

**APPROVED MINUTES**  
Public Works Commission  
**October 13, 2011**

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

The meeting opened at 7:00pm

**Public Forum**

n/a

**Approval of Minutes:**

September 8, 2011 regular meeting:

*Upon a motion by Commissioner Benson, seconded by Commissioner Wallace it was voted to approve the minutes as amended.*

**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.

- Most of the month was dedicated to Irene clean up.
- The chip sealing is about 90% completed; the cul de sacs will be done in the spring.
- Discussion regarding stump dump/transfer station.
- Three injuries – only two reported. All of them are back to work and doing better now.

Discussion regarding contractor services.

- Three companies used for storm cleanup - A&W, Arrigoni & Burdick.
- Using contractor chipper vs. rented chipper
- breakdown of fees and manpower

Discussion regarding FEMA funds.

- The Town is expected to get 75% of eligible expenses.

Commissioner Kinney

- I would like to see contractor numbers from Irene
- I also think we should work on improving lines of communication in general.

## Chip Seal

- Dasche-King cleared the roads.
- Mr. Volpe had a meeting with Joe Mazza and Pam Millman.
- Discussion regarding scheduling, bids, notification, etc.
  - how do we rectify scheduling issues?

Mr. Volpe inquires whether he should bring a commission member along for meetings with Joe Mazza.

- Commissioner Benson – I think you should report to the chairman.

## EOC Responsibility

- Mr. Volpe reported to a meeting for two hours during the storm.
  - there needs to be coverage for Mr. Volpe that can handle emergency situations. He has coverage for day to day operations. He would like an administrative assistant for coverage.
  - maybe have a sit down with the three employees that provide supervisor coverage and go over emergency procedures.

## Snow Plow Bid

- discussion regarding specs.
  - response time now two hours, was an hour. Question posed if they can respond within one hour.
    - this is a decision that should be made by the commission.
- Bid opening Friday.

Discussion regarding salt, sand and Ice Be Gone prices.

***Upon a motion by Commissioner Wallace, seconded by Commissioner DeVoe it is unanimously voted recommend to the Board of Selectmen that Mr. Volpe be authorized to purchase or order 500 tons of rock salt from International Salt at a price of \$54.62 per square yard (minimum purchase of 300 square yards), 600 tons of Ice Be Gone from International Salt at a price of \$79.70 per square yard (already committed) and 2,000 tons of sand from Seashore Construction at a rate of \$12.40 per square yard.***

It is recommended that the commission be provided what was paid the previous year and how much was used prior to the next season.

Cintas came to Mr. Volpe with a contract. Commissioner Kinney will review.

Discussion/review of 5 Year Plan.

- Mr. Volpe will tell them the commission needs clarification.

Commissioner Benson – I feel very strongly that no chip sealing should be done during the school year and would like to see that added to the bid.

*Upon a motion by Commissioner Benson, seconded by Commissioner Kinney it is voted that any future chip sealing including the balance of this year's project, be completed in non-school season.*

**Correspondence:**

Letter from Joe Mazza regarding Road Maintenance Program.

▪Mark Damiani is working on it.

**Finance:**

Discussion/review of report.

*Upon a motion by Commissioner Benson, seconded by Commissioner Wallace it is voted to approve the finance report.*

Bills –

*Upon a motion by Commissioner Kinney, seconded by Commissioner Wallace it was voted to approve the payment of \$52.00 to Sarah Judge for secretarial services.*

The Connecticut Association of Street and Highway Officials is presenting Guilford with an award at their banquet on November 19<sup>th</sup>.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the Public Works Commission at 9:50pm.

Respectfully submitted,  
Sarah Judge - Recording Secretary