the season. **Police Department Dispatch:** remodeling; adding circuits, painting and install LED lighting on dimmers; 911 department now has a battery back-up generator for the server equipment; electrical is 85% completed. **School Work Orders:** completed school work orders during vacation time. **Town Hall:** Moving Clerk's office on Monday, April 29<sup>th</sup>; currently building a reception desk for the Town Managers office; Breakroom and bathrooms are completed. **High School:** Pool pump and sump pump have been replaced; water heater is on the list for a capital project and is currently being monitored. **P. Abair:** We need to emphasize to other boards of the safety issues in the High School; having a safe environment needs to be our number one priority **B. Fenney:** Wrote a letter to Superintendent of Schools, Mr. Smith and addressed our concerns to the safety issues: roof and electrical system

**HIGHWAY & UTILITY MANAGER REPORT:** **J. Dunn (acting manager)** updates: **Hydrant flushing in progress:** We had 10 employees working on the flushing. **Pot Holes:** all work orders are completed. **Catch Basins:** Surveys are being completed when catch basins are being cleaned. There are currently 60 work orders that were identified to be rebuilt through the surveys (top to base); **T. Christensen:** We have a total of 3,200 catch basins; permit requires us to have no catch basins more than 50% full; estimated time of completion 5 years; 8-10 per day. **B. Fenney:** Info from the surveys will be linked to GIS; we will be able to run reporting and analyze the data; we will have 2 interns this summer testing outfalls. Waiting for weather to clear-up to maintain the fields which are now soaking wet; Parks Foreman communicates with the Recreation department to determine the conditions of the field based on the weather. **Berm and Loam:** starting next week after flushing. **Park Fields:** 5 workers currently manning the fields.

**OTHER BUSINESSES:** N/A

**SCHEDULE NEXT MEETING:**

B. Fenney will email the attendees with proposed dates for the next meeting projected in late May early June.

**P. Abair made a motion to adjourn the meeting at 5:11pm; T. O'Brien seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.**