

APPROVED MINUTES
Public Works Commission
May 13, 2010

Members Present: Charles Bishop, Robin Gangemi, Arthur Benson, Patrick Kinney, and Robert Guadagno
Alternate Present: Dean Mitchell
Staff Present: John Volpe, Director of Public Works
Sarah Judge, Secretary of Record

The meeting opened at 7:02pm

Public Forum

N/A

Approval of Minutes:

April 15, 2010 regular meeting

Upon a motion by Commissioner Mitchell, seconded by Commissioner Guadagno it was voted to approve the minutes. Commissioner Benson abstained from the vote.

Report from Public Works Director:

Monthly Report:

- Ongoing or completed projects.
- Others.
- Maintenance section.
- Other departments or agencies.
- Others.
- Overtime.

Dosch King has started the re-sweep.

Commissioner Mitchell: how many mailboxes were repaired this season?

Mr. Volpe: approximately 20, 10 of which were replaced by Public Works.

Commissioner Mitchell suggests adding specifics to the monthly report. (i.e. specific number of roads, catch basins, etc. to break down labor, etc.)

Pothole repair

- have been working on this for about two months.
- discussion.

State salt contract

- agreement to be filled out by June 1.
 - committing to a certain amount of salt in order to participate in the State bid.
- third year we have participated.

-discussed at last month's meeting.

Amounts requested:

600 ton of rock salt (same as last year)

400 ton of magic salt (Ice Be Gone)

1,200 ton of mixed material left from last season.

Upon a motion by Commissioner Kinney, seconded by commissioner Gangemi it is unanimously voted to authorize John Volpe to participate in the State bid for the rock salt in the amount of 600 tons.

Magic salt

-North Branford has switched to 100% Magic Salt

-would like to order up to 400 ton

-Mr. Volpe will speak to Pam about this.

-last year increased routes using Magic Salt from 2 to 3; this year will increase from 3 to 4. Same amounts used.

-catch basin in North Guilford has a significantly less material to be cleaned.

-Commissioner Mitchell would like to see more concrete proof of the benefits of Ice Be Gone.

-discussion

-it is important to focus on the safety benefits.

-maybe ask North Branford about any accident increases.

Last year we used 600 cubic yards of salt and 2,400 of sand.

Upon a motion by Commissioner Guadagno, seconded by Commissioner Benson it is unanimously voted to authorize John Volpe to commit to an amount up to 400 tons of Magic Salt.

Chip sealing

-\$138,255.00 budgeted for chip sealing

-eliminated a number of roads due to funding. Now only 14 roads will be done this season = 103,176 yards

-discussion

Upon a motion by Commissioner Kinney, seconded by Commissioner Benson it is unanimously voted to authorize John Volpe to request 103,176 cubic yards for chip sealing, list of roads provided.

Subcommittee Reports:

Mailbox policy

-review of policy drafted by Commissioner Kinney. The Commission has adopted this as policy and will submit to the First Selectman.

-will not attach the drawing with the policy.

-Commissioner Bishop will give a copy to Mr. Mazza.

Vehicle Replacement Policy

-completed report compiled by Commissioner Gangemi

-Appendix A : CT Conference of Municipalities

- Appendix B: Report to Commission
- Appendix C: Spread Sheet
- should it be presented to the Board of Selectman?
- maybe not at this time, need to adopt it and think about it

Upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it is unanimously voted to adopt the vehicle replacement policy to be used as a tool to move forward with capital budget program as submitted by Commissioner Gangemi.

The commission thanks Commissioner Gangemi for all of the work she put into the report.

Multi-Year Capital Improvement Plan

- requested by the First Selectman
- departments asked to evaluate and prioritize needs and submit a budget request and justification
- use the Vehicle Replacement Plan as a guide and also add the wash station
- review of vehicles to be put on list

Personnel

- possible executive session
- letter from Joe Mazza regarding staffing levels, because salary freeze was not accepted, one position needs to be terminated.

8:45pm - Upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it is unanimously voted to enter into executive session.

The recording secretary left the room.

Personnel matters discussed.

8:55 - Upon a motion by Commissioner Mitchell, seconded by ? it is voted to return to regular session.

The recording secretary returned to the room.

Letter from the Board of Selectman regarding the May 3, 2010 meeting

- Commissioner Benson was reappointed
- Commissioner Mitchell was appointed a permanent seat replacing Commissioner Gangemi

Letter from the East River Preserve Planning Committee – Heather Allure

- May 27th meeting regarding the former Goss Property
- Commissioner Guadagno will attend

Dave King will attend the June meeting to discuss chip sealing

Finance:

Finance Report

- discussion
- should be ok a funds through the end of June
- Commissioner Kinney working with Pam regarding the uniform bid issue

Bills:

Clerk's bill for secretarial services: \$54.25

Upon a motion by Commissioner Benson, seconded by Commissioner Gangemi it was unanimously voted to pay the bill.

Review of Action Items:

1. Truck Washing Alternative -ONGOING

Check on alternative locations to truck washing. Look into location in Branford - still waiting pricing. There is a meeting to review the option of putting in a parking lot on the Woodruff property which was the proposed site of the washing station, if parking lot goes in it will eliminate the property as a truck washing station.

2. Going out to Bid for Uniforms- ONGOING

Follow-up with Shelia regarding going out to bid on uniforms.

3. Vehicle Replacement Policy- COMPLETED

Come up with a recommendation based on analysis.

4. Ice Be Gone Study- ONGOING

Come up with figures to show the benefits and savings of using Ice Be Gone. Suggestions included data on usage, coverage and photos to show the effectiveness of this new product versus salt/sand.

5. Newspaper article regarding chip sealing- ONGOING

Educate the public with facts and figures as well as explain the process regarding chip sealing, approximately one month prior to the program beginning.

6. Follow-up with Chip Sealing Issue- COMPLETED

1) Discuss option with Pam; 2) Meet with/speak to Dosch-King; 3) Offer recommendations regarding the situation at the April meeting.

7. Discuss plowing of dirt and private roads-ONGOING

Mr. Volpe would like to eliminate plowing of these roads. Will raise this issue with the Efficiency Task Force.

New Truck

-will be ordered when the specs are approved and then will go out to bid.

-discussion on the process.

Commissioner Gangemi says farewell to the commission as her term has ended. The other commissioners express their gratitude for her service and dedication to the commission.

Then with no further business before it, upon a motion by Commissioner Benson, seconded by Commissioner Kinney it was unanimously voted to adjourn the meeting of the Public Works

Commission at 9:18pm.

Respectfully submitted,

Sarah Judge - Recording Secretary