

Town of Guilford

Public Works Commission

Special Meeting

Tuesday, May 24th 2022 at 8:00 AM

Zoom Meeting

Zoom Link: <https://us06web.zoom.us/j/84670629468>

Meeting ID: 846 7062 9468

One tap mobile: +1 929 436 2866

Members present: Chair Mark Larkins; Anthony DeLuca; Ralph Casey; Todd Fanciullo; Timothy Sullivan
Members absent: Richard Wallace; Gene Bishop
Others: Tom Fillion, Director of Public Works

Chair Mark Larkins called the meeting to order at 8:03 A.M.

1. Public Forum (Limited to 3 minutes)

None.

Mark Larkins expressed his gratitude for many great services that Tom Fillion, Director of Public Works, provided the Town of Guilford. Mark has known Tom for over thirty years and stated that all the work he has done for the town was great, and that is an understatement. Thank you, Tom for serving the Town!

2. Approval of Minutes

a. February 10th 2022

Motion: *Motion made by Tim Sullivan to approve the February 10th 2022 meeting minutes.
Seconded by Anthony DeLuca and unanimously approved.*

3. Report from the Public Works Director

a. February's Monthly Report

Ongoing & Completed Projects

1. **Test holes** – Dug test holes for both the Fire Department storage facility and Park and Recreation septic system/parking lot area.
2. **Illegal Dumping** – Remove large tree trunks from County Rd, two (2) areas and Lake Dr., one area Police Department reported this to us. Six loads in a 10-wheeler dump truck to remove to Sullivan Dr.
3. **Sullivan Dr.** – Started to move the large pile of mulch that has accumulated over 10 years. The Public Works crew will use it to cap the hillside to the south and also the north hill above the parking area.
4. **Town Green** – The crew cleared snow away from the parking areas in front of the stores, back parking area, library, Town Hall and Town Hall south.
5. **Windstorm** – Thirteen (13) trees removed from the roadway.
6. **52 Church St.** – Added 40 tons of 1 ¼" of stone to the back lot to create extra parking area.
7. **Hubbard Rd.** – Removed 2 large trees on the shoulder to safety.

8. **Golf Course** – Removed 3 large tree stumps on the course. The trees fell during the windstorm.
9. Patching potholes, brushing and road issues continue throughout the Town.
10. Crew continues to clean salt/sand from Town's truck fleet and make repairs as needed

Vehicle Maintenance:

- **Police Department:** Command vehicle, general maintenance
- **GU-6:** Washer hose/wipers
- **GU-14:** General maintenance
- **GU-2:** General maintenance / fuses
- **GU-4:** Brake pads/ general maintenance
- **GU-9:** General maintenance

Park and Recreation

- **Bus 43** – Exhaust issue
- **GU32:** Jacobsen tractor – switch, cable, coil and general maintenance
- **GU42:** Oil change
- **GU53:** Lights
- **GU59:** Electrical repairs
- **Top Dresser** – Lights/wiring
- **Toro Sand Pro** – General maintenance

Natural Resources

- Ford Ranger – heater

Board of Education

- 2021 F350 – tires and belt

Public Works

- GU22 – tank straps/step, PTO pump reseal and general maintenance
- **GU48: Sweeper** – Bearings, elevator chain, dirt shoe and flange bearings
- **Vibitory Roller** – operator safety switch
- Public Works truck 91, 34 and 98 sent to Equipment Services for repairs to Cirrus system plow control issue. *(repairs under warranty)*

Materials

- **Hot patch** – 9.26 tons
- **Sand** – 656 yds
- **Cold patch** – 4.57tons
- **1 1/4" process** – 11.52 tons
- **Rock salt** – 231.30 tons
- **1 1/4" stone** – 68.23 tons
- **Treated salt** – 162.16tons
- **3/4" process** – 19.20 tons

Overtime

- Total hours – 896
- Mostly storm related *(wind, snow and ice)*

b. March's Monthly Report

Due to the meeting being canceled in March 2022, there was no March Monthly Report available. All ongoing projects, other materials purchased, and work completed on machinery and cars, will be reported in April 2022 Monthly Report.

c. April's Monthly Report

Ongoing Projects:

- 1) **Bullard Dr. Drainage** – Finished the drainage run, placed 46' of infiltrators to drain water underground into 2" stone. The Public Work's crew brought fill and top soil in to match the existing grade. Public Works will come back after the sidewalk portion of the job is finished by Laydon Construction and finish grading the entire run, seed, and hay the area.
- 2) **Dirt Roads** – All the dirt roads have been regraded and rolled in with ¾" process (24 roads). Lone Pine/Mountain Trail are on hold until a decision is agreed upon whether it is reconstructed or not.
- 3) **Jacobs Beach** – Public Works excavated the existing drainage area that was failing. A swale was created and 2" stone and 3" minus decorative round stone was added to drain the parking area. Edging was put around the trees and mulch added. We added two (2) new walk-through areas done with existing pavers. Before Memorial Day, the parking area will be regraded and rolled with a vibratory roller for compaction.
- 4) **Curbing** – The crew removed all of the damaged curbing throughout town and prepped the area for replacement with new asphalt curb.
- 5) Continued sweeping, catch basin cleaning, patching, signage, sightlines, and lawn repair from winter damage.

Other Departments:

- 1) Test holes at Adam's School for possible future addition of basketball courts.
- 2) **Chaffinch Island Park** – Added ¾" process to parking area, cleared shrub overgrowth, regraded the area to drain and made a spot to set bathroom and garbage cans.
- 3) **Tree Warden** – Did traffic control for tree contractor on Lake Drive and West Lake Ave.
- 4) **50 Driveway** – Test holes for new electrical and communication lines in preparation for new fuel tank.
- 5) **Transfer Station** – Change out the catch basin silt socks to maintain clean water.
- 6) **Golf Course** – Haul six (6) loads of mulch for their plant beds and hillside.
- 7) **High School (P&R)** – Hauled (4) loads of chips to stabilize the hillside around the field area.
- 8) **Classes/Training** – Completed Blood Borne Pathogens and Hazard Communication Classes.

Overtime Hours:

- 37 hours- trees down and Bullard Drive drainage

Materials:

- 2" stone- 456 tons
- ¾" stone- 550 tons
- Topsoil- 72 yards
- Mulch- 84 yards
- Cold/Hot Patch- 5 tons
- 3" minus decorative round stone- 55 tons

d. Personnel

Tom Fillion, Director of Public Works, will be retiring from the Public Works Department after twenty-six years of service. His last day of employment is Friday, July 8th 2022. Mr. Fillion has been

employed with the Town of Guilford since December 28th 1995. The Director of Public Works position was posted on Wednesday, May 4th 2022. The posting will be closing on Thursday, May 26th 2022 at 3:00 PM. Currently, the Human Resources Department received seven applicants for this position.

4. New Business

a. Chip Seal Approval

Tom Fillion, Director of Public Works, is looking to purchase chip seal and use this product for two roads in Guilford. Mr. Fillion is currently waiting to hear back from Brandon, (*vendor contractor*) to purchase the chip seal. Tom has expressed that the product will be \$1.93 per sq. yard x 1,000 yards for the two roads. Approximately \$170,000 in total. Mr. Fillion would like this project to be completed by September/October 2022.

Motion: *Tim Sullivan made the motion to approve the recommendation to the Board of Selectman to allocate \$170,000 to complete the chip sealing project in Guilford to be completed by September/October 2022. Seconded by Anthony DeLuca and unanimously approved.*

b. Review Meeting Schedule

Motion: *Tim Sullivan made the motion to revise the 2022 Public Works Commission Meeting Schedule. The commission will now meet the second Tuesday of every month at 8:00 AM. The meetings will be held at Public Works Garage. Seconded by Anthony DeLuca and unanimously approved.*

5. Old Business

a. Vehicles Bid Update

This topic has been placed on hold.

b. 94 GU Truck

Ralph Casey has been in contact with the vendor. Casey said that the company expressed that Guilford Public Works will receive their trucks very soon.

6. Finances

a. Bills

None.

b. Invoices

Motion: *Motion made by Anthony DeLuca to approve the secretarial invoice of \$73.00. Seconded by Tim Sullivan and unanimously approved.*

7. Adjournment

Motion: *Motion made by Tim Sullivan to adjourn the meeting at 8:39 A.M. Seconded by Anthony DeLuca and unanimously approved.*

Respectfully submitted,

Jessica L. Russo

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Recording Secretary