

DRAFT MINUTES
Public Works Commission
December 9, 2010

Members Present: Charles Bishop, Patrick Kinney, and Dean Mitchell
Members Absent: Arthur Benson and Robert Guadagno
Alternate Present: James DeVoe
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 7:00pm

Public Forum

n/a

Approval of Minutes:

November 10, 2010 regular meeting:

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

Clapboard Hill Road Bridge – completed as much as can for now.

Meadow Street

- use private driveway to turn around and in return, plow the driveway
- owner claims there is damage
- graded and put down processed stone and will no longer plow

Police call back regarding lights

- on Thanksgiving an employee came in to repair a light on a police car

Subcommittee Reports:

Personnel:

- One person retiring and one down from worker's compensation
- Commission and department would like to fill

- Commissioner Bishop sent a letter to Joe Mazza and received a response.
- Commissioner Benson sent a letter regarding his position on the situation since he will not be able to attend the meeting tonight.
- Commissioner Bishop spoke with Pam and Joe today.
 - they discussed contractor options.
 - may need to go out to bid but could do it quickly.
 - unsure Teamsters' opinion on this
 - contractor would have to plow a route, would not just be back-up
 - possibility of part time workers but would have to pay benefits and per Teamsters' cannot pay more than the lowest paid employee.
- discussion of options
- time is needed for the hiring process and there isn't proper time to hire someone for this season.
- short term solutions for this winter would be to use a contractor then include a full time position in the new budget.
- will need to give a commitment for the contractor within a week or two if going to use one.
- Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it is voted to recommend to the Board of Selectmen to enter into agreement for private contracting for snow plowing service for the 2010/2011 winter.***
- Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it is voted to investigate options for part time snow plow drivers as an additional supplement to snow plow activities.***

Finance:

Bills:

Upon a motion by Commissioner Mitchell, seconded by Commissioner DeVoe it is voted to approve the invoice for secretarial Services by Sarah Judge in the amount of \$73.63.

Review of 2011/2012 proposed budget

- Full time salaries
- Labor work orders
- Overtime
- Other Departments
- Expenses
- Public Works Commission (made separate line item)
- Utilities
- Fuel
- Building Maintenance
- Radio Maintenance
- Equipment Repair and Maintenance
- Uniforms
- Minor Tools and Supplies
- Winter Road Maintenance (correction, 400 ton not 200)
- Road Striping and Signs (new Federal regulations for signs)
- Equipment Rental
- Summer Road Maintenance

Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it is voted to adopt the 2011/2012 budget with the amendments discussed to include all adjustments made except for line item 001-36-51000.

Upon a motion by Commissioner Kinney, seconded by Commissioner Bishop it is voted to approve the full time salary line item 001-36-51000 to include supervisor salary under negotiation, promotion of an employee, and to hire the replacement position. Commissioner Mitchell opposed.

Mr. Volpe will work on the budget amendments and get them to the commission by Monday.

Maybe invited Joe Mazza to the next meeting to discuss hiring a replacement and utilizing a contractor?

-Commissioner Bishop will send a letter to Mr. Mazza regarding the contractor.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works
Commission at 10:0pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
NOVEMBER 2010**

On going or completed projects:

- Completed cleaning catch basins: 51 roads 379 catch basins. Problem catch basins will be checked and cleaned before machine is put away
- Maintain Sullivan Drive
- Repair and replace signs as necessary
- Trees down and cleaned up: Three Mile Course at Farm View 11-2-10, School side Lane 11-5-10, Moose Hill Road 11-5-10, County Road 11-11-10, Podunk Road 11-17-10, Mountain Trail 11-30-10
- Approximately 2.14 inches of rain
- Approximately 1 inch of slushy snow 11-5-10
- Patch roads as necessary
- Clean waterways as needed
- Repaired catch basins: Laurel Cliffs Road – 7 repairs, 1 new, South Hoop Pole Road 1, North Madison Road 1, Glenwood Road 1.
- Excavated a sink hole on BaLaurel Drive and repaired

- Repaired driveway apron on Horseshoe Road
- Clapboard Hill Road Bridge completed pointing of walls
- Completed clean up at Highway Department
- Graded Meadow Street
- Vac all – began to clean ditches north end of town – also assisted Park and Recreation clean leaves off the Green and the Recreation Center
- Washed equipment after storm

Maintenance section:

- Regular maintenance and repair of highway department and other departments vehicles and equipment
- Rebuilt sickle bars on both highway mowers
- Completed repair on rear end of sweeper and side brooms
- Continue getting Highway Department, Golf Course and Park and Recreation equipment ready for winter

Other departments or agencies:

- Sent two trucks to the back of Town Hall for Guilford Cleanup Day
- Delivered two loads of process to the Transfer Station
- One Eviction

Training and seminars:

- two people to Tree Warden Seminar
- Two people to Rex Roth Seminar (hydraulic controls)

Others:

- One person Jury Duty

Overtime:

Rex Roth Seminar 2 people x .5 hours =	1 hour
Step Stone Hill Road	
North Madison Road 6 people x 2 hours =	12 hours
Snow 11-5-10 16 people x 2 hours =	32 hours
Pot hole River Street 2 people x 2 hours =	4 hours
Tree County Road 11-11-10 1 person x 3 hours =	3 hours
Tree Podunk Road 11-17-10 2 people 2 hours=	4 hours
Cable repair RT 1 1 person 2 hours =	2 hours
Police call back (lights) 1 person 2 hours =	<u>2 hours</u>
Total	60 hours

Respectfully submitted,

John Volpe,
Superintendent of Highway