

APPROVED MINUTES
Public Works Commission
February 10, 2011

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

The meeting opened at 7:10pm

Public Forum

n/a

Approval of Minutes:

January 13, 2011 regular meeting:

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

The department has been working on cleaning up the roads.

- discussion on policy and procedure.
- they have been responding to concerns/complaints from citizens.
- the CVS property was cleaned up by Park and Rec. and Public Works as directed by the First Selectman. They will send the owner a bill for the service.

The First Selectman received a letter thanking the Town for the Public Works work on the snow removal on Lake Drive.

Discussion regarding the public's opinion/perception regarding snow removal.

- it has been mostly positive.

Discussion regarding private contractors/homeowners plowing snow into roads.

- this was a major issue this winter.
- the department needs to draft a policy before November 2011 for this.
 - maybe include the police, Board of Selectmen, etc. in this.
- who is responsible for this, the homeowner or the contractor?
 - if the contractor is caught, they will be sited.

Commissioner Mitchell suggests that maybe some of the complimentary letters that have been submitted

regarding the Public Works plow efforts be put in the newspaper.

Vehicle maintenance in relation to snow storms.

-higher than normal wear and tear.

-there was some downtime for broken plows and had to repair springs on a truck.

Update on new truck.

-Mack had to pull the line because of the new Federal mandate. Mr. Volpe asked the representative to contact Pam regarding the date as it won't be February now.

Commissioner Benson inquires about the eviction disposal.

-under whose authorization does this come?

-State of Connecticut.

Mr. Volpe – the Town stores property for fifteen days, the owner is notified, if the property is not retrieved it is

sold in auction, what is not taken goes to the dump.

-the Selectman's office handles the auction notice.

-the Social Services department is also notified of any items that are available that may be of us to those in need.

Mailboxes

-the policy is effective.

-if the department is responsible for the mailbox, they will replace it. However, they cannot replace anything until the current snow melts. The department has recommended a temporary solution of putting a mailbox on the post in a bucket of sand.

Correspondence:

A memo was forwarded to the commission that was sent to the Board of Selectmen from Sid Gale on behalf of Sam Bartlett, the acting Chair of the Pre-Disaster Planning Commission. The memo was regarding road conditions and safety issues resulting from snow storms 2010-2011.

-The commission discussed the standard of plowing and is satisfied with the current standards.

Finance:

The budget has been approved and preliminarily approved. No further cuts are anticipated. It will go before the Board of Finance February 17th for receipt. There will be Board of Finance workshops March 8th and 10th if needed. The commissioners are encouraged to attend if available.

-discussion.

Discussion regarding overtime.

School closing

-Mr. Volpe speaks with **Dr. Forcella** by 5:00am but he does not influence the decision.

-discussion

-there should be a policy/protocol established regarding school closings. The Superintendent, Department of Public Works, Police Department, and First Selectman should discuss and make sure everyone is on the same page.

-perhaps suggest to the First Selectman that a meeting be held regarding this, preferably before next winter.

Discussion regarding subcontractors vs. full time staff.

-need to make a list of year round, full time needs of the department.

Discussion regarding potential upcoming projects with the Engineering Department.

-would like an idea/plan of projects that the Engineering Department will need the Public Works Department for. A list would help with budget proposals because it would show the needs of the Public Works Department manpower.

-review of the Engineering Department's Five Year Capital Request

-maybe have a meeting with Jim Portley.

Commissioner Mitchell inquires how A&W performed as a subcontractor. Mr. Volpe reported that he was pleased with their work.

Bills:

Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it is voted to approve the invoice for secretarial services by Sarah Judge in the amount of \$69.75.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works
Commission at 9:10pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
JANUARY 2011**

On going or completed projects:

- Twenty days of thirty one have been snow removal (15) or snow clean up (5). There were approximately 61 ½ inches for the month. We have had problems with driveways and contractor plowing snow into the roads, cars not compiling with the parking ban and mailboxes, the policy seems to be working but too much snow now to find damage. So far this winter 71 ½ inches
- Mixed material (sand and salt)
- Clean up storm debris early part of month from December storm
- Cleared drifted and one lane roads as best we could. (North Guilford, Northern Heights, Beaver Head, Great Hill Road, West Street, Bluff View and Blue Hills to name the worst
- Replaced and repair signs when we could
- Patch roads
- Maintain Sullivan Drive
- Eviction disposal (2 loads on a 550 dump truck)
- Adjusted spreader chains
- Replaced plow blades when needed

Maintenance section:

- Replacing air brake chambers, repaired plows and plow hitches, pulling trucks (that we can) out of heavy snow and using a towing service if we can't. Repair springs on a truck, replacing broken spread chains, repairing flat tires to name a few things.

Overtime:

1-7-11 snow 8"	141	hours
1-8-11	219.5	hours
1-9-11 snow 1 1/2"	111.5	hours
1-11-11	16	hours
1-12-11 snow 25" (Benedict)	261	hours
1-13-11	112	hours
1-14-11 clean around green	9.5	hours
1-15-11 mechanics	15	hours
1-18-11 snow 1"	65.5	hours
1-20-11 mechanic	.5	hours
1-21-11 snow 3" (Clair)	74	hours
1-25-11 snow 3 ½"	85	hours
1-26-11 snow 4 ½" (Dennis)	147	hours
1-27-11 snow 15"	173.5	hours
1-28-11 clean up		
(2 people ½ hrs each	1	hour
Total 61.5" snow	1432	hours

Contractor 137.5 hours plow
Contractor 10.5 hours clean around green

Sand/salt mix for the following agencies
Fire Department 14cy
Board of Education 24cy
Park and Recreation 48cy

Respectfully submitted,

John Volpe
Superintendent of Highways