

BOARD OF PUBLIC WORKS MEETING HELD: January 17, 2017

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

Mr. Burack called the meeting to order at 5:00 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 12/12/16 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of December 12, 2016. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

REVIEW/APPROVE MINUTES OF 12/28/16 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of December 28, 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 January 4, 2017, which is week twenty-seven. The budget is about 51.7% spent and is trending similar when compared to previous months. Mr. Peirent stated that the Snow and Ice Budget has increased due to the snow events that have occurred this year, overtime generated from those snow events and the amount of salt that has been used in order to keep the roadways safe for drivers. The trend for the Snow and Ice Budget will depend on weather conditions going forward. In addition, Mr. Peirent stated that the Highway Division has also increased due to the aging of the vehicle fleet and costs incurred this year in order to repair those older vehicles. Mr. Peirent concluded by stating that the Energy Division Budget is trending lower than last year but will increase due to the rise of winter natural gas bills by 30% or 40% this year.

MAPLE STREET AND DWIGHT ROAD MEDICAL FACILITY: Mr. Peirent stated that the traffic study for the new medical facility has been completed and reviewed. Mr. Peirent stated that while he and representatives from the Town of Longmeadow have relayed comments to the developer of the project regarding the traffic study, the project itself has yet to be formally submitted to the Planning Board. Mr. Peirent stated that ensuring that the intersection of Westwood Avenue works better was suggested to the developer and, in addition, a request was made for the development of a dynamic model, which would graphically simulate traffic data over time as a video clip, in addition to using a paper model.

GREAT HORSE COUNTRY CLUB AND BANQUET FACILITY IN HAMPDEN: Mr. Peirent stated that he has received hard copies of plans and specifications for the Great Horse Facility's Water and Sewer Project. Mr. Peirent stated that there were some questions generated after a review of those plans and specifications such as, how much water flow over time is the facility looking for, how much water flow do they need initially and over the long term and how will their water flow usage impact the Town.

Mr. Burack asked whether the Town will be a primary or secondary source for their water supply. Mr. Peirent stated that he believes the Town will be the primary source but he is unsure at this time. Mr. Peirent stated that he and Denise Menard, Town Manager will be meeting with the Project Manager on Tuesday, January 31, 2017.

SPRINGFIELD WATER AND SEWER COMMISSION: Mr. Peirent stated that last week he met with the new Water Systems Operations Manager at the Springfield Water and Sewer Commission. Mr. Peirent stated that the Springfield Water and Sewer Commission are planning to be more proactive when it comes to managing water quality. This will be accomplished by increasing the chlorine and disinfectant levels in order to provide a higher degree of protection from bacteria as the water travels through the pipes. Mr. Peirent stated that the higher levels of chlorine will be noticeable to residents in low service areas such as west of Elm Street and north of Chestnut Street. These are locations in Town where the water is received directly from the City of Springfield. In addition, Mr. Peirent stated that the secondary impact will be the chemical reactions with compounds in the water generated from higher chlorine levels, which the Town will have to monitor and ensure that there are no problems.

GAS LEAK ON JOHN STREET: Mr. Peirent stated that the main gas line on John Street had a leak, which is the street where DPW crews just recently installed a new water main this past summer. Mr. Peirent stated that he and Mr. Esposito reached out to Columbia Gas this afternoon in order to determine if they have plans to replace the main gas line on John Street. Columbia Gas confirmed that they have plans to replace it for the upcoming season. Mr. Peirent stated that the timing is good as John Street has been patched but has not been paved and he relayed to Columbia Gas that now is the time to replace that main gas line before any paving is completed. A discussion followed regarding repairs that Columbia Gas has made or will be making around the Town.

COMPUTERIZED MAINTENANCE MANAGEMENT WORK ORDER SYSTEM: Mr. Peirent stated that the project is moving along and he and Mr. Michael Warner, Public Works Asset/CMMS Manager will be having a final initiation meeting on Tuesday, January 24, 2017 as all the data has been cleaned up and is ready to be downloaded into the Computerized Maintenance Management Work Order System in order to be tested. Mr. Peirent stated that the new work order system will work parallel with the old system for a time and the goal will be to eventually phase out the older system.

DEPARTMENT UPDATES: Mr. Peirent stated that Mr. Darrell Keane has completed the second round of Cross Connection Inspections and has now taken on the responsibility of Garage Foreman, which will help to take away some of the pressure from Mr. Fenney, who has been working on garage maintenance activities. Mr. Wilson concurred and stated that Mr. Keane is a good fit for that position.

SOMERS ROAD LANDFILL: Mr. Peirent stated that the Certification Report for Phase One of the landfill closure was submitted to the State last Friday, January 13, 2017, along with an annual report of the Town's landfill closure activities. Mr. Peirent stated that Phase One has been completed with the exception of any comments that the State may have and we can now begin Phase Two.

TRANSFER STATION FIRE: Mr. Peirent stated that there was a smoldering fire in the compost material pile at the Transfer Station between Christmas Eve and New Year's Day. Mr. Peirent stated that the fire

was due to the very dry conditions this past summer and the compost pile experienced spontaneous combustion. Mr. Peirent stated that it was a good training exercise and reminder for DPW crews that the temperatures in the compost pile need to be monitored in order to ensure that they do not reach a critical point that could lead to combustion. Mr. Peirent stated that he notified the State about the incident but the DEP did not see the issue as serious enough to warrant a visit to the Transfer Station.

2016 ANNUAL TOWN REPORT FOR THE DPW: Mr. Peirent stated that the Annual Town Report for the DPW must be submitted to Ms. Denise Menard, Town Manager by Monday, February 13, 2017 and the report will be similar to what has been done in previous years.

MONTHLY MEETING WITH THE TOWN MANAGER: Mr. Peirent stated he and Ms. Denise Menard, Town Manager met last week and will be having one on one monthly meetings going forward. Mr. Peirent stated that the first meeting will be next Wednesday, January 25, 2017. Mr. Peirent stated that Ms. Menard wishes to get a better understanding of the DPW's budget, how the department is financially structured and how the department handles the budgeting process in advance of developing a new budget for FY2018.

BUILDING MANAGER'S REPORT

ANNUAL MHEC REPORT: Mr. Fenney stated that he has received the annual Massachusetts Higher Education Consortium (MHEC) report. Mr. Fenney stated that the department purchases many materials through MHEC and last year's gross sale for 2016 was \$77,000 with a savings of \$29,662 and net sales of \$47,852. Mr. Fenney stated that through MHEC the department has increased savings each year. The department saved about \$16,000 in 2015 and the year before about \$15,000. Mr. Burack inquired about the items purchased from MHEC. Mr. Fenney stated that the items are mostly electrical and cleaning supplies. Mr. Fenney stated that MHEC bids out certain materials through vendors and the department purchases those materials through MHEC's bid program.

HOT WATER BOILER AT BIRCHLAND PARK MIDDLE SCHOOL: Mr. Fenney stated that on Thursday, January 5, 2017 at 2:00 p.m. the domestic hot water boiler failed at Birchland Park School. Mr. Fenney stated that the old boiler was removed; the new boiler was installed and operating by 10:00 p.m. that evening. Mr. Fenney stated that DPW crews did an excellent job.

ACCELERATED REPAIR PROGRAM: Mr. Fenney stated that he and Mr. Gordon Smith, Superintendent of Schools are putting together a Statement of Interest for the Accelerated Repair Program through the Massachusetts School Building Authority (MSBA). Mr. Fenney stated that the purpose of the Statement of Interest is to request roof and window replacements at Meadowbrook School. Mr. Fenney stated that he will be meeting with Gordon Smith, Superintendent of Schools tomorrow morning, January 18, 2017 in order to finalize the Statement of Interest for submission to the Massachusetts School Building Authority. A discussion followed regarding the Accelerated Repair Program and its background.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that Ms. Denise Menard, Town Manager will be moving into her new office tomorrow, January 18, 2017. Mr. Fenney stated that the abatement process will be done to her old office on Thursday, January 19, 2017, which will then be divided into a

conference room and a benefits office. Mr. Fenney stated that the outer area of the Town Manager's Office is partially incomplete but most of the dry wall is up and taped. In addition, Mr. Fenney stated that the outer area of the Town Manager's Office still needs a few doors framed in and the walls need to be demolished. Mr. Fenney stated the renovations have been challenging but everyone seems to be happy and the project is on schedule. Mr. Fenney stated that a new two hundred watt amp panel was installed in order to feed the Town Manager's Office space, which went online on January 12, 2017.

TOWN HALL SPRINKLER SYSTEM: Mr. Fenney stated that the bid documents for the Town Hall Sprinkler Project were finalized today, January 17, 2017. The project bid will be due on Thursday, February 2, 2017 at 10:00 a.m.

MR. DARRELL KEANE: Mr. Fenney stated that Mr. Keane has been helping out at the Service Building Garage and he is now familiar with the Work Order System as well as getting familiar with the Preventative Maintenance Program. Mr. Fenney stated that overall Mr. Keane is doing an excellent job in his new position. Mr. Wilson asked if the dump bodies will continue to be painted. Mr. Fenney stated yes and the plan is to do two depending on the budget.

HIGHWAY/UTILITIES MANAGER'S REPORT

WARM WEATHER CONDITIONS: Mr. Esposito stated that the warm weather conditions have allowed DPW crews to clean up the sewer mains and storm drains around Town. In addition, Mr. Esposito stated that DPW crews are filming sewer drains as needed in order to find any other repair issues that may need to be addressed. Mr. Esposito stated that DPW crews are also getting mark outs done and are repairing mailboxes as well as barricades.

POTHOLE REPAIRS: Mr. Esposito stated that DPW crews have been keeping up with pothole repairs and are fixing them immediately as they are reported.

CHRISTMAS TREE REMOVAL: Mr. Esposito stated that DPW crews have removed all the Christmas Trees from the side of the roads and the trees will be chipped at a later date.

TRANSFER STATION CLEAN UP: Mr. Esposito stated that DPW crews have been working on cleaning up the Transfer Station and have separated the steel from the concrete as vendors will no longer take steel and concrete combined. Mr. Esposito stated that the concrete has been removed and the steel has been placed in the dumpster. Mr. Esposito stated that the purpose of the cleanup of the Transfer Station is to create more space as needed.

PLOW ROUTES: Mr. Esposito stated that DPW crews have been cutting brush away from plow routes and are straightening out signs. Mr. Esposito stated that he is creating a list of any further repairs which must be completed. Mr. Esposito stated that DPW crews have completed some minor repairs to plow vehicles as well as washing the vehicles as needed with a salt neutralizer.

FUTURE PROJECTS: Mr. Esposito stated that if weather conditions allow, DPW crews will be working on all the sewer easements.

OTHER BUSINESS: Mr. Peirent stated that in regard to the recent incident at the Heritage Park Pond, DPW crews check the depth of the ice every day during the winter months and a sign is posted when the pond is not safe for skating. Mr. Peirent stated that the pond is not safe to skate on until a depth of four inches of ice is measured. Mr. Peirent noted that so far this year, the pond has measured less than four inches making it currently unsafe.

Mr. Burack stated that the next meeting is scheduled for Tuesday, February 7, 2017 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Massachusetts.

Mr. Wilson made a motion to adjourn the meeting at 5:37 p.m. Mr. Maybury seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.