

Town of Guilford  
Public Works Commission  
Special Meeting, April 14, 2016  
47 Driveway

Members present: Dean Mitchell, James DeVoe, Charles Bishop, Joe Travaglini and Mark Larkins

Members excused: Patrick Kinney

Staff present: Tom Fillion, Highway Superintendent,  
Ralph Casey  
Mark Damiani

Public present: None

The meeting was opened at 7:04 pm.

**1. Public Forum**

None

**2. Garage Facility Tour**

Tom Fillion lead the Commission members on a tour of the Public Works Facilities; including but not limited to sleeping quarters, Maintenance Garage, Trucks as well as the Salt Shed and the property. The tour acknowledged an impressive attention to safety and organization.

**3. Approval of Minutes**

**Motion was made by Gene Bishop to approve the minutes of the February 11, 2016 meeting as stated, seconded by Mark Larkins and unanimously approved.**

**Motion was made by Gene Bishop to approve the minutes of the March 10, 2016 meeting as stated, seconded by Mark Larkins and unanimously approved.**

**4. Public Works Director Report**

1. Projects:

- Surry Lane drainage completed and ready to be reclaimed next week.
- Removed trees and brush on River Street and Water Street Parking lot.
- Began installation of drainage improvements on River Street in preparation of Roadway Reconstruction. The last two basins to be installed tomorrow.
- Installed light pole bases in Water Street Parking lot, trench and install electrical conduit for engineering lights.
- Continue broken curb pick up.
- Repair roadside damage caused by plowing
- Massive storm tree debris clean up.
- Began sweeping
- Pot Hole Repairs.

2. Maintenance

- Assessors:
  - GU20 – Replace spark plugs and boots, Emissions.
- Board of Education
  - John Deere Loader – repair outrigger
- Dog Warden:
  - GU103 – Replace steering gear assembly and brakes complete front and rear.
  - Public Works

- GU108 Replace mirrors damaged in the storm.
  - GU104 Replaced belt tensioner, cabin air filter and bucket edge. Repair hydraulic leak.
  - GU19 General Maintenance.
  - GU21 Transmission Repair.
  - GU35 Replace EGR valve.
  - GU38 General Maintenance, replace door windows glass regulator
  - John Deere 120C replaces box support.
  - Police Department
    - 670NPN General Maintenance. Replace front brakes, pads, rotors and calipers. Replaced battery
    - GU13 General Maintenance. Replace front brakes completely and O2 sensors.
    - GU3 Replace battery and O2 sensor. Install control supplied by Police Department.
    - GU4 Replace damaged mirror
    - GU8 Replace rear axles, bearing and rotors.
  - Park & Recreation
    - 46C-M63 General maintenance, replace wiper motor
    - Ford Bus 437 Replace starter
    - Ford Bus 463 Replace damaged tire, lens for lights, box control solenoid and upper and lower ball joints
    - GU53 Replace damaged wheel and repair transmission shift assembly.
    - Kohler Generator Repair coolant leak.
    - P&R Quad Replace battery.
    - Toro Sand Pro 2 Replace battery.
  - Town Properties
    - GU107 General Maintenance.
    - GU65 Replace battery, general maintenance.
3. Overtime
- 7 Men for a total of 148 hours.
4. Bid for Loader
- The Kamatsu was discussed for replacing the 120 John Deere with approximately 557K hours.
  - Mark Larkins stated he does not recommend purchasing the loader this year, instead upgrading the existing trailer in preparation for the new loader and obtain a roller. Mark recommended replacing the existing loader with a larger one. James DeVoe agreed with Mark Larkins recommendation.

**Motion was made by James DeVoe to table the equipment bid for next meeting, seconded by Mark Larkins and unanimously approved.**

**Motion was made by Mark Larkins to prepare bids for the trailer and the roller for review at the next meeting, seconded by James DeVoe and unanimously approved.**

Dean Mitchell stated that a truck wash needs to be added to the capitol budget.

## **5. Subcommittees**

### **a. Finance**

Percent of budget used was on target. There was a discussion on overtime usage.

### **b. Personnel**

Carl Pearson has returned.

### **c. Equipment Update**

The Chairman, Dean Mitchell, thanked Tom Fillion for the garage tour.

## **6. Finances**

Secretarial bill of \$41.88.

**Motion was made by Mark Larkins to approve the secretarial bill of \$41.88, seconded by Gene Bishop and unanimously approved.**

**7. Correspondence**

None

**8. Calendar Updates**

Bids moved to the May Meeting

**9. Other Business**

- Ralph Casey requested the Commission to investigate future replacements for the mechanics. Several retirements are planned over the next three years. Mark Larkins asked if there are existing personnel that could be groomed for a mechanic position. Casey responded no. An internship or work study program was discussed.

**Motion was made by Joe Travaglino to approve adjourn the meeting at 9:15 pm, seconded by James DeVoe and unanimously approved.**

Next Meeting – May 12, 2016 at Town Hall

Respectfully submitted,

Sally J. Berezowskyj, Recording Secretary

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