

BOARD OF PUBLIC WORKS MEETING HELD: February 2, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

ABSENT: D. Murphy

Also in attendance at 5:45 p.m. was Mr. Stephen Crane, Town Manager of Longmeadow and Mr. Chris Goudreau, Representative from the Reminder for the entire meeting.

Mr. Maybury called the meeting to order at 5:06 p.m. He asked if anyone other than ELCAT was recording the meeting. Ms. Tancredi and Mr. Goudreau both stated that they were recording the meeting.

REVIEW/APPROVE MINUTES OF January 19, 2016 MEETING: Mr. Burack made a motion to approve the minutes of the meeting of January 19, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

APPROPRIATIONS COMMITTEE MEETING: Mr. Peirent reminded the Board of Public Works that they would be meeting with the Appropriations Committee this evening, February 2, 2016 at 6:30 p.m. at the Council on Aging in order to discuss the proposed Department of Public Works FY2017 Budget.

BUDGET SUMMARY FOR FY2016: Mr. Peirent stated that although he had reviewed a prior summary at the last meeting, he wanted to review the latest summary of our Operating Budget for FY2016. This report represents expenditures through January 27, 2016, which is week thirty and is 57.3% of the year.

Mr. Peirent advised he had included a hardcopy of the Annual Report which was submitted to the Town Manager about a week and half ago. He indicated that it is very similar in format to last year's report.

Mr. Peirent stated that although the department has had to fund the spring crack sealing project through the Operating Budget, the Highway Budget expenditures have reversed over the past couple of weeks and are now trending lower compared to last year at this time. Mr. Peirent stated that the Highway Budget expenditures will continue to be monitored on a week by week basis.

Mr. Peirent stated that the Snow and Ice Budget is trending well but the current expenditures do not include last weekend's snowstorm or the purchase of salt totaling \$40,000 over the past few weeks in order to replenish the Town's salt shed. Mr. Peirent stated that the labor plus the salt purchase adds about \$50,000, which means expenditures to date are about \$68,000 versus a budget of about \$148,000. Mr. Peirent stated that the Snow and Ice Budget expenditures are still trending well for this time of year.

Mr. Peirent stated that the Energy Budget expenditures are trending lower compared to last year given the warm weather conditions and the net metering credits we are receiving. The net metering credits savings through the end of January were about \$47,000, which is a \$100,000 savings per year and 10%

of the Town's total energy budget. This helps to offset the increases due to the unit price of natural gas which went up this year from 60.7 cents per therm to 81.2 cents per therm, a 34% increase, and electricity which went from 0.7 cents per kilowatt hour to 9.45 cents per kilowatt hour, a 35% increase.

Mr. Peirent stated that the Disposal Budget expenditures are trending as expected. The department entered into a contract with Waste Management in the middle of September 2015 and since that time there has been a 25% to 30% decrease in tipping (disposal) fees. Mr. Peirent stated that although waste quantity is up for this time of year the department will see the benefit of those savings as it moves further into the fiscal year.

DRAFT TOWN MEETING ARTICLES: Mr. Peirent stated that the deadline to submit the draft Town Meeting Articles to the Board of Selectmen is Tuesday, March 1, 2016. Mr. Peirent stated that although the articles to be submitted are uncertain at this time, two possible draft articles will be Chapter 90 for state road funding and one potential street acceptance, which must be submitted by the developer and may not happen before the deadline. Mr. Peirent stated that early discussions for another article are also in progress between the Town and the owner of a small piece of private property for a possible land swap in regard to the landfill closure.

SPRINGFIELD WATER AND SEWER COMMISSION CONTRACT: Mr. Peirent stated that the department has finally received an updated six year draft sewer contract from the Springfield Water and Sewer Commission. Mr. Peirent stated that he is currently in discussions with the Springfield Water and Sewer Commission in regard to some questions he feels are relevant to the new amendments of the contract. Mr. Peirent stated that by the next board meeting the draft contract will be ready to discuss in detail.

UPCOMING STORM WATER REGULATIONS: Mr. Peirent stated that the upcoming Phase Two Storm Water Regulations, which were scheduled for release by the EPA in mid-January, have still not been issued and the Town is currently continuing to follow the old regulations.

ROTARY IMPROVEMENTS: Mr. Peirent stated that the DPW is working with the Town's Garden Club to make some improvements to the center rotary area. The Garden Club received a grant from the Board of Selectmen to replace some of the larger bushes in the center of the rotary, which are over grown with invasive species and poison ivy and are too large for their current location. The DPW will remove the old bushes from the area and the Garden Club will then plant the new ones.

TRAFFIC SIGNAL CHANGES: Mr. Peirent stated that the traffic lights located at the intersections of Parker Street and Allen Street, Elm Street and Mapleshade Avenue and Chestnut Street and Benton Drive have all been changed to flash red in the event of a controller failure as opposed to flashing yellow and red depending on primary and secondary traffic flows. Mr. Peirent stated that due to complaints the left turn arrow on Westwood Avenue to get on to North Main Street has also been adjusted and is timed better.

HERITAGE PARK GATES: Mr. Peirent stated that a month and a half ago the DPW installed gates between the front and the rear parking lot located at the Heritage Park playground section. Mr. Peirent stated that he has been in discussions with the Recreation Department in determining a schedule to open and close the gates. The DPW will be opening the gates in the morning between 7:15 a.m. and 7:30 a.m. and the Recreation Department will close the gates at 4:30 p.m. That time may change as the days get longer. The Recreation Department will also open and close the gates on the weekends. Mr. Peirent stated that the gates will help to prevent some of problematic activity located at the rear of Heritage Park and in addition he will be researching other options to assist in deterring that activity.

GREASE TRAP ORDINANCE: Mr. Peirent stated that on Friday, February 5, 2016, he will be meeting with Health Agent, Ms. Amy Petroski, and the Plumbing Inspector. The meeting will be in regard to adopting a Grease Trap Ordinance for the Town. The goal of the Grease Trap Ordinance is to keep grease out of the sewer lines in order to prevent sewer blockages and backups. Mr. Peirent stated that the meeting will determine whether the Grease Trap Ordinance would be the responsibility of the Board of Health or a combined effort by the DPW and the Board of Health. Mr. Burack asked if the Grease Trap Ordinance should be presented at Town Meeting. Mr. Peirent stated no as the ordinance is a regulation and could be done at a Town Hearing instead.

HIGHWAY UTILITY MANAGER POSITION: Mr. Peirent stated that he, Mr. Wilson and Mr. Fenney are close to making a candidate selection for the position of Highway and Utility Manager, which will be announced in the next day or two. The decision was between two in house candidates, which will cause some shuffling of positions throughout the department and more possible openings once the position is filled.

BUNDLED NOTICE OF INTENT DRAFT: Mr. Peirent stated that the Bundled Notice of Intent was submitted to the Conservation Commission for review. Mr. Peirent stated that a hearing was originally scheduled for Wednesday, February 10, 2016 but has been rescheduled for Wednesday, February 24, 2016 as MassDEP had not finished their review of the notice. Mr. Peirent stated that the notice follows the model that other surrounding communities have used and he is optimistic that it will be approved by the Conservation Commission without issue.

FUTURE HUMAN RESOURCES POSITION: Mr. Peirent stated that he has been notified by the Interim Town Administrator that the Appropriations Committee will be looking for the Board of Public Works to provide some input in regard to the need or lack thereof for a Human Resources Position or a Human Resources Department. The Appropriations Committee has set aside funds for that position or department and they will be looking for feedback from the other departments in Town.

OLD FIRE STATION: Mr. Peirent stated that the Interim Town Administrator has put out a request to all Town departments in regard to potential uses for the old fire station, which may or may not still be leased by the Jaycees. The Recreation Department and the Council on Aging both have stated their interest in using the building and while the DPW currently has no use for the Old Fire Station, Mr. Peirent stated that he has asked the Interim Town Administrator to notify him if there is a need to make modifications or renovations to the buildings in the future.

OPERATIONS MANAGER/FACILITIES MANAGER'S REPORT:

WINTER PROJECTS: Mr. Fenney stated that due to the cooperating weather conditions, DPW crews have completed outstanding Tree Work Orders with the exception of a few larger trees, which will require the assistance of an outside vendor to remove. DPW crews have also been tree trimming throughout the Town and have taken a break from pot holes due to the nice weather to start again repairing catch basins.

VEHICLE UPDATE: Mr. Fenney stated that Truck #77 arrived yesterday, February 1, 2016, and is currently in the service building garage for the Board of Public Work's review. Mr. Fenney stated that he is hopeful Truck #78 will arrive next week. The truck needed a bit more work before it was ready to pick up as MHQ was backlogged getting the trucks out.

SCHOOL DEPARTMENT PROJECTS: Mr. Fenney stated that the irrigation system at the High School Lacrosse Field has been installed and DPW crews have finished loaming. The testing of the system will need to be completed with the arrival of nice weather. Mr. Fenney stated that materials have also been received for the reconstruction of the JV and Varsity Fields and if the good weather conditions continue that project should be completed before the spring.

Mr. Fenney stated that quotes were submitted for the Mapleshade School Swing Set Project. The quotes were from, New England Recreation Group for \$17,300, Kompan, Inc. for \$17,138, O'Brien and Sons, Inc. for \$15,690, UltiPlay Parks and Playgrounds, Inc. for \$14,649, BYO Playground for \$14,150 and Little Tikes Commercial for \$12,881. Mr. Fenney stated that he has reviewed the quotes with the School Department and both BYO Playground and Little Tikes Commercial did not meet the bid specifications which disqualified them. Mr. Fenney stated that the School Department will be awarding the contract to UltiPlay Parks and Playgrounds, Inc. for \$14,649 and the swing set should be installed in the next month or two.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the Town Hall Renovation Project is going well. The dry wall in both bathrooms has been finished and dry wall tape is being installed. The tile for the bathrooms arrived late last week and should be installed next week as soon as a door is cut into the ladies room, which will be done after hours in order to cut back on dust. A discussion followed between Mr. Fenney and the Board of Public Works in regard to the phases of the project and what will be finished before Town Meeting. Mr. Maybury recommended that Mr. Fenney contact Mr. Don Maki at ELCAT for the purpose of creating a short video to show the progress being made with the renovations.

TOWN OF LONGMEADOW DPW FACILITY: Mr. Maybury introduced Mr. Stephen Crane, Town Manager of Longmeadow. Mr. Crane thanked the Board for allowing him to attend the meeting. Mr. Crane stated that his purpose for attending the meeting was to pitch an idea for the Board's consideration. Mr. Crane stated that the Town of Longmeadow is looking to replace its DPW facility. The facility was built in 1931 and while there have been upgrades over time; it is now in a state of disrepair and a new facility needs to be built. Mr. Crane stated it may not be possible to build a new building on the original site as it is located on a flood plain which will lead to permitting problems and while MassDEP has stated that a new facility is not impossible to build on the current location, they were not optimistic. Mr. Crane stated

that new locations have been looked at for the new DPW facility and two locations that would work are a portion of Wolf Swamp Field and the Grande Meadows Athletic Club in Longmeadow, however the community has issues with the field space being used as it would affect their ability to play sports which they feel is a quality of life issue. Mr. Crane stated that one piece of feedback received from the community is for Longmeadow to buy a piece of property from another Town in order to build a new DPW Facility. Mr. Crane asked what the Board of Public Work's view would be on a new combined shared DPW facility between the Town of East Longmeadow and Town of Longmeadow.

Mr. Maybury asked if Mr. Crane knew of any other communities with combined DPW Facilities as he understands some communities share Police and Fire Departments. Mr. Crane stated not at this time but if communities can share regional dispatch operations, Police and Fire Departments, there is no reason why they could not share a DPW Facility. Mr. Maybury stated that that the impact of dollars and cents would need to be developed as most communities are faced with the issue of available land along with issues as to where to build a facility. Mr. Crane concurred and stated that the Town of Longmeadow is number one in feeling the pressure of where to build. Mr. Crane stated that he has not developed any actual numbers at this time. Mr. Maybury recommended that Mr. Crane would need to do this in order to determine how to present the idea to the Town as East Longmeadow already has a functioning Service Building. Mr. Crane stated that a numbers document could be done but he would need specifics such as which parcel of land and whether the land is Town owned or private property. This would be needed in order to get an idea of the possible cost.

Mr. Maybury and Mr. Peirent advised Mr. Crane that the idea would also have to be brought to the Planning Board as the facility would have to comply with Planning Rules and Regulations.

It was the opinion of all of the Board Members that this would be a tough sell as East Longmeadow already has functioning DPW Facility.

Mr. Crane thanked the Board of Public Works for their time and stated that he understood the idea would be a tough sell but he had to at least pitch the idea.

OTHER BUSINESS: Mr. Peirent stated that he and Mr. Maybury, the Chairman of the Board of Selectmen and the Chairman for the School Committee will be meeting with the Appropriations and Capital Committee at the Council on Aging on Tuesday, February 16, 2016 at 7:15 p.m. in order to discuss funding for Capital Projects for this year and in the future.

Mr. Maybury stated that the next meeting is scheduled for Tuesday, February 23, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Burack made a motion to adjourn the meeting at 6:04 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.