

BOARD OF PUBLIC WORKS MEETING HELD: August 31, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

ABSENT: S. Tancredi D. Murphy

Mr. Burack called the meeting to order at 5:06 p.m. He asked if anyone other than ELCAT was recording the meeting. Mr. Peirent stated that he was recording the meeting for the minutes.

REVIEW/APPROVE MINUTES OF 8/10/16 MEETING: Mr. Wilson made a motion to approve the minutes of the meeting of August 10, 2016. Mr. Burack seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

OPEN SKILLED WORKER POSITION: Mr. Peirent stated that four candidates were interviewed by himself, Mr. Fenney and Mr. Esposito, for the open Skilled Worker Position. Mr. Peirent stated that he is confident that at least one of those candidates would be a good fit for the position, and he will be checking their references. In addition, Mr. Peirent stated that as soon as a written recommendation to hire this candidate is developed, Ms. Denise Menard, Acting Town Manager, will take the recommendation to the Town Council, which should be finalized by Tuesday, September 13, 2016.

STREET LIGHT REPLACEMENT AND REPAIRS: Mr. Peirent stated that the department will be receiving access to National Grid's Town of East Longmeadow Street Light GIS Map on the signed condition that the information will not be shared publicly. Mr. Peirent stated that Mr. Michael Warner, the newly hired Public Works Asset Management Specialist, will be working with National Grid's GIS Specialist tomorrow, September 1, 2016 in order to work out a format to share that information. Mr. Burack stated that this is good news as four street lights are out on Maple Street. Mr. Peirent concurred.

DEPARTMENT UPDATES: Mr. Peirent stated that Mr. Michael Warner, who has been hired for the Public Works Asset Management Specialist Position, will be starting tomorrow, September 1, 2016. Mr. Warner previously worked for Mass GIS over the past several years. Mr. Peirent stated that Mr. Warner will be ensuring that the department's GIS data sets are updated, preserved and upgraded in order for the Town to properly track and manage what it owns. In addition, Mr. Peirent went on to discuss in further detail other aspects of Mr. Warner's position as well as what his projects would be going forward.

WORK PLACE INJURY INSPECTION: Mr. Peirent stated that a three hour inspection was done at the Service Building by a representative from the Massachusetts Department of Labor Standards on Friday, August 26, 2016. The inspection was a follow up to an injury that occurred back in May 2016 at the Service Building. The inspector also identified a few minor items such as, an out of date fire extinguisher, two prong plug equipment that will require a GFI receptacle and an old stairway ladder that needs a hand rail installed. In addition, Mr. Fenney stated that the inspector was also concerned regarding the garage doors at the Service Building being opened automatically. Mr. Fenney stated that

the buttons to the garage doors will be adjusted to ensure that they are operated manually at all times when they move up and down. Mr. Peirent stated that except for those few minor items the inspector did not find any major problems at the Service Building.

FALL CRACK SEALING PROGRAM: Mr. Peirent presented a Proposed Fall 2016 Crack Seal Locations Map to the Board of Public Works, which identify areas planned for crack sealing. These roads include, Pease Road to Shaker Road to Prospect Street, Somers Road from Michel Street down to the Connecticut line, Parker Street up to Porter Road to Allen Street, Pleasant Street from the Rotary up to Indian Springs Road, a section of North Main Street north of the Rotary and Allen Street to the Springfield line. Mr. Peirent stated that the Crack Sealing Program will extend to the side streets as soon as the main streets are completed and the department will be getting ready to receive quotes within the next few weeks for the Fall Crack Sealing Program.

SCHOOL LEAD AND COPPER TESTING: Mr. Peirent stated that the DPW will be working with the School Department while their fixtures are being tested for lead and copper issues. The goal is for the DPW to assist the School Department in developing a plan to address any problems that might be found during and after the testing process.

CHESTNUT STREET AND PROSPECT STREET INTERSECTION: Mr. Peirent presented to the Board of Public Works comments that were submitted by a resident relating to his concerns at the Chestnut Street and Prospect Street Intersection. Mr. Peirent asked the Board of Public Works for their input. A discussion then followed regarding leaving the intersection as is and installing better signage or making the intersection a four way stop. Mr. Peirent stated that he will review both options and will advise the Board of Public Works and the public of any changes to be made to the Intersection.

PROPERTY OWNER FARM STAND: Mr. Peirent stated that the property owner at the corner of Meadowbrook Road and Somers Road is not happy with his having been advised that the property needs to be restored back to its' original state prior to his changing the layout and putting up his farm stand. Mr. Peirent stated that he and Ms. Robyn MacDonald, Director of Planning will be meeting with the property owner within the next couple of days to review the situation and determine a solution.

BUILDING MANAGER'S REPORT

BIRCHLAND PARK SCHOOL HOT WATER BOILER: Mr. Fenney stated that the new hot water boiler for Birchland Park School has been delivered and will be installed by Mr. Dunn, the Town Plumber within the next couple of weeks.

ANNUAL FACILITIES INSPECTIONS: Mr. Fenney stated that the Annual Facilities Inspections have been completed throughout the entire Town. Mr. Fenney stated that all the final bills have been received and total \$80,000, which is approximately \$5,000 less than last year. In addition, a representative from The Massachusetts Department of Public Safety came out early this year and x-rayed the pressure vessels to the boilers and air compressors. Mr. Fenney stated that everything past inspection with the exception of one compressor at the High School. Mr. Fenney stated that a new compressor was ordered and delivered on site last Thursday, August 25, 2016, but it was damaged. Mr. Fenney stated that the

vendor will ship a new compressor out tomorrow, September 1, 2016, which should be installed next week.

MAPLESHADE SCHOOL POWER ISSUES: Mr. Fenney stated that on Monday, August 29, 2016, a circuit breaker at Mapleshade School tripped and could not be reset. A new circuit breaker was ordered that night and received at 9:00 a.m. the following Tuesday morning. Mr. Fenney stated that the new circuit breaker was installed by noon time and National Grid then restored power that afternoon but a half an hour later the breaker tripped again. Mr. Fenney stated that some of the electrical systems were isolated, which allowed the school to go back into session but after the testing was completed the problem turned out to be the window air conditioners. The air conditioners are very old and created an unbalanced load for the circuit breaker. Mr. Fenney discussed in further detail how the electrical problem for Mapleshade School will ultimately be resolved.

PINE KNOLL POOL: Mr. Fenney stated that the Pine Knoll Pool Facility will be closing after Labor Day weekend and winterizing the facility will start next week. Mr. Fenney stated it has been another successful season and the kids had a great time this year.

SCHOOL PLAYScape PROJECTS: Mr. Fenney stated that as of Friday, August 26, 2016, the Playscape Projects were completed on time. Mr. Fenney stated that the kids are enjoying the new playscapes and he has received positive feedback from parents and teachers. Mr. Fenney stated that there is still some loaming, seeding and dressing up left to be completed next week at Meadowbrook School in order to ensure that the area looks nice.

HIGHWAY/UTILITIES MANAGER'S REPORT

JOHN STREET WATER MAIN PROJECT: Mr. Esposito stated that all the services have been installed, all the old hydrants and gates have been pulled out and paving is being done. Mr. Esposito stated that by Friday, September 2, 2016, the base coat will be put down and DPW crews will start the lateral trenches. In addition, the final base coat should be completed by the end of next week, followed by loaming and seeding as soon as weather conditions improve.

UTILITY MARK OUTS: Mr. Esposito stated that DPW crews are keeping up with marks outs submitted by Columbia Gas as the gas company continues to replace gas mains in Town.

WATER/SEWER METER READS: Mr. Esposito stated that DPW crews are keeping up with meter reading the districts throughout Town.

FIRE HYDRANT AND SIGN POST PAINTING: Mr. Esposito stated that the summer help employees have finished for the season and although they painted most of the fire hydrants and sign posts in Town, there is still some painting left to be completed by the DPW crews.

CATCH BASIN REPAIRS: Mr. Esposito stated that DPW crews are continuing to clean catch basins. There still several left to be completed.

TREE TRIMMING WORK: Mr. Esposito stated that DPW crews are trimming trees; especially trees that are encroaching on the sidewalks or blind corners. He indicated that there is still work left to do but there have been no emergencies.

CROSSWALK PAINTING: Mr. Esposito stated DPW crews have painted all the crosswalks and most of the stop lines throughout the Town.

FUTURE PROJECTS: Mr. Esposito stated that DPW crews will be loaming and seeding cross ditches, performing manhole repairs and street sweeping. The Hazardous Waste Collection is scheduled for Saturday, September 17, 2016 at Minnechaug High School in Wilbraham, Ma. Mr. Esposito stated that DPW crews will also be performing the Annual Hydrant Flushing starting at the end of September thru the beginning of October 2016. Mr. Esposito stated that as soon as the flushing dates are finalized, the media will be notified.

OTHER BUSINESS

Mr. Maybury inquired about having a party for DPW crews as there are a few new faces at the Service Building. Mr. Peirent stated that there were discussions about having a party last year but no decisions were made at that time. Mr. Maybury recommended that a party be scheduled for this year. Mr. Peirent concurred and stated that he would look into scheduling it possibly in late September or early October.

Mr. Burack stated that the next meeting is scheduled for Wednesday, September 14, 2016 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Maybury made a motion to adjourn the meeting at 5:44 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.