

BOARD OF PUBLIC WORKS MEETING HELD: September 14, 2016

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

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.

Mr. Burack then introduced Ms. Denise Menard, Acting Town Manager and Mr. Michael Warner, Public Works Asset/CMMS Manager to the Board Members.

REVIEW/APPROVE MINUTES OF August 31, 2016 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of August 31, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT

BUDGET SUMMARY FOR FY2017: Mr. Peirent stated that the Budget for FY2017 represents expenditures through September 7, 2016, which is week ten. The budget is about 19.2% spent and is trending consistently well throughout all the Divisions, even in Disposal, which has struggled in past years. Mr. Peirent stated that the Disposal Division is trending close to where it should be for this time of year due to increased revenue, increased fees and a reduction of costs. Mr. Peirent stated that the Building Maintenance Division is also trending very well even though there has been a lot of work done by Mr. Fenney and his staff during the summer months when school was not in session. In addition, Mr. Peirent stated that the Energy Division Budget is higher this year when compared to last year due to the timing of the Solar Metering Credit Bills and the high cost of air conditioning over the summer.

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 recommended to the Acting Town Manager, Ms. Denise Menard that Mr. Nicholas Gioiosi be hired for the position. The Town Council approved the recommendation, yesterday, September 13, 2016. Mr. Peirent stated that Mr. Gioiosi spent the last five years working as a heavy equipment operator on a part time basis with the National Guard, did one tour in Afghanistan in 2014 and is currently working as a truck driver and landscaper with deep ties to the local community. Mr. Peirent stated that Mr. Gioiosi came highly recommended and will make an excellent addition to the DPW.

PROPERTY OWNER FARM STAND: Mr. Peirent stated that he and Ms. Robyn MacDonald, Director of Planning met with the property owner at #16 Meadowbrook Road. Mr. Peirent stated that the property owner understands the concerns and would like to acquire the Town owned section. In addition, the property owner has been made aware that acquiring the section is a fairly involved process and the Town would have to offer the section to not just the property owner but to any other individuals who might be interested in the property. Mr. Peirent stated that this would likely come with restrictions as to how the property can be used and the concern of traffic cutting through the property is still an issue.

A discussion followed and Mr. Peirent stated that unless the Town and the property owner can come to an agreement, the property will have to be restored back to what it was.

PUBLIC WORKS ASSET/CMMS MANAGER: Mr. Peirent stated that the Public Works Asset/ CMMS Manager Position, which Mr. Warner was hired for and started on Thursday, September 1, 2016 and is a new position that the department created. Mr. Peirent stated that the purpose for creating the position is to develop an up-to-date Computer Maintenance Management System. This position will ensure that the data base of assets in the Town are updated and maintained in order to properly track and manage what the Town owns. In addition, Mr. Peirent stated that this information will also determine how much money the Town can afford to invest in those assets. Mr. Peirent discussed in detail future projects that Mr. Warner will be working on going forward. Mr. Maybury asked if the department's GIS data base will also work in conjunction with the Fire Department's data base when dealing with hydrants and flows. Mr. Peirent stated yes. The Fire Department's old data base system of three ring binders and paper, which worked in conjunction with the DPW's old paper system, has now been incorporated into the GIS data base. Mr. Peirent stated that this position will handle a number projects over the coming years to better improve the Town's technology.

BUILDING MANAGER'S REPORT

SCHOOL DEPARTMENT WORK ORDERS: Mr. Fenney stated that DPW crews have been busy completing work order requests from teachers such as, hanging projectors, fixing broken outlets and other like items, now that school is back in session.

FIELD MAINTENANCE UPDATE: Mr. Fenney stated that field renovations are being done at Leahy Field with the assistance of Mr. Colin Drury, Director of Recreation. Mr. Fenney stated that three inches of clay is being removed though out the entire field in order to install red clay. In addition, DPW crews are working on repairing the fence and gates around the field due to their deterioration over the years. Mr. Fenney stated that Mr. Heller, from the Building Division, and a crew will be working on pressure washing, painting and installing new lighting at the snack and announcement stands. Mr. Fenney stated that Leahy Field will take a couple more weeks to complete as time allows.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that he will be speaking with Ms. Denise Menard, Acting Town Manager tomorrow, September 15, 2016, regarding Phase Two of the Town Hall Renovation Project. Mr. Fenney stated that Phase Two of the project will focus on the theTown Administrator's Office formerly the Selectmen's Office, the Meeting Room and the remaining two bathrooms near the Town Clerks Office. In addition, Mr. Fenney stated that he will put together specifications to install a sprinkler system throughout the building.

VEHICLE MAINTENANCE UPDATE: Mr. Fenney stated that he was contacted by MHQ late in the afternoon and Truck #2 and the new Administrative Vehicle will be ready next week. Mr. Fenney stated that he will be receiving the titles and vehicle information by Friday, September 16, 2016, in order to register the vehicles and get the plates.

HIGHWAY/UTILITIES MANAGER'S REPORT

JOHN STREET WATER MAIN PROJECT: Mr. Esposito stated that DPW crews have completed the John Street Water Main Project. Mr. Esposito stated that Mr. Sevigne and the DPW crews have done a good job patching driveways along with loaming and seeding, which should be completed by tomorrow, September 15, 2016.

POTHOLE REPAIRS: Mr. Esposito stated that Mr. Sevigne is also doing a good job keeping up with completing work orders for pothole repairs and that trend should continue now that the John Street Water Main Project has been completed.

WATER AND SEWER SERVICES: Mr. Esposito stated that DPW crews are working on hooking up water and sewer services for new installations around Town. In addition, DPW crews are filming sewer pipes and storm drains, including any streets prior to paving, in order to ensure that there are no issues.

TREE WORK: Mr. Esposito stated that DPW crews are trimming trees, especially trees where there is an emergency or the trees are encroaching on the sidewalks and roadways.

FUTURE PROJECTS: Mr. Esposito stated that DPW crews will be working on installing a six inch water main at the Town Hall for the new sprinkler system, including repairing the old fire hydrant in front of the building, which no longer has a strong flow. Mr. Esposito stated that DPW crews will continue to focus on catch basin repairs, street sweeping and hydrant flushing. The hydrant flushing will start Wednesday, September 21, 2016 and end on Monday, October 3, 2016. Mr. Esposito discussed in further detail future projects that DPW crews will be working on in the coming days and weeks.

TOWN ENGINEER REPORT

PEASE ROAD: Mr. Murphy presented a map to the Board of Public Works showing the section to be paved on Pease Road near Old Farm Road. Mr. Murphy stated that the section will need some milling, leveling and berm installed as it is the most deteriorated portion of Pease Road. Mr. Murphy stated that work will begin on Wednesday, September 21, 2016 and Pease Road will be detoured as well as Prospect Street and Somers Road between 8:00 a.m. and 2:00 p.m. Mr. Murphy stated that Palmer Paving believes that they can finish the job quickly. Mr. Peirent stated that some portions of Pease Road will be paved fully, while only a single lane will be done in other sections. Mr. Murphy concurred.

CHESTNUT STREET/SHAKER ROAD INTERSECTION IMPROVEMENTS: Mr. Murphy presented a Chestnut Street and Shaker Road Intersection Map to the Board of Public Works showing curb relocation. Mr. Murphy stated that he has been working with National Grid as there are two utility poles on Chestnut Street that will have to be relocated before any curb work can be done. Mr. Murphy stated that National Grid is currently working on determining where to best relocate those two poles. In addition, Mr. Murphy stated that the map also shows other proposed improvements, including a left turn lane as the traffic comes down the Chestnut Street Hill, more room going south on Shaker Road in order to take a right onto Chestnut Street and several traffic control signal upgrades. Mr. Burack inquired about funding for the improvement project. Mr. Peirent stated that \$35,000 was approved to fund the traffic

controller replacement and \$25,000 was donated by the developer of the corner Gas Station. Mr. Peirent stated that between those two funding resources and the DPW crews doing some of the work in house there will be enough money for the improvement project. A discussion followed regarding the upcoming gas station and other improvements to Chestnut Street and Shaker Road.

TRANSFER STATION LANDFILL CLOSURE: Mr. Murphy stated that two areas at the landfill were hydro seeded last week, which totaled a little less than an acre and the topsoil for the remaining area will be screened in next week. Mr. Murphy stated that the landfill closure is expected to be completed ahead of the scheduled completion date of October 15, 2016. Mr. Peirent inquired about the different types of seed used to hydro seed. Mr. Murphy discussed in detail the different types of seed and tackifier used to hydro seed the landfill and stated that grass is already starting to appear in the first seeded area. Mr. Peirent stated that the landfill closure should be wrapped up in the next couple of weeks. Mr. Murphy concurred.

FALL CRACK SEALING PROGRAM: Mr. Murphy stated that the Fall Crack Sealing Program will take place during the month of October 2016. Mr. Murphy stated that about four and a half miles of roadway is planned to be crack sealed. The roads to be crack sealed will include, Allen Street, the north section of Parker Street, Somers Road from Michel Street down to the Connecticut line, Pease Road to Shaker Road to Prospect Street, Pleasant Street from the Rotary up to Indian Spring Road and a small section on North Main Street down to the entrance of the Town Hall. Mr. Murphy stated that crack sealing these roadways will maintain their integrity and extend the life of the roadways.

ELM STREET SIDEWALK: Mr. Murphy presented a map to the Board of Public Works showing plans for the Elm Street Sidewalk Project. Mr. Murphy stated that the plan is to meet with the residents on Elm Street in order to notify them about the project and determine their concerns. Mr. Murphy stated that the Elm Street Sidewalk Project will go out to bid during the winter so that the project can begin in the spring of 2017. Mr. Wilson asked if the sidewalk will just be on the left side. Mr. Murphy stated yes. A discussion followed regarding how far the sidewalk would be installed, what would need to be done for pedestrians and the past concerns of residents.

PUBLIC WORKS ASSET/CMMS MANAGER SPECIALIST'S REPORT

Mr. Burack reintroduced Mr. Michael Warner, to the group and the Board of Public Works welcomed him to the department.

Mr. Warner thanked the Board of Public Works for the opportunity and stated that he has been in the position for almost two weeks, starting on Thursday, September 1, 2016. Mr. Warner stated that his previous job had been working with the Commonwealth of Boston, specifically with MassGIS, which is the State's mapping agency.

MAPPING OF STREET LIGHTS IN TOWN: Mr. Warner presented a map to the Board of Public Works showing the progress he has made with National Grid regarding the mapping of street lights in East Longmeadow. Mr. Warner stated that while National Grid did not submit the data easily by delivering it in two different pieces, he combined the data and the department ultimately got what it wanted.

Mr. Warner and Mr. Peirent both discussed the map in detail, noting that each red dot on the map represents a National Grid utility pole in Town. Mr. Warner stated that National Grid has almost thirty-seven hundred poles in Town with eleven hundred of those poles having street lights. Mr. Maybury stated that he was pleased by Mr. Warner's progress. Mr. Warner stated that the goal is to ultimately take this data and put it in a web mapping application so that while the information cannot be shared with the public it can be accessed by all Town departments and employees. Mr. Maybury asked if the data for mapping will include fire hydrants, stop signs, etc., so that they can be easily found under the snow in the winter time. Mr. Warner stated yes. A discussion followed regarding other items that will be web mapped in Town and the Board of Public was once again pleased with the progress.

OTHER BUSINESS

Mr. Maybury inquired about the Z-Bricks in the center of Town, which are old and crumbling at the sidewalks and crosswalks. A discussion followed and Mr. Maybury stated that while the Z-Bricks may last another year, his recommendation is to explore the cost and work to replace them now as opposed to later. Mr. Peirent concurred and stated that the time to replace the Z-Bricks would be FY2018 given some other major projects that are planned for that upcoming Fiscal Year.

Mr. Maybury inquired about the bucket on the backhoe which had frozen pins as a result of not being greased properly. Mr. Wilson asked about accountability. Mr. Fenney stated that he is currently working on a plan to ensure that each employee is accountable for their piece of equipment going forward. Mr. Peirent concurred and stated that there is a need for improvement.

Mr. Maybury expressed his concerns about hydrant flushing given the drought. Mr. Peirent stated that he will contact and check with the Springfield Water and Sewer Commission. In addition, Mr. Maybury recommended that the residents be notified as well that flushing the hydrants is fine regardless of the drought conditions if the Springfield Water and Sewer Commission are in agreement. Mr. Peirent concurred.

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

Mr. Maybury made a motion to adjourn the meeting at 5:56 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.