

BOARD OF PUBLIC WORKS MEETING HELD: March 8, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

Mr. Maybury called the meeting to order at 5:14 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 2/23/16 MEETING: Mr. Burack made a motion to approve the minutes of the meeting of February 23, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

REVIEW/APPROVE MINUTES OF 2/23/16 EXECUTIVE SESSION: Mr. Burack made a motion to approve the minutes of the Executive Session of February 23, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

DRAFT TOWN MEETING ARTICLES: Mr. Peirent stated that the deadline to submit the draft Town Meeting Articles to the Board of Selectmen was Tuesday, March 1, 2016. The draft articles have been submitted which included the Water and Sewer Enterprise Funding, Chapter 90 Funding, the acceptance of two new streets, Waterman Avenue and Winterberry and the Land Swap Article submitted on behalf of the Board of Health. Mr. Peirent stated that in regard to the Land Swap Article, he and Mr. Murphy will be meeting with the Board of Selectmen on Wednesday, March 16, 2016 in order to bring them up to date on the details of that article.

DEPARTMENT STAFF UPDATES: Mr. Peirent stated that effective Friday, March 4, 2016, Mr. Thomas Pope was promoted to Water Division Foreman and Mr. Frank Comisso was promoted to the position of Equipment Operator. Mr. Peirent stated that he, Mr. Esposito, Mr. Fenney have been interviewing candidates for the open Skilled Worker Position and will be making a selection shortly between three well qualified candidates.

SPRINGFIELD WATER AND SEWER COMMISSION CONTRACT: Mr. Peirent stated that there are no updates at this time in regard to the draft water and sewer contract as the new Executive Director of the Springfield Water and Sewer Commission has been out on leave for several weeks.

UPCOMING STORM WATER REGULATIONS: Mr. Peirent presented to the Board of Public Works an updated NPDES Phase 2 Storm Water Permit Compliance Requirements Schedule Sheet for the Upcoming Storm Water Regulations, which could be released by the EPA at any time. Mr. Peirent stated that the purpose of updating the sheet was to show how costs would change as the regulations release schedule is pushed back. Mr. Peirent stated that due to the delay about 30% has already been taken off of the estimated supplemental costs and he will notify the Board of Public Works as soon as the new regulations are issued.

FY2017 WATER AND SEWER RATE HEARING: Mr. Peirent reminded the Board of Public Works that a Water and Sewer Rate Hearing Meeting needs to be scheduled as the Public Notice for the meeting needs to be posted fourteen days in advance. Mr. Peirent stated that at the next Board Meeting he will present to the Board of Public Works for their review the Water and Sewer Rate information. A discussion followed and the Board of Public Works scheduled the Water and Sewer Rate Hearing Meeting for Wednesday, April 20, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

FINANCING OF CAPITAL IMPROVEMENT PROJECTS: Mr. Peirent stated that he and Mr. Maybury will be meeting this evening with Mr. Gordon Smith, Superintendent of Schools, Mr. Richard Freccero, possibly Chairman of the School Committee, Mr. Paul Federici, Chairman of the Board of Selectmen and representatives from both the Appropriations and Capital Committees in order to discuss an updated proposal regarding this year's financing for Capital Improvement Projects. The plan is to use retired debt service to allow Capital Improvement Projects to move forward without impacting the tax rate. Mr. Peirent stated that he is hopeful this discussion will quickly resolve the issue.

ELM STREET AND MAPLESHADE AVENUE TRAFFIC SIGNAL: Mr. Peirent stated that due to the wind and rain storm on Wednesday, February 24, 2016 in the early morning hours of Thursday, February 25, 2016 a large spruce tree on private property hit the traffic signals and brought down wiring at the intersection of Elm Street and Mapleshade Avenue. Mr. Peirent stated that much of the equipment is salvageable and Dagle Electrical, the company who did the original traffic signal installation back in 2014, is installing new wiring and reassembling new signal heads using the salvageable equipment. Mr. Peirent stated that in order to avoid the expense of having to replace both traffic signals eastbound on Mapleshade Avenue due to the tree damage, there will be one less hanging signal going forward from the salvageable equipment.

Mr. Burack asked if the signal will still have a left arrow. Mr. Peirent stated yes. The left arrow was salvageable as well as the north bound approach arrow. Mr. Peirent stated that in addition the Emergency Vehicle Preemption equipment, which allows fire trucks and other emergency vehicles to drive through the intersection, although located at the bottom of the traffic signals heads, were not completely destroyed. They will need some new material in order to function properly. Mr. Peirent stated that the intersection should be functional by Thursday, March 10, 2016, providing that there are no unforeseen problems.

Mr. Burack asked if there is a possibility of a home owner's claim. Mr. Peirent stated that a letter has been sent out to the home owner where the spruce tree was located but there has been no response at this time. Mr. Peirent stated that if there is a potential for a claim the department will pursue that option.

Mr. Maybury asked if a claim could be submitted to the Appropriations Committee for Emergency Funding. Mr. Peirent stated that he has been in contact with the Appropriation Committee but the costs should be less than expected.

ANNUAL TOWN REPORT 2015 FOR THE DPW: Mr. Peirent stated that the Annual Statistical Report regarding Water System Operations has been submitted to MassDEP. Mr. Peirent stated that one item on the report is the Town's unaccounted for water, which is water that the Town has purchased but did not sell. The Town's unaccounted for water has been as low as an 8.3% to a high of about 9.6% since 2012. The standard for many years has been a maximum of about 15% and a goal of or less 10%. The Town's percentage of unaccounted for water has always been consistently lower than the 10% and the percentage for this year is about 9.2%. Mr. Peirent stated that due to the fact that the Town's unaccounted for water is 9.2%, he is currently looking into performing a leak detection survey of the entire system. This has not been done for over twenty years and he will be contacting vendors in order to get an idea of the cost.

Mr. Peirent and Mr. Esposito discussed how the Town tracks of all the water that is being used or is lost during water main breaks or hydrant flushing. Mr. Peirent stated that the second statistic that comes out of the Annual Statistical Report is the gallons per day per capita water usage for residential customers. The water usage for 2015 was about eighty-seven gallons per day per capita per resident, which was the same amount of water usage for 2012. Mr. Burack asked what the water usage gallons were for 2013 and 2014. Mr. Peirent stated that for 2013 it was seventy-eight gallons per day per capita and in 2014 it was seventy-nine per day per capita. Mr. Wilson asked how the Town compares to other communities. Mr. Peirent stated that the Town's water usage is typical.

SOLAR ENERGY CREDITS: Mr. Peirent stated that once or twice a year solar credits that the Town buys are allocated through a document know as Schedule Z. The Schedule Z shows how the credits are allocated. A surplus of credits can occur when credits are allocated to a location that does not use as much electricity, which will then show a negative amount on that location's electrical bill as opposed to a positive amount. Mr. Peirent stated that he is in the process of getting all the allocations worked out, which will take a year to a year and half as some locations in Town such as Meadowbrook School and the Police Station are underutilizing credits.

HERITAGE PARK RECREATIONAL PLANNING PROJECT: Mr. Peirent stated that he, the Recreation Department, Recreation Commission, School Department and School Committee are in the process of working out the various opportunities for the Heritage Park Recreational Planning Project. Mr. Peirent stated that the plan is to form a committee with a representative from each group to discuss the various concepts and decide what the ultimate plan should be going forward in order to give weight to the plan when presenting it to organizations for funding such as The State Park Agency, Community Preservation Committee. Mr. Peirent recommended that one member from the Board of Public Works should be a part of this committee. Mr. Wilson volunteered to join the committee.

BUDGET SUMMARY: Mr. Peirent stated that this Budget Summary represents expenditures through March 2, 2016, which is week thirty-five. The budget is about 66.8% spent. The budget is trending where it should be in all the Divisions. Mr. Peirent stated that the Snow and Ice Budget is showing a low amount, which is primarily due to the purchase of salt, but the amount will go up as there are a number of bills in the financial system that have not been paid.

BUILDING MANAGER'S REPORT

MASSACHUSETTS HIGHER EDUCATION CONSORTIUM REPORT FOR 2015: Mr. Fenney stated that a several weeks ago he received the Massachusetts Higher Education Consortium Report for 2015, which is the consortium that the department purchases certain materials from Town wide. The report shows that the department's cost savings were about \$23,600 for this year, which is up compared to last year at about \$15,300. The total gross value was \$61,000, which is a 39% savings.

ENERGY EFFICIENT PROGRAM: Mr. Fenney stated that he, Mr. Peirent, Mr. Ed Lague, Mr. Dan Hellyer and Mr. John Alba are evaluating retro fitting and installing LEDs lights in different buildings around the Town. Mr. Fenney stated that minor upgrades were done to the Service Building's garage and the mechanics garage, and he is currently waiting for wattage and incentive cost information for the installation of LED lights at the Service Building's garage area. Mr. Fenney stated that he will present that information to the Board of Public Works as soon as it becomes available. Mr. Fenney stated that he is also in the process of working on Meadowbrook and Mountainview Schools' exterior and interior lighting in order to upgrade both schools to LED lighting. They are the only schools remaining that need upgrades. Mr. Peirent stated that the shortest payback will be for the older schools like Meadowbrook and Mountainview. He and Mr. Fenney are also reviewing the High School as there may be some secondary benefits to reducing energy consumption in terms of electrical service and taking the load off the existing equipment. Mr. Fenney stated that he will keep the Board of Public Works up to date as the work proceeds.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the Town Hall Renovation Project is going well. The tile for the bathrooms is currently being installed and the floor tile was completed last week. Mr. Fenney stated that all the tiling should be finished by Thursday, March 10, 2016 and Phase One of the project should be done by the end of next week. Mr. Fenney stated that he brought in another staff person from the Building Maintenance Division in order to start Phase Two of the Project which is constructing the wall for the support staff office of the Selectmen's Office. The wall will be sheet rocked tomorrow and some doors into the server room will be blocked off. The next phase will be to move the Assessor's Office into the meeting room for a month while wall removal and restructuring of the offices is being done.

CAPITAL PROJECT – COUNCIL ON AGING GENERATOR: Mr. Fenney stated that the generator was received last Friday, March 4, 2016. The generator enclosure was damaged, which happened during shipment but the unit is in place and a building can now be constructed around it. Mr. Fenney stated that Cummins Northeast will be on site to repair the enclosure portion that got dented during shipping and then the generator will be wired into the existing service within the next couple of weeks. The generator should be online within the next month.

SCHOOL DEPARTMENT PROJECTS: Mr. Fenney stated that the Swing Sets for Mapleshade School will be delivered sometime between Thursday, March 17, 2016 and Sunday, March 20, 2016. DPW crews are currently on site now excavating down to the twelve inch mark for installation of the swing sets when they are received. Mr. Fenney stated that at the end of last week he received the final rendering of the

playscapes for Meadowbrook and Mountainview Schools, and he is currently in the process of working on bid specifications for those projects. They should be ready to go out to bid sometime next week after the specifications are reviewed by the School Department. Mr. Fenney stated that the installation of the playscapes will not happen until school is out for the summer.

HIGHWAY/UTILITIES MANAGER'S REPORT

BERM AND LAWN REPAIRS: Mr. Esposito stated that due to the winter being mild with no frost on the ground there was some berm and sod damage. DPW crews have picked up the berm and have been out making repairs to lawns that were damaged.

POTHOLE REPAIRS: Mr. Esposito stated that the pothole repairs are going well and hot patch mix is being used to fill the potholes as opposed to cold patch.

CATCH BASIN REPAIRS: Mr. Esposito stated that DPW crews are repairing all the catch basins that were damaged and completely rebuilding others. Mr. Wilson stated that he was pleased to see DPW crews had a good handle on the catch basin repairs. Mr. Esposito stated that the catch basins being repaired have been cleaned as well.

TREE WORK ORDERS: Mr. Esposito stated that DPW crews are in the process of continuing to work on tree work orders but the bigger ones are being put on a separate list and any tree branches that have grown over streets Town wide were trimmed.

SEWER CLEANING/MANHOLE INSPECTION: Mr. Esposito stated that with the use of a jet machine all the main sewer problem areas have been cleaned and DPW crews have almost completed working on secondary areas as well. Mr. Esposito stated that the manholes on roads to be paved have been inspected.

PARK AND SCHOOL MAINTENANCE: Mr. Esposito stated that DPW crews have cleaned up the parks and schools throughout the Town and painting was done to some of the fields today. The hope is that there will be no more winter to come.

Mr. Peirent suggested that Mr. Esposito or Mr. Fenney discuss the field reconstruction. Mr. Esposito stated that he and Mr. Fenney are going to be meeting with Mr. Colin Drury, Director of the Recreation Department tomorrow, March 9, 2016 in order to discuss the reconstruction of the Varsity Field and the Junior Varsity Field at the High School. The plan will be to remove the old clay from the fields and install new clay for better maintenance of the fields and to keep water off them. Mr. Wilson asked if the work orders go to the department first and then to Mr. Drury. Mr. Fenney stated that any work orders or field questions go through him first and then he and Mr. Esposito work out the staffing depending on the work order needs.

TOWN ENGINEER REPORT

ROAD IMPROVEMENT PROJECT: Mr. Murphy presented a map to the Board of Public Works specifying roadways included in the Road Improvement Project from 2014-2016. Mr. Murphy stated that if the

road warrants it portions of the western end section of Allen Street will be crack sealed, along with the paving of the deferred section of Chestnut Street. Mr. Murphy stated that based on coring and gravel samples Markham Road will need to be reclaimed in order to improve the base beneath the roadway. Mr. Murphy stated that the worst sections of Millbrook Drive and Parker Street have been identified and they will be included in the bid if funds allow. Mr. Peirent stated that in some cases if funding does not allow for it and there is only one lane in bad shape that lane will be repaired as opposed to fixing both lanes. Mr. Murphy stated that there is a section located at the southern part of Allen Street where only one lane will be repaired. Mr. Wilson asked Mr. Murphy what his plans were for fixing the dip on Markham Road and a discussion followed. Mr. Peirent stated that some additional improvements will help with the dip. Mr. Murphy concurred.

SEWER METERING PROGRAM: Mr. Murphy stated that in the northeast corner and the western part of Town eight meters were installed in the ground on Friday, March 4, 2016 as part of our Infiltration/Inflow reduction program. Mr. Murphy stated that he is now hopeful for a rainy spring.

INFLOW AND INFILTRATION PROGRAM: Mr. Murphy stated that twenty-six manholes have been identified that have been known to leak and need rehabilitation. Green Mountain Pipeline will be back in Town on Monday, March 21, 2016 to start the repair on them.

BUNDLED NOTICE OF INTENT DRAFT: Mr. Murphy stated that he and Mr. Peirent met with the Conservation Commission on Wednesday, February 24, 2016 to discuss the Bundled Notice of Intent. The Conservation Commission approved the draft presented to them. Mr. Murphy presented to the Board of Public Works a copy of the Conservation Commission's Special Conditions and stated that he and Mr. Peirent will be meeting with the Conservation Commission again tomorrow evening, March 9, 2016 regarding the landfill closure.

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

Mr. Burack made a motion to adjourn the meeting at 6:05 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.