

BOARD OF PUBLIC WORKS MEETING HELD: April 20, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

ABSENT: R. Esposito

Mr. Maybury called the meeting to order at 5:04 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 March 23, 2016 MEETING: Mr. Burack made a motion to approve the minutes of the meeting of March 23, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

BOARD REORGANIZATION:

Mr. Wilson made a motion to reorganize the Board to have Mr. Burack serve as Chairman of the Board, he to serve as second Member and Mr. Maybury to serve as third Member. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative

Mr. Burack opened the Public Hearing to set the Water and Sewer Rates for the Town.

PUBLIC HEARING - PROPOSED RATES AND FEES:

Mr. Peirent presented to the Board of Public Works a Proposed Rates and Fees Report for 2016-2017.

WATER AND SEWER RATE HISTORY: Mr. Peirent stated that he reviewed the historical Water and Sewer Rates going back twenty years and adjusted those rates based on an inflation of 3% per year. Mr. Peirent stated when the Water and Sewer Rates are adjusted for inflation, they remain stable.

WATER AND SEWER COMPARISON 2016: Mr. Peirent stated that compared with other neighboring communities the Town of East Longmeadow's Water and Sewer rates are low, with the exception of the Town of West Springfield. Mr. Peirent stated that the Town of West Springfield has the lowest rates due to transitioning to a Water and Sewer Enterprise Fund two or three years ago and they are working through to remove the subsidies from their General Fund.

THE PROPOSED RATES AND FEES FOR FY2017 THROUGH FY2021: Mr. Peirent stated that the Projected Water and Sewer Enterprise Fund Expenses for FY2017 through FY2021 detail the proposed expenses for FY2017 and expenses over the next five years. Mr. Peirent stated that the Water Rate should be raised from \$2.95 to \$3.05 per 100 cubic feet and the Sewer Rate should remain flat for this year at \$2.80 per 100 cubic feet. The Water Rate increase will prepare for water expense increases in the future as well as known increases incurred through the Springfield Water and Sewer Commission's Capital Improvement Projects over the next couple of years.

DRAFT WATER AND SEWER ENTERPRISE FUND ARTICLES: Mr. Peirent presented to the Board of Public Works the draft Water and Sewer Enterprise Fund Articles to be voted on at the Town Meeting. These balance sheets list the expenses that the funds will incur over time and the revenue these funds will bring in for the Town. The sheets also indicate a surplus where the revenue is greater than the expenses and shows the retained earnings when the revenue is lower than expenses. Mr. Maybury asked if he or the other Board of Public Works members will have to read the entire article or just the first paragraph. Mr. Peirent stated that the decision will be up to the Town Moderator.

Mr. Wilson then made a motion to increase the Water Rates from \$2.95 to \$3.05 per 100 cubic feet. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

Mr. Maybury stated that he and Mr. Peirent attended the Springfield Water and Sewer Commission Meetings regarding the Connecticut River Crossing and improving the main inceptor sewer. Mr. Maybury stated that Mr. Peirent has done an excellent job ensuring that the Town of East Longmeadow is where it needs to be regarding assessment of fees for upgrades, redundancy of pipes, etc. Mr. Peirent stated that the contract with the Springfield Water and Sewer Commission is almost at a point where he would recommend signatures from the Board of Public Works.

Mr. Wilson made a motion to keep the Sewer Rates at \$2.80 per 100 cubic feet. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

WATER AND SEWER SERVICE FEES: Mr. Peirent stated that there are no significant changes to the Water and Sewer Service Fees and Other Service Fees for 2016-2017. The only exception is the Water and Sewer Connection Illegal Hookup Penalty Fee. Mr. Peirent recommended the Board of Public Works raise the Illegal Hookup Penalty Fee from \$100 to \$500 as a minimum due to a previous issue with an unauthorized connection and to charge for the water usage going forward. A discussion followed between Mr. Peirent and Mr. Wilson in regard to Bonding of Contractors doing work in town on roads. Mr. Peirent stated that Bonding fees are in the Town of East Longmeadow's Bylaws and are not required to be in the Proposed Rates and Fees.

Mr. Wilson made a motion to approve the proposed Water Service Fees for 2016-2017. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

Mr. Wilson made a motion to approve the proposed Sewer Service Fees for 2016-2017. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

Mr. Wilson made a motion to approve the proposed Other Services Fees for 2016-2017. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

TRANSFER STATION FEES 2016-2017: Mr. Peirent stated that there are no significant changes to the Transfer Station Fees since the last Board Meeting with the exception of Computer Disposal Fees. Mr. Peirent recommended that the Board of Public Works increase the disposal fees for non-computer items and keep the disposal fees for computer items flat.

Mr. Wilson made a motion to approve the proposed Transfer Station Fees for 2016-2017. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

Mr. Wilson made a motion to adjourn the Rate Hearing Meeting at 5:31 p.m. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT:

TREE WARDEN APPOINTMENT: Mr. Peirent stated that at the last Board Meeting he recommended to the Board of Public Works that Mr. Roy Esposito, Highway and Utility Manager be appointed the Tree Warden as there is no one single individual with the title of Tree Warden since Mr. Frank Miorandi, Assistant to the Town Engineer retired in October 2015. Mr. Peirent stated that Mr. Esposito is a good candidate as he has been with the department for many years and has the ability to assess when there is a need to remove trees, maintain trees and decide what can be done based on priority. Mr. Peirent recommended that the Board of Public Works take a vote to appoint Mr. Esposito the Tree Warden.

Mr. Wilson made a motion to appoint Mr. Roy Esposito, Highway and Utility Manager, the Tree Warden. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

BUDGET SUMMARY FOR FY2016: Mr. Peirent stated that the Budget for FY2016 represents expenditures through April 13, 2016, which is week forty-one. The budget is about 78.2% spent and is trending consistently across all the Divisions compared to last year. Mr. Peirent stated that \$25,000 of the expenses was incurred in the Highway Division Budget due to the Traffic Signal emergency repairs done at the Intersection of Elm Street and Mapleshade Avenue. Mr. Peirent stated that the expense amount in the Highway Division should increase and the percentage decrease as the Appropriations Committee has approved a reserve transfer in order to fund the unanticipated work, which will then offset expenditures. Mr. Peirent stated that he is also currently attempting to recover repair costs through the Homeowner's Insurance Policy but there has been no progress at this time.

Mr. Peirent stated that the Snow and Ice Budget is approximately \$31,000 over budget due to the division being under funded but it is the lowest amount spent since 2004. Mr. Peirent stated that he has had discussions with the Appropriations Committee and they will likely fund the Snow and Ice Budget through internal transfers as opposed to requiring a Town Meeting Vote for any additional expenditure.

Mr. Peirent stated that the Energy Budget expenditures are trending well even though unit cost have increased by 34% this year. Mr. Peirent stated that even though it has been a good heating year the unit price of gas has gone up by more than a third whereas the electricity unit price has also gone up however the net metering credits savings have decreased expenditures.

Mr. Peirent stated that the Disposal Budget expenditures are trending well due the contract with Waste Management, which significantly decreased disposal costs. The Sewer and Water Budget expenditures are also trending well due to the positive “true ups” from the Springfield Water and Sewer Commission. Mr. Peirent stated that after current discussions with the Springfield Water and Sewer Commission, they believe they are back on track and there should be no significant positive or negative “true ups” in the future.

UPCOMING STORM WATER REGULATIONS: Mr. Peirent stated that the Phase Two Storm Water Regulations were issued last week and the good news is that the EPA decided to give communities more than a year to comply as opposed to six months. The Permit Compliance Requirements will not take effect until July 1, 2017. Mr. Peirent discussed in detail the various positive changes that were made to the Permit Compliance Requirements by the EPA.

DEPARTMENT UPDATES: Mr. Peirent stated that Mr. Tom Pope, Water Foreman notified him that he has passed the Grade Three Water Distribution exam and the department has hired a new skilled worker, Mr. Scott Hutkoski, who has a State Pesticide License.

TOWN MEETING ARTICLES: Mr. Peirent stated that the new Town Moderator Mr. Russell Denver has proposed that the Department of Public Works do a taping with ELCAT on Thursday, May 5, 2016 at 5:30 p.m. at the High School. Mr. Peirent stated that Town Meeting will be held on Monday, May 16, 2016 at 7:00 p.m. Mr. Maybury stated that he was unsure if he would be available to do the taping with ELCAT on Thursday, May 5, 2016 and asked if Mr. Burack or Mr. Wilson would be available instead. Mr. Burack stated that he would be available for the taping.

Mr. Peirent stated that the Department of Public Works will be presenting the Water and Sewer Enterprise Fund Articles, which are articles seven and eight and the Winterberry Lane Street Acceptance Article, which will be article fourteen. Mr. Peirent stated that even though the Land Swap Article, which is article fifteen, involved the Department of Public Works it will be presented by the Board of Selectmen. Mr. Peirent stated that the final article, article sixteen, is a result of a “Citizens Petition” to accept the four hundred seventy feet segment of Waterman Avenue that is located between two sections that were previously accepted. Mr. Burack asked if article sixteen should be presented by the Board of Public Works at the taping. Mr. Peirent stated that he is unsure at this time and he will contact Mr. Denver. Mr. Maybury asked if a vote should be taken for Winterberry Lane and the segment of Waterman Avenue. Mr. Peirent stated yes but that the vote for Winterberry Lane should be contingent on the completion of work at that location. Mr. Maybury asked if the Land Swap Article requires a vote as well. Mr. Peirent stated no. A discussion followed and the decision was made as to which article each member of the Board of Public Works will present at the annual Town Meeting.

Mr. Wilson made a motion to accept Winterberry Lane contingent on its completion. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative

Mr. Wilson made a motion to accept the four hundred and seventy feet of Waterman Avenue. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

EMPLOYMENT OPPORTUNITIES AT THE DPW: Mr. Peirent stated that there is still a position open in the department which was formally held by Mr. Frank Miorandi. Mr. Miorandi's position was Assistant to the Town Engineer. The Assistant to the Town Engineer Position had not been updated for many years and during this time the department has started to rely more on technology in terms of keeping track of pipes, roads and coming up with better systems such as a new work order system, where a resident will have the option of texting the work order in as opposed to calling the department. Mr. Peirent stated that he has put together a new job description, with a better focus on technology, titled "Public Works Asset Management Specialist". Mr. Wilson asked if tablets are currently being used. Mr. Peirent stated that the Standby and Water Foremen are using tablets but the tablets are not being used by all Foremen on a day to day basis. A discussion followed between Mr. Peirent and the Board of Public Works as to how the new work order system will work. Mr. Peirent stated that he will contact the Union in order to discuss the changes as Mr. Miorandi's position was a Union Position and he will keep the Board of Public Works updated.

BUILDING MANAGER'S REPORT

ANNUAL FACILITY INSPECTIONS: Mr. Fenney stated that he is preparing for the annual facility inspections throughout the Town, including pumping out the pool at Pine Knoll and getting the facility ready to open within the first couple of weeks in June 2016.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the demolition phase in the Assessor Office was completed two weeks ago. Abide will be doing the abatement starting tomorrow morning, April 21, 2016 to Friday, April 22, 2016 and next week the studs and wiring will be installed. The Assessor Office should be completed and the employees moved back within two to three weeks.

FIELD MAINTENANCE: Mr. Fenney stated that DPW crews tuned up all the mowing equipment and started mowing last week, along with lining and grooming all the fields for Soccer, Baseball and Lacrosse. Mr. Fenney presented to the Board of Public Works a Fertilizer Management Plan, showing the Athletic Field Fertilizer Plan and a Full Fertilizer Plan for all the Town's facilities. Mr. Fenney stated that the lime has been put down on the fields and on Friday, April 15, 2016, DPW crews put down step one of the five step Pre-emergent Control Program. Mr. Fenney stated that the School Department and Recreation Department will be notifying parents in Town when DPW crews put down the fertilizer in the next couple of weeks. Mr. Burack asked if the Town has the equipment to put down the Pre-emergent Control. Mr. Fenney stated that the Town has a spreader but the equipment is old and in the next couple of years will have to be added to the Capital Improvement Plan for replacement.

Mr. Peirent and Mr. Fenney discussed in detail the process of notifying the School Department, Recreation Department and parents in Town when the fields are being maintenance. Mr. Maybury asked if the Board of Public Works could be added to the notification Robo Call. Mr. Peirent stated yes.

Mr. Fenney stated that he is also working with Site One, which used to be Lesco in West Springfield, to do soil sampling at one of the facilities in order to determine what the soil needs and if the correct fertilizer is being put down.

Mr. Peirent stated that he has also met with Mr. Colin Drury, Director of Recreation in regard to the material needed to complete the softball field for better drainage. Mr. Drury's budget will allow for the three inches of high quality clay to be laid down on the field along with other materials in order to keep the field dry and ensure that the water flows onto the grass. The group discussed what would be required to repair Leahy Field as well.

CAPITAL PROJECT COA GENERATOR: Mr. Fenney stated that DPW crews were on site yesterday, April 19, 2016 in order to finish the enclosure. Mr. Fenney stated that he will also be meeting with Cummins Northeast on Tuesday, April 26, 2016 to discuss electrical issues as the Town Electrician held off on the project until Cummins Northeast could be contacted.

SCHOOL DEPARTMENT PROJECTS: Mr. Fenney stated that the swing sets at Mapleshade School will be completed by Friday, April 22, 2016. The swing set structure is up, the concrete was poured late last week and the first load of two hundred seventy-five yards of wood chips were delivered yesterday, April 19, 2016 while the other two loads will be delivered tomorrow, April 21, 2016. Mr. Fenney stated that DPW crew will be on site tomorrow, April 21, 2016 to loam and seed, spread the wood chips and attach the swings on Friday, April 22, 2016.

Mr. Fenney stated that the specifications and building plans for the Meadowbrook and Mountainview School Playscapes were finished a couple of weeks ago. The bids submissions are due on Wednesday, April 27, 2016 at 10:00 a.m. and eleven vendors have pulled the plans and specifications for submission. Mr. Fenney stated that he will update the Board of Public Works after the bids come in next week.

VEHICLE STATUS REPORT: Mr. Fenney stated that the PM stickers are going well and are up to date. The department is on its second round of PMs and inspections stickers. Mr. Fenney stated that he will also be going out to bid for all the upcoming filters such as transmission filters, air filters and oil filters.

LIGHTING RETRO FIT PROGRAM: Mr. Fenney described the Meadowbrook and Mountainview School Lighting Retrofit Program. Mr. Fenney stated that the total cost of the project at Meadowbrook School was about \$86,000. Mr. Peirent noted the \$86,000 cost was before the incentives which were about \$15,000. Mr. Fenney concurred and stated that the out of pocket costs will be about \$48,000 and the total saving per year will be about \$16,000.

Mr. Fenney stated that the total cost of the project at Mountainview School will be about \$64,000 with the out of pocket cost about \$24,000 and a savings per year of about \$9,000. The program should be

finalized within the next couple of weeks and will be scheduled around Monday, June 20, 2016 at the end of school.

TOWN ENGINEER REPORT

ROAD IMPROVEMENT PROJECT: Mr. Murphy stated that this week he has received two bids for the “2016 Road Improvements Project”. The first bid is from Palmer Paving Corporation for \$478,301.50 and the second bid is from The Lane Construction Company for \$504,732.20. Mr. Murphy recommended that the Board of Public Works award the bid to Palmer Paving as the company has the lowest bid and a good reputation.

Mr. Wilson made a motion to award the “2016 Road Improvements Project Bid” contract to Palmer Paving for \$478,301.50. Mr. Maybury seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

Mr. Murphy stated that crack sealing prices have gone down sixteen percent since starting the crack sealing project in the fall of 2014. The new price is \$7.50 a gallon. Mr. Peirent stated that the price per gallon was \$9.00. Mr. Murphy stated that a solicitation for prices was done and the results should be in within the next few weeks.

INFLOW AND INFILTRATION PROGRAM: Mr. Murphy stated that Green Mountain Pipeline has been in Town to seal twenty-six manholes known to leak, which were identified by Mr. Roy Esposito.

ROAD DATABASE: Mr. Murphy stated that he has been working with VHB to create a Road Database for the Town. The plan is to assess the one hundred miles of roadway in Town and give each section a pavement condition index in order to assist with road improvement projects going forward, including providing different treatment methods to use based on the condition of the roadway. The goal is to ultimately stretch the limited Chapter 90 money, which amounts to about \$580,000 a year.

WINTERBERRY LANE: Mr. Murphy stated that there is only a small amount of work left to done on Winterberry Lane before the street is accepted at Town Meeting. A fire hydrant needs to be rotated and four or five trees need to be removed as they are dead.

Mr. Maybury stated that the next meeting is scheduled for Wednesday, May 4, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Wilson made a motion to adjourn the meeting at 6:30 p.m. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.