

Town of Guilford
Public Works Commission
Regular Meeting, November 16, 2017
7:00 PM at Town Hall

Members present: Dean Mitchell, Chairman; Mark Larkins; Rob Federici and Richard Wallace
Others: Jim Portley, Town Engineer and Tom Fillion, Highway Superintendent

Meeting was called to order by Chairman Dean Mitchell at 7:02 pm.

Chairman Mitchell welcomed Dick Wallace back to the Commission. Dick will participate in the Personnel subcommittee.

Commissioner Rob Federici has been made a regular member of the commission from an alternate member.

1. Public Forum

- None.

2. Truck Wash Update

- The survey has been completed and the engineer is finalizing the site plan. An additional variance will be required and will be applied for January 1, 2018. The Town Engineer would like a final site plan presentation to the Public Works Commission by the Engineer when it is available.
- The truck was approved for \$500,000.00; however it looks like that will be exceeded in the final plan. The Commission will look into other possible options.

3. Approval of the October 12, 2017 Meeting Minutes

Motion: Mark Larkins made a motion to approve the October 12, 2017 minutes, with the clarification that Marty Garrity is a seasonal snowplow driver, seconded by Rob Federici and approved.

In Favor: Mark Larkins, Rob Federici

Obtain: Dean Mitchell and Dick Wallace

4. Report from the Public Works Director

a. Sand/Salt Purchase

- Jim Portley reported that the state bid price for Rock Salt has been set at \$5 less a ton than last year and approved for 600 tons totalling \$6,250 by the BOS.
- The new salt shed is complete

b. Ongoing & Completed Projects

1. Completed repairs to Falcon Road Seawall and pavement
2. Reconstructed catch basins on Chimney Corners Circle
3. Repair catch basins on Stonehedge Lane, Foxwood Drive, and the Guilford Library
4. Removed trees from Police Building Site
5. Completed the Salt Storage Building
6. Clean Catch Basins

7. Cut trees, cleared roads, worked with Eversource and Fire department to restore the town to normal after weekend storm of 10/28 and 10/29.

c. Equipment Maintenance

1. Board of Education:

GU 125: Repair transmission, install body steps

2. Public Works:

GU 19: replace rear springs

GU 22: General Maintenance, install sidewinder, repair hydraulic leak, clean DPF

GU 34: General Maintenance

GU 91: General Maintenance, replace fuel pedal assembly

GU 97: Repair 7 way plug in rear of truck

GU 98: General Maintenance

Kubota KX080: Repair hydraulic leak, Replace broken glass

3. Natural Resources:

Repair chain saw

4. Parks and recreations:

Echo weed eater: Repair fuel system, Replace coil and plug

GU 100: Set up new trailer for service

GU 31: General Maintenance

GU 53: General Maintenance, install new body steps, replace tie rods, replace signal switch, replace upper and lower ball joints, replace front brakes complete including calipers and hoses

GU 59: General Maintenance, replace U-joints in drive shaft, replace sway bar link, replace steering dampener, install new body steps, replace batteries, replace plow frame

GU 73: General Maintenance, replace battery

GU 86: Replace battery, replace brake sensor, and repair air conditioning

JD.1445: General Maintenance, repair damage to mower deck

5. Police Department:

AB94220: General Maintenance, replace tires and balance

GU 10: Replace front wheel bearing

GU 11: Replace battery, replace left seat belt buckle

GU 12: General Maintenance

GU 13: General Maintenance, install window shades

GU 2: General Maintenance

GU 4: Replace battery

GU 7: General Maintenance, install snow tire for winter, replace sway bar link

6. Town Hall

GU 1: General Maintenance, repair cooling system leak, replace rear window wiper motor, replace starter

7. Town Properties

GU 129: Install body step assembly, general maintenance, replace rear brakes, install 4 tires, and replace battery

8. Transfer Station - Repair hydraulic leak

d. Overtime

112 hours

Storm Report:

- 26 Roads were closed due to storm damage at one time.
- No Eversource liaison, which is a critical requirement resulting in delays on reopening roads by the Public Works Team.
- A question was raised as to the readiness of the Dorm room for the team. It was noted that the Faulkner Light Brigade still has storage items in the Dorm room. Tom Fillion to request removal of all items by December 15, 2017.

5. Commission Subcommittees

a. Finance

- The Finance report was reviewed by the Commission.

b. Personnel

- Tom Fillion reported that there have been some medical issues with a few of the employees.
 - i.** Bobby Stevens will not be able to return to work for another month.
 - ii.** Mark Mazzucco has injured his knee and can potentially be out for a month.
- A new seasonal Snow Plow Driver has been hired, Carter Hennessey.
- Tom Fillion said that there are enough drivers to cover the trucks without anyone being out due to illness.
- A discussion ensued as to how to incent more snow plow drivers and part-time help.
- Retirement of Mechanics was discussed with the option of sending out the work if that position remains open.
- A discussion on the use of a hiring search application to reach a broader audience of applicants.

c. Equipment Update

- The vibratory roller purchase will go before the BOS for approval at the next BOS meeting.

6. Finances

a. Bills

- Secretarial bill of \$25.50 for September Meeting was reviewed.

Motion: Mark Larkins made a motion to approve the secretarial bill of \$25.50, seconded by Rob Federici, and unanimously approved.

7. Correspondence

- Chairman, Dean Mitchell, read to the Commission a letter of commendation to Superintendent Tom Fillion from the 1st Selectman Joe Mazza on the recent storm work by him and his team.

8. Calendar Updates

- 2018 Budget for December Meeting.
 - i. Additional staffing
 - ii. Additional trucks

9. Other Business

- a. None.

Adjourn

Motion: Rob Federici made a motion to adjourn the meeting at 8:05 pm, seconded by Dick Wallace, and unanimously approved.

Respectfully Submitted:

Sally J. Berezowskyj

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Recording Secretary