

BOARD OF PUBLIC WORKS MEETING HELD: June 8, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: D. Burack T. Wilson R. Peirent R. Esposito D. Murphy S. Tancredi

ABSENT: J. Maybury B. Fenney

Also in attendance was Mr. Bill Couzelis, President of the East Longmeadow Dog Park.

Mr. Burack called the meeting to order at 5:03 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.

EAST LONGMEADOW DOG PARK UPDATE

Mr. Burack introduced Mr. Bill Couzelis, President of the East Longmeadow Dog Park. Mr. Couzelis thanked the Board of Public Works and stated that his purpose for attending the meeting tonight was to discuss updates concerning the East Longmeadow Dog Park. Mr. Couzelis stated that it has been four years since the Dog Park was first opened and since that time over fifteen hundred dogs have been registered. The Dog Park has become very popular over the years but the only income the Dog Park has received has been through donations, which are currently being depleted. Mr. Couzelis stated that the annual budget to run the Dog Park is \$1,200 for the dumpster in the parking lot, \$600 for waste bags, \$375 for wood chips, \$100 for stamps and envelopes and \$200 for miscellaneous items, which total \$2,475 a year. Mr. Couzelis asked the Board of Public Works if the department could give \$100 a month in order to assist with the cost of the Dog Park's Annual Budget. In addition, Mr. Couzelis also requested that the DPW place a barrel in the Heritage Park parking lot so that patrons can put their personal trash in that barrel as opposed to the Dog Park barrels.

A discussion then followed with Mr. Peirent stated that he; Mr. Ryan Quimby, IT Director and Police Chief Jeffrey Dalessio have discussed installing two video cameras at Heritage Park in order to discourage illegal activities. Mr. Peirent suggested that the video cameras could also assist in deterring the dumping activities. It was also agreed to add another barrel to the Heritage Park parking lot. Mr. Burack and Mr. Wilson stated that \$100 a month would not be possible at this time due to the Budget for FY2016 closing, the Budget for FY2017 already being set and the change in Town Government. Mr. Couzelis spoke to the current need at the park for replacement of wood chips in certain areas. A discussion then followed regarding the type of wood chips needed and a decision was made to donate wood chips created from the some of the tree removal at the Transfer Station. Mr. Peirent stated the chips might not be available all the time but it would help to reduce costs for the Dog Park. Mr. Couzelis concurred and thanked the Board of Public Works for their time.

SUPERINTENDENT REPORT

CONSUMER CONFIDENCE REPORT 2015: Mr. Peirent presented to the Board of Public Works a final copy of the Town of East Longmeadow Department of Public Works 2015 Water Quality Report. Mr. Peirent stated that the report is a publication that is sent out to all water consumers in Town on an

annual basis and is scheduled to be mailed out on Friday, June 17, 2016. The report will also be delivered to the East Longmeadow Post Office, Library, etc. for public posting. Mr. Peirent stated that the report will have more information on it this year due to some additional testing, which the EPA required the Town of East Longmeadow to do last year.

CROSS CONNECTION PROGAM: Mr. Peirent stated that Mr. Joe Dunn, who is the Town Plumber, has taken over the Cross Connection responsibilities. Mr. Dunn is getting more work done than originally anticipated and the Cross Connection Inspections will be finished in-house for this first round of testing. In addition, Mr. Peirent stated that another in-house staff member will be trained by this fall for the second round of inspections. Mr. Wilson asked if Mr. Dunn has been able to keep up with his other tasks. Mr. Peirent stated yes.

EMPLOYMENT OPPORTUNITIES AT THE DPW: Mr. Peirent stated that fourteen applicants were received for the Public Works Asset Management Specialist Position. Mr. Peirent stated that he has short listed the applicants down to three. Mr. Peirent stated that two candidates have been interviewed, one applicant interned for a couple of summers at the DPW and the other applicant currently works at the Town of Longmeadow's DPW with a year of experience under his belt. Mr. Peirent stated that the candidate from Longmeadow will be coming back in on Friday, June 10, 2016 to work with the Town's outside GIS consultant Mr. Mike Olkin. Mr. Olkin will be setting up an online test for the purpose of testing the candidate's technical capabilities in order to ensure that he has the basic qualifications for the position. Mr. Burack inquired about the third candidate as he has excellent credentials. Mr. Peirent stated that the third candidate will be interviewed tomorrow, June 9, 2016 at 10:00 a.m. and has over ten years of experience. Mr. Peirent stated that the third candidate is currently working for Mass GIS at the state level as a Municipal Liaison and has been highly recommended by Mr. Olkin. Mr. Couzelis inquired if the position was already in the budget. Mr. Peirent stated yes and that the position is a modified version of an existing position. Mr. Wilson asked if the position will still be a Union Position. Mr. Peirent stated that it would depend on the candidate that is hired and their level of experience.

FATS, OIL AND GREASE TRAP REGULATIONS: Mr. Peirent stated that the Fats, Oil and Grease Trap Regulations were adopted by the Board of Health on Tuesday, May 24, 2016. Mr. Peirent stated that Ms. Aimee Petrosky, the Town's Health Agent, is working on the actual application for materials, record keeping information, etc., in order to set the process up to put those regulations into place and work with businesses in Town that will need to comply with those regulations.

LEAD AND COPPER TESTING: Mr. Peirent stated that the School Department submitted an application two weeks ago for funding in order to test for lead and copper at the Town's schools. Mr. Peirent stated that it will be a number of weeks before there is any response. If the State approves the funding an outside entity will work with the Town in order to set up an inventory program, sampling program and assist with any issues that might be found.

PROPERTY ISSUES LOCATED AT 19 ORPHEUM AVENUE: Mr. Peirent stated that the large tree stump, which the property owner requested be removed in a previous Board meeting, has been removed. The property is now completely restored, grass is growing and the property line has been established by a surveyor for the purpose of installing the fence within the next few weeks.

PROPERTY OWNER FARM STAND: Mr. Peirent stated that there has been some activity on the corner of Meadowbrook Road and Somers Road. There is a large piece of property that has been cleared over the past couple of years. The property owner restored the original layout of Somers Road and rebuilt what was eliminated by the State when Meadowbrook was reconstructed. Mr. Peirent stated that he contacted the owner in order to determine his intentions. The owner's intentions are to eventually put up a farm stand, plant a tree farm and develop the land for agricultural use as he runs farm stands in other locations. Mr. Peirent stated that he also discussed with the property owner the concern that people would use the cleared section as a cut through and not stop at the stop sign. The property owner has agreed to barricade the drive through the cleared section. Mr. Wilson asked if the property cleared belongs to the resident. Mr. Peirent stated that the cleared property is privately owned but the property where the gravel was placed is Town owned. Mr. Peirent stated that he has requested that the property owner present his plans to the Planning Board as they would consider the plan to be exempt under the Agricultural Exemption. Mr. Peirent stated that this will in turn allow the DPW to better respond to any requests from the property owner. A discussion followed regarding the property owner's possible plans. Mr. Peirent stated that he is hopeful that the property owner will present his plans in the near future.

MAPLESHADE AVENUE WATER MAIN REPLACEMENT PROJECT: Mr. Peirent stated that the Mapleshade Avenue Water Main Replacement Project was funded at the Town Meeting this year. The department has almost completed the design for the pipeline replacement. The project will go out to bid and not be completed in-house in order to ensure that the project is completed in the shortest amount of time as the work will be done on a busy street. Mr. Peirent stated that the Bid Notice will be sent out to the Central Register next Tuesday, June 14, 2016 in order to be published the following Wednesday, June 22, 2016 and bid submission should start coming in three weeks after that, which will be the first or second week in July 2016. Mr. Peirent stated that due to budget timing restrictions the project will not start until the beginning of August 2016 and construction will continue into September 2016. A discussion followed regarding traffic issues. Mr. Peirent stated that the traffic detail issues will be worked out.

BUILDING MANAGER'S REPORT

Mr. Peirent stated that he will discuss the following items as Mr. Fenney was not in attendance.

HERITAGE PARK SECURITY CAMERAS: Mr. Peirent stated that Mr. Fenney and Mr. Ryan Quimby, IT Director were on site at Heritage Park last week in order to discuss installing a security camera at the playground area. In addition, Mr. Quimby and Police Chief Jeffrey Dalessio were onsite yesterday looking to also install a security camera at the front parking lot area of Heritage Park. Mr. Peirent stated that both locations have fiber optics already installed. The location by the playground will require power to be pulled from the Skate Shack back to the rear part of the playground, which will not be

difficult as the conduit is in place. Mr. Peirent stated that once the cameras are installed, Police Chief Dalessio will have his staff monitor the cameras from time to time and the video feed will be available for thirty days.

PINE KNOLL POOL: Mr. Peirent stated that the Pine Knoll Pool was filled today, June 8, 2016 for the upcoming season. Mr. Peirent stated that Mr. Fenney, Mr. Joe Dunn, the Town Plumber, and DPW crews are working on getting the grounds cleaned up around the pool area within the next few weeks in order to prepare for the opening of camp in late June 2016.

ENERGY EFFICIENT PROGRAM: Mr. Peirent stated that the Mountainview School Lighting Retrofit Project paper work has been finalized. The plan is to install exterior and interior LED lighting in the school. The contract has been signed and the department will be paying for the material costs out of this year's utility budget, while some of the labor costs will be paid out of next year's budget. Mr. Peirent stated that the materials will be shipped in the next few weeks and the work will begin once the school year ends. Mr. Peirent stated that Meadowbrook School Lighting Retrofit Project will have to be done through on-bill repayment and National Grid is currently working on the paperwork.

RENOVATIONS AT THE TOWN HALL: Mr. Peirent stated that the Assessor's Office staff have been moved into their newly renovated office and are fully functional. Ms. Diane Bishop, Director of Assessing is very pleased with the work and the new office. The Town Accountant and staff have been temporarily relocated to the Board of Selectmen meeting room area for the next couple of weeks. The asbestos abatement took place on Saturday, June 4, 2016 in the Accounting Office and the rough electrical work has begun. Mr. Peirent stated that the Accounting Office renovation should be completed within the next couple of weeks and that will finish up Phase One of the Town Hall Renovation Project for this year.

FIELD MAINTENANCE UPDATE: Mr. Peirent stated that an e-mail and letter was received from Ms. Gina Flanagan, Principal of the East Longmeadow High School. Ms. Flanagan was very happy with the preparation done by DPW crews at the High School for graduation, which occurred Friday, June 3, 2016. Mr. Peirent stated that DPW crews have started to apply step two of the Fertilization Program today, June 8, 2016 at Heritage Park and Pine Knoll. Fertilizer will be applied to Center Field on Thursday, June 9, 2016. The Town Hall, Senior Center, Police and Fire will be applied on Friday, June 10, 2016 and the four remaining schools will be scheduled for next week.

COA GENERATOR: Mr. Peirent stated that service connections to the new generator were completed on Saturday, June 4, 2016. The startup date is scheduled for Friday, June 17, 2016 and once this phase is completed by Cummins Northeast, DPW crews will install the enclosure around the generator. Mr. Peirent stated that once the generator project is finished, the Town will have a second shelter in the event of a future emergency.

SCHOOL DEPARTMENT PROJECTS: Mr. Peirent stated that demolition of the original Meadowbrook and Mountainview School playscapes will occur next week once the school year is over. The contracts for the new Meadowbrook and Mountainview School playscapes have been signed and the vendor will be onsite in the next month to install the new playscapes once DPW crews finish excavating.

VEHICLE STATUS REPORT: Mr. Peirent stated that Truck #78 was received on Sunday, May 29, 2016, after almost of a year of delays. The contracts for the new Toro Mower have been sent out. The contracts to MHQ for Truck #2 have been sent out as well as the new administration vehicle contracts. Mr. Peirent stated that the new contracts have a liquidated damages provision in order to protect the Town if MHQ does not fulfill the contract in a timely manner. Mr. Wilson asked when the new mower would be ready. Mr. Peirent stated possibly by the end of July 2016.

HIGHWAY/UTILITIES MANAGER'S REPORT

WATER MAIN PROJECTS: Mr. Esposito stated that the water main replacement project has started on John Street. The contractor is currently working on the milling so that DPW crews do not have to remove black top and the milling is almost completed. Mr. Esposito stated that Mr. Tony Longo and his crew are doing a good job. Mr. Esposito stated that when John Street is finished, DPW crews will be moving onto Moore Street and Fern Glen Road.

SEWER PUMP STATIONS: Mr. Esposito stated that Mr. Felix Vachon is working on upgrading several of the sewer pump stations that are in need of repairs.

METER READS/CHANGE OUTS: Mr. Esposito stated that Mr. Tom Pope is working on meter reads and has almost completed a few difficult meter change outs.

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

SIDEWALK PROJECT: Mr. Esposito stated that a contractor ground down the edges of the sidewalks which have heaved up at a reasonable price and the other sidewalks sections were replaced.

TREE WORK: Mr. Esposito stated that a list was compiled of the remaining trees that need to be removed. The bid has gone out and been awarded to an outside contractor. The contractor is in the process of removing the trees and grinding down the stumps. Mr. Esposito stated DPW crews will loam and seed once the contractor is finished.

POTHOLE, BERM AND LAWN REPAIRS: Mr. Esposito stated that Mr. Steve Sevigne and his crew are doing a good job working on repairing potholes and berms as well as loaming and seeding lawns.

PARADE ROUTE/CARNIVAL: Mr. Esposito stated that preparations to the parade route have started. The summer employees are painting fire hydrants, including sign posts and light poles. The crosswalks along the parade route have been painted and on Friday, June 10, 2016, crews will be working on painting the double yellow lines. Mr. Esposito stated that DPW crews will also paint the arrows and the red, white and blue circles as well. Mr. Esposito stated that the parade route will be completed before Monday, July 4, 2016 and DPW crews will be making preparations for the annual 4th of July Carnival as well.

SHAKER ROAD COBBLESTONE CROSSWALK: Mr. Esposito stated Mr. Darrell Kean has done a good job installing the cobblestone on Shaker Road. Mr. Wilson stated that the cobblestone looks good.

CATCH BASIN REPAIRS/MANHOLES REPAIRS/STREET SWEEPING: Mr. Esposito stated that DPW crews are continuing to clean catch basins but there is still a lot of work left to be done. A list is being compiled of manholes that have sunk down as there have been many complaints in Town. Mr. Esposito stated that DPW crews are continuing to sweep the streets in Town.

Mr. Wilson asked if there is more water work to be done on Moore Street than on Fern Glen Road. Mr. Esposito stated that Moore Street is about two hundred feet. There is no water main located there but a contractor brought the water main up to Moore Street from a smaller street. Mr. Esposito stated that the water main will have to be looped and tied from Maplehurst Avenue to Melrose Avenue to Moore Street. Mr. Wilson inquired about the footage on Fern Glen Road. Mr. Esposito stated that Fern Glen Road is about eight hundred feet. Mr. Wilson inquired about the footage of John Street. Mr. Esposito stated that John Street is about fourteen hundred feet with twenty-seven services.

TOWN ENGINEER REPORT

ROAD IMPROVEMENT PROJECT: Mr. Murphy stated that six hundred feet of Millbrook Drive and Sanford Street were paved, including five hundred feet of Pease Road. The work looks good and about eight hundred thirty-eight tons of leveling and overlay has been put down. Mr. Murphy stated that work continues on the north end of Porter Road and Allen Street. Six basin pairs at three locations have been lowered in order to improve drainage at two locations on Porter Road and one location on Allen Street. Mr. Murphy stated that top adjustments have been done and there were about ten replacements on Porter Road. Mr. Murphy stated that the transition and gutter milling will be done next week with paving to follow on Allen Street south of Forest Hills Road in order to improve the cross slope. The plan is to try to pave sooner rather than later in order to limit time with raised structures. Mr. Murphy stated that Markham Road is next and a new catch basin on the south side at the intersection of Allen Street will be installed. A discussion followed regarding the installation of the new catch basin.

TRANSFER STATION LANDFILL CLOSURE: Mr. Murphy stated that tree removal, brush clearing and wood chipping is still ongoing. The next step will be to do straw bale placement along the wetland border and there are about two hundred bales on site, which the Conservation Commission will have to inspect. The DEP regulatory requirements for Health and Safety and Storm Water Pollution Prevention have been completed and DPW crews can start moving soil next week. Mr. Murphy stated that the barrier soil material will be used to build a processing pad for vegetative support and the blending of compost and topsoil will make the eight percent minimum organic soil content needed in order promote grass growth. Mr. Murphy stated that the pad construction will begin on Thursday, June 16, 2016 once the controls are installed and approved. Mr. Murphy stated that Phase One, which is 1.6 acres, will be completed by October 2016.

Mr. Burack stated that the next meeting is scheduled for Tuesday, June 21, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Burack made a motion to adjourn the meeting at 6:13 p.m. and to go into Executive Session with respect to potential litigation and not to return to open session upon adjournment. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.