

BOARD OF PUBLIC WORKS MEETING HELD: May 17, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

ABSENT: T. Wilson

Mr. Burack called the meeting to order at 5:05 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 May 4, 2016 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of May 4, 2016. Mr. Burack seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

REVIEW/APPROVE MINUTES OF May 4, 2016 EXECUTIVE SESSION: Mr. Maybury made a motion to approve the minutes of the Executive Session of May 4, 2016. Mr. Burack 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 an updated budget summary. Mr. Peirent stated that the Budget for FY2016 represents expenditures through May 11, 2016, which is week forty-five. The budget is about 85.9% spent and is trending consistently across all the Divisions when compared to previous months. Mr. Peirent stated that gas and electricity expenditures have decreased this year. Mr. Maybury asked if the Snow and Ice Budget expenditures were final. Mr. Peirent stated yes and that the expenditures have not been this low since 2004.

CONSUMER CONFIDENCE REPORT 2015: Mr. Peirent stated that the Consumer Confidence Report for 2015, which is a publication that is sent out to all residents and water consumers in Town on an annual basis, is almost completed. The report will be lengthy this year due to some further testing completed by the Springfield Water and Sewer Commission. Mr. Peirent stated that in addition water systems were sampled for parameters that have no regulatory standards, which is a requirement by the EPA known as the Unregulated Contaminant Monitoring Rule, in order to create future regulations. The Town was subject to the Unregulated Contaminant Monitoring Rule last year.

CROSS CONNECTION PROGRAM: Mr. Peirent stated that Mr. Dunn, who is the Town Plumber, has taken over some of the Cross Connection responsibilities since Mr. Langone's departure. Mr. Dunn is a certified Cross Connection Control Inspector. Mr. Peirent stated that he has reviewed the State's Certification List in order to determine what additional support could be brought in on a temporary basis but there are no other certified local plumbers. Mr. Peirent stated that he contacted MassDEP. MassDEP recommended East National Water, a small water system operation firm based in the Town of Palmer, who has certified members on staff and the resources to get the Town through this first round of Cross Connection Inspections. Mr. Peirent stated that one staff member has signed up to be a certified Cross Connection Control Inspector and will start their training in middle to late June with another staff member completing his advance drinking water license training as well.

DEPARTMENT UPDATES: Mr. Peirent stated that a couple of local candidates have applied for the Public Works Asset Management Specialist Position, including a number of responses from a National Jobs Board. The position will be open for another week before candidates are reviewed and screened into a shorter list. Mr. Peirent stated that the department is fully staffed with summer help as of today, May 17, 2016. Mr. Peirent stated that six part time summer help employees were hired and they are all East Longmeadow Town residents, Mr. Cody Minahan, Mr. Bryan Blair, Mr. Isaac Pysz, Mr. Brandon Monzilla, Mr. Nicholas Shea and Mr. Joe Commisso. Mr. Minahan and Mr. Blair are both returning employees from last year. In addition, Mr. Steven Beaumier and Mr. Robert Bostwick are working in the department for the Senior Work Assistance Program on a part time basis.

FATS, OIL AND GREASE TRAP REGULATIONS: Mr. Peirent stated that the Board of Health will hold a Public Hearing for the Fats, Oil and Grease Trap Regulations. The draft form of the regulations would require any new food service vendors to install external grease traps or automatic internal traps. In addition, existing food service vendors would be required to update their external grease traps if problems are found by the Health Department or DPW. Mr. Burack asked if Harkness Avenue is still having problems with grease build up. Mr. Esposito stated yes and that DPW crews have been removing the build up with the jet truck on a regular basis.

LEAD AND COPPER TESTING: Mr. Peirent stated that due to the issues in Flint, Michigan, MassDEP will be addressing any concerns that State residents may have regarding lead and copper in the drinking water of schools. The State has created a program that school systems can apply for in order to have their plumbing evaluated and tested. Mr. Peirent stated that the Department of Public Works will be working with the School Department in order to put together an application to test for lead and copper to determine which fixtures in the schools may need to be replaced or eliminated.

HIGH SCHOOL STADIUM: Mr. Peirent stated that he will be meeting on Friday, May 20, 2016 or early next week with the School Department and Recreation Department in order to discuss uses for the High School Stadium and how to best respond to trash removal to keep the stadium in good condition. Mr. Peirent stated that historically DPW crews have ensured that the Stadium is in good condition on Fridays and then cleanup is done on Mondays. However, recently more events are taking place that require work over the weekend. The meeting will determine how that weekend work will get done between the different departments. A discussion followed and Mr. Maybury suggested the use of fees as well as a fenced in dumpster or temporary holding place for the trash. The group concurred.

BUILDING MANAGER'S REPORT:

ANNUAL SERVICES INSPECTION SCHEDULE FY2017: Mr. Fenney presented to the Board of Public Works his Annual Services Inspection Schedule for FY2017. Mr. Fenney stated that almost all of the inspections for the summer have been scheduled with the exception of a few vendors and the inspection costs will total about \$90,000 by the end of the summer. Mr. Fenney stated that in addition to the inspections there are quite a few summer projects as follows: installing air condition units at the High School, sanding the hard wood floors at the Senior Center, installing a new mezzanine at the Service Building for better parts storage, sky light repairs at the High School, staining the Skate Shack at Heritage Park,

installing a new domestic hot water boiler at Birchland Park School, and painting the front portion of Birchland Park School. Also framing and installing plywood in the new special education room at the High School, installing two new pool filters at the High School, partially renovating the Library and starting the greenhouse upgrades at the High School, rebuilding the circulator pump number six in boiler room number two at the High School, removing carpet in the kitchenette area in the Superintendent's Office, framing and installing drywall in the four classrooms at Meadowbrook School and installing playscapes at Meadowbrook and Mountainview Schools. Mr. Fenney stated that he would continue to keep the Board of Public Works updated as the projects progress.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the drop ceilings for the tile were completed today, May 17, 2016 and the lighting needs to be installed, which should be completed by Friday, May 20, 2016. Mr. Fenney stated that all the painting has been completed, the cabinets need to be installed in the reception area of the Assessor's Office and the carpet is scheduled to be installed on Monday, May 23, 2016, which should take two to three days. Mr. Fenney stated that the Assessor's Office staff will be moved back in to their office by late next week and the Accountant's Office staff will be moved to the media room, while several week of work is being completed.

FIELD MAINTENANCE UPDATE: Mr. Fenney stated that four of the six part time summer employees have been dispatched to assist Mr. Anderson with weeding and catching up with any miscellaneous grounds keeping work around Town. Mr. Fenney stated that DPW crews have skinned Center Field for the soft ball league and a game was played last night. Mr. Fenney stated that there are no complaints or feedback from the teams at this time. Mr. Fenney stated that Step Two of the Fertilization Program has been purchased. The fertilizer was received today, May 17, 2016. Mr. Fenney stated that he is working with the High School in order to apply the fertilizer on Friday, May 20, 2016 and will apply the rest of the fertilizer to the other schools in the upcoming weeks.

CAPITAL PROJECT COA GENERATOR: Mr. Fenney stated that all the wires for the unit have been installed including all the control wiring, feeders, etc. Mr. Fenney stated that on Saturday, June 4, 2016 all the power will be shut down on site for eight to ten hours in order to finish up the rest of the wiring for the unit. Mr. Fenney stated that Cummins Northeast will come out to do testing, staff will be trained and the project should be completed shortly.

Mr. Maybury asked if motion lights and cameras have been installed on the poles at Heritage Park. Mr. Fenney stated no and a discussion followed. Mr. Maybury recommended that Mr. Peirent and Mr. Fenney look into having them installed. Mr. Fenney and Mr. Peirent concurred.

HIGHWAY/UTILITIES MANAGER'S REPORT:

ROAD REPAIRS: Mr. Esposito stated that DPW crews are caught up on road repairs with the exception of a few miscellaneous issues.

BERM AND LAWN REPAIRS: Mr. Esposito stated that DPW crews are working on berm repairs and there are quite a few repairs that need to be completed. Mr. Esposito stated that once everything is cleaned up the DPW crews will loam and seed.

POTHOLE REPAIRS: Mr. Esposito stated that DPW crews are patching potholes and continuing to fill any new ones as work orders continue to be submitted.

TREE WORK: Mr. Esposito stated that a list is continuing to be compiled of the remaining trees that need to be removed by an outside firm and the work will go out to bid.

SIDEWALK PROJECT: Mr. Esposito stated that there are two sidewalks that need repairs. Mr. Esposito stated that a contractor will also be grinding down the edges of the rest of the sidewalks which have heaved up and are tripping hazards.

CATCH BASIN REPAIRS/STREET SWEEPING: Mr. Esposito stated that DPW crews are continuing to sweep the streets and clean catch basins.

UTILITY MARK OUTS: Mr. Esposito stated that DPW crews are performing mark outs for the gas company and other utility owners as requests are submitted.

TRANSFER STATION: Mr. Esposito stated that DPW crews are trying to keep up with the brush grinding at the Transfer Station as the brush grinding can only be done a few days a week with the Transfer Station now open. Mr. Esposito stated that he will be meeting with Tighe and Bond tomorrow, May 18, 2016, in order to discuss Transfer Station Operations and Procedures.

PARADE ROUTE: Mr. Esposito stated that he has assigned Mr. Robert Bostwick from the Senior Work Assistance Program and two summer help employees to prepare and paint all the hydrants on the parade route around Town.

SHAKER ROAD COBBLESTONE CROSSWALK: Mr. Esposito stated that the cobblestones by the old Boston Market on Shaker Road will be installed at the beginning of next week. Mr. Esposito stated that along with receiving the material the dig safe is all set. Mr. Esposito stated that the Shaker Road and Maple Court corner will also be done.

Mr. Maybury asked if the large tree stump on Prospect Street, which sits close to the road, will be removed or will it be left to rot. It was agreed that Mr. Esposito and Mr. Peirent would look into the issue further and advise the Board at a later date.

TOWN ENGINEER REPORT:

CRACK SEALING PROJECT: Mr. Murphy stated that over the past two days crack sealing has been done with two full crews. The rotary was crack sealed this morning between 5:00 a.m. to 6:30 a.m. but work had to stop due to traffic volume. Mr. Murphy stated that work will resume on May 18, 2016 at 5:00 a.m. Mr. Murphy stated that DPW crews will move onto Shaker Road and finish the project with remaining nine hundred fourteen gallons of material.

ROAD IMPROVEMENT PROJECT: Mr. Murphy stated that Chestnut Street between Benton and Holly Drive was completed by Lane Construction last night and the work looks good. Mr. Murphy stated that he and Mr. Peirent met with Palmer Paving and they have taken care of all the needed dig safes and will

start raising structures and paving sometime next week. Mr. Murphy stated that paving will be done throughout the month of June with Parker Street being paved last. Paving will be completed by Monday, August 15, 2016. Mr. Burack asked if paving can still be done even though funds are not available until July 1, 2016. Mr. Murphy stated yes. Palmer Paving can be paid but the Town will not receive the reimbursement until after July 1, 2016. Mr. Peirent stated that the media and residents will also be notified of road closures as Palmer Paving firms up their paving schedule.

TRANSFER STATION LANDFILL CLOSURE: Mr. Murphy stated that mixing ratios for the vegetated top soil, which is the support layer, will be done soon. Mr. Murphy stated that testing was done and the layer is a sixty/forty blend of process compost, which will get the Town towards its goal as the Mass DEP prefers to see approximately 8% of organic material on a nine inch vegetated layer. Mr. Peirent stated that the goal is to get to the first phase of the landfill closure done without having to buy any materials.

Mr. Burack stated that the next meeting is scheduled for Wednesday, June 1, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Maybury made a motion to adjourn the meeting at 5:43 p.m. Mr. Burack seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.

Due to scheduling conflicts that came up after the meeting, the meeting date has been rescheduled to June 8, 2016 at 5:00 p.m.