



## **Town Administrator's Report Select Board Meeting of January 31, 2022**

Matthew Coogan

**Draft Capital Improvement Plan (CIP) FY2023-FY2027** – I am pleased to present a draft 5-year Capital Improvement Program for Fiscal Years 2023 to 2027. I look forward to working with the Select Board on reviewing and finalizing the plan.

The plan is available for public review on the [Town Administrator webpage](#).

**DPW Update** - Chris Olbrot, Town Engineer/ DPW Superintendent, has submitted a DPW update for the Select Board to review. Chris will be in attendance to review the memo. It is attached to this report.

**Town Priorities for Community One Stop Letter of Interest** – With the support of the Select Board, I will be submitting a letter of interest on behalf of the Town to the Executive Office of Housing and Economic Development's [Community One Stop](#) program. It's a single application portal for towns to work with the state on matching projects with various grant programs. The five projects to be submitted will be the school site projects, technical assistance for a reuse plan for 4 Middleton Rd, critical culverts, funds for feasibility and design of a new DPW facility, and funding for the redesign of the Washington St and Main St intersection. Submissions are due this Friday, February 4<sup>th</sup>.

### **Upcoming Select Board Meeting**

- February 15, 2022
  - Meeting with State Legislative Delegation on Town priorities
  - MBTA Communities discussion
  - Joint meeting with PBC on Little Red School House project
  - Tri-Town Council Update
  - Declaration of Surplus, PD Cruiser
- February 28, 2022
  - PD Update



# TOWN OF BOXFORD

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## MEMORANDUM

To: Select Board

From: Chris Olbrot

Date: January 31, 2022

RE: Department Update

### **DRAINAGE INFRASTRUCTURE:**

#### **Willow Road Culvert**

The Willow Road Culvert Reconstruction Project was awarded to R. Bates & Sons in the amount of \$428,340. As you are aware, due to production delays the culvert reconstruction was postponed until 2022. I will be seeking relief from the “time of year” restriction to perform this work in the summer of 2022 instead of the fall. The time of year restriction is to limit the impact to the resource area by performing the work in the low-flow season of the stream. I am hopeful that flow will be low enough that I will be able to perform this work earlier than usually permitted. I will update the Board at a future date when I have more information on the revised schedule.

#### **Culvert Design and Permitting**

The town is planning on the design and permitting of several (6) critical culverts identified in the town-wide inventory in 2020 over the next several years. Three of the six are going to be designed and permitted in 2022. The Glendale Rd. culvert will utilize funds appropriated at the previous Town Meeting for the design. The plan is to use ARPA funds for the construction currently targeted for this fall. Also utilizing ARPA funding, the town plans to fund the design and permitting of two other culverts in 2022. Those culverts are located at #105 Georgetown Rd. and #316 Ipswich Rd. I will be exploring the possibility of a FEMA Hazard Mitigation Grant for the construction cost on Ipswich Rd. once I have a hydraulic design.

## **Endicott Bridge**

The MA-DOT Small Bridge Program is resuming beginning February 1<sup>st</sup>. The Board may recall that the town successfully obtained a \$500,000 grant for the Endicott Bridge over Fish Brook. I will be re-applying for another \$500,000 by the April 1<sup>st</sup> deadline.

## **ROADWAY IMPROVEMENTS:**

### **2022 Roads Program**

As previously discussed, the Town received very favorable bid prices for bituminous concrete. Through the rest of the winter, we will be developing a paving plan that includes more streets than originally anticipated for the 21-22 season. It is anticipated that paving operations will resume as soon as the weather allows to finish paving Main St and Middleton Rd. as well as the newly identified roadways, to be determined.

### **Reconstruction of 133 (TIP Project)**

As directed by the Board, we are in the process of looking at the Main St./Rte. 133 intersection more closely. Currently, we are drawing up schematics for a signalized intersection. The schematics will enable the board to see how a signalized intersection fits within the footprint as compared to the schematic of a round-about. Further, we are analyzing the round-about for adequate turning movements of large trucks which was a point of concern for all of us. We expect to have a comprehensive discussion about this intersection at the March 14<sup>th</sup> meeting.

## **BUILDINGS:**

### **DPW Fabric Membrane Building**

I have been in contact with Iron Horse Structures on finalizing the architectural drawings and final design for the new storage building. I am trying to maximize the footprint within the existing budget. I expect to have the final plans for a 72' X 64' domed truss building anchored to concrete blocks designed and in hand in February. I then plan on filing with the Planning Board in preparation for a Site plan review by the ZBA in March. There is currently a 12-week lead time on materials with an estimated 2–3-week construction time period. This should give us plenty of time to get this erected this summer and in preparation for much-anticipated storage ASAP.

### **Town Hall HVAC**

The DPW has been working with some of the vendors to adjust humidification settings to minimize water consumption issues. We were notified by our water treatment engineer that the water usage for the campus was extremely high as we moved into the winter. We typically use 3,000-3,500 gallons/wk. This ballooned to over 14,000 gallons/wk. and it was determined that this was due to the humidification of the town hall. This was a very big concern of mine since that level of usage is not sustainable for the treatment plant. I have since made adjustments to the running time schedules and humidifier maintenance settings which cut the consumption down to approximately 6,700 gallons/week at the last reading. It is the current understanding, that the reason for this significant usage of water is due to the humidifier's flushing cycles due to the hardness of the water. In order to limit the corrosion of the heating elements, the water is flushed out of the cartridges by a pre-determined algorithm largely dictated by the hardness of the water. I am working with Matt and the PBC to follow up with the architect and design

engineer to see what steps need to be taken to further limit this water usage to more sustainable levels.

### **Facilities Management Software**

We are working on gathering quotes and information for an asset management system that would improve the efficiency of the town's building maintenance. As our systems age and as more sophisticated equipment is being installed it is imperative that I have a better mechanism to manage it all. The historic method of "fix as needed" is counterproductive and problematic when systems fail without plans in place. The current thought is to inventory the buildings and all of the assets within those buildings. This inventory would allow me to create a maintenance plan that is maximizing our resources. The asset system would allow me to plan capital purchases, track maintenance records, place work orders, and track/plan finances. Once proposals are finalized, I plan on bringing this request before the PBC and will need to be approved within the CIP.

### **RECREATION and FIELDS:**

#### **Border to Boston Trail Improvements off of Pye Brook Rd.**

I have secured our paving contractor, EJ Paving, to utilize a small sidewalk paver in order to complete this work with better results. The sidewalk paver will provide a more even and level surface prior to rolling the stone dust. I am in discussions with National Grid, as the owner of the ROW, to ensure that we are coordinated and approved to make these improvements.

### **MISCELLANEOUS:**

#### **Qualified Tree Warden**

I have successfully completed the coursework to become a Massachusetts Qualified Tree Warden. The class was very informative and I learned a tremendous amount about the Public Shade Tree Law as well as how to better assess trees and tree risk. I am still planning on becoming a certified arborist to further my knowledge and ensure that I am making the best decisions regarding tree management for the town in balancing maintaining public shade trees and protecting the welfare of the residents.

#### **Hiring of HEO-1**

I have not been able to find a fit with respect to adding another Heavy Equipment Operator to the staff. While the DPW would benefit greatly from having a full staff, I believe it is more important to wait and to find the correct fit for the town. CDL drivers are at an all-time premium and I believe this is contributing to the staffing issues. I do have a few prospective applicants that I will be interviewing the week of 1/31. I am hopeful to add a staff member as soon as possible.

#### **MVPC Integration of Guard Rail and Sign Data**

As I have previously mentioned to the Board. I am working with the Merrimack Valley Planning Commission to integrate the data collected within the Town's culvert inventory into an electronic GIS system. I have a meeting planned with the MVPC to work on getting two more assets into this system as well. The two I would like to focus on next are guard rails and signs. As you drive around town you may have noticed faded signs and antiquated guard rail in many places. These assets are critical for the safety of motorists and pedestrians alike. As with roads or drainage these need to be replaced periodically to meet current standards for safety. Integrating the guard

rail and signs into our GIS system will allow me to better understand replacement costs and dovetail this work with roadway paving projects and Ch. 90 funding.