

APPROVED MINUTES
Public Works Commission
November 10, 2010

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

The meeting opened at 7:02pm

Public Forum

n/a

Approval of Minutes:

October 7, 2010 regular meeting:

Upon a motion by Commissioner Benson, seconded by Commissioner DeVoe 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.

Commissioner Benson inquires about Public Works mowing the grass at the golf course. Mr. Volpe explains that the superintendent of the golf course occasionally requests that it be mowed when the department is in the area. They do not have the equipment for certain areas.

Commissioner Kinney – what is the status of the catch basin cleaning?

Mr. Volpe - about 90% complete.

Rock salt, Magic Salt, and Sand Pricing:

Sand: **Seashore - \$12.40/cubic yard (2,400 yards)**, not on the State bid

Rock salt: **American Rock Salt - \$52.23/ton (600 ton)**, obligated to buy 300), State bid, new supplier, was \$68.44/ton last year)

Magic Salt - **International Salt - \$84.79/ton (400 ton)**, pay for what is used), CROG bid, \$88.23/ton last year

Upon a motion by Commissioner Kinney, seconded by Commissioner Benson it was unanimously voted to approve John Volpe's request to purchase rock salt under the State contract at \$52.23/ton for up to 600 ton, to Ice Be

Gone on the CROG bid at \$84.79/ton up to 400 ton, and sand from Seashore Construction at \$12.40/ cubic yard up to 2,400 yards.

Commissioner Bishop will provide a letter of support for the Board of Selectmen.

The Public Works Department is losing an employee December 31st. Mr. Volpe provides a map of the plow routes to demonstrate the impact.

-Four drivers impacted by one person

-Fourteen plow routes, thirteen drivers

-Mr. Volpe has spoken with the drivers and discussed dividing their routes to cover the extra area/route.

-this new plan was used for the minor snow this past Monday.

*Area 2 was 9 miles, now 12 miles with 1 additional cul de sac added.

*Area 3 was 12 ¼ miles, now 13 ¼ miles with 3 additional cul de sacs added.

*Area 4 was 12 ½ miles, now 15 miles with an additional 5 cul de sacs added.

*Area 12 was 9 miles, now 16 miles with an additional 15 cul de sacs added.

Mr. Volpe requests to go into executive session to discuss personnel matter.

This will be done at the end of the meeting.

Discussion of plow routes/areas.

Commissioner Guadagno – How do we address this issue regarding the impact on the routes?

Mr. Volpe – replace the driver that is leaving and/or divide the routes as we have.

Commissioner Guadagno – what about a contractor?

Mr. Volpe & Commissioner DeVoe – it is too difficult. We no longer have any we can use. Also, the Teamsters

have an impact.

Commissioner Benson – do you feel confident that you can get through a normal winter with this plan?

Mr. Volpe – I am not sure, this is all new to me. I did the best I could with what I have.

Commissioner Benson – you can make adjustments as you go.

Mr. Volpe – we may not have enough drivers if someone gets sick, hurt, etc. I used to have floaters to cover.

Commissioner Guadagno – any chance you could use a contractor for that situation?

Mr. Volpe – the Town does not want to pay benefits and insurance requirements are an issue as well.

Commissioner Benson – do we have a back-up plan?

Mr. Volpe – not really.

Commissioner Kinney – we need the Board of Selectmen to be aware of this situation.

Commissioner Benson – can we use people from other departments?

Mr. Volpe – they are primarily for clean-up and only drive the small trucks. They don't have the license needed.

This plan has been show to Mr. Mazza.

Subcommittee Reports:

2011 Annual Planning Calendar

-review and discuss

Finance:

Finance Report

-report not received in time for meeting. Commissioners to review privately and send comments to Mr. Volpe.

Bills:

n/a

Election of Officers (to take effect on January 1):

Bylaws require election of officers to take place every two years on the even numbered year.

-Chair, Co-Chair, and Secretary

Commissioner Kinney – Gene would you be willing to be the chair again?

Commissioner Bishop – yes.

Commissioner Benson – I suggest that the parties interested in being an officer make it known tonight. Because of other obligations, I am not. I recommend Patrick Kinney as Co-Chair and Dean Mitchell as Secretary.

Upon a motion by Commissioner Kinney, seconded by Commissioner DeVoe it is voted to elect Gene Bishop as Chairman, Patrick Kinney as Co-Chair, and Dean Mitchell as Secretary of the Public Works Commission in accordance with the bylaws.

2011 Meeting Schedule

-review and discuss.

Correspondence:

Letter from Board of Selectmen regarding the truck bid outcome.

Letter from Joe Mazza regarding micro sealing research - advise.

-it is done in East Lyme. No thru roads, they do subdivisions, crack sealing, some grind and patch, and it

is not good for every road. Lasts approximately 5-6 years.

-discussion on pricing, process, etc.

*reschedule visit to see the roads in East Lyme. Check with schedules and see if Joe Mazza would like to come along.

Commissioner Benson inquires about the status of plowing private roads.

Mr. Volpe – we will continue to do the same roads as last year.

Commissioner Kinney – what is the status of the truck washing?

Mr. Volpe – we used the Branford location once last year. We will stick with the current method for now. The

wash station item was removed from the Capital Plan. I will check with other towns on what they do.

The Public Works Commission entered into Executive Session at 9:03pm

-Personnel matters discussed.
Regular Session Resumed at 9:20pm.

Review of Action Items:

1. Truck Washing Alternative -ONGOING

Check on alternative locations to truck washing. Look into location in Branford - still waiting pricing. Commissioner DeVoe suggests looking into the companies that can bring their own portable wash stations. He will provide this information for Mr. Volpe to look into. Also look into what Branford, Madison, and that State do for truck washing.

2. Going out to Bid for Uniforms- ONGOING

Annual budget amount is \$22,000.00 in contract for teamster for a certain amount It was voted to authorize the purchasing department to open the bid for uniforms that satisfies the teamster's contract. Also, check into a breakdown of services for the bid, i.e. if not all employees are using the wash service.

3. Ice Be Gone Study- ONGOING

Come up with figures to show the benefits and savings of using Ice Be Gone. Suggestions included data on usage, coverage and photos to show the effectiveness of this new product versus salt/sand. Mr. Volpe should compile what information he has for this season to provide. In regards to combined plow routes, Mr. Volpe will sit down with driver's to discuss plan of action. Then perhaps meet with Joe Mazza before the winter to discuss plow routes and loss of driver and what the plan is.

4. Discuss plowing of dirt and private roads-ONGOING/TABLED

Mr. Volpe would like to eliminate plowing of these roads. Will raise this issue with the Efficiency Task Force. Mr. Volpe spoke to the engineering department, they are working on this.

5. Finance Report Coding - ONGOING

Look for a way to code the finance report to track reimbursable line items. Speak with the Finance Department and Jane. Mr. Casey has been working with Darlene in Finance on this.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works
Commission at 9:20pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
OCTOBER 2010**

Ongoing or completed projects:

- Continue cleaning catch basins – 55 roads 496 catch basins. Truck is back on the road
- Maintain Sullivan Drive
- Repair and replace signs as necessary – install signage for Agricultural Commission at various locations. Install the vote sign for November Election
- Trees down and cleaned up (10-16-10) Maple Hills Road and County Road. Clean up tree debris on Arrow Head Drive
- Approximately 2.65 inches of rain
- Patch roads as necessary
- Clean water ways as needed
- Repaired catch basin on Stoneboat Road
- Centerlines and detail work complete
- Started Clapboard Hill Road Bridge
- Tree work – removed three from outdoor Learning Center on County Road and two dead trees (from construction) on Flag Marsh Road
- Work in progress – clean-up at Department Public Works
- Installed three highway post on Shore Drive and Richard Road

Maintenance section:

- Regular maintenance and repair of Highway Department and other departments vehicles and equipment
- Continue work on sweeper

Other departments or agencies:

- Cleared area at Jacobs Beach for new boat rack (Boy Scout Project)
- Dismantled play ground equipment at Old Day Care and moved it to their new location
- Transplanted two bushes at the beach in Guilford Lakes
- Patched areas at Baldwin School and the High School
- Mowed an area at the Guilford Lakes Golf Course

Others:

Maple Hills Road (10-16-10) tree	2 people x 2 hours	= 4 hours
County Road (10-16-10) tree	2 people x 2 hours	= 4 hours
Supervisor Fill in	1 person 5 day x .5 hours	= <u>2.5 hours</u>
	Total	10.5 hours

Respectively submitted,

John Volpe,
Superintendent of Highways