

**Town of Guilford
Public Works Commission
Regular Meeting, March 12, 2020
7:00 PM at Town Hall**

Members present: Chairman Mark Larkins; Gene Bishop; Tim Sullivan; Richard Wallace and Tom Fanciullo (arrived 7:26 pm)
Excused: Anthony DeLuca
Others: Tom Fillion, Director of Public Works; Ralph Casey, Public Works Mechanic (arrived at 7:24 pm)

Meeting was called to order by Chairman Larkins at 7:05 pm.

**1. Public Forum (Limited to 3 minutes)
Deferred to later in the meeting**

2. Approval of Minutes:
a. February 20, 2020

Motion: *Commissioner Tim Sullivan made a motion to approve the February 20, 2020 meeting minutes as presented. Seconded by Commissioner Gene Bishop and unanimously approved.*

3. Report from the Public Works Director

A. Ongoing & Completed Projects:

1. Beaverhead – rebuilt shoulder area that wash-out southwest of Overlook Dr., we added large boulder to support the shoulder and a mixed fill, then mulched the shoulder area
2. Briarwood Dr. – check all the drainage areas for breaches and clogs. Started to make repairs to the catch basins
3. Catch basin repair – fixed one catch basin at #62 Half Mile Rd., and a catch basin on Joan Dr., #41
4. Started to sweep the roads in Town on February 14, 2020. The main roads to be done first
5. Guard rail repair continued
6. Transfer Station – added a new gate at the recycle bin and fixed the sagging entrance gate with new hardware. We will add spring loaded caster wheels to help support the gate in the future
7. Vac – All – continued with better weather to remove leaves in the road gutters

Other departments:

1. Remove tree stump in the path area of Chaffinch Island for Park and Recreation
2. Met with grinding contractor for pricing at Sullivan Dr.
3. Met with Tilcon sales rep to go over proposed roads to pave
4. Met with New England Asphalt going over quotes for different projects
5. Interviews were done for new manpower, replacing retired crew member
6. Bought a used (new) flail mower attachment for #57 mower
7. Met with Ballard Trucking to remove mulch material from Sullivan Dr.

B. Maintenance:

Board of Education:

GU127 – replace mirror

JD WH 52A – replace engine

JD 777 – general maintenance, repair mower deck, replace tires

Park and Recreation:

Blue bird sod cutter – replace bearings

Ford 09 bus – general maintenance, repair wiring for chair lift, repair electronics for passenger door

JDF1445 – general maintenance, replace tires, replace seat

JD 997 – general maintenance, replace belts and pulleys

Turf tech 1305 – replace blade assemblies

Police:

855 XTC – general maintenance, repair headlight

GU2 – general maintenance, replace belts

GU4 – general maintenance, replace tires

GU8 – general maintenance, replace rear brakes, replace tires

GU9 – general maintenance, replace rear brakes

ZP1779 – general maintenance, emissions

Public Works:

GU29 – general maintenance, replaced rear brakes, replace battery, repair driver seat and fabricate new flatbed body

GU48 – replace batteries, replace dump door rod

GU72 – general maintenance, replace cutters

GU92 – set up sweeper for season

JD120C – repair hydraulic leak

Town Hall:

GU1– repair exhaust

Town Properties:

GU129 – general maintenance

GU58 – general maintenance

Planning and Zoning:

GU106 – replace battery

Golf Course:

Club car – replace tires

Toro 223D – replace tires, repair mower deck

Toro 3280D – replace belts

Materials:

Fill – 82 yds.

Large boulders – 50 yards

Mulch – 1200 yds.

¾” stone – 12 yds.

Cold patch – 8 tons

Overtime:

68.5 hrs.

Sanding and downed trees (14)

1. Public Forum

Ralph Casey distributed a Highway Vehicles list dated February 21, 2020 to the Commission Members as requested at the last meeting.

- GU55 a 2004 F350 is the next on the list to be replaced. Replace vehicle will be an F550. It is used on a plow route. The old truck should be used for trade-in value on the new truck purchase.
- Ralph recommended to the Commission that the following trucks be kept as spares:
 - i. GU90– 1988 MACK RD685P (old GU45)
 - ii. GU46- 2006 MACK CV713 (old GU46)
 - iii. GU44- 1985 MACK R688T (old GU44)
- The GU29 truck has undergone refurbishment by the PW Mechanics and is beautiful.
- Ralph also recommended to the Commission that they purchase a Hook Lift truck.

- Ralph recommended that all Warsaw plows be recycled when trucks are replaced.

Commissioner Tim Sullivan questioned if there are any other vendors other than State Contract that could be looked at? Ralph named two; Truck & Body in Hartford and a company in Stratford; neither are on state contract.

4. Commission Subcommittees

a. Finance

- Report from Finance Department
 - Finances look to be in good shape. Two large expenses this month were the oil separator tank disposal and a transmission in GU40.

b. Personnel

- Tom Fillion reported that he is down 2 mechanics; one recently injured and one out on FMLA for an extended period of time.

c. Equipment Update

- Truck updates
 1. 10 Wheeler is on target for an April delivery. All parts are on site and ready for assembly.
 2. Mark Larkins stated that the Commission should be looking at 3 options for the purchase of the next truck.
 - 1) Truck with all season body. Approximate cost of \$137K
 - 2) Truck with a regular body and a slide in sander. Approximate cost of \$130K
 - 3) Put a new cab and chassis on the existing dump body. Approximate cost \$129K

Chairman Mark Larkins tabled the approval of the F550 truck until the next meeting in April.

- Tag along Hot Box update
 1. None

5. Finances.

a. Bills

- None

b. Invoices

- The Commission reviewed 2 secretarial invoices; \$131.25 and \$48.13.

Motion: *Commissioner Todd Fanciullo made a motion to approve the secretarial invoice of \$131.25. Seconded by Commissioner Richard Wallace and unanimously approved.*

Motion: *Commissioner Todd Fanciullo made a motion to approve the secretarial invoice of \$131.25. Seconded by Commissioner Tim Sullivan and unanimously approved.*

6. Correspondence

None.

7. Calendar Updates

8. None.

9. Other Business

Chairman Mark Larkins was approached by Park & Rec to have Public Works donate site excavation to the Jacobs Beach Splash Pad project. There was discussion among the Commission regarding the necessity for the project. Public Works Director Tom Fillion stated that they would accommodate the request.

The Golf Course has received a \$10K donation to complete repaving of their parking lot. Tom Fillion stated that Public Works will do the prep work for the parking lot paving.

a. Brush & Leaf Ticket Update

Sally Berezowskyj updated the Commission on the status of raising the prices at the Brush and Leaf Disposal Site. For some reason, the rates for the Brush & Leaf site are included in an existing Town Ordinance. Although the BOS had approved the rate changes in their September 16, 2019 meeting, until the ordinance is modified it cannot be implemented. Town Engineer, Janice Plaziak is currently working on other changes to that same ordinance and there will be a meeting at 9:00 am in Town Hall South to discuss the proposed changes. Sally Berezowskyj asked the Commission for permission to represent the Commission at that meeting proposing that the rates be removed from the ordinance (the Waste Transfer Station rates are not in an ordinance) or at the very least make the rate changes as approved by the BOS on September 16, 2019. Chairman Mark Larkins will attend the meeting.

10. Adjournment

Motion: *Commissioner Gene Bishop made a motion to adjourn the meeting at 8:40 pm. Seconded by Commissioner Tim Sullivan and unanimously approved.*

Respectfully Submitted:

Sally J. Berezowskyj

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Recording Secretary