

BOARD OF PUBLIC WORKS MEETING HELD: February 27, 2017

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

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

Mr. Wilson called the meeting to order at 5:11 p.m. He indicated that ELCAT was not in attendance to record the meeting. Ms. Tancredi then indicated she was recording the meeting.

Also in attendance was Mr. Mark Sullivan from 51 East Village Road.

REVIEW/APPROVE MINUTES OF 2/13/17 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of February 13, 2017. Mr. Wilson seconded the motion. There being no further discussion, the vote was taken and was unanimously affirmative.

PROPERTY ISSUE LOCATED AT 51 EAST VILLAGE ROAD: The Board of Public Works recognized resident Mr. Mark Sullivan from 51 East Village Road. Mr. Sullivan introduced himself and stated that his purpose for attending the meeting tonight was to discuss an issue with his property. Mr. Sullivan stated that for the third time in the last five years one of the Town's bucket loaders damaged the berm and lifted up grass in front of his property while attempting to push snow banks away from the road. Mr. Sullivan stated that he would like the Department of Public Works to fix the berm in front of his property as soon as possible as well as remind DPW employees to be more careful in the future so that his property will not be damaged again. In addition, Mr. Sullivan stated that he will take care of fixing the grass. Mr. Burack thanked Mr. Sullivan for attending the meeting and assured him that his property issue will be taken care of as soon as possible.

SUPERINTENDENT REPORT

MAPLE STREET AND DWIGHT ROAD MEDICAL FACILITY: Mr. Peirent stated that the Town Council have voted on and approved the first part of establishing DIF (District Improvement Financing), which is revenue that will allow the Town to make beneficial improvements to its roadways around the medical facility. Mr. Peirent stated that the Town Council has voted to approve and create the District but will hold off approving the second part, which is to establish the financing plan for the project until the Town of Longmeadow votes on DIF during their Town Meeting in May 2017. Mr. Peirent stated that there will be two parts of the project; one will be the offsite improvements, which are the required roadway enhancements to address traffic issues as well as the onsite improvements. Mr. Peirent stated that within the next month Berkshire and Baystate Health will submit plans for the onsite improvements to both the Planning Boards of East Longmeadow and Longmeadow. Those onsite improvements will include onsite circulation, storm water handling, and water and sewer connections. In addition, Mr. Peirent stated that he has met with representatives from the developer of the project to better understand the scope of the engineering work that will be done for the offsite improvements. Mr. Peirent stated that the developer has agreed to start some of the offsite design work even though the Town of Longmeadow has yet to approve DIF in order to move the project forward. A discussion followed regarding the areas in Town where the improvements will occur.

MASSDEP – DRINKING WATER PROGRAM: Mr. Peirent stated that he will be spending the next couple of weeks working on the Disinfection By-Products Rule Operational Evaluation for the Town’s Drinking Water Program. This report is due to be submitted to MassDEP by the end of March 2017. Mr. Peirent stated that the report will show the by-product levels of drinking water chlorination and will evaluate what the Town is doing to limiting those by-product levels.

GREATHORSE FACILITY IN HAMPDEN: Mr. Peirent stated that he and Ms. Denise Menard, Town Manager will be meeting with the representatives from the GreatHorse Facility’s at the end of this week. Mr. Peirent stated that the representatives from the GreatHorse Facility are requesting ninety thousand gallons of water per day on average and four or five times that during peak water consumption periods. Mr. Burack asked if the GreatHorse Facility’s water consumption can be restricted. Mr. Peirent stated yes and that the facility can be told no or yes with conditions. An extensive discussion followed regarding the facility’s request and Mr. Peirent assured the Board of Public Works that details of the project are currently being worked out.

CHAPTER 90 FUNDING: Mr. Peirent stated that while Governor Charlie Baker, as in previous years, has supported a two hundred million dollar allocation for Chapter 90 Funding; there will be no support for an additional one hundred million dollar funding allocation which he supported the first year he was in office. In addition, Mr. Peirent stated that the ten year contract with MassDOT, which allowed MassDOT to move money to all the communities in Massachusetts, expires with the FY2017 allocation. Mr. Peirent stated that MassDOT will present a new contract but money for Chapter 90 Funding may flow slower during the new contract negotiations. Mr. Peirent stated that at this time the only significant project is Kibbe and Denslow Road, which will require a major piece of the yearly allocation in order to complete the milling, paving and underdrain work.

ANNUAL OPERATING BUDGET: Mr. Peirent stated that last Thursday, February 23, 2017, Ms. Denise Menard, Town Manager and Ms. Sara Menard, Town Accountant requested that the Annual Operating Budgets be submitted by Monday, March 6, 2017. In addition, they requested the Operating Budgets have a one percent increase goal. Mr. Peirent discussed in further detail how he and Mr. Fenney will adjust the Operating Budget in order to reach the requested goal.

LED STREET LIGHT PROJECT: Mr. Peirent stated that the evaluation of installing LED street lights is making progress. Mr. Peirent stated that two options are currently being reviewed. The first is to have National Grid install the LED lights since they own the street lights. The second option is for the Town to purchase the lights and install them. Mr. Peirent stated that National Grid is a regulated Utility Company and would have to obtain approval from the Department of Public Utilities for any financial programs. In addition, for the second option, National Grid must evaluate the depreciated value of the street lights if the Town chooses to purchase the lights and the Department of Public Utilities will need to sign off if the Town chooses to install the lights. Mr. Peirent reviewed and discussed in detail documents showing the Department of Public Utilities’ approved rate structure, the costs of the LED lights and their maintenance going forward. A discussion followed on whether the Town should purchase and install its own street lights as well as the safety issues concerning that decision. Mr. Peirent stated that no decision on either option has been made at this time.

PW ASSET/CMMS UPDATE: Mr. Peirent stated that much progress has been made by Mr. Warner with the Computerized Maintenance Management System. He stated that Mr. Esposito has also been testing to discover where improvements can be made to the system. In addition, Mr. Peirent stated that Mr. Warner has completed his Administrator Training and now has the ability to customize the system.

EMPLOYMENT OPPORTUNITIES AT THE DPW: Mr. Peirent stated that he has been working with Ms. Denise Menard, Town Manager and Ms. Karin Decker, Human Resources Director in regard to positions that are open or will be opened in the near future. The positions will be for a new Town Engineer, Foreman and Skilled Worker. Mr. Peirent stated that he is currently working on determining the new procedures under the Town's new government and while the Town Manager will not be involved in all the hiring aspects, he expects Ms. Decker will be fully involved in the hiring process as the new Human Resources Director. Mr. Peirent stated that it is still a work in progress.

VEHICLE ACCIDENT: Mr. Peirent stated that Truck #28 had an accident last Thursday, February 23, 2017. Mr. Peirent stated that Truck #28 was setting up for a manhole repair on North Main Street. Mr. Peirent stated that the DPW employee put out warning signs behind the truck and when he climbed back into the truck to put on his blinker to pull back out into traffic the truck was rear ended by a passenger vehicle. Mr. Peirent stated that the bottom section of the truck was damaged and the insurance appraiser will come out in the near future to assess the damage. Mr. Peirent stated that while there were no serious injuries in the accident, the DPW employee was checked out and is on leave. Mr. Peirent stated that he expects that this accident will not be the Town's responsibility given the Truck was parked with warning signs behind it. Mr. Burack asked if the Police Report confirms the details of the accident. Mr. Peirent stated yes. Mr. Esposito stated that another DPW employee was an eyewitness to the accident.

CEU HOISTING LICENSE TRAINING: Mr. Peirent stated that on Thursday, March 23, 2017, as part of the new Collective Bargaining Agreement, twenty DPW employees will be trained after hours in house for their CEU Hoisting Licenses. Mr. Peirent stated that DPW employees who do not attend the training session will be responsible for their own training. Mr. Wilson inquired if there is an incentive for DPW employees to enhance their licenses further with the CEU. Mr. Peirent stated not at this time.

MAPLESHADE WATER MAIN PROJECT: Mr. Peirent stated that the Mapleshade Water Main Project will be going out to bid soon as it was put on hold last year. Mr. Peirent stated that DPW crews will be over seeing test borings on Wednesday, March 8, 2017 and Thursday, March 9, 2017 before the project goes out to bid. Mr. Wilson inquired if the project will start after the fourth of July as the project would affect the parade route. Mr. Peirent stated that while that would be an ideal scenario that detail is uncertain at this time. Mr. Peirent assured the Board of Public Works that the area would be cleaned up should it have any effect on the parade route.

BUILDING MANAGER'S REPORT

HOT WATER DISTRIBUTION: Mr. Fenney stated that Mr. Dunn, the Town Plumber has started the Hot Water Distribution Capital Project at Mountainview School. Mr. Fenney stated that Mr. Dunn started the project last week during the school's winter break. Mr. Dunn has installed one main down the east hallway. The main will run hot water through twenty classrooms and eight bathrooms. In addition, Mr. Fenney stated that Mr. Dunn will be installing three one hundred and twenty gallon storage tanks in the boiler room. Mr. Fenney stated that Mr. Dunn completed what time would allow during the winter break and will return to finish the work during spring break and over the summer now that school is back in session. Mr. Fenney stated that the project totals about \$67,000, which is enough money to complete the entire project.

HIGH SCHOOL MAINTENANCE: Mr. Fenney stated that due to the warm weather conditions the Parks Department and DPW crews completed some work around the High School. Mr. Fenney stated that Mr. Tom Anderson installed the nets at the tennis court last week and as soon as the nets were installed people started to use the court. Mr. Fenney stated that he sent an e-mail to Mr. Colin Drury, Director of Recreation and Mr. Kevin Magee, Physical Ed Teacher asking for the athletic schedules as well as getting paint ordered. Mr. Fenney stated that he expects to hear from Mr. Drury and Mr. Magee this week.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the two new offices where the old Town Administrator's Office had been located are almost completed and should be finished by Wednesday, March 1, 2017. Mr. Fenney stated that carpet for the two new offices is scheduled to be installed on Thursday, March 9, 2017 and Friday, March 10, 2017. Mr. Fenney stated that he is currently working with his staff to ensure that the partition wall will be removed by the end of this week as well as installing a main door to that office area, doing the electrical work and finishing work on the closet. Mr. Fenney stated that the main office area will be abated Monday, March 13, 2017 and Tuesday, March 14, 2017. Mr. Fenney stated that the project is on schedule and there have been no complaints.

TOWN HALL SPRINKLER SYSTEM: Mr. Fenney stated that he met with representatives from K & M Fire Protection Services, Inc. this morning in order to begin the preconstruction process. Mr. Fenney stated that while K & M was on site to do the field verifications, he has not received the signed contracts yet. In addition, Mr. Fenney stated that he requested that K & M start work within areas that are under construction currently as not to disturb Town employees.

VEHICLE MAINTENANCE UPDATE: Mr. Fenney stated that while repairing Truck #72, it was determined that the problem was not the transmission. Mr. Fenney stated that the sensors in Truck #72 were not working correctly and there were some computer problems. Both problems have now been fixed and the truck is now in service. The repairs totaled \$2,200. In addition, Mr. Fenney stated that Truck #3 has been fixed as well with a new transmission, which totaled \$4,900. Mr. Fenney stated that Truck #9 is back in the yard as the transmission is no longer working and the cost to fix the truck will be approximately \$10,000. The truck will be reevaluated in order to determine if it is worth fixing.

PINE KNOLL SHOWERS: Mr. Peirent and Mr. Fenney discussed the issue with the Pine Knoll showers, stating that the camp would not open unless there are hot water showers at the pool. Mr. Peirent stated that he and Mr. Fenney will be meeting with the Town Council in the near future in order to push that Capital Project forward so that Mr. Fenney can get the money needed to begin the project before camp opens. Mr. Burack inquired about the camp opening date. Mr. Fenney stated that camp opens on Wednesday, June 21, 2017, which is the day that school lets out for summer break. Mr. Wilson asked if a complete hot water system needs to be installed. Mr. Fenney stated yes it would be required. Mr. Fenney stated that there will be sixteen showers and there will be new floors, new heads, new partitions and a five hundred gallon propane tank will be installed for the hot water boiler. Mr. Wilson inquired about the cost of the project. Mr. Fenney stated the entire project will cost about \$48,000. Mr. Peirent stated that the Pine Knoll Shower Facility will be the next major project after the Town Hall renovations.

HIGHWAY/UTILITIES MANAGER'S REPORT

FILMING SEWER DRAINS: Mr. Esposito stated that DPW crews have shifted from filming the sewer drains around Town to filming Mapleshade for the water main project. Mr. Esposito stated that the ties to the sewer laterals were not available and the filming has helped to solve the problem. In addition, Mr. Esposito stated that Maple Street will also be filmed and all the filming is being put on a DVD in order to be uploaded onto the Town's S-Drive. Mr. Esposito stated that DPW crews are filming bad sewer areas as well. Mr. Wilson inquired if while filming the sewer laterals, DPW crews are receiving elevation and depths. Mr. Esposito stated that a manhole inspection is done in order to determine the depth of manhole but the depth of the sewer laterals does not need to be completed as crews know exactly where they are located. A discussion followed regarding sewer laterals and Mr. Esposito assured the Board of Public Works that DPW crews will be completing the jetting process very soon as well.

CATCH BASIN REPAIRS: Mr. Esposito stated that DPW crews have been cleaning catch basins around Town and there have been more when compared to previous years. Mr. Esposito stated that some of the catch basins have been jetted. Mr. Peirent noted that DPW crews are documenting everything for the inspection report. Mr. Wilson asked about the number of catch basins in the system. Mr. Peirent stated there are about 4,000 and some are not catch basins but manholes on top of pipes. Mr. Esposito stated that the system is being tweaked as DPW crews continue their work. In addition, Mr. Esposito stated that while cleaning the catch basins DPW crews have discovered problems. Some of those problems have been critical and need to be addressed immediately, while others will be addressed in the future.

WINTER REPAIRS: Mr. Esposito stated that with all the snow gone, DPW crews are working on repairing plow damage. Mr. Esposito stated that a list is in the works to determine where berm needs to be installed but loaming and seeding will not be completed until the winter season has ended. Mr. Esposito stated that DPW crews also determining where street signs need to be fixed. In addition,

Mr. Esposito noted that pothole repairs are going well. Mr. Peirent stated that the plants have been opening up a day or two a week for the past couple of weeks and while there is a twenty-five percent premium for the mix it is better than using cold patch and having to re-patch the pothole over and over again. Mr. Esposito stated that DPW crews are also working on ensuring that the trucks are cleaned.

Mr. Burack stated that the next meeting is scheduled for Monday, March 13, 2017 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Maybury made a motion to adjourn the meeting at 6:39 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.