

APPROVED MINUTES
Public Works Commission
January 13, 2011

Members Present: Charles Bishop, Patrick Kinney, and Arthur Benson
Members Absent: Dean Mitchell and Robert Guadagno
Alternate Absent: James DeVoe
Staff Present: John Volpe, Director of Public Works
Sarah Judge, Secretary of Record

The meeting opened at 7:18pm

Public Forum

n/a

Approval of Minutes:

December 9, 2010 regular meeting:

Upon a motion by Commissioner Kinney, seconded by Commissioner Benson it was voted to approve the minutes.

Report from Public Works Director:

Monthly Report: (Attached)

- Ongoing or completed projects.
- Others.
- Maintenance section.
- Other departments or agencies.
- Others.
- Overtime.

Review/discussion of report.

There were two accidents involving snow plows during December snow storms. Both incidents were caused by private vehicles hitting the plows and there was no damage to the plows and no injuries. Mr. Volpe will provide the police reports to the commission for review.

The police chief offered for officers to direct traffic when the plows are backing into intersections.

Discussion regarding overtime during the snow storms.

Mr. Volpe has started preparing overtime reports for Mr. Mazza; he will provide copies to the commission.

- December 26th: 208 hours of overtime, 136 hours regular time, no contractor.
- December 27th: 178 ½ hours of overtime, 136 hours regular time, no contractor.
- January 11th: 16 hours of overtime, 136 hours regular time, 1 hour contractor time.
- January 12th: 261 hours of overtime, 136 hours regular time, 24 hours contractor time.
- January 13th: 112 hours of overtime, 136 hours regular time, 15 hours contractor time.

After submitting the annual report, Mr. Volpe received a request from the First Selectman's office that the report should have the commission members listed and contain both the director and chairman's signatures.
-he will redo the report adding those items.

7:45pm Joe Mazza arrived.

Mr. Volpe provided a report on the December 26th storm.
-15 manpower (1 person stuck out of town) plus the secretary
-no replacement
-parking ban not 100% complied with
-private contractors plowing snow in road
-Mr. Volpe is working on a policy regarding this. He is looking into how other towns handle this. This policy could also include leaves and pumping water into streets.
-there are more miles of road and less people in the department.
-A&W started plowing as a private contractor 1/1/2011.
Commissioner Benson – have you received more complaints than previously?
Mr. Volpe – it seems like it.
Mr. Mazza – my office has received a few complaints about mailboxes, etc.
I think John and his staff have done a great job.

Mr. Volpe received a letter from Tom Pinchbeck and the Agriculture Commission thanking the department for the assisting with the new signs.

If there are any complaints regarding the mailboxes, people are being informed about the town's mailbox policy listed on the website.

Discussion regarding snow removal/placement
-there is some issue on/around the Green (in front of stores, etc.)
-State roads: 146 & 77
-Mr. Mazza will look into this

Subcommittee Reports:

Budget presentation today
-went well, was straight forward
-good questions asked
-need to educate people on what the year round, full time positions and duties of the department are.

Discussion regarding budget procedure and timelines.

8:30pm Joe Mazza left.

According to the new federal mandate, a sign maintenance program must be implemented by January 2012.
-Mr. Volpe would like to replace the signs gradually. He will draft a plan for the program and provide to the commission.

There have been some issues with the Ice-Be-Gone freezing up in the sanders.
-they are looking into the cause.
-maybe change loading procedures.
-have contacted the manufacturer.

Finance:

Bills:

Upon a motion by Commissioner Benson, seconded by Commissioner Kinney it is voted to approve the invoice for secretarial services by Sarah Judge in the amount of \$89.13.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the Public Works Commission at 8:55pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
DECEMBER 2010**

On going or completed projects:

- All catch basins have been cleaned at least one time, 9 filter inserts at Department Public Works have been replaced and 19GU has been put away for the season
- Maintain Sullivan Drive in addition the regional tub grinder was in to grind up the brush pile
- Repair and replace signs as necessary
- Trees down and cleaned up : December 1, 2010; Beach Road, Goose Lane, Meadow Street, Crooked Hill Road, West Street, Saw Mill Hill Road, Great Hill Road, Hemlock Avenue, Old Road. December 15, 2010; Long Hill Road. December 26, 2010; North Cherry Street, New England Road, West Street, North Madison Road, Moose Hill Road, Prospect Hill Road, Marvel Road, Barker Hill Road, Woodland Road, Vineyard Point Road, Mulberry Point Road, Jamestown Drive, Wilderwood Drive, Stepstone Hill Road. Cut and clean up trees for Tree Warden: North Madison Road, Nortontown Road (4) Sachems Head Road. Assisted Contractor two people for two large trees on Nortontown Road
- Cleaned water ways and catch basin tops as needed
- Patched Roads
- Finished drainage repair on South Hoop Pole Road
- Due to weather cleaning ditches and picking up leaves was suspended
- Winter brush cutting started
- Loaded all trucks 12-17-10 storm didn't come until 12-26-10 calibrated two more trucks for Ice B Gone material (total of 5) sanded roads 12-6-10 1" snow December 26 & 27 approximately 9" of blowing snow
Mix material to replenish salt shed
Washed equipment and changed plow edges
Clean up work December 28 & 29

Maintenance section:

- Regular repair and maintenance of Highway Department and other departments vehicles and equipment
Did repairs on Highway Department and Park Department equipment during and after storm

Training and seminars

- Two people Safety Committee

Others:

GU 98 was hit by private vehicles 12-6-10 on Lake Drive no damage to GU98
GU 97 was hit by private plow truck 12-27-10 on Crestwood Drive. No damage to GU97
Six people were drug tested

Overtime:

12-1-10 Tree Great Hill Road 3 people 4 hours each =	12 hours
12-6-10 Snow –sand roads 6 people 2.5 hours each =	15 hours
12-26-10 snow full crew	208 hours
12-27-10 snow full crew	<u>178.5 hours</u>
Total	413.5 hours

Note: Rain for December 2.11 inches
Snow for December 10 inches
Sand / salt mix for the following agencies:
Fire Department 8cy
Board of Education 8cy
Park and Recreation 16cy

Respectfully submitted,

John Volpe,
Superintendent of Highways