

**DRAFT MINUTES**  
Public Works Commission  
**August 12, 2010**

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

*\*NOTE: Please be advised that at this time the following are strictly "Draft Minutes" until approved by the Public Works Commission\*  
Once approved the minutes will be marked as "Approved Minutes" and will be available in the clerk's office or upon request.*

The meeting opened at 7:08pm

**Public Forum**

Ralph Casey – Public Works Foreman

Would like to address three matters with the commission:

1. The specs for the new truck have not been sent out to bid yet. Public Works provided the specs to the Purchasing Department in early July and are awaiting the next step. Since this is not a commercial truck and needs to be custom built, it will take time. Once received it will take a week to ten days to get the truck ready for use. Proposed bid is the basic bid like last time and then adjustments made to fit the specs. Just a few changes were made from the original contract.
  - The commission will follow-up in regards to the new truck.
2. Need a replacement plan for the vehicles.
  - The vehicle replacement policy developed by Robin has been adopted by the commission.
3. Proposal on a wash bay. Most issues in regards to the trucks condition come from rust and a wash system would help with these issues. The current method is not working. Options are to build a wash bay or to take trucks to truck was out of town.
  - Branford location was used this past season. It is a wand style wash. Can get trucks in there with or without the sander but cannot get sand out of the body. It takes about three swipes/runs to get the truck properly cleaned (about \$12.00-15.00 per swipe). The driver does the washing. It is about \$30.00-45.00 per wash plus time traveling and the time at the wash. Cannot bring trucks in loaded with sand.
  - Milford location is about \$100.00-\$125.00 per wash. It is a drive-thru location and can remove sand.
  - The proposed truck wash station would accommodate the Town's largest vehicle, the fire department's ladder truck.

**Approval of Minutes:**

July 8, 2010 regular meeting:

*Upon a motion by Commissioner Benson, seconded by Commissioner Bishop 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.

Discussion regarding overtime.

Chip sealing is done and roads swept. However, Mr. Volpe inspected the roads and is not satisfied with the sweeping. He will call the contractor and request that they re-sweep. The remaining funds will not be released for payment until the roads are properly swept.

-Mr. Benson: how have the calls/complaints been this year?

-Mr. Volpe: there was one call regarding traffic control and two calls regarding tar on cars.

-Mr. Volpe and Commissioner DeVoe feel that traffic control was done poorly this year.

**Subcommittee Reports:**

n/a

**Finance:**

Finance Report

-the report is incomplete; it will be distributed when complete report is received.

Mr. Volpe: the Ford of Branford line item in question was for a transmission for the animal control van and the G & H line item was for tractor repair.,

-discussion regarding tractor vendors and maintenance.

Bills:

Clerk's bill for secretarial services: \$77.50

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

Correspondence:

-letter from Joe Mazza regarding Agricultural Commission sign approval by the Board of Selectmen.

Discussion regarding plowing of private roads

-Commissioner Benson: how many private roads are being plowed?

-Mr. Volpe: about five miles

-Discussion of private roads vs. public roads and classifications.

-Required by Road Ordinance to plow A1, A2, and B1 roads.

-Commissioner Benson: who classifies roads?

-Mr. Volpe: the Engineering Department

-Approximately 29 roads not including Old Quarry are private but being plowed.

-Roads must be Town requirements to fit into classifications.

- Commissioner Benson: if you want to stop plowing private roads, you should 'grandfather' in the private roads that are currently being plowed.
- Commissioner Kinney: what would you say a non-plowed private road resident questioned why other private roads are plowed?
- Mr. Volpe: perhaps if you have a private road and want it to be plowed, you should change it to a public status to allow the public to access it.
- Mr. Volpe: maybe we should ask the Engineering Department to reevaluate classifications. Discussion on consideration of fines for snow/leaves being put onto Town roads by private homeowner or contractor.
- Mr. Casey: the State enforces this and requires that it be removed within 24 hours.

***Upon a motion by Commissioner Benson, seconded by Commissioner DeVoe it is voted that the discussion regarding plowing of private roads be tabled until the classifications are reviewed by the Engineering Department and a response is received by the Public Works Commission.***

-Commissioner Bishop and Mr. Volpe will address this matter.

Commissioner Benson: isn't the installation of the Agricultural Commission signs contingent upon approval/direction of the Board of Selectmen and the refusal of the State to do it?

Mr. Volpe: Public Works has been directed to do it by the Board of Selectmen.

Commissioner Kinney received an email from Pam regarding uniforms going out to bid. He would like to follow-up with her on this and maybe address the matter at next month's meeting. Would also like to use this opportunity to discuss the truck bid matter.

- Commissioner Bishop will also address the truck bid situation when he is in Town Hall tomorrow.
- Perhaps the price of the uniform service can be negotiated since not all employees utilize the wash service provided.

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. Discuss plowing of dirt and private roads-ONGOING/TABLED

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

5. Finance Report Item for Ford of Branford - COMPLETE  
Mr. Volpe will inquire into the line item listed for \$2,328.10 to Ford of Branford.

Then with no further business before it, upon a motion by Commissioner Guadagno, seconded by Commissioner Mitchell it was unanimously voted to adjourn the meeting of the Public Works Commission at 8:50pm.

Respectfully submitted,

Sarah Judge - Recording Secretary  
**GUILFORD HIGHWAY DEPT**  
**MONTHLY REPORT**  
**JULY 2010**

**Ongoing or completed projects:**

- Continue sweeping roads - 53 roads
- Continue cleaning catch basins 34 roads 402 catch basins cleaned
- Maintain Sullivan Drive
- Repair and replace signs as necessary
- Continue preparing for the chip seal program - cut brush, patch, weed whack and sprayed roads (vegetation control)
- Chip seal began - to date about half of project completed (7 roads)
- Approximately 3.11 inches of rain
- Trees down and cleaned up on the following roads: Vineyard Point Road, Goose Lane, Bluff View Drive, Woods End Road, West Lake Avenue, Saw Mill Road, Clear Lake Manor Road, Mulberry Point Road, Clapboard Hill Road, Cardinal Drive, County Road, Flat Iron Road, Hahn Road
- Roadside cutting (first cut complete) continues with site line problems
- Patch roads as necessary
- Made a curb cut on Pine Brook Circle to help a water problem
- Cleaned waterways as necessary
- Repaired catch basins on West Lake Avenue, Cindy Lane and Granite Road
- Hauled nineteen loads of millings approximately 230 ton, from Route 80 to Sullivan Drive - Two Town Trucks and one State Truck

**Maintenance section:**

- Regular maintenance and repair of highway Department and other departments vehicles and equipment
- Continue working on new Police car

**Other departments or agencies:**

- Cleaned pipes at Bittner Park
- Swept Marina
- Installed and removed signs (no parking) for the Handicraft Expo

**Others:**

- Five members of Department Public Works and Transfer Station were drug and alcohol tested

**Overtime:**

Tree work Mulberry Point Road	2 people x 2 hours = 4 hours
Supervisor fill in	1.5 hours
Haul millings	2 people x .5 hours = 1 hour
Haul millings	2 people x .5 hours = 1 hour
Tree Clapboard Hill Road	2 people x 2 hours = 4 hours

Tree West Lake Avenue  
Deer  
Tree Bluff View Drive  
Tree Vineyard Point Road &  
Goose Lane

3 people x 2 hours = 6 hours

2 people x 2 hours = 4 hours

1 person x 2 hours = 2 hours

3 people x 3 hours = 9 hours

Total 32.5 hours

Respectively submitted,

---

John Volpe,  
Superintendent of Highways