

**BOARD OF PUBLIC WORKS MEETING HELD: June 19, 2018**

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

Mr. O' Brien called the meeting to order at 4:20 p.m. He asked if anyone other than Ms. Tancredi was recording the meeting for the minutes. Ms. Tancredi stated no.

**NEW BOARD MEMBER INTRODUCTION**

Mr. O' Brien introduced Mr. William Gelinias as a new Board of Public Works member. Mr. O' Brien stated that Mr. Gelinias has a great deal of knowledge and experience. Mr. Gelinias thanked everyone in attendance for this opportunity.

**REVIEW/APPROVE MINUTES OF 4/23/18 MEETING: Mr. Abair made a motion to approve the minutes of the meeting of April 23, 2018. Mr. Gelinias seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.**

**SUPERINTENDENT REPORT**

**EMPLOYMENT OPPORTUNITIES AT THE DPW:** Mr. Fenney stated that there are open positions at the DPW due to staff retirements. Mr. Fenney stated that one of the open positions is for a Skilled Worker, which is due to the retirement of a forty year employee who left in May. The job will be posted externally next week as no one applied internally for the position. Mr. Fenney stated that another position that is open is for a Building Facilities Repairman, which was held by Mr. Ed Heller, who has now been promoted to Building Facilities Technician. The Building Facilities Repairman position will be posted externally next week as one internal interview has been done but the internal candidate did not have the qualifications required for the position. In addition, Mr. Fenney stated that a new Mechanic position is now open in the Garage for Fleet Maintenance and is a new position based on the 2019 DPW Budget, which was presented at the last Board Meeting.

**CONSUMER CONFIDENCE REPORT:** Mr. Fenney stated that the Consumer Confidence Report was mailed out on Friday, June 15, 2018 and he asked if the Board of Public Works had any questions in regard to the report. Mr. Fenney stated that the report is a requirement of the DEP and the State Board of Health and must be mailed out annually. The Board of Public Works had no questions at this time.

**PROPOSED FY19 CAPITAL AND OPERATING BUDGETS:** Mr. Fenney stated that the proposed FY2019 Capital and Operating Budgets for the DPW were approved by the Town Council on Tuesday, May 22, 2018. Mr. Fenney stated that all line items in both budgets have been approved with the exception of the JD 50 G Mini-Excavator. A discussion followed and Mr. Fenney reiterated to the Board of Public Works some of the various line items presented during the last Board Meeting which were approved by the Town Council.

**VEHICLE MAINTENANCE UPDATE:** Mr. Fenney stated that he has completed the Preventive Maintenance Vehicle Program's Parts and Fluid Bid. Mr. Fenney stated that Palmer Trailer Sales, Inc. has submitted their bid this year for \$43,443.32. Mr. Fenney stated that he is currently waiting for two other vendors, NAPA and FleetPride, to submit their pricing bids, which should be in by next week. Mr. O' Brien suggested that Mr. Fenney also contact a gentleman by the name of Mr. Mike Richards in Wilbraham, MA, who is another vendor that might be interested in submitting a bid for the Preventive Maintenance Vehicle Program. Mr. Fenney stated that he would follow up on this information.

#### **DEPUTY SUPERINTENDENT REPORT**

**FY2019 ROAD IMPROVEMENT PROJECT:** Mr. Christensen stated that bids will be open for Chapter 90 Paving on Thursday, June 28, 2018. Mr. Christensen stated that paving will be done from Mapleshade Avenue to Elm Street all the way up to North Main Street and then three hundred feet on Westwood Avenue. In addition, Mr. Christensen stated that paving will also be done on John Street, Redin Drive off of Pease Road and Porter Road all the way to Parker Street. Mr. Christensen stated that there is a section of Rankin Avenue that has severely deteriorated and how much of the repair work on that road will depend upon the bids submitted and Chapter 90 Funding. Mr. Christensen and Mr. Fenney both stated that there should be enough money in the fall to crack seal and asked the Board of Public Works to notify them of any roads they feel are in need of crack sealing that may have been missed.

**Mr. Abair made a motion to accept the FY2019 Road Improvement Project. Mr. Gelinis seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.**

**SOMERS ROAD TRANSFER STATION LANDFILL CLOSURE:** Mr. Christensen stated that an extension for capping at the Somers Road Landfill was requested and has been approved. Mr. Christensen stated that this was due to soil testing issues. The previous deadline was Friday, June 15, 2018 but has now been extended to Sunday, September 30, 2018. In addition, Mr. Christensen stated that the final closure of the site has also been extended from Monday, October 15, 2018 to Thursday, November 15, 2018. Mr. Christensen and Mr. Fenney both assured the Board of Public Works that the closure is already ninety percent complete.

**INFLOW AND INFILTRATION PROGRAM:** Mr. Christensen reiterated to the Board of Public Works that due to the recent study done 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 in July 2018. Mr. Fenney concurred stating that notifications will be sent out to neighborhoods affected by the smoke pressure testing.

**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 effective Tuesday, July 31, 2018 and the Notice of Intent must be submitted by Wednesday, October 31, 2018. In addition, Mr. Christensen stated that a Storm Water Management Plan must be in place by the end of the year, which will be an outline of how the Town plans to follow the permit requirements. An extensive discussion followed and Mr. Fenney stated that he and Mr. Christensen will continue to keep the Board of Public Works up to date.

## **BUILDING FACILITIES REPORT**

**PINE KNOLL ADMINISTRATION BUILDING/POOL:** Mr. Dunn stated that the new Pine Knoll Administration Building is ninety-nine percent complete with the exception of getting the alarm system online and a few phone issues. Mr. Dunn stated that the Pine Knoll Pool has been filled, the filter for the pool is running and the pool was opened yesterday, Monday, June 18, 2018, for the season. Mr. Abair inquired if the phone system was a landline. Mr. Dunn stated yes.

**EAST LONGMEADOW HIGH SCHOOL ROOM B1:** Mr. Dunn reiterated to the Board of Public Works that children with special needs are being moved from Birchland Park School to the High School Room B1, between the cafeteria and the court yard. Mr. Dunn discussed in detail the changes that have been made to the room in order to accommodate the staff and the children. Mr. Dunn stated that the deadline for completion is Wednesday, August 1, 2018.

**BUILDING FACILITIES MAINTENANCE UPDATE:** Mr. Dunn stated that he is in the process of doing spring maintenance such as, cleaning air conditioner coils, roof drains, etc. In addition, Mr. Dunn stated that a new generator has been installed at the Allen Street Pump Station as the old equipment was over fifty years old. Mr. O' Brien asked if the new generator was running on gas as opposed to diesel fuel. Mr. Fenney stated yes. Mr. Dunn stated that security changes are also being made to Mapleshade School. The school will have double swipe cards as opposed to the one swipe card system used at the Town in order to better lockdown the school in event of a threat. Mr. O' Brien asked if the changes were being mandated by the State. Mr. Dunn stated no and that the School Department made the request for the updated security.

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

**HIGHWAY/UTILITIES MANAGER'S MAINTENANCE UPDATE:** Mr. Esposito stated that all Town irrigation systems are now running. Mr. Esposito stated that progress has been made to the Sewer Maintenance Program. DPW crews have identified, checked and repaired all the sewer mains around Town with issues. Mr. Fenney stated that DPW crews have also finished jetting sewer lines as well as filming sewer drains for inflow and infiltration. A discussion followed and Mr. Esposito assured the Board of Public Works that repairs are up to date. In addition, Mr. Esposito stated that DPW crews have swept three quarters of the Town as street sweeping is done twice a year during the spring and fall. Mr. Esposito stated that DPW crews have repaired berm and lawn damage done by snow plowing this past winter season as well as loom and seeding. Mr. Esposito stated that DPW crews have been cleaning, repairing and rebuilding catch basins while trying to keep up with filling potholes. Mr. Esposito stated that a list is continuing to be compiled of trees around Town that need to be removed by an outside firm and the work will go out to bid in July 2018.

**UTILITY MARK OUTS:** Mr. Esposito stated that DPW crews are working on mark outs for the gas company and have done at least a hundred over the last couple of months. Mr. O' Brien asked if the Town charges Columbia Gas a fee for doing mark outs. Mr. Esposito stated yes and the charge is \$50.00. Mr. Christensen stated that due to an agreement with Columbia Gas entered into many years ago, they

pay less than other companies. The Board of Public Works expressed their concern over the low fee and a discussion followed. Mr. Fenney suggested that a change to the fee could be made next year.

**Mr. Abair made a motion to adjourn the meeting at 5:59 p.m. Mr. Gelinas seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.**

The next meeting is scheduled for Tuesday, September 11, 2018 at 4:00 p.m. at 84 Somers Road, East Longmeadow, Mass.