

**Town of Guilford  
Public Works Commission  
Special Meeting, April 19, 2018  
7:00 PM at Town Hall**

Members present: Dean Mitchell, Chairman; Rob Federici, Gene Bishop and Mark Larkins  
Others: Tom Fillion, Highway Superintendent, John Jagielski

**Meeting was called to order by Chairman Dean Mitchell at 7:09 pm.**

**1. Public Forum**

John Jagielski, 110 Round Hill Road, Guilford, CT 06437

Mr. Jagielski applauded the Town Crews on their cleanup work after the storm.

Mr. Jagielski asked what the proper protocol was for reporting a downed powerline? During the last storm he reported it to Eversource who said they could not address it due to the road not being plowed. Superintendent Tom Fillion said the call should come to Public Works who then coordinates with Eversource for clearing the roads and subsequent work that may need to be done.

1950's signage exists on Hoop Hole Road. It no longer has any reflective qualities and as such is ineffective. Who is the contact to have the signs replaced? Superintendent Fillion said the call goes to the Police Department. They prioritize sign work. As to the reflective stripping of the road, it is done the year following a chip seal to ensure proper adhesion.

Mr. Jagielski noted that the Tree Warden has taken down trees on Maple Hill Road and left the wood behind. Mr. Jagielski asked what the process is to remove the wood. Superintendent Fillion replied that the Tree Warden hires out the tree jobs and that the contractor is required to remove the wood as well as taking down the tree. It does not always happen expediently.

Mr. Jagielski asked if the Town sells surplus vehicles and what the purchase process is. Chairman Mitchell responded with the Town website being the communication vehicle for surplus equipment sales.

**2. Approval of the March 15, 2018 Meeting Minutes**

**Motion:** Rob Federici made a motion to approve the March 15, 2018 minutes as written, seconded by Dean Mitchell and approved.

**In Favor:** Rob Federici and Dean Mitchell

**Abstain:** Mark Larkin and Gene Bishop

**3. Report from the Public Works Director**

**a. Ongoing & Completed Projects**

1. Public Works spent the month of March clearing trees debris and snow from the roadway Four Nor Easter's dropped 23 1/2 "of snow and tree damage throughout the entire Town Over 162 spots to clear
2. Patching potholes
3. Sign and mailbox repair
4. Helped other Departments with tree debris issue, including clearing the Green area

**B. Maintenance**

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## **1. Board of Education**

Gu123 – General maintenance, replace head lamp assembly

GU124 – General maintenance

GU 125 – General maintenance, replace exhaust, replace front driveshaft

## **2. Public Works & Engineering**

GU108 – Repair electrical

Gu21 – Replace rear springs

Gu22 – Replace batteries

Gu23 – General maintenance, repair wipers

Gu25 – Replace windshield, replace mirror

GU97 – Replace rear axle seals

JD 120c – Replace broken glass

## **3. Golf Course**

Toro 228D – General maintenance, repair axle

## **4. Park and Recreation**

GU54 – General maintenance, replace damaged mirror

## **5. Police**

GU7 – Replace bulb

## **6. Natural Resource**

GU93 – General maintenance, repair cooling system, repair mower

## **7. Selectmen**

GU1 – General Maintenance

## **8. Town Properties**

GU107 – Replace wiper motor, replace turn signal switch

Other ongoing work and small repairs not recorded on vehicle work orders

**Overtime:** 1,020.00 hours

### **Materials:**

Sand – 522 yds.

Rock Salt – 156.19 tons

Treated Salt – 162.93

Cold Patch – 5.6 tons

¾” process – 28.5 tons to Transfer Station

A discussion of the cleanup work ensued. Commissioner Larkin suggested Superintendent Fillion obtain several bids for tub grinding (not identified in the current budget) and bring it to the First Selectman for action.

Town Engineer, Jim Portley will be retiring this year, his replacement is not yet identified.

Superintendent Fillion informed the Commission that with the storm work required, the department will be over budget this year due to seasonal help, OT and winter road maintenance.

#### 4. Election of Officers

**Motion:** Gene Bishop made a motion to nominate Mark Larkin for Chairman succeeding Dean Mitchell whose term is expiring in May of 2018, seconded by Rob Federici and unanimously approved.

**Motion:** Mark Larkin made a motion to nominate Rob Federici for Vice-Chairman, seconded by Gene Bishop and unanimously approved.

**Motion:** Gene Bishop made a motion to nominate Richard Wallace for Secretary, seconded by Mark Larkin and unanimously approved.

#### 5. 2018 Budget Update

- The budget has been passed.

#### 6. Commission Subcommittees

##### a) Finance

- A charge for \$2,856.49 noted as Fire Department Parts was discussed. Superintendent Fillion will address the charge with Finance.

**Motion:** Rob Federici made a motion to approve the warrants in the amount of \$280,973.48, seconded by Gene Bishop and unanimously approved.

##### b) Personnel

- 1 worker out due to injuries.

##### c) Equipment Update

- Excavator Purchase  
Commissioner Larkin would like to review the existing equipment with the help of the public works team.

A discussion on the 1<sup>st</sup> edition Tier 4 excavator purchase ensued. The discussion topic of the manufacturer's ability to work out the kinks of this new function and if the old equipment would last another year.

**Motion:** Mark Larkin made a motion to review the existing excavator with Ralph Casey and Carl Pearson and assess the purchase of the new excavator, seconded by Rob Federici and unanimously approved.

- New Truck Purchase  
The specs for a fully dressed truck were reviewed. Commissioner Larkin stated that this purchase will require going out to bid. He suggested looking for bids from International and Western Star as well as the State Bid Program.

**Motion:** Mark Larkin made a motion to go out to bid for the truck as defined in the presented specs including additional manufactures, seconded by Rob Federici and unanimously approved.

## 7. Finances

### a. Bills

- Secretarial bill of \$55.25 for March Meeting was reviewed.

**Motion:** Mark Larkin made a motion to approve the secretarial bill of \$55.25, seconded by Gene Bishop, and unanimously approved.

## 8. Correspondence

A letter from George Giavarini to Jim Portley was shared with the commission. It said 'I am writing to thank you and all of the people in your department for the quick response in cleaning out an easement and pipe next to my house. I am very grateful to you and Tom Fillion's people as well.'

## 9. Calendar Updates

Price of Treated Salt to be reported at the May meeting.

## 10. Other Business

None.

**Motion:** Mark Larkin made a motion to nominate adjourn the meeting at 9:20 p.m., seconded by Rob Federici and unanimously approved.

Respectfully Submitted:

[Sally J. Berezowskyj](#)

Sally J. Berezowskyj  
Recording Secretary