

Town of Guilford
Public Works Commission
Regular Meeting, February 15, 2018
7:00 PM at Town Hall

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

Meeting was called to order by Chairman Dean Mitchell at 7:03 pm.

1. Public Forum

- Mark Damiani reported that the State of Connecticut has issued new storm water permit requirements.

2. Approval of the January 11, 2018 Meeting Minutes

Motion: Richard Wallace made a motion to approve the January 11, 2018 minutes as written, seconded by Rob Federici and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Gene Bishop, Rob Federici

3. Report from the Public Works Director

A. Ongoing & Completed Projects

1. Snow Plowing
2. Adjusting sander chains and repairs
3. Dead tree removal for Tree Warden
4. Clearing sightline issues
5. Patching potholes, cleaning catch basins
6. Signage
7. Repairs to warm garage drain system

B. Maintenance

1. Board of Education
 - Gu 126 replace broken front axle, replace left side hub bearing, replace front calipers hoses and pads, replace plow pump belts, repair trailer deck gate cables, repair leak in plow pump and hoses
2. Bobcat: replace backup cameras
 - Gu104 set up machine for service
 - Gu21 replace damaged mirror and lamp
 - Gu23 general maintenance, replace front brake pads, replace axle actuator and replace transfer case switch
 - Gu26 replace damaged indicator, mirror and lamp
 - Gu27 install additional leaves in front springs
 - Gu40 replace oil filler cap
 - Gu91 replace alternator
 - Gu95 repair hydraulic leak, replace front springs and install additional leaves
 - Gu96 replace front springs and install additional leaves
 - Gu98 replace lamp

C. **Golf Course**

Repair small equipment and repair flat tires, i.e., plugs, oil, wheels
Toro 2300d replace PTO switch

D. **Park and Recreation**

Gu42 replace wiper washer hoses and nozzles

Park and Recreation quad general maintenance, repair cooling system, replace thermostat and switch, replace cooling pipe

Simplicity snow lower, replace fuel cap, clean fuel system

Toro push mower, replace carburetor, replace plug, change oil and filters

Turf Tec 1305, replace battery, general maintenance

E. **Police**

580 FMV, general maintenance, replace wipers

7 ARRRR, general maintenance, replace battery

AB 94220, general maintenance, replace battery

AK 88637, general maintenance, install window shade kit

Gu 10, general maintenance, replace air filter, install 4 snow tires, and replace headlamp assemblies

Gu 11, General maintenance, replaces wipers, install 4 snow tires

Gu 12, General maintenance

Gu 13, General maintenance

Gu 2, General maintenance, installs 4 snow tires

Gu 3, Add ATF and check and repair leak

Gu 6, General maintenance, replaces battery, replace 1 tire sensor

Gu 8, general maintenance, replaces wipers

Gu 9, general maintenance, replace wipers, install 4 snow tires

ZP 1779, general maintenance, install 4 snow tires

F. **Transfer Station**

Gu 30, install engine heater

Materials

Cold patch 5.2 tons

Sand 952 yards

Treated Salt 243.13 tons

Rock Salt 313.86

Overtime

Total 449.5

Twelve events and 28.5" snow

Technology updates regarding public communications was discussed.

4. 2018 Budget Update

A. Operating

- The Commission was proud to have Rob Federici present the budget for Public Works.
- Jim Portley reported that he received an email from the First Selectman, Matt Hoey announcing a cut in the state funding of \$600K. Jim Portley responded with proposed reductions of:
 - \$75K for sidewalk work on Boston Street
 - \$50K out of sidewalk repairs funding
 - \$50K out of summer road maintenance for Peddlers Road work

5. Commission Subcommittees

a) Finance

- Items discussed
 - \$1300 for the copier contract for engineering department
 - \$2800 Nappa parts
 - 80% of salt usage to date

Motion: Rob Federici made a motion to approve the warrants in the amount of \$224,852.62 seconded by Richard Wallace, and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Rob Federici, Gene Bishop

b) Personnel

- 3 workers out due to injuries

c) Equipment Update

Chairman, Dean Mitchell requested a revised fleet and 5 year capital rotation plan for review at the April 2018 meeting.

6. Finances

a. Bills

- Secretarial bill of \$46.75 for January Meeting was reviewed.

Motion: Gene Bishop made a motion to approve the secretarial bill of \$46.75, seconded by Richard Wallace, and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Rob Federici, Gene Bishop

7. Correspondence

None.

8. Calendar Updates

None

9. Other Business

a. Budget Review Process

Motion: Richard Wallace made a motion to go into executive session at 8:00 pm, seconded by Rob Federici, and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Rob Federici, Gene Bishop

Motion: Richard Wallace made a motion to exit executive session at 8:55 pm, seconded by Rob Federici, and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Rob Federici, Gene Bishop

Motion: Richard Wallace made a motion to adjourn the meeting at 9:00 pm, seconded by Gene Bishop, and unanimously approved.

In Favor: Dean Mitchell, Richard Wallace, Rob Federici, Gene Bishop

Respectfully Submitted:

[Sally J. Berezowskyj](#)

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Recording Secretary