

APPROVED MINUTES
Public Works Commission
April 14, 2011

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

The meeting opened at 7:08pm

Public Forum

Ken Chain from Northwood Road-

He is dissatisfied with the chip sealing job on his road. There are cracks and potholes and excessive chips/stone left over.

Mr. Volpe has been up there and has seen the problem. There are expansion cracks there.

The road is approximately 30 years old.

Mr. Volpe has been in contact with Dave King. He has completed his portion/met his responsibility and has

been paid in full. The cracks are not his responsibility.

Commissioner Benson – what are the options?

Mr. Volpe – seal the cracks and the chip seal. Crack sealing is not cheap; we do what we can with what we have.

Commissioner Mitchell – have there been any other complaints like this?

Mr. Volpe – not exactly. A resident on Barnshed had some issues.

Commissioner Mitchell – a lot of this comes down to budgetary constraints.

Discussion regarding crack sealing options.

7:30pm - Mr. Chain left the meeting.

Approval of Minutes:

March 15, 2011 regular meeting:

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

77 inches of snow this winter to date.

There is one truck out doing cold patch.

Catch basin cleaning has begun with the old truck.

Mailbox complaints – five out of fifty six were repaired or replaced. Mr. Volpe did the inspections. Two Fence and three Stonewall complaints – repaired three walls but the fences were snow damage.

All plows need some sort of repair work.

The department fabricated and installed an exercise/training beam at the police department gym.

Commissioner Benson – were people satisfied with the outcome regarding mailbox complaints?

Mr. Volpe – mostly.

There should be a more concrete status on the delivery of the new truck by the June meeting.

Discussion regarding bid specs for future bids.

Commissioner DeVoe provided a pamphlet from Kenworth for new trucks geared toward municipalities.

-he also had brochures for Neutro-Wash (salt and chloride neutralizer) and Armour –Seal (undercoating)

Discussion regarding loader. Mr. Volpe is looking into the Federal bid option.

Commissioner Mitchell – has anyone spoken with Jim Portley about attending a meeting? Are there any updates on the capital list?

No.

Commissioner Bishop – I will invite Mr. Volpe to a meeting and ask him to bring the capital list.

Mr. Volpe reports that he has been working on cross training.

Further discussion regarding new trucks.

Follow-up discussion regarding crack sealing.

Commissioner Benson – maybe we should invite a vendor to look at the situation?

Mr. Volpe – I spoke with a vendor and he wants a minimum of \$30,000.00 to come in.

Upon a motion by Commissioner Benson, seconded by Commissioner Mitchell it is voted to obtain a bid from vendors for their minimum charge for crack sealing and what their specific charge to repair Northwood would be.

Discussion regarding summer road maintenance, crack sealing and chip sealing.

Finance:

Review/discussion of report.

The department is \$15,000.00 over for overtime.

Almost \$100,000.00 over in winter road maintenance.

Discussion regarding fuel.

Cintas was charged under the Winter Road Maintenance on this report; Mr. Volpe contacted

Finance to have it corrected.

There was a mailbox repair/replacement approved on the report, this was not authorized by Mr. Volpe.

Discussion regarding Ice Be Gone.

Personnel needs – list provided by Mr. Volpe.
-review and discuss.

Bills:

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

Correspondence:

Commissioner Bishop received a letter from the First Selectmen regarding the new alternate, Richard Wallace.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works
Commission at 8:49pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
MARCH 2011**

On going or completed projects:

- Approximately 1 inch of snow – approximately 77 inches of snow so far this winter
- Approximately 1 ¼ inches of rain
- Patched roads – 2 to 3 trucks out every day possible
- Spot sanded twice
- Washed equipment and trucks
- Cleaned catch basin tops and waterways
- On going sign inventory and repair
- Completed mail box inspection – replaced or repaired five out of 56 complaints – also two fences and three stone wall complaints
- Maintain Sullivan Drive
- Cleaned up down trees and brush
- Picked up broken curb – approximately 800 ft
- Started cleaning catch basins
- Repaired stone walls: Moose Hill Road, Hoop Pole Road, New Quarry Road
- Repaired lawns: Horseshoe Road, Ives Place, Huckleberry Court, River Street
- Replaced six flags around the Green and repaired two flag poles

Maintenance section:

- Regular repair and maintenance of Highway Department and other departments vehicles and equipment
- Started getting seasonal equipment ready Park and Recreation, Golf Course and Highway Department
- Repaired front end on three (3) 550 dump trucks
- Brake job on Transfer Station trailer
- Replaced air compressor on catch basin truck
- Started rebuilding snow plows and repairing plow hitches
- Began getting new car 6 ready to put in service for the Police Department
- Major engine work on Transfer Station backhoe

Other departments or agencies:

- Assisted Transfer Station with Highway Departments backhoe three times
- Hauled two pounds of process stone to Transfer Station
- Fabricate and install exercise/training beam at the Police Station Gym

Others:

- Five people were drug tested

Overtime:

3-11-11	supervisor fill in	.50 hours
3-24-11	snow full crew 1" snow	32 hours
3-26-11	shop 2 people 2 hours each	<u>4 hours</u>
	Total	36.5 hours

Contractor 3 hours plow and sand

Sand salt mix Board of Education 2cy

Respectfully submitted,

John Volpe,
Superintendent of Highways