

**APPROVED MINUTES**  
Public Works Commission  
**March 11, 2010**

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

The meeting opened at 7:03pm

**Public Forum**

N/A

**Approval of Minutes:**

March 11, 2010 regular meeting

*Upon a motion by Commissioner Benson, seconded by Commissioner Gangemi 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.

Have received \$4,500.00 total for scrap metal sales.

There are non-running trucks still on the premises; the Town Hall is planning an auction for the trucks to be sold.

Boston Street property

- removed large equipment
- sweeper, back-ho, and various seasonal equipment that is still used is currently stored there

Ice-Be-Gone

- preliminary information shows that ½ of the material is being used

Fuel usage

- approximately 5-7 miles per gallon on the large trucks
- approximately 500 miles on a 100 gallon tank
- discussion regarding fuel usage

Commissioner Guadagno arrived

Mr. Volpe has received phone calls and letters/pictures regarding chip sealing issues

- excess stone
- mostly on cul de sacs
- he has contacted Dosch-King regarding this
  - asked him to come back and review work and let him know what he will do in regards to the issue
  - he would like it to be swept
- what is the warranty on the road?
  - speak to Pam
- meeting with Dosch-King on Tuesday
- Because the budget was cut 50%, maybe only do higher traffic roads this year and avoid cul de sacs
- if Dosch-King won't do the work, maybe the roads should be swept sooner?
  - Mr. Volpe states that the roads will be swept in accordance with the normal schedule

Lease purchase

- Mr. Volpe is in the process of obtaining information regarding this

Real Lease

- they do not lease the trucks, they act as a middle man
- leasing may be an issue because of wear and tear

Commissioner Kinney will draft a document to address frequently asked question of the public and other commissions/departments

- trucks that are used only for snow plowing
- replacement policy

Speak to other Towns regarding plowing

- do they contract out?
- how many 'plow only' trucks do they have?

How much does the Town save when Public Works does work for the Engineering Department?

- ask Jim Portley and Mark Damiani to consider preparing a bid for the next project to compare it to the price that Public Works could do the project

Non-Winter Work

- catch basin cleaning
- sweeping
- mowing
- signs
- mechanics
- stump dump machine operator
- construction (project/repair)
- office manager

Efficiency Task Force

- 3/16 next meeting
- Mr. Volpe will be attending and is bringing his three foremen

Back-up plow drivers (Town Employees)

- alright as long as not being paid out of Public Works budget
- union does not object as long as all union Public Works employees that are available are working

#### Mailbox Policy

- used Clinton and Wethersfield policies as examples
  - replace or give money for cost
  - Commissioner Benson feels that Public Works should not be in the business of putting in mailboxes
    - would rather give money to replace
- Commission decides to use both Clinton and Wethersfield policies to formulate their own policy
- use the Wethersfield format and add the option of Public Works repairing or giving money to replace
- replacement costs per Mr. Volpe: post - \$7.80, mailbox - \$10.99, labor - \$25.00
- Commissioner Guadagno disagrees and feels that Public Works should not be involved in the mailbox repairs/replacement

*Upon a motion by Commissioner Kinney, seconded by Commissioner Gangemi it is voted to adopt the mailbox policy whose language mirrors the Wethersfield policy and to:*

*Add (c.) either 1) reimburse \$50.00 - post and/or box. Post = \$30.00, Box = \$20.00 or 2) replace box as long as the original mailbox was installed per United State Postal Service standards.*

*Change (b.) to state '12 inches from the curb' and 'First Selectman or designated representative.'*

*The second page will be a drawing of the specifications.*

Commissioner Kinney will draft this policy.

Commissioners Benson and Guadagno opposed this motion.

Mr. Volpe would like to eliminate plowing dirt and private roads.

- it is suggested that he bring this idea up to the Efficiency Task Force.
- would need a decision on this by the summer.

#### **Finance:**

Finance Report

- discussion

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

#### Sand/Salt

- will there be enough to have a full shed at the beginning of the season next year?
  - currently yes. If there is another snow storm they would most likely go over budget to replenish.

#### Cintas

- still waiting to hear from Sheila or Pam regarding bidding.

#### Bills:

Clerk's bill for secretarial services: \$62.00

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

Review of Action Items:

1. Truck Washing Alternative –

Check on alternative locations to truck washing. Look into location in Branford – still waiting pricing. There is a meeting to review the option of putting in a parking lot on the Woodruff property which was the proposed site of the washing station, if parking lot goes in it will eliminate the property as a truck washing station.

2. Going out to Bid for Uniforms-

Follow-up with Shelia regarding going out to bid on uniforms.

3. Vehicle Replacement Policy-

Come up with a recommendation based on analysis.

4. Ice Be Gone Study-

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.

5. Newspaper article regarding chip sealing-

Educate the public with facts and figures as well as explain the process regarding chip sealing, approximately one month prior to the program beginning.

6. Follow-up with Chip Sealing Issue-

1) Discuss option with Pam; 2) Meet with/speak to Dosch-King; 3) Offer recommendations regarding the situation at the April meeting.

7. Discuss plowing of dirt and private roads-

Mr. Volpe would like to eliminate plowing of these roads. Will raise this issue with the Efficiency Task Force.

Mr. Volpe and Commissioner Benson will not be at the April meeting.

Then with no further business before it, upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it was unanimously voted to adjourn the meeting of the Public Works Commission at 9:40pm.

Respectfully submitted,

Sarah Judge - Recording Secretary