

**TOWN OF GUILFORD
PUBLIC WORKS COMMISSION
SPECIAL MEETING
THURSDAY – September 17, 2015
7:00 PM-GUILFORD TOWN HALL**

Members Present: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop
Members Excused: Patrick Kenney
Town Officials: James Portley; Town Engineer, Mark Damiani; Assistant Town Engineer, Tom Fillion; Highway Superintendent

The meeting was called to order at 7:07 pm by Dean Mitchell, Chairman.

1. Public Forum.

None.

2. Approval of:

a. August 13, 2015 Minutes.

Motion: Upon motion by Gene Bishop and seconded by James DeVoe, the Committee voted unanimously to approve the August 13, 2015 minutes as written.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop

Abstain: None

Opposed: None

3. Public Works Director Report:

- Changed out all Catch Basin Tops on Flat Meadow Road, Schoolside Lane and Pond View Circle.
- Completed all patching and shimming for Chip Seal Program.
- Removed curb on Schoolside Lane and Bittner Park in preparation for reclaiming pavements.
- Provided traffic control for chip sealed roads and paving projects.
- Flat Meadow Road, Pond View Circle and Schoolside Lane paving completed 8/28/15.
- Chip sealed roads completed 8/21/15 (\$10K rebate on State Contracted Price)
- Cleaned catch basins.
- Road side mowing and clearing sightlines
- Road sweeping.
- Pot hole patching and sign replacement
- High School electrical line installation

- Downed tree clean-up
- Maintenance Support Performed:
 - Board of Education
 - Public Works
 - Golf Course
 - Health Department
 - Park & Recreation
 - Police
 - Town Properties
 - Transfer Station
- Total overtime August 1, 2015 – August 31, 2015 298.5 Hours (some of which will be charged to BOE and Park & Rec)
- Water Company to start work on River Street after the fair.
- Chaffinch Island pipe work has begun today. Old pipe has been replaced with a 4' pipe. The shoulder is up an additional 2.5'-3'. Will need to feather the ramps to the adjoining properties
- Mark Larkins asked Tom Fillion if the town mechanics were aware that working on the Town's 10-Wheeler (GU47) needs to be jacked up to grease the bogies. Tom Fillion's response was yes.
- Dean Mitchell requested Tom Fillion provide an updated equipment list for the Commission.
- Existing manpower was discussed. The department currently has two members out on disability. One new hire is pending contingent on obtaining his CDL. A concern was noted by Dean Mitchell of the negative impact on the department with hiring someone without an existing CDL. Gene Bishop and Tom Fillion both agreed that this hire is a good fit for the department and that it is a minimal impact to date.
- James Portley informed the Commission of receiving positive public feedback on the current roadwork projects.
- Dean Mitchell asked how materials are monitored. Tom Fillion's response was that a daily log is kept by Public Works and reviewed with Engineering.
- Dean Mitchell asked if the Transfer Station has equipment to plow their yard. Tom Fillion confirmed that they do, however, PW does plow the Transfer Station.
- a. **Bids**
 - **Street Sweeper**
 - **3 Bids received September 2, 2015**
 1. **Tri-State Equipment Leasing Corporation of \$256,035.**
 2. **Howard P. Fairfield, LLC of \$255,744.**
 3. **C.N. Wood of Connecticut LLC of \$224,921.**

Motion: Upon motion by James DeVoe and seconded by Gene Bishop the Committee voted unanimously to approve the bid purchase of C.N. Wood of Connecticut, LLC for \$224,921 for the Elgen Street Sweeper.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop
Abstain: None
Opposed: None

- **Stainless Steel Body and Snow Removal Package**

- **2 Bids received August 24, 2015**

1. **Park City Truck Equipment \$155,130.00**
2. **Equipment Services \$150,684.00**

James Portley recommended to the Commission Option A – Heavy Duty Plow Frame installed to the base bid. The total for both trucks is \$150,684 plus \$16,484 for the Snow Removal Package totaling \$167,168. The available funds of \$149,540 with the addition of \$20,687 of unspent funds from purchase of the mini excavator, track loader, wood chipper and the F-550 pickup truck is sufficient to cover the costs.

Motion: Upon motion by Gene Bishop and seconded by James DeVoe the committee voted unanimously to approve Option A – Heavy Duty Plow Frame installed to the base bid. The total for both trucks is \$150,684 plus \$16,484 for the Snow Removal Package totaling \$167,168. The available funds of \$149,540 with the addition of \$20,687 of unspent funds from purchase of the mini excavator, track loader, wood chipper and the F-550 pickup truck is sufficient to cover the costs.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop
Abstain: None
Opposed: None

- b. **Upcoming Projects**

- No new upcoming projects. Completion of Chaffinch Island will take PW into the winter. Planning will begin for Chip Seal Roads for next year.

Dean Mitchell and Mark Larkins both feel the fleet should be reduced by selling off old equipment that can be used to fund other equipment purchases. Tom Fillion to evaluate existing equipment.

- 4. **Subcommittees**

- a. **Finance Report**

Financial reports were reviewed by the Commission

Motion: Upon motion by Gene Bishop and seconded by James DeVoe the committee voted unanimously to approve the August 2015 Financial reports.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop
Abstain: None
Opposed: None

b. Personnel

Interviewing will begin in November to fill the January 2016 hire opening.

c. Equipment Update

None

5. Finances

Motion: Upon motion by Gene Bishop and seconded by James DeVoe the committee voted unanimously to approve the August 2015 Secretarial bill.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop

Abstain: None

Opposed: None

6. Correspondence

None

7. Calendar Updates

- *2 pickup truck bids in November*
- *Preliminary 2016/2107 Budget in November*
- *Pat Kinney to cover chairing the October Meeting in Dean's absence.*

8. Other Business

None

Motion: Upon motion by Gene Bishop and seconded by James DeVoe the Committee voted unanimously adjourn the meeting at 8:26 pm.

In favor: Dean Mitchell; Chairman, Joe Traveglino, Mark Larkins, James DeVoe and Gene Bishop

Abstain: None

Opposed: None

Respectfully Submitted;

Sally J. Berezowskyj
Recording Secretary