

DRAFT MINUTES
Public Works Commission
February 11, 2010

Members Present: Charles Bishop, Robin Gangemi, Arthur Benson, and Patrick Kinney
Members Absent: Robert Guadagno
Alternate Present: Dean Mitchell
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 7:06pm

Public Forum

First Selectman Joseph Mazza

- congratulated Commissioners Mitchell and Kinney on their budget presentation
- suggests that the Public Works Department moves forward with one capital item, the 6 wheeler dump truck with catch basin cleaner
- is concerned that the Board of Finance may make some large cuts, including one of the trucks
- they are looking at a pay freeze or layoffs/retirement
- they need to get the budget down by \$21,000

Commissioner Kinney asks how the Commission/Department can help

The First Selectman suggests that they focus on educating the public and speak to the community about the need for the item

There is a Dedicated Road Fund that some have suggested using for this purpose, the First Selectman is not in favor of this. The Fund is not supposed to be used for general fund items.

-perhaps using the interest earned?

Commissioner Kinney asks if there is another place to take the \$21,000.00 from rather than from salaries.

-No. It would not be fair to other bargaining units, all need to be treated the same.

-need this commitment ASAP.

Approval of Minutes:

January 14, 2010 regular meeting

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

Report from Public Works Director:

Monthly Report:

- Ongoing or completed projects.
- Others.
- Maintenance section.
- Other departments or agencies.
- Others.
- Overtime.

Received a letter regarding tree cleanup on Clapboard Hill Road, concerned regarding length of time road was closed.

-Mr. Volpe is not responsible for road closed, the police department is.

Home on Stepstone Hill

-resident has water problems in the basement

-uses sump pump and water is going into the road way

-Mr. Volpe reported this matter to Mr. Portley and the zoning department

The price of scrap metal has increased.

-contracted with Always Dumpsters

-have received \$3,500 from scrap sales so far

-plows, sanders, dump bodies, etc.

-can these funds be earmarked for the Public Works Department, perhaps deposited into the Public Works account or does it have to go into the general fund?

-speak to Sheila regarding this?

-Commissioner Benson is uncomfortable with this; he feels that the money should just be turned over to finance.

-perhaps attach a memo with the check?

Commissioner Kinney makes a motion to allow Mr. Volpe to go to the Finance Director and request that the check be placed into the Public Work's general fund.

-no second, motion not passed.

Subcommittee Reports:

Facilities – Commissioner Gangemi

-added GU19 and GU20 to the spreadsheet

Commissioner Kinney contacted the Department of Transportation regarding their replacement policy

-they do not have a hard and fast rule

-the older steel bodies have a 12 year replacement plan

-the newer stainless steel bodies have a 15 year replacement plan

-they are inspected yearly

Discussion on types of trucks used.

Finance:

Finance Report

-discussion

-Equipment Repair and Maintenance

-billed out to other departments?

-yes, but not reflected in this report.

-Are we doing anything as a department to reduce fuel consumption?

-yes: sending smaller trucks when possible, limit idling, etc.

Upon a motion by Commissioner Mitchell, seconded by Commissioner Kinney it was unanimously voted to accept the finance report.

Bills:

Clerk's bill for secretarial services: \$65.88

Upon a motion by Commissioner Mitchell, seconded by Commissioner Benson it was unanimously voted to pay the bill.

Correspondence:

The commission received a request to have a liaison for the new Energy Task Force.

-Dean will be the liaison for the public works commission.

Commissioners Mitchell and Bishop met with Mr. Volpe regarding the salary budget issue

-one person is planning on retiring in December 2010; however this person will not be replaced according to the hiring freeze

The First Selectman has requested an official policy on mailbox replacement.

-Mr. Volpe suggests: inspecting the situation to verify it was caused by a plow, offer to fix the mailbox or pay the department's cost for replacement if they wish to do it themselves.

-draft a policy and have the commission vote on it.

-include a note about proper mailbox installation.

-Mr. Volpe will draft a policy and give it to the commissioners for review.

Review of Action Items:

1. Truck Washing – still waiting on pricing
2. Uniforms going out to bid – no update
3. Vehicle Replacement policy – ongoing
4. Ice Be Gone Study – ongoing. Preliminary data suggests that the material use will be cut in half.
5. Newspaper article -April or May - ongoing

Then with no further business before it, upon a motion by Commissioner Kinney, seconded by Commissioner Benson it was unanimously voted to adjourn the meeting of the Public Works Commission at 8:45pm.

Respectfully submitted,

Sarah Judge - Recording Secretary