

Town of Guilford
Public Works Commission
Regular Meeting, January 15, 2015
Approved Minutes

Members present: Dean Mitchell, James DeVoe, Richard Wallace, Patrick Kinney

Members absent: Charles Bishop

Staff present: Tom Fillion, Highway Superintendent,
Jim Portley, Director of Public Works

Public present: None

The meeting was opened at 7:11 pm.

1. Public Forum

None

2. Approval of Minutes

Motion was made by Richard Wallace to approve the minutes of the December 2014 meeting as stated, seconded by James DeVoe and unanimously approved.

3. Public Works Director Report

- Guilford Highway Department Monthly Report was distributed.
- Dean Mitchell asked the status of readiness for the winter.
 - Minimum overtime to date (24 hours).
 - Expended \$1800 on pavement patching.
 - On target for winter readiness
- Auto defibrillator class was held for all PW employees.
- All current trucks have operators and all routes covered.
 - One guy short of a full crew
 - Two routes require two drivers.
- New Employee, Ralph Huggler working out well.
- Bids in for the mini-excavator
 - Five bids received
 - Lowest bid did not meet specs
 - 2nd lowest bid from F&W Equipment Corporation for Kubota at \$89,572 is our recommendation. Comes in within budget. Field tested by Tom Fillion.
 - Mini excavator to replace current backhoe.

Motion was made by Patrick Kinney to approve the acceptance of the bid recommendation of James Portley to purchase the mini excavator from F&W Equipment Corporation for the Kubota at \$89,572 seconded by James DeVoe and unanimously approved.

- Bids received for the Broom Sweeper
 - Only 1 bid received @ \$265,000
 - Jim Portley stated that with the \$34,000 under budget on the mini excavator and the \$5,000 under budget on the chipper purchase would augment the \$225,000 broom sweeper budget
 - DEEP MS4 Program is pushing towns to more frequently sweep streets, clear catch basins, etc. Broom Sweeper is needed to meet these demands
 - Would keep the existing sweeper and augment with the new one.
 - Patrick Kinney asked if the specs submitted for bid possibly curtailed the number of bids received. Jim Portley responded no. Patrick Kinney asked if there was an opportunity to re-spec the bid to broaden the responses to include other brands, i.e., Elgen. James DeVoe suggested that they look at the state bid specs and reevaluate if they are equivalent specs. This will be added as a February agenda item.
- The Paving of West Lake Avenue bids are expected next week. This project will have no impact on the Engineering Workforce.
- Long Hill Road bid for retaining walls; moorings to be put in while the project is being evaluated. Semi-final design is complete and submitted to the state. The project is in the final design stage.
- Budget Review
 - Meet with Carle Pearson, Jim Portley and Patrick Kinney prior to the budget review meeting. As stated in Patrick Kinney's email to the committees the request is for a 1.8% increase over last year's request.
 - Jim Portley presented the line items with the budget committee
 - There was very good interaction. The discussion veered off on new fleet and required maintenance; don't think this discussion will have a negative impact on the budget request.
 - Dean Mitchell thanked everyone for working with the commission to put together a viable and comprehensive budget (Jim Portley, Tom Fillion and Patrick Kinney)

Motion was made by Patrick Kinney to approve the 2015-2016 budget submission by the PW department to the commission, seconded by James DeVoe and unanimously approved.

4. Subcommittees

- 2015 Meeting dates have been changed and posted to the town website to allow for availability of finance reports prior to the meetings.
- Next PW Commission meeting to be held on February 12, 2015

5. Finances

- Patrick Kinney asked if there was a concern with spending 2/3 of the budget at this point in the year. Jim Portley said no, that is the existing trend.
- Contracted services were for the tub grinder for the stump dump. This will not be needed again in this year.
- Road maintenance; \$1700-\$1800. This work will continue until the plant shuts down (summer maintenance work). Cold patch is used during the winter months (winter maintenance work).
- Ralph Huggler has started.

Motion was made by Richard Wallace to enter into Executive Session at 8:25 pm, seconded by Dean Mitchell and unanimously approved. Jim Portley and Tom Fillion were invited to stay. At 8:50 pm the executive session concluded and returned to the regular meeting.

6. Correspondence

None

7. Calendar Updates

- 2015 Meeting dates have been changed and posted to the town website to allow for availability of finance reports prior to the meetings.
- Next PW Commission meeting to be held on February 12, 2015

8. Other Business

Motion made to approve Sarah Judges's invoice was made by Richard Wallace, seconded by James DeVoe and unanimously approved.

The meeting was adjourned at 8:55 pm.

Next Meeting – February 12, 2015, Guilford Town Hall

Respectfully submitted,
Sally J. Berezowskyj, Recording Secretary