



**AGENDA
DPW – SUBCOMMITTEE
SPECIAL MEETING**

**Thursday, October 27, 2016 – 2:30 PM
Enfield Room
Enfield Town Hall**

- 1. Call to Order**
- 2. Items for Discussion**
 - a. Staffing Update
 - b. Snow Operations
 - c. Roads Project Update
 - d. Fleet Vehicle Implementation Update
 - e. Bridge Lane Road/Sewer Project
 - f. WPC Update
- 3. Miscellaneous**
- 4. Adjournment**

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UPDATE ON STAFFING

1. Business Operations Manager...Mike Szlosek..see bio below

Michael (Mike) Szlosek has been hired as Assistant Director/Business Operations Manager for the Department of Public Works. He commenced employment on October 18. In 2004, Mike began a career in public service, having served as Town Administrator in Ludlow and several other communities. Mike has a Bachelor's Degree from UMASS and a MBA with a concentration in Finance. Mr. Szlosek possesses exceptional knowledge of government financial and budgetary principles, practices and procedures. Mike has been a Certified Public Purchasing Official in Massachusetts. Prior to his career in public service, Mike practiced law in Massachusetts for a number of years. Mike was born and raised in Ludlow, Massachusetts, where he continues to live with his family. In his spare time, he enjoys reading about history and volunteering in his home community.

2. WPC Project Manager..Fuss & O'Neill Authorized Oct 24 (Thank You!)
3. Environmental Health & Safety Manager....November 8 ..bio below

Gregg Gabelle has been hired as Environment, Health and Safety (EHS) Manager (part-time) for the Department of Public Works. He will commence employment on November 8. Gregg brings over 20 years of experience in environment, health and safety programs. He has completed an occupational health and safety certification program from the University of New Haven, is a certified Hazardous Materials Manager, and possesses a Master's Degree in business management from Rensselaer at Hartford. Gregg will be charged with guiding DPW staff in assessing and controlling EHS risks to reduce occupational injuries and ensure compliance with EHS regulations and requirements. Among other assignments, Gregg will be involved in training, accident investigation, reporting, safety meetings and serving as the Department's liaison with regulatory agencies. In his spare time, Gregg enjoys gardening, hiking and biking.

4. Temporary Mechanic...Oct 31 Interviews
5. Plumber..Oct 26 Interviews
6. Custodians...3 Full Time and 3 Part Time Vacancies..Part Time Interviews Nov 4

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UPDATE ON ROAD SNOW OPERATIONS/PREPARATIONS

1. Met with Snow contractors on 26th of October, Spazzarini, Holden Construction and Blue Diamond. During this meeting we went over our expectation of service and gave contractors their routes. We are encouraging dry runs on all routes. All three contractors were used last year.
 - a. Spazzarini has four vehicles and drivers, Holden has three vehicles and drivers, and Blue Diamond has 4 vehicles and drivers
 - b. In addition, we have contracts being put in place for large snow removal events for equipment and personnel.
 - i. Wood Construction Company Inc – Loader only
 - ii. Butler Company, Snow Blower only
 - iii. JV III Construction Inc, Snow Blower only
2. Salt Barn has around 3500 tons of salt. We also have the PO in place for 500 tons of Treated salt.
3. Total trucks available today HWY 17
 - a. 1 ten wheeler – this truck has the wing plow
 - b. 10 six wheelers
 - c. 5 plow only pickup trucks
 - d. 1 550 plow and sander
 - i. Personnel available 14
 1. 6 HWY
 2. 3 Slash
 3. 5 Out of division
4. B & G has 17 vehicles available and personnel to operate these vehicles
5. Fleet has completed servicing 11 of the HWY vehicles as of October 27, 2016. HWY is hooked up plows and inspecting them On October 26, 2016. They reported all issues to FLEET. B & G will rotate their vehicles for inspection during November and report any issues.
6. Snow Log and notification information – new Everbridge/Notify Me policy adopted September 2016
 - a. The purpose of this policy is to establish guidelines for the use of a mass notification system for notifying the public of significant weather events, and non- emergency situations.
7. Snowplow Ride-Along program will start this winter season.

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UPDATE ON ROADS PROJECTS

1. STATUS OF ROADS PROJECTS UPDATED – See website and Town Manager’s PAR.
2. 2016 PROJECTS DELAYED IN CONSTRUCTION BY ONE YEAR
 - a. MULLEN ROAD – Delays in design caused by extensive coordination with National Guard and utilities.
 - b. ABBE SOUTH (GRANT, SAPPHIRE) – Construction on Grant Road delayed by utility pole and gas main relocation.
 - c. ABBE SOUTH (TOWN FARM RD.) – Design delayed by USACE permitting, archaeological study.
 - d. PARSONS – BRIDGE – See Agenda Item 2E
 - e. GREEN MANOR SOUTH – Construction on Northfield Road delayed by conflict with direct-buried electrical cable. Town Attorney is in discussions with Eversource attorneys regarding financial responsibility for relocation.
 - f. FLETCHER – STILL – 8 bids received 26 October, ranging from \$1.75 – 2.19 Million. Engineer’s estimate was \$2.31 Million.
3. MANHOLE PATROL – Infrared repairs complete. Replacement of covers 50% complete but delayed due to backorder of covers from foundry. 37 replaced to date. Resetting of frames by contractor in November weather permitting.
4. HAZARD AVENUE MANHOLE PATROL – To be scheduled for next year

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UPDATE ON FLEET VRP STATUS

1. VRP 2015/16. One Heavy Duty Truck is in pre delivery and inspection stage awaiting delivery (not included in item Snow Operations update).
2. VRP 2016/17.
 - (1) Heavy Duty All-season dump truck ordered. (2) Ford Fiestas ordered. (3) Pick-up trucks ordered. (1) Ambulance re-chassis ordered.
 - (2) Refuse trucks ordered, PO in progress. (2) Service busses ordered 100% funded by grants.
 - Fleet manager's vehicle used to replace Fleet "parts pick-up".
 - Under budget.
 - Developing vehicle specifications for Board of Education Nutrition Services van replacement. Funds provided by Nutrition Services program.
3. CIP 2015/16. 93k Funds for Sewer vacuum truck (body replacement) not used. Evaluating 3 trucks in poor condition.
4. VRP 2017/18, requests coming soon.

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UPDATE ON BRIDGE LANE ROAD/SEWER PROJECT

1. "Parsons-Bridge" road project scheduled for 2017 construction. Investigation/design in 2016.
2. Anticipated replace sewer laterals based on WPC experience. \$200k was appropriated.
3. After initial closed circuit television (CCTV) inspection in April, 2016, originally performed to locate sewer services, staff became concerned with condition of sanitary sewer main, manholes, etc.
4. Additional investigations by engineering firms, Woodard/Curran and Wright Pierce, were commissioned to assist staff with decision making process.
5. Wright Pierce, after review of the CCTV, estimated the cost to *rehabilitate* (spot and point repairs) the Bridge Lane sewer is on the order of \$700k. Rehabilitating the sewer would still leave very old vitrified clay pipe buried under a brand new street.
6. DPW staff estimates that total replacement cost of main, manholes, laterals, etc is on the order of \$1.5-\$1.9 Million.
7. Recommend we move forward with Parsons Road reconstruct in 2017 while we explore with WPCA/Council additional funding for complete replacement of sewer facilities on street.

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UPDATE ON WPC UPGRADES

1. On June 16, 2016, CT DEEP notified Enfield we are eligible for Clean Water Fund grant funding in the priority list determination, further stating, "It is incumbent upon Enfield to proceed expeditiously in order to capture the currently available funding." CT DEEP confirmed, at our monthly progress meeting on October 14, that the Town needs to make significant progress on the design by January.
2. Design of improvements at the Water Pollution Control Facility is proceeding on an extremely ambitious and aggressive schedule.
3. Due to time and resource constraints among all concerned, we are laser focused on the Plant Design. Pump stations and collection systems are on hold.
4. Critical project tasks upcoming in the next 45 days include submittal of the Clean Water Fund grant application, review and comment on the Design Basis Report, process equipment selection and a 30% Value Engineering project task.
5. WPCA authorized Contract Project Manager for Plant Design Phase on Oct 24.
6. Site visit Oct 6 to PA to explore and investigate new equipment and technologies.
7. The geotechnical engineer onsite 10/25 through 10/27 to complete borings.
8. Structural Engineer onsite Oct 25 and 26.
9. Wetlands delineation will take place 10/28. They will arrive at 9AM.
10. Additional site visit to Westfield, MA to look at hybrid blowers in the next 2 weeks.
11. New Web Site hosted by Woodard and Curran (link on town web site) up and running next week.
12. Monthly Meetings:
 - October 14th (minutes included)
 - November 8th 10 AM @ Woodard's office
 - December 14th, 10AM
 - January 11th, 10 AM