

APPROVED MINUTES
Public Works Commission
May 12, 2011

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

The meeting opened at 7:03pm

Public Forum

n/a

Approval of Minutes:

April 14, 2011 regular meeting:

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

Department worked with the DOT during their recent project on I95 to help remove the millings. The department will use the millings for future projects.

7:07pm - Jim Portley arrived

- Repaired Park & Rec dump truck at a significant savings.
- Per Joe Mazza's direction, the department cleaned up a floating dock and took to it to the transfer station.

This cost the department over \$1,000.00 to remove.

Jim Portley, Town Engineer

Upcoming projects:

- Our primary project will be the reconstruction of Hemlock Avenue
 - new drainage, re-profile, excavate sandstone back
 - will begin around July 1 and will take most of the summer
 - will use millings from the DOT project.
- We receive funds from the State yearly for road projects.

-we came make the most of them because of the help from the Public Works Department.
-Commissioner Benson: it is important to show that the Public Works Department is a value in these projects. Can you come up with an approximate value of their help?
-Mr. Portley: I do think they are overlooked. I try to tell the Town how much money is saved by using the Public Works Department.
-Commissioner Benson: this is important because they do so much for a variety of departments.

Further discussion regarding upcoming projects.

-Commissioner Kinney: we need to know upcoming projects ahead of time.
-Mr. Portley: we have worked hand in hand with the Public Works Department for decades. I provide a capital projects list every year to the Board of Selectmen.
-Commissioner Kinney: could you give us a copy as well?
-Mr. Portley: yes.
-Commissioner Benson: could you also give us an approximate value of their work?
-Mr. Portley: I have provided an estimate to Joe Mazza in the past that shows how much it would cost to go out to bid instead of using Public Works.
-Commissioner DeVoe: that would help us justify the request for more employees.
-Commissioner Kinney: the more specific the better.
-Commissioner Benson: it would be helpful if you could provide feedback on projects as to the value of Public Works involvement.

-We are applying for a grant for Long Hill Road. Phase two of Hemlock will be next year. I will provide a list of projects for your next meeting.

Discussion regarding funding options.

8:05pm - Mr. Portley left the meeting.

Mr. Volpe spoke with Public Works Director of East Lyme to see their micro surfaced roads. Joe Mazza and Mark Damiani have expressed interest in going as well. Thursday, June 9th at 9am is the agreed upon date and time. Mr. Volpe will call to confirm.

Discussion regarding crack sealing.

-Commissioner Benson: we need to address the gentlemen from Northwood's complaint and respond to him.
-discussion of alternatives and options.

Chip seal specs – stay the same.

-discussion regarding contract.
-will be going out to bid.

Mr. Volpe received a letter from Atlantic Paving and they will hold last year's price to forego bid.
Upon a motion by Commissioner Kinney, seconded by Commissioner DeVoe it is voted for Mr. Volpe to recommend to the Board of Selectmen to extend the Atlantic Paving bid a the same price.

Upon a motion by Commissioner Wallace, seconded by Commissioner Benson it is voted to put the same chip seal bid out.

The new truck will be off the line and to the body builder at the end of May. We should have it by July.

Armor Seal (undercoating) – have used it on two trucks and will use it on the new truck.

Loader

-no State bid this year.

-General Service Administration Contract (Federal)

-Mr. Volpe asked Pam Millman and she says they must go out to bid.

-perhaps speak to Pam further about this. The GSA price is a good deal.

Two new trucks:

-basic truck will be the same as one bought two years ago but with updated regulations.

-Board of Selectmen wants to see the bid specs.

Upon a motion by Commissioner Kinney, seconded by Commissioner Benson it is voted to approve the specs for the two trucks that were authorized per the recent referendum to be presented to the Board of Selectmen.

CROG is requesting our needs for treated salt.

-We used 628 tons last year, we requested 400 ton.

-Mr. Volpe recommends 400 ton for this year.

-Discussion regarding sand/salt versus treated salt.

Upon a motion by Commissioner Benson, seconded by Commissioner Kinney it is voted to authorize Mr. Volpe to complete the requirement request for a commitment 400 tons of Ice Be Gone for the upcoming winter through CROG.

Finance:

Review/discussion of report.

Upon a motion by Commissioner Kinney, seconded by Commissioner Wallace it is voted to accept the finance report.

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 \$65.88.

Correspondence:

n/a

Action Items:

Commissioner Benson – I have met with Mr. Volpe regarding #7 - Sign Maintenance Program and there is a plan in the works.

Then with no further business before it, upon a motion it was voted to adjourn the meeting of the
Public Works
Commission at 9:25pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
APRIL 2011**

Ongoing or completed projects:

- Continue patching roads
- Cleared waterways and catch basin tops as needed
- Ongoing sign inventory and repair
- Continue cleaning catch basins
- Began street sweeping April 6, 2011
- Washed plow trucks including equipment and began getting ready for storage
- Removed damaged fence on Beaver Head Road
- Maintain Sullivan Drive
- Cleared storm debris from headwalls
- Swept, cleaned catch basins and inspected Pine Grove Road and Bill Rogers Drive for acceptance
- Cleaned up trash on Twin Bridge Road (Timberland parking)
- Cleaned up floating dock at 34 Prospect Avenue and took to Transfer Station
- Cleaned sand off roads: Falcon Road, Vineyard Point Road and Daniel Avenue
- Approximately 4.10 inches of rain and windy on several storms
- Graded Mountain Trail and Lone Pine Trail after storms
- State D.O.T. started a milling operation on I-95 and we are getting the material to be used on future road projects two people working night shifts
- Cleaned up debris at 270 Stepstone Hill Road –evasion damage
- Repaired catch basin on Cindy Lane

Maintenance Section:

- Regular repair and maintenance of Highway Department and other departments vehicles and equipment
- Continue work on seasonal equipment – Highway Department, Golf Course and Park and Recreation Department
- Ongoing repairs on Highway Department snow plows
- Major repair on dump body for Park and Recreation
- Transfer Station backhoe is back in service (loaned ours three times)
- Brake job on Transfer Station trailer
- Police Department: Car 6 is in service and the Expedition new car 12 is now in the shop getting ready to be put in service

Other departments or agencies:

- Installed the Vote sign then removed it after the Referendum
- Hauled 900 pounds of material to the Transfer Station from a prior eviction
- Swept the Library and the north side of Park and Recreation parking lots

- Swept and cleaned all parking lots and catch basins at the Schools
- With the assistance of the Fire Department the cable across Route 1 was repaired
- Two trucks were supplied for Guilford Cleanup Day and dumped at the Transfer station

Overtime:

4-4 thru 4-8-11	Supervisor fill in .5 each day	2.5 hours
4-8-11	Install vote sign 2 people .5 hrs ea	1.0 hours
4-25 thru 4-27-11	Night operation (millings) 2 people 2 hrs ea	<u>12.0 hours</u>
	Total	15.5 hours

Respectfully Submitted,

John Volpe
Superintendent of Highways