

BOARD OF PUBLIC WORKS MEETING HELD: June 21, 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. Burack called the meeting to order at 5:02 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 6/8/16 MEETING: Mr. Wilson made a motion to approve the minutes of the meeting of June 8, 2016. Mr. Burack seconded the motion. Mr. Maybury abstained as he did not attend the June 8, 2016 meeting. There being no further discussion, the vote was taken and was unanimously affirmative.

REVIEW/APPROVE MINUTES OF 6/8/16 EXECUTIVE SESSION: Mr. Wilson made a motion to approve the minutes of the Executive Session of June 8, 2016. Mr. Burack seconded the motion. Mr. Maybury abstained as he did not attend the June 8, 2016 meeting. There being no further discussion the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

BUDGET SUMMARY FOR FY2016: Mr. Peirent presented to the Board of Public Works an updated budget summary. Mr. Peirent stated that the Budget for FY2016 represents expenditures through June 8th, 2016, which is week forty-nine. The budget is approximately 93.5% spent and is trending consistently across all the Divisions when compared to previous months and last year. Mr. Peirent stated that the Sewer and Water Budget expenditures are trending well due to the “true ups” from the Springfield Water and Sewer Commission, which has led to a very unique year. Mr. Peirent stated that those expenditures do not include the carried employee benefit costs such as, Medicare, Worker’s Compensation, Health Insurance and Retirement Costs, which will have to be adjusted and absorbed due to a difference in what was budgeted at the beginning of the fiscal year compared to what was actually incurred. Mr. Peirent stated that the adjustments are minor and there should be no need to go back to the Appropriations Committee for a Reserve Account Transfer.

CAPITAL PROJECTS SUMMARY: Mr. Peirent presented to the Board of Public Works a Capital Projects Summary, which is a spreadsheet that the Town Accountant periodically requires the department to update and lists all the active Capital Projects as well as their status. Mr. Peirent also indicated the projects listed on the spreadsheet show those projects that the Town Accountant will eventually be closing out. It also shows the funds from those projects that will be returned back to the General Fund or the Enterprise Fund for the Water and Sewer Projects. Mr. Peirent stated that current turn back amount is \$57,802.39, in addition to the \$125,000 returned back in September of 2015 from the Meadowbrook Electrical Upgrade.

PROPERTY ISSUES LOCATED AT 19 ORPHEUM AVENUE: Mr. Peirent stated that the property line has now been reestablished and the property owner has removed their encroachments. The GMH Fence Company is scheduled to be on site within the next week or two before the end of the fiscal year to install a fence along the back side of the property.

MAPLESHADE AVENUE WATER MAIN REPLACEMENT PROJECT: Mr. Peirent stated that the Mapleshade Avenue Water Main Replacement Project was scheduled to go out to bid tomorrow, June 22, 2016 but is now on hold due to Columbia Gas determining that there is an existing cast iron gas main on the street where the project will be taking place. Mr. Peirent stated that State Regulations require that anytime an cast iron gas main is exposed that main must also be replaced, which means that Columbia Gas will have to replace the gas main first before the water main can be replaced. Mr. Peirent stated that Columbia Gas has not come up with a design for the project and does not expect to start the project until July or August. A discussion followed between Mr. Peirent and the Board of Public Works regarding whether the Mapleshade Avenue Water Main Replacement Project should move forward this year in September 2016 or next year in July 2017. Mr. Peirent stated that he has had discussions with Police Chief Jeffrey Dalessio and determined that if there is no urgency to replace the water main at this time that we will wait and schedule the project next year during the lowest traffic months. The decision was then made by the Board of Public Works to hold off on the project until next year.

EMPLOYMENT OPPORTUNITIES AT THE DPW: Mr. Peirent stated that at the previous Board Meeting there were discussions regarding the three candidates for the Public Works Asset Management Specialist Position. Mr. Peirent stated that while the first two candidates had several years of experience, the third candidate had much more experience and knowledge. Mr. Peirent stated that the third candidate is a good fit and is very interested in the position. Mr. Peirent stated that in the next couple of weeks, he will be posting two Union positions as well. The first will be the Cross Connection Inspection Position, which will likely be filled internally due to an in-house staff member becoming fully trained and submitting paper work to get licensed. This will open another internal position possibly at the Pumping Station, which would give another in-house skilled worker the opportunity to move into that position, opening up a Skilled Worker position. Mr. Peirent stated that the postings will be completed within the next couple of weeks and the in-house staff has prepared themselves for those openings.

DWIGHT ROAD AND MAPLE STREET: Mr. Peirent stated that he attended a meeting with Robyn Macdonald, the Town Director of Planning, Zoning & Conservation, Representatives from the Town of Longmeadow and Representatives of a developer regarding a piece of property on Dwight Road and Maple Street. The purpose of the meeting was to discuss the two communities doing a joint permitting and addressing the traffic issues going from Converse Street, down to Dwight Road, Williams Street and the Maple Street intersection, down to Benton Drive and the Chestnut Street. This discussion was to determine if the idea of tying these three locations together was something that the two communities were willing to entertain or should the developer be concerned about what location belongs to which Town. A discussion followed.

CONSUMER CONFIDENCE REPORT FOR 2015: Mr. Peirent stated that the Consumer Confidence Report for 2015 was mailed out on Friday, June 17, 2016 to all water consumers in Town. Mr. Peirent stated that there were a few phones calls regarding the last section of the report, which discusses what residences can do regarding backflow prevention by installing vacuum breakers on hoses, especially if chemicals are being applied. Mr. Peirent stated that the residences wanted to know where they could

purchase these vacuum breakers. The Board of Public Works members stated that they were pleased to know that residences were reading the report.

BUILDING MANAGER'S REPORT

PINE KNOLL CAMP: Mr. Fenney stated that the Pine Knoll Camp was opened yesterday, June 20, 2016. Mr. Fenney stated that DPW crews spent several weeks getting the pool ready for the summer season. The Parks Department spent two days onsite clearing brush and debris from all the buildings. In addition, Palmer Paving compacted the millings on the roadway to the camp in order to keep the road in good shape for this camp season. The camp is now fully operational for the season.

SUMMER PROJECT LIST: Mr. Fenney stated that the summer project list has been started. The High School Library Renovation Project is underway. The Building Facility Staff have removed all the bookcases, shelving and glass walls that are original to the building within the Library. The demolition phase will begin tomorrow, June 22, 2016. Mr. Fenney stated that the High School is buying all new furniture for the whole library and Country Glass will be onsite to install a new glass dividing wall between the classroom and the library. The project should be finished before the new school year.

ANNUAL FACILITIES INSPECTIONS: Mr. Fenney stated that the annual facilities inspections were started this week, which include inspecting the operable gym walls at Meadowbrook School, Birchland Park School and the High School. Mr. Fenney stated that fire extinguisher inspections will be finished tomorrow, June 22, 2016 throughout all the buildings as well as inspecting the clocks and the Public Address Systems.

ENERGY EFFICIENT PROGRAM: Mr. Fenney stated that he met with the Energy Efficiency Contractor today, June 21, 2016, regarding the Meadowbrook and Mountainview School Lighting Retrofit Project. The contractor will be onsite next Wednesday, June 29, 2016 to start the project. The project should be completed by the last week of July 2016.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the rough electrical work in the Accountant's Office has been completed and inspected. The doors have been moved and installed in the appropriate areas, the final taping will be completed by the end of the week, the painting should be finished by next Wednesday, June 29, 2016 and the carpet will be installed by Thursday, June 30, 2016. Mr. Fenney stated that the Accounting Staff will be moved back in their office by Tuesday, July 5, 2016 and the second phase of the project will move forward this coming winter. Mr. Peirent stated that the carpeting next week will also include the hallway.

FIELD MAINTENANCE UPDATE: Mr. Fenney stated that step two of the Fertilization Program will be applied at Birchland Park and Meadowbrook School on Friday, June 24, 2016. The final application at the remaining schools, Mapleshade and Mountainview School will be applied on Tuesday, June 28, 2016. Mr. Fenney stated that the fertilizer for the upcoming three steps has been purchased and will be scheduled on an as needed basis.

COA GENERATOR: Mr. Fenney stated that Cummins Northeast came out on Friday, June 24, 2016 to start up the generator and test the unit. Mr. Wilson asked if the generator will be tested once a week. Mr. Fenney stated that the generator will be tested every Tuesday morning at 7:00 a.m. Mr. Wilson asked what the running time is for the unit. Mr. Fenney stated fifteen minutes. Mr. Fenney stated that the generator is fully operational at the Senior Center and DPW crews are currently finalizing the enclosure around the generator with plywood on the ceiling and fencing around the new enclosure, which should be finished by next week.

SCHOOL PLAYScape PROJECTS: Mr. Fenney stated that he and a representative from Little Tikes will be doing an onsite visit on Friday, June 24, 2016 at 9:00 a.m. in order to start laying out the new area for the playscapes. Mr. Fenney stated that he currently is reviewing the specifications and has requested more information. The project should begin within the next few weeks.

HIGHWAY/UTILITIES MANAGER'S REPORT

WATER MAIN PROJECTS: Mr. Esposito stated that DPW crews have installed five hundred and forty feet of water main on John Street. Mr. Esposito stated that DPW crews have also installed the water gate valves in order to tie in the Village Green and the two entrances on Helen Circle and Shaw Street.

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

TREE WORK: Mr. Esposito stated that DPW crews are removing trees as requests are submitted, while a contractor will remove the larger trees and grind down stumps.

BERM AND LAWN REPAIRS: Mr. Esposito stated that DPW crews have completed all the berm work as well as loaming and seeding.

CATCH BASIN REPAIRS: Mr. Esposito stated that catch basin repairs will start on Thursday, June 23, 2016.

PARADE ROUTE: Mr. Esposito stated that the parade route has been painted and will be fully completed by Friday, June 24, 2016. Mr. Boswick, from the Senior Assistance Program and the summer employees have painted all the fire hydrants on the parade route, including the sign posts. DPW crews have also painted a newly paved roadway.

TRANSFER STATION: Mr. Esposito stated that DPW crews are continuing to clean up the Transfer Station.

TOWN ENGINEER REPORT

ROAD IMPROVEMENT PROJECT: Mr. Murphy stated that road work has been busy and paving will be done today, June 22, 2016 and tomorrow, June 23, 2016. Mr. Murphy stated that paving is two thirds of the way completed and nine thousand feet of roadway has been completed, including fifteen hundred feet on Millbrook Drive and Pease Road, thirty-two hundred feet on Porter Road and seventy-seven

hundred feet on Allen Street. Mr. Murphy stated that Markham Road and two sections on Allen Street will be paved tomorrow, June 23, 2016, which will leave five thousand feet of roadway left to pave. The paving cost is approximately \$20 to \$40 a foot depending upon the size of the roadway and the amount of utilities, which average around \$38 a foot. Mr. Peirent stated that he and Mr. Murphy are also reviewing the backside of Pease Road heading down toward Old Farms Road and Lee Street. There are some bad sections that would benefit from milling and paving work. Mr. Murphy concurred.

TRANSFER STATION LANDFILL CLOSURE: Mr. Murphy stated that DPW crews finished the straw bale line today, June 22, 2016 and he has notified the Conservation Commission that they can now perform their inspection. DPW crews will be screening the vegetated support layer and installing a pad on the top area for Phase One. Mr. Murphy stated that material will be stock piled and the landfill will be closed in sections going forward. Mr. Murphy stated that there are a few trees that will need to be removed.

In addition, Mr. Peirent and Mr. Murphy discussed the upcoming sidewalk project on Elm Street. A discussion followed and Mr. Murphy stated that he would have more information for the Board of Public Works in a couple of weeks.

Mr. Maybury asked how many miles in total will be paved. Mr. Murphy stated three miles and fourteen hundred feet. Mr. Maybury asked how many miles were paved last year. Mr. Murphy stated that he did not have the number with him at this time but it was approximately two and a half miles. Mr. Peirent stated that due to the funding it was closer to five miles. Mr. Murphy concurred. A discussion followed regarding how much has been paved and how much more will need to be paved in the future.

Mr. Burack stated that the next meeting is scheduled for Wednesday, July 6, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Wilson made a motion to adjourn the meeting at 5:42 p.m. and go into Executive Session for Strategy with respect to collective bargaining and not to return to open session upon adjournment. Mr. Maybury seconded the motion. There being no further discussion; the vote was taken and was unanimously affirmative.