

DRAFT MINUTES
Public Works Commission
September 9, 2010

Members Present: Charles Bishop, Dean Mitchell, Robert Guadagno and Patrick Kinney
Members Absent: Arthur Benson
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 7:05pm

Public Forum

n/a

Approval of Minutes:

August 12, 2010 regular meeting:

Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it was voted to approve the minutes as amended.

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.

Commissioner Kinney - how many roads and catch basins are cleaned and how much is currently done?

Mr. Volpe – about 3,500 and 50% of the town is done.

Commissioner Mitchell – of the 3,500 catch basins, do you do all of them each year?

Mr. Volpe – yes, some of the more troublesome ones we try and do a second time if possible.

Commissioner Mitchell – how many people are assigned to clean catch basins?

Mr. Volpe – one.

Commissioner DeVoe – was the catch basin in front of the high school fixed?

Mr. Volpe – yes.

Commissioner Kinney inquires about the supervisor fill in overtime.

Mr. Volpe - that is when I am out, someone will cover as assistant director.

Commissioner Mitchell inquires about the overtime and is concerned with the amount.

Mr. Volpe provides a review of the jobs that necessitated overtime, three of which were result of calls from the

police.

Mr. Volpe went to the Board of Selectmen regarding road striping and miscellaneous detail work approval. The

vendor has agreed to hold last year's bid and the Board of Selectmen approve with the contingency of

the Public Works Commission approval.

*this matter should be added yearly to the agenda in June/July.

-every center line in town is done every year.

-bid prices:

-4.8 miles of double yellow center line = \$289.00/mile

-67 miles of single yellow center line = \$175.00/mile

-also included are prices for crosswalks, parking stalls, etc.

-discussion on crosswalks.

Upon a motion by Commissioner Kinney, seconded by Commissioner DeVoe it is voted to authorize Mr. Volpe to proceed with the renewal/extension of the line striping bid from Atlantic Paving, bid #14-0910 for 2010.

Seashore Construction screened sand price - \$12.40/cubic yard for the 4th year in a row. Mr. Volpe recommends using Seashore Construction for sand at this rate.

-approximately 1,500 cubic yards in storage from last year.

Commissioner Kinney – did you check with CROG?

Mr. Volpe – no, last year they were nowhere near that price.

-we use CROG for treated salt and the State bid for untreated salt.

Commissioner Kinney – I think we should check with CROG, etc. on all bids to make sure we are getting

best deal.

Upon a motion by Commissioner Mitchell, seconded by Commissioner Guadagno it is voted to recommend to the Board of Selectmen for Mr. Volpe to purchase sand at \$12.40/cubic yard from Seashore Construction.

Mr. Volpe received a list from the Gorman Group of roads in Waterford that have micro paving for the Commissioners to view.

Commissioner Mitchell: what about Dasche-King?

Mr. Volpe: he never provided a list and implied that they do not do much of it.

Is anyone interested in going to see these roads?

Commissioners Guadagno and Bishop are, possibly Commissioners Benson and Mitchell.

Discussion of chip sealing complaints.

Subcommittee Reports:

n/a

Finance:

Finance Report

Review and discussion of report:

Commissioner Kinney inquires why the Equipment Repair/Maintenance is so high this month.

-Mr. Volpe: we are getting the trucks ready for winter. A big portion was to Gabrielli and was for the

1977 truck.

Commissioners Mitchell and DeVoe ask whether anyone checks the internet for cheaper parts.

-Mr. Volpe: no, there is not time.

Commissioner Kinney: are we honoring our own purchasing policy, i.e. approval for \$1,500.00+?

-Mr. Volpe: most high amounts are multiple purchases at smaller amounts.

Mr. Volpe: WI Clark expense is for the bucket/loader

-Commissioner DeVoe: how many hours are on it?

-Mr. Volpe: I am not sure, I will check on that.

Discussion on purchasing.

Further review of report.

Discussion of reimbursements:

Commissioner Mitchell: is there a way to code the report.

-may need to ask Finance and Jane

-maybe use PO numbers for tracking

Bills:

Clerk's bill for secretarial services: \$65.88

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

Correspondence:

n/a

Commissioner Mitchell: is the chip sealing complete?

Mr. Volpe: yes, but one road needs re-sweeping.

Commissioner DeVoe stated that he thinks that the road has been re-swept.

Mr. Volpe will check on that tomorrow. If it has been re-swept, should he release payment?

Upon a motion by Commissioner DeVoe, seconded by Commissioner Guadagno it is voted to authorize Mr. Volpe to release payment for chip sealing subject to his final inspection.

Review of Action Items:

1. Truck Washing Alternative -ONGOING

Check on alternative locations to truck washing. Look into location in Branford - still waiting pricing. Commissioner DeVoe suggests looking into the companies that can bring their own portable wash stations. He will provide this information for Mr. Volpe to look into. Also look into what Branford, Madison, and that State do for truck washing.

2. Going out to Bid for Uniforms- ONGOING

Annual budget amount is \$22,000.00 in contract for teamster for a certain amount of uniforms. There is a month to month contract with Cintas.

Upon a motion by Commissioner Kinney, seconded by Commissioner Mitchell it is voted to authorize the purchasing department to open the bid for uniforms that satisfies the teamster's contract.

Commissioner DeVoe: does the bid breakdown services, i.e. if not all employees are using the wash service?

Commissioner Kinney: I am not sure, I will check into that.

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.

Mr. Volpe should compile what information he has for this season to provide.

Mr. Volpe: will most likely have to combine a few routes due to the retiree 12/21/10 and may increase Ice Be Gone routes because of this.

-discussion of subcontractors or part time options. Perhaps meet with Joe Mazza before the winter to discuss plow routes and loss of driver and what the plan is.

Mr. Volpe: I need to sit down with my driver's first.

Discussion of vacation time/time off.

Discussion of sweeping and catch basin cleaning benefits.

-catch basins not as dirty, no difference noted in sweeping yet.

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.

Mr. Volpe spoke to the engineering department, they are working on this.

5. New truck specs bid - ONGOING

Commissioner Kinney: the bid spec is finalized, ad will be doing in the paper Sunday and the bid will open 9/24/10.

*need to correct/update bid- it is a single axle, class 8, not an 8 axle.

-Mr. Volpe will check with Pam on this.

-it will take time to review bids once they are received. May need a special meeting after bid review for recommendations. Perhaps the first of October or move the regular meeting?

Commissioner Kinney: this process has been going on since 7/9/10; I spoke with Pam and Joe about this.

Commissioner Mitchell inquires about the Clapboard Hill Bridge project.

Mr. Volpe: I am not sure. The meeting that was scheduled with Jim Portley about this was cancelled.

-discussion.

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 10:05pm.

Respectfully submitted,

Sarah Judge - Recording Secretary

**GUILFORD HIGHWAY DEPARTMENT
MONTHLY REPORT
AUGUST 2010**

Ongoing or completed projects:

- Completed road sweeping 8-18-10 – 28 roads
- Continue cleaning catch basins 50 roads 430 catch basins
- Maintain Sullivan Drive area
- Repair and replace signs as necessary
- Chip seal program – roads have been chip sealed –sweeping was done – I requested a second sweep which was completed. There is still one road that is not acceptable – contacted contractor
- Trees down and cleaned up: North Madison Road, New England Road, Little Meadow Road
- Approximately 3.39 inches of rain
- Road side mowing -2nd cut started as well as brush cutting (low branches etc.) and weed whacking around guard rails, highway post, etc.
- Patch roads as necessary as well as catch basin repairs and drainage repairs
- Cleaned waterways as needed
- Repaired catch basins on Long Hill Road, Russet Drive, School Side Lane, New England Road at High School, Driftwood Lane, Kenneth Circle. Also built a new catch basin on New England Road near Long Hill Road
- Excavated and replaced pipe on Long Hill Road and Russet Drive, approximately 130 feet of pipe
- Excavated and replaced approximately 120 feet of pipe on Meadow Hill Road and repaired headwall
- Excavated drainage ditch on Apple Tree Lane
- Removed a tree on Water Street assisted by a contractor
- Continue grading dirt roads

Maintenance section:

- Regular maintenance and repair of Highway Department and other departments vehicles and equipment
- Put Police car into service

Other departments or agencies:

- Installed vote sign and removed after primary

Overtime:

Long Hill Road drainage 6 people x 5.5 hours = 33 hours
School Side Lane catch basin repair 4 people x1.5 hours = 6 hours

North Madison Road Tree	5 people x 1 hour	=	5 hours
New England Road Tree	3 people 6 x 2 hours	=	6 hours
Little Meadow Road Tree	2 people x 2 hours	=	4 hours
Supervisor Fill in			<u>5.5 hours</u>
	Total		59.5 hours

Respectively submitted,

John Volpe
Superintendent of Highways