

APPROVED MINUTES
Public Works Commission
June 10, 2010

Members Present: Charles Bishop and Dean Mitchell
Alternate Present: James DeVoe
Staff Present: John Volpe, Director of Public Works
Sarah Judge, Secretary of Record

The meeting opened at 7:04pm

Public Forum

N/A

Approval of Minutes:

April 15, 2010 regular meeting

Because there are not enough members that were present at this meeting to vote, this matter will be tabled to the July meeting.

Dave King from Dasche-King apologized for not being able to make this meeting, he is out of town. He will attend the July meeting.

-Commissioner Mitchell would like Mr. King's phone number to ask him some questions.

New Truck

-putting the specs together. It has not been ordered yet.

Commitment to State for road salt

-up to 600 tons

Commitment to C.R.O.G. for Magic Salt

-up to 400 tons

Report from Public Works Director:

Monthly Report: (Attached)

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

Commissioner Mitchell inquires about 'maintain Sullivan Drive'

Mr. Volpe: this refers to the maintenance of the stump dump area, not the road.

Clapboard Hill Road Bridge

-started prep work

-using barge to work under bridge

Mr. Volpe received the agreement Town has with Dasche-King

- chip sealing amendment to original bid
- 103,176 square yards, 15 roads
- after oiling, they will sweep up the materials
- will pay them 80% upon completion and the remaining 20% after 60 days
- they are due to begin work the week of July 19th, depending on weather

Newspaper article regarding chip sealing

- Commissioner Mitchell will work on a draft

Commissioner Mitchell inquires if there is enough patch material to prep roads for chip sealing

Mr. Volpe: yes, hot patch will be used.

Mr. Volpe reports that the Efficiency Task Force wants jobs descriptions for all of the positions within the department.

- Mr. Volpe provided one for his position, from 1994 when he was hired.
 - This is the only non-union position.
 - He would like to see this position be listed as an E6 salary class as most other department heads are E6 or E7. It is currently an E5.
 - He would like the commissioners to review this for changes/suggestions.
- Union members have existing job descriptions.

Commissioner Mitchell: Are performance evaluations coming?

- they are being discussed but have not been done in a few years.

Mr. Volpe feels that they are not worthwhile because regardless of a good/poor review the employee will get the same increase July 1st and most of the employees are already at the top of their pay grade. There is no way to reward the good unless a promotion is available and there is no way to penalize a poor evaluation.

State of Connecticut DOT have made their sand stockpile available.

- selling in lots of 3 yards, 1st lot is %\$50.00 and every other is \$15.00
- the Town would have to pick up the sand, the DOT will load the trucks
- current supplier delivers.
- storage is an issue
- State wants the orders picked up now.
- Commissioner Mitchell suggests that we ask if the price is negotiable if we pick up the sand.

Letter from First Selectman Mazza regarding Huckleberry Court chip sealing

- the residents are requesting that their road be paved
- Mr. Mazza would like the commission to advise him on this matter.
- the commission previously discussed this matter and decided to sand and sweep the road.
 - last year the residents declined the offer to sand the road.
- Mr. Volpe will provide the numbers on alternatives/options to Mr. Mazza
- Commissioner Bishop will draft a letter to Mr. Mazza regarding this situation.

Subcommittee Reports:

Commissioner DeVoe will fill the vacancy on the Facilities/Vehicle Replacement Subcommittee.

- he will need a copy of the newly adopted Vehicle Replacement Policy.

Finance:

Finance Report

-discussion

-90% used through May 21, 2010

-have not submitted bills for other departments for May

-Commissioner Mitchell inquires what the \$2,328.10 to Ford of Branford was for

-Mr. Volpe will look into this.

-the Operations Account (Equipment Repair and Maintenance) will most likely be over budget.

Upon a motion by Commissioner Mitchell, seconded by Commissioner DeVoe it was unanimously voted to accept the finance report.

Bills:

Clerk's bill for secretarial services: \$73.63

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

4. 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.

5. 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.

-this matter will be tabled to the July meeting. Mr. Volpe will provide information and classifications.

Then with no further business before it, upon a motion by Commissioner Mitchell, seconded by Commissioner DeVoe it was unanimously voted to adjourn the meeting of the Public Works Commission at 8:42pm.

Respectfully submitted,

**GUILFORD HIGHWAY DEPT
MONTHLY REPORT
MAY 2010**

Ongoing or completed projects:

- Continue sweeping Town roads – 73 roads and Bittner Park
- Continued cleaning catch basins – 28 roads and approximately 145 catch basins (also cleaned catch basin at Adams School)
- Maintain Sullivan Drive
- Replaced and repaired signs as necessary
- Patch roads as necessary
- Continue repairing catch basins
- Clean waterways as necessary
- Approximately .83” rain
- Trees down and cleaned up due to high winds: Lake Drive, Nut plains Road, Guilford High School, Little Meadow Road, Fitch Hill Road, Chelwin Lane, Vineyard Point Road, Woodland Road, Great Hill Road, Long Hill Road at Elm Street, Laurel Brook Road, Mapus Road, Goose Lane
- Repaired or replaced highway post various locations around Town of Guilford
- Replaced 40 feet of drainage pipe on Woodworth Road
- Started grading dirt roads
- Started first cut – roadside mowing and weed whacking around highway post and guard rails
- Loam, seed and rake Tanner Marsh Road for a second time
- Started prep work Clapboard Hill Road Bridge – cut brush install signs, improve roadway to river, remove floats from Lake Quonnipaug and transport to Department Public Works for repair for use at Bridge, installed silt fence and hay bales
- Picked up trash on Dunk Rock Road and Bluff View Park

Maintenance section:

- Regular maintenance and repair of highway Department and other departments vehicles and equipment

Other departments or agencies:

- With the assistance of the Fire Department and their Ladder Truck the cable was repaired across Route 1 and banner installed
- Repaired area of the Recreation Center Parking Lot
- Assisted the maintenance Department by excavating a trench for new power and telephone line to the Police firing Range

Overtime:

Tree work 3 call outs 2 people at 2 hours	12 hours
Supervisor Fill-in	<u>5 hours</u>
Total	17 hours

Respectively submitted,

John Volpe,
Superintendent of Highways