

DRAFT MINUTES
Public Works Commission
January 14, 2010

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

**NOTE: Please be advised that at this time the following are strictly "Draft Minutes" until approved by the Public Works Commission*
Once approved the minutes will be marked as "Approved Minutes" and will be available in the clerk's office or upon request.*

The meeting opened at 7:35pm

Public Forum

Mr. Volpe and Commissioner Benson compliment Commissioners Mitchell and Kinney on their budget presentation.

Approval of Minutes:

December 10, 2009 regular meeting

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

Report from Public Works Director:

Installed a dirt berm on Tanner Marsh Rod to help with water issue

Monthly Report:

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

Question regarding school delay and snow plowing

- what is the process?
- the superintendent makes the ultimate call
 - he checks with the police department and with Mr. Volpe for a report on the road conditions
 - Mr. Volpe does not make any recommendations
- if there is snow overnight, the police department will notify Mr. Volpe so that he can dispatch the snow plows.

Are there vacations/time off in the department during the winter?

- yes, but a limited number are allowed
 - they need to be dispersed throughout the year since some employees have 4-5 weeks vacations

- the employees are asked if they will still be 'available' when they submit their request, which is considered in the decision
- the transfer station worker can help when the numbers are down
- 20 staff members total, including Mr. Volpe
- can the department pull from elsewhere or use subcontractors?
 - if there is an emergency, a subcontractor can be used
 - Park and Rec. can help when their duties are done

Schedule

*it is suggested to change the meeting time to 7pm

Upon a motion by Commissioner Bishop, seconded by Commissioner Guadagno it was unanimously voted to change the Public Works Commission meeting time to 7:00pm.

-Mr. Volpe may not be present for the April meeting

Subcommittee Reports:

Facilities – Commissioner Gangemi

- met with Sheila
- reviewed and discussed spreadsheet
 - she will add GU19 and GU21
 - formulate report/recommendations
- are there any benefits to leasing?
 - will look into this

Commissioner Mitchell presents the commission with the CCM Research and Information Survey

- Vehicle (Fleet) Maintenance Survey
- suggestions
 - lease options
 - maybe talk with Sheila?
- discussion

Finance:

Finance Report

- discussion
- Question regarding equipment rental – report shows a credit?
 - it may be from check received from insurance to do repair

Uniforms

- have not heard back regarding the bid
- Commissioner Kinney will follow-up with this

Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it was unanimously voted to accept the finance report.

Bills:

Clerk's bill for secretarial services: \$77.50

Upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it was unanimously voted to pay the bill.

Personnel – Commissioner Benson

Someone has been out for a while, will be out longer

- ongoing situation
- union member

Ending of the pager program

- grievance has been filed
- letter from union representative read
 - response from Mitch (HR)
- the situation is currently ongoing

Correspondence:

The Board of Selectman accepted Anita Catardi's letter of resignation.

Review of Action Items:

1. Ice Be Gone Study -three trucks have been calibrated
2. Truck Washing - two trucks sent to truck wash in Branford station
 - there and back in about an hour and fifteen minutes
 - cannot deposit sand at site
 - residue ok, pull body and clean sanders in Guilford
 - unsure of cost
 - drivers wash own truck
 - issue brought up at budget meeting today, it was suggested by the board that it could be a regional issue
3. ongoing
4. ongoing
5. Tactical Budget Item -Commissioner Mitchell spoke with Dave Mofftet
 - offered for Mr. Volpe to come any time with the vehicles for a check, but the vehicles must be brought to them as the on-call maintenance is no longer included
 - if the contract is changed it will be more expensive
6. Newspaper article -April or May

Then with no further business before it, upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it was unanimously voted to adjourn the meeting of the Public Works Commission at 9:25pm.

Respectfully submitted,

Sarah Judge - Recording Secretary