

BOARD OF PUBLIC WORKS MEETING HELD: September 11, 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

The meeting began with a moment of silence to commemorate the terrorist attacks.

B. Fenney is recording the meeting since there is not a secretary to transcribe the minutes.

REVIEW/APPROVE MINUTES OF 6/19/18 MEETING: Tom O'Brien made a motion to approve the minutes of the meeting of June 19, 2018. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

EMPLOYMENT UPDATES: Positions still open include Skilled Worker, Building Facilities Repairman, Equipment Operations, Head Pump Station Operator and Office Manager. Skilled Worker and Building Facilities Repairman interviews will be conducted on Friday this week. Equipment Operator interviews took place today. They will be reviewed today by B. Fenney and T. Christenson and then they will get back to HR. There were 3 internal candidates. B. Fenney will let the Board know once they have chosen an applicant. The Head Pump Station Operator position has been open since Mr. Vachon was promoted to Water & Sewer Administrator. Advertising for that position is currently out of house after posting internally for 2 weeks. Due to the required licenses and the nature of the job there are no internal candidates. The Office Manager is currently in the process of being hired. Hopefully by the end of this month, all positions will be filled. B. Fenney will keep the Board posted on that also. There was some further discussion regarding the openings.

CAPITAL IMPROVEMENTS: Capital Improvement Planning for FY20 has begun. B. Fenney met with staff today giving them direction on how to prepare for capital planning moving forward. The due date is typically Nov 1 or the 1st week of Nov. B. Fenney will get a draft plan out to the Board early October for review. A meeting will be set up mid-October with comments and revisions from the Board before sending it to the Town Manager & Town Accountant.

BIDS FOR ELM STREET SIDEWALK PROJECT: There were varied responses from \$115,000 - \$222,500. The Bid was awarded to DP Morais out of Ludlow, MA. They start 9/22

for mobilization and then 9/24 for the start of construction with an 11/1 completion date. Roy has his people from Tree413 removing 5 trees from the location. All residents have been notified of the project. The tree work started today. There was a discussion on the other bids and the Vendor chosen. The funding allows for Mapleshade to the end at Graziano Gardens based on the \$105,000 available. Capitalization hasn't approved sidewalks in 2 years. Residents will be notified and there will be Police details. It was suggested to observe the traffic a couple days and adjust working times as necessary.

SIGNAL IMPROVEMENT PROJECT: We have completed signal project at Harkness, Northwest Shaker and Chestnut. On NW Harkness, we added trip loop wire, upgraded all components within the cabinet and added new pedestrian cross signs at that facility. The lights used to blink a lot due to old equip. Traffic line painting coming up. A Camera was installed at Harkness and Shaker; also at N Main & Harkness. Conduit was trenched and ran in house. The Contractor took fiber in. Additional items can be easily added to the fiber optics system in the future if needed. On Chestnut and Shaker, a control cabinet and a left turn signal were added. Pavement markings were added. There are no plans for upgrades at this intersection even with the potential of Dunkin Donuts going in. There was a discussion on potential options for this intersection. Improvements have already had great impacts and responses.

MGM MONEY: The \$10,000 was used by the Police Department for a Visual Display Unit. To get the additional \$100,000, we need to prove traffic mitigation in EL. Information was included in packets. If you see something, need to come up w plan and submit to Town Manager and MGM. Bruce does not know what Longmeadow submitted. If they submitted for more funds then we should be eligible as well. There was a discussion on other impaction options such as traffic counters, sidewalks and Foreign Language teachers.

DEPUTY SUPERINTENDENT REPORT

ROAD IMPROVEMENT PROJECT: Most streets have been milled. Raised structures will be done next week. Leveling and final paving will be done the week of the 24th. Palmer Paving had some other work so hopefully next week they will be back on schedule. Town wide line striping is scheduled in the next week or so.

SOMERS ROAD TRANSFER STATION LANDFILL CLOSURE: Landfill Phase 2 Capping is almost completed. The working cap was approved and it is looking sharp. The final closure is Nov 15. The Compost area will be revived using milling from paving projects. There is drone flight footage with before and after pictures. The Board would like to take a look at the landfill to see physically what happened. The DEP very impressed with work. There was further discussion on the DEP requirements. Tighe & Bond submits the completed plan to the DEP.

We have a good working relationship with Tighe & Bond so we will continue utilizing them for Allen Street.

MS4: October 1st is the first major milestone on the Notice of Intent. We had 2 interns over the summer conduct the testing in the woods on Outfalls. The interns were Environmental Science majors from Westfield State and they did a great job. The requirements for years 2 and 3 have been completed. Tighe & Bond will provide most of the backup for the permit's Administrative Services. We will conduct the rest in house. There was a discussion on Tighe & Bond and other Vendors that may be available. We have a great relationship with them and have used them for many other projects. They have been with the town for 15 years so they have all of the infrastructure mapped out already. There is an RFP out there now so this would lend to transparency from Tighe & Bond. We have used them on the waste water treatment side among other projects dating back to 1970's.

INFILTRATION: Manhole inspections were conducted. Mitigation plans were set up for correction based upon findings. There were no major issues. It was revealing for residents with open systems.

BUILDING FACILITIES REPORT

PINE KNOLL POOL AND ADMIN BUILDING: The pool has been closed for the summer without any mechanical issues. Jo would like the pool painted. It would be more beneficial to have this done now as opposed to the spring. The cost is around \$10,000 and falls under the Rec Department budget. They would need to coordinate the Vendor as well.

The Admin Building was completed and used all summer. It will not be winterized; the heat will be on and it will be checked periodically for vandals. There is a camera there. The basement has ample storage.

HIGH SCHOOL: The classroom for special needs students was completed.

The roof in Birchland is tired. Bruce has expressed concerns with the Superintendent and the School Committee. The freshman wing needs to be replaced this year at a cost of \$193,000. The recommendation was not taken last year for replacing that wing. It would cost \$4 million to replace the entire roof. The School Committee has the ultimate say in matter as to what gets done. It will take up to 7 years before the new school is completed. There is a great maintenance schedule in place for the existing structure.

Improvements were made in the cafeteria. This included larger shelves and water bottle fillers.

At Meadowbrook, the window and door project is halfway done. This includes the double scan security system.

Allen Street Pump Station had a ---- on the outside.

The Police Station propane leakage was resolved. There were 2 stainless steel toilets installed in the holding cells. They cost around \$3,000 each and are made specifically for prisons. A crew from the Ludlow jail came to fix the padding in the holding cells. They have their own repair crew. We were doing our own repairs in the past. There is a cell upgrade plan but we may have to improve them in the future. We spend \$6-10,000 per year on fixing the cells. There was a discussion in regional lockup options for the future.

All boiler, elevator and fire alarm inspections were completed before the school openings. The boilers are all in good shape.

HIGHWAY/UTILITIES MANAGER REPORT

STREET UPKEEP: All streets were swept once and now are on the 2nd round.

There are a lot of work orders for paving and potholes. The work order system has been expanded so the Town Administrators, Principals, Athletic Director, etc. can request work orders. Roy monitors all of the work orders and prioritizes them regularly.

Catch basin repairs are ahead of schedule. There is a paperless repair system in place now. If repairs are needed, a work order is created on site when clamming out.

The new bins at the Transfer Station allowing for separation of disposal are really helpful.

There was a discussion on MS4 funding and a vac truck.

The trees project is on Elm Street now. In the fall, we will rent a stump grinder. It is cheaper to do ourselves and we already do the ones in parks. A new list of tree requests is already compiling.

We are up to date on water for new houses and mark outs.

Fire hydrants have been painted. Any repairs needed will be addressed when they get flushed.

The sewer program is starting up again with maintenance. There was a discussion on blockage, inspections and line replacements.

First round backflows testing has been completed

Batting cages were installed. The JV field was reconstructed. Fields are being mowed once a week. Summer help left last week but we are still in pretty good shape. The new field at the high school does not require any maintenance from DPW.

Future projects include water main replacements, transfer station and getting ready for winter.

WATER AND SEWER ADMINISTRATOR REPORT

Water main hydrant flushing will be conducted in a week or 2 at the most. This will be the last year we run this in the fall. Next year we will conduct it in the spring. There is a list of hydrants that need antifreeze for the winter. Residents will be notified via Robocall, the Reminder, Blackboard, Facebook and email. Using more resources help to get the word out to the community.

DEP and PA forms require a lot of attention.

Pump Station Operator functions take up a lot of time.

Mr. Vachon is training with the Water Department foreman on some tasks and cross training as is needed in the role.

He is working with Tom on INI which is helping him a lot more. Monthly reports will take a little time. He will have more to contribute at the next meeting as settles in. He is new to the position and has been with the town for 16 years. He has great experience and we are glad to have him in the new role.

Mr. O'Brien made a motion to adjourn the meeting at 5:45 . 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, October 16, 2018 at 4:00pm at 84 Somers Road, East Longmeadow, MA.