

BOARD OF PUBLIC WORKS MEETING HELD: January 19, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: J. Maybury D. Burack T. Wilson R. Peirent B. Fenney D. Murphy S. Tancredi

Mr. Maybury called the meeting to order at 5:07 p.m. He asked if anyone other than ELCAT was recording the meeting. Ms. Tancredi stated that she was recording the meeting for the minutes.

REVIEW/APPROVE MINUTES OF 12/15/15 MEETING: Mr. Burack made a motion to approve the minutes of the meeting of December 15, 2015. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

REVIEW/APPROVE MINUTES OF 1/5/16 MEETING: Mr. Burack made a motion to approve the minutes of the meeting of January 5, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

BUDGET SUMMARY FOR FY2016: Mr. Peirent reviewed the budget numbers for the department expenditures through January 21, 2016, which is week twenty-eight of the 52.4 week fiscal year. The budget is about 53.4% spent. The budget is trending consistently across all the Divisions and with the exception of our administrative personnel the department is fully staffed.

The Highway Budget expenditures are trending higher this year compared to last year as a result of our being unable to use funding from Mass Highway for one of our crack sealing projects. The department has had to fund this project through the Operating Budget as opposed to using Chapter 90 Funding.

The Building Maintenance Budget is trending similar to previous years due to building expenses occurring primarily in the early part of the year.

The Snow and Ice Budget is trending very well due to cooperating weather conditions.

The Energy Budget expenditures are trending a little high due to higher unit prices for natural gas and electricity due to old contracts expiring and new contracts going into effect. Mr. Burack asked Mr. Peirent if there have been any savings through the Solar Credits. Mr. Peirent stated yes and that every month the department is seeing a savings with the total to date being approximately \$40,000 to \$50,000 in Solar Credits. He then explained the formula for the calculation of those credits.

Mr. Peirent stated that the Waste Management Budget expenditures are trending lower due to the Transfer Station being closed for the season with the only open day being on Saturdays, which lowers staffing and disposal costs per week.

The Sewer and Water Budget expenditures are also trending well due to the “true ups” from the City of Springfield. Mr. Peirent stated that the entire budget looks good for this year.

HERITAGE PARK RECREATIONAL PLANNING PROJECT: Mr. Peirent stated as the Board was aware there have been some discussion regarding the Department of Public Works' role in the study of what could be done at Heritage Park relating to field improvement and that \$25,000 was voted at Town Meeting to study these possibilities. Mr. Peirent then presented to the Board of Public Works three draft layout concepts prepared by Berkshire Design, which show possible future improvements to Heritage Park. Mr. Peirent stated that he, Mr. Murphy, Town Engineer, Mr. Colin Drury, Director of Recreation, Mr. Charlie Gray, Representative of the Recreation Commission, Mr. Gordon Smith, Superintendent of Schools and Mr. Greg Thompson, Representative of the School Committee attended a meeting with Berkshire Design in order to discuss the three drafted layout concepts and to give Berkshire Design some feedback.

The result of the study showed that there are wetlands on the property which cannot be developed, which leaves only the upper center section of the property available for some field use. Mr. Peirent stated that no costs have been determined at this time. Mr. Peirent also reviewed in detail the various improvement ideas featured in the three drafted layout concepts including, security, adding additional parking, building a community center and foot paths to the wetland areas. Mr. Peirent stated these designs would at least give some direction as to costs and what could be done and what could not be done. A discussion then followed regarding the three drafted layout concepts, suggested improvements and how parking would be laid out as well as the number of spaces that might be needed.

PUBLIC WORKS MUTUAL AID AGREEMENT: Mr. Peirent presented to the Board of Public Works a Statewide Public Works Municipal Mutual Aid Agreement Summary. Mr. Peirent stated that in 2010 the Massachusetts Legislature passed new regulations in regard to a Statewide Mutual Aid Agreement. The purpose of the agreement would allow the Town during an emergency or non-emergency event to rely upon other communities outside of the usual pool of local communities such as, Wilbraham, Longmeadow and Hampden for assistance and aid with whom the Town did not have a previous established relationship. Mr. Wilson asked if that applied only to Hampden County. Mr. Peirent stated no. The agreement allows for the Town to reach out to any community in Massachusetts. A discussion followed regarding emergency or non-emergency situations and what the agreement regulations entail.

Mr. Burack made a motion for the Board of Public Works to sign the Statewide Public Works Municipal Mutual Aid Agreement. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

ANNUAL TOWN REPORT 2015 FOR THE DPW: Mr. Peirent stated that the deadline for the Annual Town Report is Monday, February 1, 2016. The department's activity report will be drafted and then sent out individually to each Board of Public Works Member by the end of this coming week for review.

APPROPRIATIONS COMMITTEE MEETING: Mr. Peirent reminded the Board of Public Works that they will be meeting with the Appropriations Committee on Tuesday, February 2, 2016 to discuss the proposed Draft Operating Budget for Fiscal Year 2017. Mr. Peirent stated that on Thursday, January 21, 2016, he will be meeting with Mr. James Broderick, Representative of the Appropriations Committee in order to further discuss the Operating Budget Draft for Fiscal Year 2017 before the Appropriations Committee Meeting.

SPRINGFIELD WATER AND SEWER COMMISSION CONTRACT: Mr. Peirent stated that he submitted additional comments in regard to the draft contract several weeks ago to the Springfield Water and Sewer Commission but they have not responded. Mr. Peirent stated that at this point the Town is half way through the contract period without a contract. Mr. Peirent stated that he believes at this point the Springfield Water and Sewer Commission is determining what would be fair and reasonable for the benefit of all surrounding communities.

HIGHWAY UTILITY MANAGER POSITION: Mr. Peirent stated that the position of Highway Utility Manager will be closed tomorrow, January 20, 2016. Mr. Wilson asked if any new applicants applied during the extension. Mr. Peirent stated yes, there was only one. Mr. Peirent stated that the plan will be to put together a committee internally, which will include himself, Mr. Wilson and Mr. Fenney, in order to meet with the list of candidates to determine who will be the best fit for the department.

OPERATIONS MANAGER/FACILITIES MANAGER'S REPORT

WINTER PROJECTS: Mr. Fenney stated that due to the cooperating weather conditions, DPW crews have been able to complete a few projects that would have normally been put off until the spring such as adding a roof drainage system at the Little Red School House, finishing up installing the irrigation system at the High School's lacrosse field and repairing potholes which required minimal work this year due to the nice weather. DPW crews are sporadically clearing trees at the Transfer Station for Phase One of the landfill closure, including catching up on tree removal requests in the work order system which should be finished by Friday, January 22, 2016, unless the tree removals are such that it is deemed necessary to put the work out to bid.

VEHICLE UPDATE: Mr. Fenney stated that Truck #77 and #78 will possibly be picked up next week but had no response from MHQ as to an actual date.

SIGN INVENTORY IN TOWN/PART TIME HELP: Mr. Fenney stated that DPW crews are performing sign inventory throughout the Town for Stop Signs, Yield Signs and No Parking Signs. They are inputting the size, type and condition of each sign into the GIS System. Mr. Peirent stated that Mr. Ryan Daly, the intern who worked for the department over the past few summers, is assisting with the project on a part time basis during nights and weekends, along with putting together the Data Layout System for capturing catch basin information needed for the Phase Two Storm Water Regulations.

SCHOOL DEPARTMENT PROJECTS: Mr. Fenney stated that he is waiting for the final quotes to come in for the Mapleshade School Swing Set Project, which will be reviewed by the School Department and Mr. Colin Drury, Director of Recreation. The swing set parts will then be ordered and installed before spring. Mr. Fenney stated that he is also working on the Playscape Project for Mountain View School and Meadowbrook School, which is budgeted at \$130,000. The specifications for the project should be completed by the end of next week in order to go out for bid.

TOWN HALL'S DISTRIBUTION PANEL UPGRADES: Mr. Fenney stated that the project was completed by Goodless Electric on Friday, December 18, 2015.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the final demolition was done today in the men's bathroom and the bathroom will now be dry walled. The women's bathroom has been sheet rocked. The next step will be to start installing tile and fixtures. Mr. Fenney stated that it should take three to four weeks to complete both bathrooms. Mr. Peirent stated that there was a surprise inspection done by a representative from the Occupational Health and Safety Department of the State due to a complaint made about too much dust in the Town Hall. Mr. Peirent stated that the inspection and meeting went well. The representative from the Occupational Health and Safety Department's only recommendation was that the Town cleanup the dust as much as possible to ensure that it does not have any impact on employees and the public.

TOWN ENGINEER REPORT

TRANSFER STATION ON SOMERS ROAD/LANDFILL CLOSURE: Mr. Murphy stated that a majority of the trees in the Phase One Area have been removed at the time and conditions were good for taking down those trees. The Water Quality Testing Report was submitted to the State last week. Mr. Murphy stated that ten wells were sampled along with surface water and nothing out of the ordinary was discovered. Samples were also pulled from the compost and top soil to be tested in order to determine the best mix of top soil and vegetation for the landfill closure next year. Mr. Murphy stated that Phase One of the landfill closure must be complete by Saturday, October 15, 2016 along with starting a portion of the Phase Two area by the end of this year.

ROAD IMPROVEMENT PROJECT: Mr. Murphy stated that he anticipates receiving the department's regular Chapter 90 Allocation which will be in the amount of about \$590,000. Mr. Murphy stated that \$150,000 still remains from last year. There is a section of Chestnut Street that will be completed by Lane Construction this coming year and some of the streets which will be targeted for road improvement this year are Allen Street, Markham Road and the northern section of Porter Road north of Allen Street. Mr. Murphy stated that only the worst sections of Allen Street will be done as it is a fairly long stretch of road. Mr. Peirent stated that the Governor's Office has been quiet this year regarding Chapter 90 money, which he believes is not a good sign when compared to last year. Mr. Murphy stated that structure assessment has been completed along with catch basin assessment. The Porter Road catch basin assessment is finished and Allen Street is next. Mr. Murphy stated that the project will go out to bid subject to the Chapter 90 allocation.

INFLOW AND INFILTRATION PROGRAM: Mr. Murphy stated that Green Mountain Pipeline is scheduled to come back into Town to repair one manhole on North Main Street as there is still a fair amount of water flowing into the manhole and it needs to be sealed. Mr. Murphy stated that in addition Mr. Esposito has identified twenty-five manholes in Town that have historically been known to leak and those additional manholes have been added to Green Mountain Pipeline's list. Mr. Murphy stated that the northeast and northwest sections of Town are also being investigated in order to create an Inflow and Infiltration Program for those two sections as well.

BUNDLED NOTICE OF INTENT DRAFT: Mr. Murphy stated that the Bundled Notice of Intent draft was submitted to the Conservation Commission Chair for review. Mr. Peirent stated that the purpose was to

submit the draft informally to discuss the draft before submitting it formally. Mr. Peirent stated that Bundled Notice of Intent follows the model of what other surrounding communities have used and it should be approved by the Conservation Commission without significant issues.

OTHER BUSINESS: Mr. Burack asked Mr. Peirent for a status update regarding the Town street light mapping and the change out of street lights to LEDs. Mr. Peirent stated that the Representative from National Grid indicated to him that National Grid had a long list of communities who have asked for the same information and they are working their way down through the list. Mr. Peirent stated that National Grid is also determining whether they want to continue to retain ownership of the streets lights and do the LED change outs themselves or transfer ownership to the communities. Mr. Wilson asked Mr. Peirent if the Town would need to lease the street light poles from Verizon once taking ownership of the street lights. Mr. Peirent stated that he is unsure at this time what such an agreement would entail. A discussion followed and Mr. Maybury recommended that Mr. Peirent continue to look into the matter. Mr. Peirent concurred.

Mr. Maybury stated that the next meeting is scheduled for Tuesday, February 2, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Peirent stated that Mr. Stephen Crane, Town Manager of Longmeadow will be added to the agenda at the next Board Meeting on February 2, 2016, in order to discuss DPW needs and DPW facilities in Longmeadow and East Longmeadow.

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