

APPROVED MINUTES
Public Works Commission
April 15, 2010

Members Present: Charles Bishop, Robin Gangemi, Patrick Kinney
Members Absent: Arthur Benson, and Robert Guadagno
Alternate Absent: Dean Mitchell
Staff Present: John Volpe, Director of Public Works
Katie Day, Recording Secretary

The meeting opened at 7:02pm

Public Forum

N/A

2. Approval of Minutes:

a. March 11, 2010 – Regular Meeting

Upon a motion by Cmsr. Kinney and seconded by Cmsr. Gangemi it was unanimously voted to approve the revised draft minutes as presented.

3. Report from the Public Works Director.

Mr. Volpe went over his monthly report. (see attached)

A commissioner asked if public works was filling sand bags since he heard that the Fire Department was during the last storm because public works was not around and what did public works do during the storm. A question was raised about pumping basements and a dam in the Guilford Lakes area.

Mr. Volpe explained that they have done what they have always done; roads that were flooded were closed. Our department was complimented on the lack of problems with flooding due to the infrastructure improvements made over the last 20 years.

The fire department requested sand which was provided but public works has never provided sand bags, nor were they asked to do so. If people called for sand bags or to have their basements pumped they were referred to the appropriate agency. Public works has never pumped basements. That is a service the fire department does. The Fire Chief is the Emergency Management Director and any request he has public works will do.

Mr. Volpe received a call that the dam was being compromised, upon inspection that dam was not compromised the water was going over the dam. Engineering checked the dam and found no problems. In 1982 when the dam did break public works was there helping. This size storm happened last in 1982 it was not a 100 or 200 year storm.

The banner across route one is broken, we don't have the parts needed to fix it. I have contacted CL&P to see where we might get the parts. I have not heard back from them.
A commissioner suggested that the Engineering department be contacted to do an analysis of the poles and cables to see what is needed to fix it permanently.

Mr. Volpe received a letter asking if we were going to participate with the state to get sand and salt. The commission asked if we should be using more Ice- B- Gone instead of sand.

Mr. Volpe stated that we do not know how cost effective it is going to be. We will know better in 5 years, based on sweeping maintenance and repair, labor of repair and sweeping, cost of the products. Employees also need to be trained with the Ice-B-Gone.

The commission requested the costs of the sand and salt mix and Ice-B-Gone and quantities used for the next meeting.

Dash King has looked at the roads and is coming back April 26th to re-sweep the roads. No one is sure why there is extra stone. It was thought that they applied to much but they used less material than normal. And there is still stone on the roads, if there was not it would be bad stone but the roads are fine.

4. Subcommittee Reports.

-Vehicle replacement policy

The policy needs the mission statement from the budget report. Cmsr. Kinney will send the statement to Cmsr. Gangemi. Cmsr. Gangemi will bring one complete copy to the next meeting to make changes to. Copies will then be made for the selectman and the rest of the commission.

-Mail Box Policy

Cmsr. Kinney will resend to the group with the second page attachment.

5. Finances.

a. Report from Finance Department

Cmsr. Kinney went over the report. They are looking into items that can be bid out such as uniforms. Some commission members believe that the uniforms should not be washed and that employees have too many uniforms.

b. Bills

Upon a motion by Cmsr. Gangemi and seconded by Cmsr. Kinney it was unanimously voted to pay the bills.

6. Correspondence.

None

7. Other Business.

a. Follow-up with Action Items.

Discussed above.

Then with no further business before it, upon a motion by Cmsr. Kinney, seconded by Cmsr. Gangemi it was unanimously voted to adjourn the meeting of the Public Works Commission at 8:35pm.

Respectfully submitted,

Katie Day
Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
MARCH 2010**

On going or completed projects:

- A month of rain 11.21 inches, no major damage to the Town infrastructure but a lot of high water problem particularly the storm this past week (5.08")
- Town parking lot off water street: rebuilt 4 catch basins, replaced a section of pipe and repaired another section
- Storm related tree work: Colonial Road, Chaffinch Island Road, County Road, Lower Road, Nortontown Road, (4) Moose Hill Road, West Street, West Lane, Long Hill Road, Hart Road
- Installed (4) jersey barriers and "Do Not Enter" signs at the Water Tower right of way to block access
- Assisted contractor with repair of damaged head wall on West Street
- Patched Roads as necessary
- Replaced and repaired signs as necessary
- During storms set signs to block off roadways
- Spot sand early in month
- Washed and adjusted sanders
- Mix sand and salt
- Cleared waterways, runoffs and catch basin tops
- Seasonal brush cutting was done when weather permitted
- Repaired catch basins in various locations
- Maintained Sullivan Drive when weather permitted
- Measured and recorded locations of broken (storm damaged) curbing
- Cleaned debris off roads after storms – Vineyard Point Road, Falcon Road, Daniel Avenue

Maintenance Section:

- Regular maintenance and repair of Highway Department and other departments vehicles and equipment
- Continue getting seasonal equipment in service: Golf Course, Park Department, Public Works

Other departments or agencies:

- Repaired cable on Route 1 with the assistance of the Fire Department Ladder Truck
- Assisted Fire Department on Williams Drive brush fire close to house and Chestnut Grove house fire
- Called by Fire Department to access the dam at the Third Lake Guilford Lakes area
- Responded to request by Fire Department for a water problem on Jacobs Lane
- Cleared head wall at Martin Bishop Field when necessary
- Assisted Park and Recreation with brush removal at Daniel Avenue Beach
- Dug test holes on Woodruff Property

Other:

Three people were drug tested
One person had Jury Duty

Overtime:

Tree work	2 people	1 hour each		2 hours
Tree work	1 people	2 hours		2 hours
Tree work	4 people	2 hours each		8 hours
Watch problems (install signs)	2 people	2 hours each		4 hours
Assist Fire Department	1 person	1.5 hours	1.5 hours	
Assist Fire Department	3 people	2 hours each		6 hours
Third Lake Dam				
Assist Fire Department	1 person	2 hours		<u>2 hours</u>
Sand for sand bags				25.5 hours

Respectively submitted,

John Volpe,
Superintendent of Highways