

Town of Guilford  
Public Works Commission  
Regular Meeting, January 12, 2017  
Town Hall

Members present: Dean Mitchell, Charles Bishop, Mark Larkins  
Members excused: Joe Travaglino, Patrick Kinney  
Staff present: Jim Portley, Town Engineer  
Mark Damiani, Assistant Town Engineer  
Tom Fillion, Superintendent

The meeting was opened at 7:08 pm.

**1. Public Forum**

None.

**2. Approval of Minutes**

**Motion was made by Gene Bishop to approve the minutes of the December 8, 2016 meeting minutes as written, seconded by Mark Larkins and unanimously approved.**

**3. Public Works Director Report**

A. Ongoing & Completed Projects

1. Great Hill Road – Completed filling, landscaping and erosion control of construction site.
2. Continued cleaning of catch basins.
3. Continued preparation of equipment and site for winter road operations.
4. Tree removal requested by Tree Warden.
5. Completed concrete block foundation for Salt Storage Hoop House. Several parts of the Hoop House were missing.
6. Sold Vehicle/Equipment deemed surplus. Items not sold slated to be hauled to Metal Recyclers. Good progress made.
7. Plowed and treated roads as necessary.
8. Entire crew finished OSHA-10 Course (2 day).

B. Maintenance

1. Board of Education:
  - GU105 – Replace headlamp assemblies.
  - GU126 – Repair plow.
2. Dog Warden:
  - GU103 – General Maintenance.
3. Gold Course:
  - Toro Workman – Repair axle & replace belts.
4. Health Department:
  - GU24 – Repair brake lights.
5. Enviro Equipment:
  - Equipment – Repair drive shaft, drive tube, and wheel bolts.
6. Park & Recreation:

Ford Bus AE14291 – General maintenance, service transmission, replace front & rear brakes.

Ford Bus 437 – General maintenance, service transmission, replace brake sensor, and damaged light assembly.

Ford Bus 463 – General maintenance, replace brake pads and calipers.

GU31 – Full service and replace bucket cutting edge.

GU53 – General maintenance, replace 2 tires, belts, and plow relief valve.

GU59 – Replace belts, tensioners, and plow pump belts.

7. Police:

580FMV – General maintenance and replace 4 tires.

GU10 – General maintenance, replace 2 tires and repair engine miss fire.

GU11 – General maintenance, replace 4 tires and repair steering gear.

GU111 – General maintenance, replace wipers and service generator.

GU12 – General maintenance and replace 4 tires.

GU3 – General maintenance and replace 2 headlamp assemblies.

GU5 – General maintenance and replace 4 tires.

GU6 – General Maintenance.

GU7 – General Maintenance.

ZP1779 – General maintenance and replace 4 tires.

8. Transfer Station:

GU43 – Repair Hydraulic Leak.

9. Public Works:

GU101 – Replace signal lamps and door key cylinder.

GU108 – General maintenance, replace oil pan with S.S. and sander chain adjustments.

GU110 – Repair body damage.

GU15 – General Maintenance.

GU29 – Replace battery.

GU33 – Repair coolant leak.

GU44 – Replace two piece windshields, install radio, and replace hood latch.

GU91 – Repair hydraulic leak, install radio, replace back-up alarm, coolant sensor, and general maintenance.

GU96 – Replace horns.

John Deere 120C – Replace damaged thumb A Frame and replace lower window glass.

C. Overtime

1. Total – 323.5 Hours

D. Materials

1. Hot Asphalt – 14.39 Tons

2. 1 ¼” Process – 53.39 Tons

3. ¾” Process – 30.32 Tons

4. Surge Stone – 4.39 Tons

5. Rock Salt – 45.34 Tons

6. Ice-B-Gone – 22.91 Tons

7. 2” Stone – 30.27 Tons

8. Sand – 126 Yards

9. Sand/Salt Used – 215 Yards

Tom Fillion stated that DEEP has identified a need to upgrade their calcium chloride tank to double walled containment. Tom Fillion stated their plan is to build a containment structure around the existing tank, which is in good condition. Mark Larkins asked Tom Fillion to price a double walled tank before moving forward.

Tom Fillion reported that materials are in good shape; \$10K was made on the sale of old equipment and remaining scrap metal will be disposed of by the end of this month.

#### **4. Subcommittees**

##### **a. Finance**

Dean Mitchell reviewed the Finance Report with the Commission. There were no concerns raised. Mark Larkins suggested that the town purchase their batteries from NAPA auto parts, the price is cheaper and you get more amps than from Interstate Auto parts.

Dean noted the OSHA fines of \$4,100.00 and the brush grinding fee of \$1,500.00.

**Motion was made by Mark Larkins to approve the Finance report as presented, seconded by Gene Bishop and unanimously approved.**

##### **b. Personnel**

c. Gene Bishop stated the need to follow-up with Mitch Goldblatt on the use of interns in the next Teamsters Contract Negotiations.

d. A discussion on 5 retirements within the next 5 years ensued. Gene and Dean Mitchell to have a discussion with Mitch Goldblatt on a replacement plan.

##### **e. Equipment Update**

The new trailer is ready for pickup. There has been a freeze imposed by the 1<sup>st</sup> Selectman on any new purchases.

#### **5. Finances**

##### **a. Bills**

Secretarial bill of \$62.75

**Motion was made by Mark Larkins to approve the secretarial bill of \$62.75, seconded by Gene Bishop and unanimously approved.**

#### **6. Correspondence**

None.

#### **7. Calendar Updates**

None.

#### **8. 2017 Budget Planning**

a. **Preliminary Budget.** Dean Mitchell discussed changes made to the initial budget proposal with the Commission of \$2,388,888.69.

i. Promotions to Mechanic Step 2 were discussed for Michael Oboyski, David Offredi and Steve Beckwith. Jim Portley requested that the Commission approve these promotions for July 2017. Dean Mitchell asked that Jim Portley provide the Commission with a list containing dollars and merits warranting the promotions.

**Motion was made by Mark Larkins to approve the budget of \$2,388,888.69, seconded by Gene Bishop and unanimously approved.**

**9. Other Business**

a. Truck Wash Update

- Jim Portley in the process of writing the On-Call Architects for a design for the wash bay by January 26, 2017.

Mark Larkins asked how the work on Long Hill Road was progressing. Jim Portley responded that a pre-construction meeting is scheduled for February with the contractor, MARK4.

**Motion was made by Mark Larkins to adjourn the meeting at 8:07 pm, seconded by Gene Bishop and unanimously approved.**

Next Meeting – February 16, 2017 at Town Hall

Respectfully submitted,

Sally J. Berezowskyj, Recording Secretary

DRAFT