

APPROVED MINUTES
Public Works Commission
March 15, 2011

Members Present: Charles Bishop, Patrick Kinney, Dean Mitchell, Robert Guadagno and Arthur Benson
Members Absent: n/a
Alternate Present: James DeVoe
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:

February 10, 2011 regular meeting:

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

Discussion regarding Action Item #10 - Make a list of Year Round, Personnel Needs of the Department/

Commissioner Benson spoke with Joe Mazza regarding this. He asked what the future plans for the department were. Mr. Mazza said that he would not let it get any lower than it is currently, if they lose another employee they will be replaced. Unless the budget doesn't pass, he does not plan to downsize.

Commissioner Bishop spoke with Mr. Mazza regarding this as well.

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.

Discuss snow – 76 inches this winter so far.

47 ½ contractor hours used.

Outsourcing has been discussed by Mitch and Joe but there is nothing in the budget for it.

Mailbox policy is still working, although some people are not happy.

Ice Be Gone Study

-dependent on conditions. This winter was difficult to study because with the heavy storms and longer routes, by the time the driver has finished the route there may already be a few inches on the first part of the route. Although routes using it are using less material.
-need to relate that to the price of material.

Commissioner Mitchell arrived at 7:25pm

Commissioner Mitchell – we need to put together whatever information we have (data, pictures, etc.) on the Ice
Be Gone usage and review it.

Finance:

Review/discussion of report.

Discussion regarding the potential FEMA funds for snow removal.

Discussion regarding bids for vendors.

Chip sealing and centerline bid timeline – April

Budget

-Not cut by the Board of Finance and sent to referendum
-Annual budget meeting is April 5th

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 \$73.63.

Correspondence:

Commissioner Benson received a letter from Pam Millman regarding electric vehicles as a 'clean option'. The State of Connecticut will pay for the differences.

New truck will be done sometime in May. Mr., Volpe will clarify what that will be – off the line, delivered, etc.

Commissioner Mitchell – have you started pothole repair/curb replacement?

Mr. Volpe – I have two patch crews out every day that is feasible. We are using cold patch which is a temporary
fix. The hot patch mix won't be ready until April/May.

Discussion regarding projects with the Engineering Department.

-the Hemlock Avenue project is coming up in April
-maybe invite Jim Portley to the April meeting to discuss upcoming projects.

Stepstone hill Project – fixed with Federal Funds. Not a Public Works project, it was done by American Industries.

Many are unhappy with the results.

Mr. Volpe is working on a list of current personnel needs. He also read a memo from 1989 regarding the needs

of the Department. The four factors/functions necessary for a Public Works Department to run effectively are: 1) Manpower; 2) Funding; 3) Equipment; and 4) Cooperation.

-discussion

-summer vs. winter needs

-when not snowing in the winter, crews cut brush

-Mr. Volpe will email the commissioners copies of these documents.

-Commissioner Benson: a point to consider is that you don't have all those people everyday due to vacations,

sick days, floating holidays, etc.

-cross training is very important. Mr. Volpe acknowledges he needs to work on this.

Ordinance regarding snow – parking, snow/leaves being put in roadways

-police chief thinks the state should pass a law because of issues with Routes 70 and 80.

-Mr. Volpe drafted an ordinance for the town and will propose it at the next meeting.

-he will have Jane circulate it via email for further commission comment.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works

Commission at 9:00pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
FEBRUARY 2011**

On going or completed projects:

- Approximately 5 more inches of snow – approximately 76 inches of snow so far this Winter
- On top of the snow add over three inches of rain
- Between the February storm we were able to clean up intersection site line as well as push back Cul De Sac to open catch basins and regain the full diameter of the Cul de Sac
- Mixed material
- Spot Sanded
- Patch roads
- Washed equipment and trucks
- Cleared waterways
- Started a sign inventory and repairs when possible
- Started mail box inspection
- Started getting Sullivan Drive area cleaned up for March 1st re-opening
- Replaced plow blades when needed and adjusted sander chains

Maintenance section:

- On going repairs on vehicles and plows

Other departments or agencies:

- Assisted the Recreation Department clean sidewalks around the CVS complex and the Town Hall Parking Lot
- Picked up and disposed of 28 trees from various locations around Town – reported by Police

Overtime:

2-1-11	Snow (Ella) 3”	183	hours
2-2-11	change to freezing rain	159.5	hours
2-3-11	Sand early a.m.	48	hours
2-21-11	Snow 2”	136	hours
2-8-11	w/c injury	<u>2</u>	<u>hours</u>
	Total 5” snow	528.5	hours

Contractor 47.5 hours plow

Sand salt mix for following agencies

Fire department 4 cy
Board of Education 8cy
Park and Recreation 4 cy

Respectfully submitted,

John Volpe,
Superintendent of Highways