

BOARD OF PUBLIC WORKS MEETING HELD: January 5, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: J. Maybury D. Burack T. Wilson R. Peirent

ABSENT: B. Fenney D. Murphy S. Tancrati

Also in attendance was Mr. James Broderick, the Appropriations Committee Representative for the Department of Public Works.

Mr. Maybury called the meeting to order at 5:12 p.m. He asked if anyone other than ELCAT was recording the meeting. Mr. Peirent stated that he was recording the meeting for the minutes.

SUPERINTENDENT REPORT

RESPONSE TO FIRST WINTER STORM: Mr. Peirent stated that the DPW crews responded well to the storm on Tuesday, December 29, 2015. The DPW crews started salting the roads at about 1:00 a.m. but due to the changing conditions of the storm, the salt did not melt the sleet. The DPW crews then had to stop salting and switch over to scraping the accumulated ice off the roads from 3:30 a.m. to 7:00 a.m. in order to clear the main roads. This then allowed the regular crews to start the side streets. The regular crews finished the side streets by 3:30 p.m. Mr. Peirent stated that the work was done with a small crew and although the ability to call some staff members back in from vacation was an option, the three quarters of staff that were there stepped up and got the job done.

MASSDEP – DRINKING WATER PROGRAM: Mr. Peirent presented to the Board of Public Works a Disinfection By-Products Rule Quarterly Compliance Worksheet from Mass DEP for the Drinking Water Program. Mr. Peirent stated that the worksheet is part of a report that is submitted to Mass DEP every quarter showing the by-product levels of drinking water chlorination. Mass DEP had changed the rules several years ago and there was a concern that the Town could not pass the threshold for the approved levels. Mr. Peirent stated that the Town is below the exceeded level of Trihalomethanes (TTHMs), which is eighty parts per billion (ppb) and also below the exceeded level of Haloacetic Acids (HAA5), which is sixty parts per billion (ppd). This is due to Springfield Water and Sewer modifying their treatment process to not exceed the approved levels, especially during the summer months when the water forms the highest levels of by-products.

REVISED DRINKING WATER STANDARDS: Mr. Peirent stated that there is an upcoming revision to the Total Coliform Rule (TCR) enacted by EPA a number of years ago. These newly revised regulations impact the bacteriological testing of drinking water to ensure that it is clean and does not contain any pathogens that might be harmful to the population. As a result of the EPA changes, the State had to make a change to their state regulations as well. Mr. Peirent stated that he does not anticipate a problem but if one were to occur an assessment would have to be done in order to determine whether it can be fixed internally or by an independent party. Mr. Peirent stated that one of the unanticipated requirements, which will not directly impact the Town as there is licensed staff on board, is that operators of Chlorination System Facilities within distribution systems must be licensed. There must be

both a licensed Distribution Operator and a licensed Treatment Operator on staff due to the new regulations. Mr. Wilson asked if the employees on staff hold both licenses. Mr. Peirent stated yes but one person does not have to have both, although in this case the employees on staff have both licenses as it was a requirement for their positions. Mr. Maybury asked if other employees have been encouraged to get both licenses. Mr. Peirent stated that on the Treatment side yes, but on the Distribution side it is a work in progress as the four staff members currently licensed as Distribution Operators could be retiring in a couple of years, especially the department's senior license holder who will need to be back filled at some point.

SPRINGFIELD WATER AND SEWER COMMISSION CONTRACT: Mr. Peirent stated that he has submitted additional comments to the Springfield Water and Sewer Commission in regard to the draft contract but to date there has been no response from them. Mr. Peirent stated that he believes at this point the Springfield Water and Sewer Commission is still receiving comments from other surrounding communities and determining how they will respond to those comments.

HIGHWAY UTILITY MANAGER POSITION: Mr. Peirent stated that the position of Highway Utility Manager has been reopened and extended until Wednesday, January 20, 2016. This extension will give outside candidates a chance to apply, who might not have done so due to the holiday period. The goal is to fill the position by Monday, February 1, 2016.

TRAFFIC SIGNAL ISSUES: Mr. Peirent stated that in regard to a past discussion with the Board, he has secured a firm that will be out next week to work on several of the intersections in Town. This firm will change the traffic signals to flash red on all sides when the system senses a problem as opposed to flashing red on just two sides and yellow on the other sides. No change will be made on North Main Street intersections where the primary traffic flows down and the secondary traffic flow is on the side streets. Mr. Peirent stated that he has cleared this project with the Police Department and the Chief of Police is on board.

PROPOSED OPERATING BUDGET FISCAL YEAR 2017: Mr. Peirent introduced Mr. James Broderick, the Representative for the DPW on the Appropriations Committee. Mr. Peirent stated that he had sent to Mr. Broderick a copy of the Draft Operating Budget for Fiscal Year 2017 and also the information discussed at the last Board of Public Works Meeting. Mr. Broderick indicated he had received the information. Mr. Peirent presented to the Board of Public Works and Mr. Broderick a revised copy of the DPW Division Expenditures and Budgets for FY14-FY17 worksheet as well as individual budget sheets by Division, which will be submitted to Mrs. Menard, Town Accountant on January 6, 2016. Mr. Peirent stated that any new line items that had not existed historically are highlighted on the draft. Many of these line items had been created by Mrs. Menard to ensure that all departments are consistently charging to and using the appropriate line items. The plan was not to add new line items but to simply shift and subdivide some of the line items that the department originally was using.

Mr. Peirent stated to Mr. Broderick that the department is presenting a 0.99% increase across all the DPW Divisions. Mr. Broderick asked if the DPW Division Expenditures and Budgets for FY14-FY17 worksheet was simply a summary and not a totality of what impacts the General Fund, as Water and

Sewer derive their revenue from the Enterprise Fund. Mr. Peirent stated yes. Mr. Peirent stated that across all the DPW Divisions, in the department's management contracts, Longevity costs have been shifted to the base pay costs, which is a reduction in Longevity and an increase in the appointed salaries. Mr. Peirent stated that a salary should be a salary and the number of years an employee has been with the Town should not translate into an immediate increase. Mr. Peirent stated that comp time is also no longer part of the manager salaries as the job is the job, some days the job takes more time and some days it takes less.

BUILDING MAINTENANCE DIVISION: Mr. Peirent stated that the Building Maintenance Division is where the department has its greatest need due to the aging buildings in Town. Mr. Peirent stated that the department and Mr. Fenney have been working with a flat budget for several years. Mr. Fenney reaches a point during the year where only the most essential projects can be completed and that point in the year has been coming earlier each year. The goal would be to restore the ability to do more projects in the future. Mr. Broderick asked if the increases are showing mostly in the School Maintenance line item. Mr. Peirent stated yes. Mr. Peirent stated that there is a 2% increase across the Building Maintenance Division.

HIGHWAY DIVISION: Mr. Peirent stated that there is a 2% increase across the Highway Division. The labor portion is just below 2%, which is where most of the staff salaries are located and is influenced by the Union Agreements. Mr. Peirent stated that the most significant change to the budget is the increase of vehicle repair. The fleet of vehicles is getting older and the cost to repair those vehicles is getting higher every year. Mr. Peirent stated that Mrs. Menard suggested that vehicle repairs should be a separate line item rather than dipping into other line items to assist with the expenditure. Mr. Broderick asked if one of those offset accounts was Other Purchase Services. Mr. Peirent stated yes. Mr. Peirent stated that the temporary summer help salary was also increased due to the rise in minimum wage and the need for extra assistance depending on weather conditions.

SEWER DIVISION: Mr. Peirent stated there will be an increase in salaries just below 1.5% and the Sewer Division expenses will remain level, this is due to Springfield Water and Sewer increasing some of the budgeted line items going forward and the "true up" that the Town receives every year. The "true up" is where Springfield Water and Sewer estimate what the Town's bill will be and the department bases its budget on that estimate. The Sewer Division has remained flat due to conservative estimates by Springfield Water and Sewer over the last two years.

A discussion followed between Mr. Peirent and Mr. Broderick in regard to the shifting of line items within the budget as Mr. Broderick indicated he wanted a better understanding. Mr. Peirent in addition also discussed in detail shifting some of the electricity line items in the Sewer, Water and Utility Divisions to the Solar Credits line item, which is the only change affecting those Divisions.

SNOW AND ICE DIVISION: Mr. Peirent stated that expenses in the Snow and Ice Division were increased last year and if the good weather conditions continue, although it is a little early to predict, this could be the first year that the department stays within budget. Mr. Peirent stated that some costs have been incurred due to the December 29th storm but the department had purchased a ground speed

control unit in order to monitor the release of salt on the roads which is more efficient regardless of how fast the vehicle is going.

WASTE COLLECTION DIVISION: Mr. Peirent stated that due to the rise in the minimum wage, the salaries for the two employees who work at the Transfer Station on a part time basis will increase. Mr. Broderick asked if the 10% showing on the Part Time Salaries/Wages line item reflected that increase. Mr. Peirent stated yes.

WATER/UTILITIES DIVISION: Mr. Peirent stated that as with the Sewer Division both expenses for the Water and Utilities Divisions will remain flat. Mr. Broderick asked if the Other Purchase Services line item in the Water Division was an estimated figure or a known one. Mr. Peirent stated that the figure is both an estimate of the Town's bill for that year based on an estimate for the next five years that is provided by Springfield Water and Sewer.

Mr. Peirent recommended that Mr. Broderick look over the Proposed Operating Budget for Fiscal Year 2017 and advise him of any questions he might have prior to the meeting with the Appropriations Committee. Mr. Broderick thanked Mr. Peirent for going over the details of the DPW Division Expenditures and Budgets for FY14-FY17 worksheet.

UPCOMING STORM WATER REGULATIONS: Mr. Broderick asked if the upcoming phase two storm water regulations are considered a supplemental budget due to not being passed yet or is it due to the Town not being required to complete the regulations next year. Mr. Peirent stated that he considers it a Supplemental Budget due to the regulations being an uncertainty at this point as the EPA has fine-tuned and drafted the new regulations several times to date. Mr. Peirent stated that he believes that the final regulations will be coming soon and will then take effect six months after being released. A discussion followed in regard to the upcoming storm water regulations and applying those regulations to the Proposed Operating Budget for Fiscal Year 2017.

Mr. Maybury stated that the next meeting is scheduled for Tuesday, January 19, 2016 at 4:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Burack made a motion to adjourn the meeting at 6:16 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.