

Town of Guilford
Public Works Commission
Regular Meeting, September 14, 2017
Town Hall

Members present: Dean Mitchell, Charles Bishop, Rob Federici and Mark Larkins
Staff present: Jim Portley, Town Engineer; Tom Fillion, Highway Superintendent and Ralph Casey

The meeting was opened at 7:12 pm.

1. Public Forum

None.

2. Architect's Review of Truck Wash

- Jim Portley reported that Eric Anderson is working on establishing the right away line needed for the site plan.
- Due to the delay in the right away identification, the truck wash will not be operational for this winter season.

3. Approval of Minutes

Motion was made by Rob Federici to approve the minutes of the August 17, 2017 meeting minutes as written, seconded by Gene Bishop and unanimously approved.

4. Public Works Director Report

A. Ongoing & Completed Projects

- a. Completed Driftwood Lane; raise 27 catch basins to the new road grade; reclaimed 1100' and milled the rest of the road; paved road and new aprons; new curb was placed where needed.
- b. Chip sealed roads; 18 roads were prepped, oiled, stoned and swept; cleaned one week later.
- c. Falcon Road – Test holes were dug to find the elevation of the ledge so sea wall can be repaired.
- d. Curbing; prepped and replaced damage curb.
- e. Sweeping; finished entire town.
- f. Mowing; started 2nd cut and completed sightlines
- g. Catch basin cleaning throughout the town.
- h. Signage replacements.
- i. Patching potholes.

B. Maintenance

1. Board of Ed
 1. GU 122; replace transmission, general maintenance.
 2. GU 126; general maintenance, replace plow frame, replace tires.
2. Public Works
 1. GU 14; general maintenance.
 2. GU 19; repair bucket, repair hydraulic leak.
 3. GU 21; general maintenance, service transmission, Park & Rec DPF filter and have it cleaned.
 4. GU 45; general maintenance.
 5. GU 55; replace 4 tires.
 6. GU 95; replace horns.
 7. KUBOTA KX080; replace mirrors.
3. Park & Rec
 1. Aerator; rebuild seeder unit complete, repair damage.
 2. Ford Bus 08AE14291; general maintenance, replace upper and lower ball joints both sides, replace tie rods and drag link, replace tires, state inspection.
 3. Ford Bus 09; general maintenance, replace tires and install handicap stickers, state inspection.
 4. Ford Bus 437; general maintenance, replace control arm bushings, replace front pads and rotors, install new door glass.

5. Ford Bus 463; general maintenance, replace tires.
 6. GU 82; replace tires
 7. GU 85; rebuild trailer deck and support frame, rewire complete Ventrac tractor, general maintenance, replace damaged wheel assembly.
4. Golf Course
 1. Greens mower; rebuild drive unit.
 2. Toro 223d; general maintenance and repair deck.
 3. Toro 228d; general maintenance, rebuild mower deck, replace differential.
 4. Yamaha Golf Cart; replace two brake cables.
 5. Natural Resources
 - Rebuild mower deck.
 6. Police
 - AB94220; general maintenance.
 - GU 10; replace lower door panel.
 - GU 12; general maintenance, replace battery, replace front brakes and rotors.
 - GU 2; general maintenance.
 - GU 7; general maintenance.
 - GU 8; general maintenance.
 - GU 9; general maintenance.
 7. Transfer Station
 - GU 62; repair hydraulic leak.

Next month is catch-up on small projects.

Removing State signs in North Guilford.

Fluid Film being used on vehicles to retard rust and decay.

5. Subcommittees

a. Finance

- Constellation charges are the PW yearly portion of that bill
- Certified Laboratory charges are for the purchase of grease and fuel additives.
- Copier charges are related to Town Engineer expenses.
- Telvent charges are for weather services.

b. Personnel

- Bobby Stevens is out until November due to rehab from the removal of the pin in his leg.

c. Equipment Update

- The purchase of a Vibratory Roller was proposed by Jim Portley in a letter to the Commission on September 8, 2017. The roller to be purchased with the remaining \$27,000 from the purchase of the new loader. This roller was rented this past season at a cost of \$8,100. Jim Portley recommended to the Commission they authorize a bid for a new or used (2015 model or later) 3-5 Ton Vibratory Roller with a maximum of 500 hours. The Commission agreed to put a bid out for the Roller and add to the agenda to the October Meeting.
- The purchase of the 170 Excavator was discussed. This piece of equipment is the workhorse of the department and is planned for replacement under bonded funds. The existing equipment is 2001. The immediate purchase of this piece of equipment was discussed along with the state of the state budget and road project funding not in place. Jim Portley stated that there are several bonded road projects for next year; Goose Lane and Nut Plains Road along with the replacement of the Leete's Island Road Tide Gate.

Motion was made by Mark Larkins to defer the purchase of the Excavator until the state budget issue is resolved and revisit the purchase at the March 2018 Meeting, seconded by Rob Federici and unanimously approved.

Motion was made by Mark Larkins to add to the agenda prior to Item 6 review of the Public Works Commission Ordinance, seconded by Rob Federici and unanimously approved.

6. Public Works Commission Ordinance

- Chairman Mitchell reviewed with the Commission and attendees of the meeting the Public Work Ordinance establishing the Public Works Commission and its mission to manage and oversee, under the general supervision of the Board of Selectmen, the Public Works Department. Chairman Mitchell highlighted the powers and duties of the Ordinance; undertake and be charged with, under the general direction of the Board of Selectman, management and oversight of the Public Works Department, within the budget for such department as approved by the Town. A copy of the Ordinance was distributed to the Commission members. Chairman Mitchell stated that he or the Commission will not operate outside of the code as defined.
- Chairman Mitchell reviewed with the Commission the 2017 Goals defined in the beginning of the year for the commission.
 1. Improve communications between the Public Works Commission, the Public Works Department and all Town departments.
 2. Improve our visibility and value we bring to the Town.
 3. Support our employees with the best available equipment to perform their jobs.
 4. Increase our level of employee development and encourage everyone to be efficitve in multiple job functions (cross training).
 5. Manage our budget effectively and conservatively.
 6. All Public Works Commissioners should have an active role in supporting the Public Works Department.

7. Finances

a. Bills

Secretarial bill of \$42.50 for August Meeting was reviewed.

Motion was made by Mark Larkins to approve the secretarial bill of \$42.50, seconded by Rob Federici and unanimously approved.

8. Correspondence

None.

9. Calendar Updates

Next meeting to be held on October 12, 2017

October 2017 meeting to review the bids for the Vibratory Roller

October 2017 meeting to review the Rock Salt bids.

March 2018 agenda to review Excavator purchase.

8. Other Business

Chairman Mitchell asked that the Commissioners each receive a copy of the Teamsters Union Contract at the next meeting to be provided by Sally Berezowskyj.

Motion was made by Dean Mitchell to adjourn the meeting at 8:31 pm, seconded by Rob Federici and Unanimously approved.

Respectfully submitted,

Sally J. Berezowskyj

Sally J. Berezowskyj, Recording Secretary