



**MINUTES**  
of the  
**JOINT MEETING OF THE**  
**DEPARTMENT OF PUBLIC WORKS SUBCOMMITTEE**  
&  
**TOWN COUNCIL**  
**TOWN OF SOUTHBRIDGE**  
**August 16, 2023**

**Recording:** Click [HERE](#) to view the recording of this meeting.

**1. CALL TO ORDER** The Joint meeting of the Southbridge DPW Subcommittee and Town Council met on August 16, 2023, at Southbridge Town Hall. Chair Adams called the meeting to order at 6:00pm.

**2. Roll Call:** 5 voting members present.

<b>DPW Subcommittee Members</b>	<b>Present</b>	<b>Others Present</b>	<b>Present</b>
David Adams, Chair, Council Member	Yes	Richard Benoit, DPW Director	Yes
George Chenier, Council Member	Yes	Charles Blanchard, Interim Town Manager	Yes
John Daniel, Council Member	Yes	Richard Benoit, DPW Director	Yes
William Cote, Citizen Member	Yes	Peg Dean, CDBG/ED Coordinator	Yes
Steve Lazo, Citizen Member	Yes	Jack Jovan, Town Manager	Yes
<b>Town Council Members</b>			
Ariel Ortiz, Council Member	Absent	Michael Marketti, Council Member	Yes
Joseph Daou, Council Member	Absent	Michael Montigny, Council Member	Absent
Scott Lazo, Council Member	Absent	Jasmin Rivas, Council Member	Absent

**3. Vote to approve the August 2, 2023 Meeting Minutes**

*Councilor Daniel moved, and Mr. Lazo seconded, to approve the minutes of the August 2, 2023 DPW Subcommittee meeting. The motion passed unanimously by a show of hands vote.*

**4. Review/discuss the bid from MPC Services Inc to provide HVAC System & Control Maintenance for various town buildings and entertain a motion to Town Council to recommend awarding the contract to MPC Services Inc.**

Councilor Adams explained the bid that was received. He also explained the process that is used to approve this type of contract.

There was a discussion of the contract, scope of work, and the performance and oversight of contractors and whether other buildings should be included.

Mr. Benoit explained the process that was used to create the bid and the contract, which was discussed.

Councilor Chenier asked that Mr. Benoit confirm whether it is the airport diner or that airport office should be in the contract.

Councilor Daniel asked if the work could be handled in house, and Mr. Benoit explained that there is not enough manpower right now. He then spoke about the benefits of using a contractor.

28 There was a discussion of how to proceed since there are some questions about the contract. It was  
29 decided that Mr. Benoit would confirm which parts of the airport are included in the contract, make any  
30 required changes to the contract along with the Town Manager and vendor, and get a signed contract with  
31 these noted changes before it is brought to the Council. Mr. Cote pointed out that clarification of  
32 requirements in the diner lease is also needed.

33 There was a discussion of other potential maintenance issues in the various buildings at the airport, how the  
34 process of using the contractor actually works, and the term of the contract.

35 *Mr. Lazo moved to accept the bid from MPC Services Inc to provide HVAC System & Control*  
36 *Maintenance for various town buildings in the amount of \$32,497 and have the Town Manager sign all*  
37 *related paperwork and entertain a motion to Town Council to recommend awarding the contract to MPC*  
38 *Services Inc. Councilor Chenier seconded. The motion passed unanimously by a show of hands vote.*

- 39 **5. Review/discuss the proposed agreement with Guardian to install LED lights at the adult softball**  
40 **field, McCann Fields, Henry Street, for \$41,466.00 using \$29,490.50 in local ARPA funds approved on**  
41 **December 19, 2022 and \$11,975.00 from Southbridge Softball Association. Entertain a motion to**  
42 **Town Council to recommend approving and entering this agreement. Mr. Lazo moved to vote this item.**  
43 *Councilor Chenier seconded.*

44 Ms. Dean explained how the partnership with the Southbridge Softball Association developed and how the  
45 funding and timeline was organized.

46 There was a discussion of the project and request as well as how the finances will be managed.

47 *The motion passed unanimously by a show of hands vote.*

- 48 **6. Review/discuss Change Order 2 with VHB for \$173,000.00 for the design contract for the TIP Project**  
49 **#608778 to complete the Right of Way work for TIP #608778 and TIP #608862 using funds raised at**  
50 **the May 23, 2022 Town Council meeting for "TIP-Construction Phase and ROW Acquisition Costs**  
51 **Hook & Hamilton." Entertain a motion to Town Council to recommend approval of this Change**  
52 **Order. Mr. Lazo moved to vote this item. Councilor Daniel seconded.**

53 Ms. Dean explained that this has been revised because the original request was not approved at Town  
54 Council. She then explained what changes were made, which were discussed.

55 Councilor Chenier expressed concern about the quality of VHB's work in the past, as well as their requests  
56 for extension of work.

57 Mr. Benoit said that he agrees with Councilor Chenier's concerns and explained that there was a lot of  
58 work done that had no oversight and identified some of the continuing problems with staffing. He then  
59 outlined what the plans are to avoid these issues in the future. There was a discussion of these issues.

60 Councilor Daniel asked what "Plan B" is, which Ms. Dean and Mr. Benoit addressed. There was then a  
61 discussion of what would happen if no one bid on the job and also timing issues for the project.

62 Councilor Chenier recommended delaying action on this issue in order to resolve the questions identified,  
63 which was discussed including the impact to other funding sources.

64 *Mr. Lazo moved to postpone this item to September 11, 2023. Mr. Cote seconded. The motion passed*  
65 *unanimously by a show of hands vote.*

- 66 **7. Discuss Unit #33 Caterpillar Loader, potential need for surplus and/or replacement.**

67 Mr. Benoit explained that the current loader no longer operates and explained why. He outlined the costs  
68 of leasing for the winter (\$6100/month) or buying new (\$265,000) with municipal discount. There was a  
69 discussion of the vehicle being replaced and possible lease/purchase of the loader.

70 The possibility of repairing the existing loader was discussed.

71 Councilor Chenier recommended that Mr. Benoit return to the Subcommittee with a specific  
72 recommendation on what should be purchased or leased.

73 How to proceed without the loader through this winter was discussed (renting, borrowing the vehicle from  
74 another department, purchasing new vehicle in time, etc.).

75 **8. ADJOURNMENT**

76 *Mr. Lazo moved to adjourn the meeting of the Southbridge DPW Subcommittee. Councilor Daniel*  
77 *seconded, and the motion passed unanimously by a show of hands vote. The meeting was*  
78 *adjourned at 7:12pm.*

79 Respectfully submitted by,  
80 Susan Peghiny, Recording Clerk

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