

BOARD OF PUBLIC WORKS MEETING HELD: March 13, 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. Burack called the meeting to order at 5:11 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 2/27/17 MEETING: Mr. Maybury made a motion to approve the minutes of the meeting of February 27, 2017. 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 March 1, 2017, which is week thirty-five. The budget is about 67.1% spent and is trending well. Mr. Peirent stated that expenses for the Building Maintenance Division have increased, which is typical for this time of year due to expenditures that occurred during the beginning of the fiscal year. Mr. Peirent stated that the Snow and Ice Budget has increased as well due to the snowy weather conditions this year and he assured the Board of Public Works that the budget is below where it was this time two years ago. In addition, Mr. Peirent noted that the Energy Budget is trending well and is \$50,000 less than where it was this time last year due to the offset of electricity savings even though natural gas expenditures have increased.

MAPLE STREET AND DWIGHT ROAD MEDICAL FACILITY: Mr. Peirent stated that he has been working with and providing comments to the Town of Longmeadow regarding the Maple Street and Dwight Road Medical Facility Project for the offsite roadway improvements. The purpose of working with the Town of Longmeadow is to ensure that both Towns are on board with the engineering design process and the scope of work that will need to be completed for the offsite improvements. Mr. Peirent stated that at the start of the design process the developer will begin the project with 100% of the financial responsibility. Mr. Peirent stated that assuming that the Town of Longmeadow receives approval for the project at their Town Meeting in May 2017; the responsibility will then shift to Longmeadow, which is where the largest part of the offsite improvements will be completed.

MASSDEP – DRINKING WATER PROGRAM: Mr. Peirent stated that he has until the end of the month to submit the Disinfection By-Products Rule Operational Evaluation to MassDEP. Mr. Peirent stated that the purpose of the report is to show the by-product levels that exist within the Town's drinking water as a result of the disinfecting process and ensures the Town has a plan in place to reduce the possibility that those by-product levels exceed the State required limits. In addition, Mr. Peirent stated that the Springfield Water and Sewer Commission will supply the Town with additional backup material, which will be part of the Town's submission to the state.

GREATHORSE COUNTRY CLUB FACILITY IN HAMPDEN: Mr. Peirent stated that he and Ms. Denise Menard, Town Manager met with the Representatives from the GreatHorse Facility's two weeks ago. Mr. Peirent stated that they acquired a profile of the Allen Street sewer line coming from the direction of the Town of Hampden. Mr. Peirent stated that the last two thousand to twenty four hundred feet of the sewer line could flow by gravity into East Longmeadow, which would mean that any odor from the pipe line could occur where the pipe transitions from a pumped line to a gravity line and would be in Hampden. Representatives from the GreatHorse Facility have been asked to come up with a plan to switch the pump line to a gravity line. In addition, Mr. Peirent stated that Representatives from the GreatHorse Facility have been asked to come up with a plan to quantify needed improvements for the Chestnut Street Pumping Station in order to mitigate the impact from the increased flow. Mr. Peirent noted that he and Ms. Menard will also be meeting with the Springfield Water and Sewer Commission in a couple of weeks in order to discuss a contract amendment that would allow for the increased flow. Mr. Peirent advised the Board of Public Works that the project is still a work in progress and no final commitments have been made.

PAVEMENT MANAGEMENT PLAN: Mr. Peirent stated that last week he met with the firm working on the Town's Pavement Management Plan. Mr. Peirent stated that while the Town does not have the funds to complete all of the roadway improvement projects that need to be done, the purpose of the meeting was to come up with a strategy and review different approaches to pavement repairs using the Town's available funds depending upon the functional classification of the Town's roadways.

CMMS UPDATE: Mr. Peirent stated that Mr. Warner, Mr. Esposito and Mr. Pope have made good progress with the new Computerized Maintenance Management System. Mr. Peirent stated that all three are now using the system and there are two hundred and fifty work orders currently being processed at this time. In addition, Mr. Peirent stated that once all the bugs have been worked out, the Foremen have received their tablets and the system should roll out in the next couple of weeks.

ANNUAL STATISTICAL REPORT: Mr. Peirent stated that last week he submitted the Annual Statistical Report for the Town's water system to MassDEP. Mr. Peirent stated that the purpose of the report is to show the MADSP, how much water the Town used during the year and the performance of the cross connection controls and inspections. Mr. Peirent stated that the report also shows the per capita water usage, which is based on residential water consumption. Mr. Peirent stated that there was a small increase last year from eight-seven gallons per capita to ninety gallons per capita. In addition, Mr. Peirent stated that there was slight decrease last year in the unaccounted for water percentage, which is the water the Town buys but does not sell. Mr. Peirent stated that the unaccounted for water percentage decreased from 9.2% to 9.1%, which is better than average when compared to the many other communities. A discussion followed regarding the unaccounted for water usage. Mr. Maybury inquired about the amount that the Town pays annually when purchasing water. Mr. Peirent stated that the Town pays the City of Springfield about \$900,000 to \$1,000,000. Mr. Peirent assured the Board of Public Works that the Town's water system is in good shape at this time.

MAPLESHADE AVENUE TEST BORING: Mr. Peirent noted that test boring on Mapleshade Avenue, which was supposed to be done at the beginning of this week, has been reschedule for Friday, March 17, 2017.

EMPLOYMENT OPPORTUNITIES AT THE DPW: Mr. Peirent stated that there are two open positions at the DPW. The first position is for an entry level Skilled Worker which has been posted on the Town website and internally. The second position is for a second Pumping Station Operator. Mr. Peirent stated that the gentlemen who held the position for the last six months will be moving on to become a firefighter for the City of Springfield. The Pumping Station Operator position has been posted internally but as with the Skilled Worker position it will likely be filled externally. Mr. Burack asked if there are any potential internal employees who could fill the Pumping Station Operator position. Mr. Peirent stated that it is a possibility but will depend on if internal applicants meet the requirements of the position. Mr. Burack asked if additional licenses will be required. Mr. Peirent stated yes. Mr. Wilson asked if the Town Engineer position has been posted. Mr. Peirent stated not at this time. Mr. Burack inquired about the Foremen position. Mr. Peirent stated that the Foremen position is open and he is confident that the position will be filled internally.

BUILDING MANAGER'S REPORT

FIELD MAINTENANCE UPDATE: Mr. Fenney stated that last week DPW crews started prepping all the ball diamonds and the spring sport fields. Mr. Fenney stated that DPW crews have put the nets and goals together; they have loosened the clay for the ball diamonds as well as marked off the field boundaries. Mr. Fenney stated that the plan was for the DPW crews to paint the fields but due to the upcoming snowstorm all paint work has been postponed and he is hopeful that the snow will not damage all the work that the DPW crews have already completed. Mr. Peirent stated that he has contacted the Recreation and School Departments, notifying them that due to the upcoming weather conditions it will be a couple of weeks before DPW crews can return to the fields and continue their prep work. In addition, Mr. Peirent stated that scheduled sports events will have to be postponed until the weather conditions improve. Mr. Fenney noted that he has also contacted a local contractor to assist the Town with its Fertilization Program and Step One of the applications will be put down on Friday, March 31, 2017, Friday, April 7, 2017 and Thursday, April 13, 2017, weather permitting. Mr. Fenney stated that he is hopeful that all five steps of the Fertilization Program will be completed this year.

RENOVATIONS AT THE TOWN HALL: Mr. Fenney stated that the Town Manager's staff has been moved into the new office spaces, which have been partially carpeted. Mr. Fenney stated that the main office area asbestos abatement has been postponed to Thursday, March 16, 2017 due to the upcoming snowstorm. Mr. Fenney stated that the project is on schedule and there have been no complaints.

TOWN HALL SPRINKLER SYSTEM: Mr. Fenney stated that last week he received the signed contracts from K & M Fire Protection Services, Inc. Mr. Fenney stated that he reviewed the contracts and approved them on Friday, March 10, 2017. K & M Fire Protection Services, Inc. will start the project the week of March 20, 2017. Mr. Fenney stated that K & M Fire Protection Services, Inc. will start work on

the pipes and drop ceilings first prior to their moving to other areas and down the hallways. Mr. Fenney stated that the Town Hall Sprinkler System Project should be completed by mid-May.

PINE KNOLL SHOWERS: Mr. Wilson inquired about the Pine Knoll Showers Project and asked Mr. Fenney if the project would be completed before Wednesday, June 21, 2017. Mr. Fenney stated yes. Mr. Peirent stated that Ms. Sara Menard, Town Accountant contacted him and indicated that he and Mr. Fenney will have to get the Town Council's approval to appropriate \$42,000 out of this year's free cash in order to buy materials and complete the project. Mr. Wilson asked how long it will take to complete the project. Mr. Fenney stated that the project will not take as long to finish due to a few changes that will be made such as installing an instant hot water system as opposed to a propane tank. A discussion followed and Mr. Fenney assured the Board of Public Works that the project will take four weeks to complete.

HIGHWAY/UTILITIES MANAGER'S REPORT

FILMING SEWER LINES: Mr. Esposito stated that DPW crews are continuing to film sewer lines and drains, including any streets that will be worked on or paved over in the future as well as jetting and inspecting streets. Mr. Esposito stated that all the filming is being put on a DVD in order to be uploaded into the new system.

CMMS UPDATE: Mr. Esposito reiterated Mr. Peirent's earlier discussion that he is working with Mr. Pope on the new Computerized Maintenance Management System. Mr. Esposito stated that the new work order system is working very well and he is looking forward to the Foremen receiving their tablets.

CATCH BASIN/WINTER REPAIRS: Mr. Esposito stated that DPW crews have been cleaning catch basins throughout the Town. Mr. Esposito stated that while cleaning the catch basins, DPW crews are still finding some issues and addressing the most critical immediately, while others are being deferred. Mr. Esposito stated that DPW crews have been keeping up with pothole issues throughout the Town as well as taking care of tree work orders where the brush needs to be trimmed to clear up plow routes. In addition, Mr. Esposito stated that DPW crews are currently preparing for the upcoming snowstorm tomorrow by making sure that the trucks and sanders are ready as well as putting chains on the trucks. Mr. Burack asked if all the trucks are in working order. Mr. Esposito stated that while there are a few trucks out of service the rest of vehicles and DPW crews are ready to tackle the snowstorm. Mr. Esposito noted that ahead of the snowstorm the large brush pile at the Transfer Station has also been ground down and cleared out.

OTHER BUSINESS

Mr. Peirent noted that he has contacted the Police Department regarding the parking bans for the upcoming snowstorm. Mr. Peirent stated that Police Chief has notified him that the parking ban enforcement will be stricter than what has been done in previous years. Mr. Peirent stated that cars will be towed if people do not obey the parking bans. The Board of Public Works concurred.

Mr. Burack stated that the next meeting is scheduled for Monday, March 27, 2017 at 5:00 p.m. at 84 Somers Road, East Longmeadow, Mass.

Mr. Maybury made a motion to adjourn the meeting at 5:45 p.m. Mr. Wilson seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.