

**TOWN OF CLINTON
PUBLIC WORKS COMMISSION
MEETING MINUTES
JANUARY 15, 2019
DPW- 117 NOD ROAD (CONFERENCE ROOM)**

The meeting was called to order at 7:00 P.M.

Present: Brian Manware, Michael Hesper and Alternate- Art Kuever

Also Present: Todd Hajek- Assistant Director of Public Works, Pete Neff – Director of Public Works, Carol Walter- Board of Selectman, Christine Goupil- First Selectman

Absent: Michael Shove, Carl Neri and Alternate -Robert Vailette

Hesper made a motion, seconded by Manware to seat Kuever for the vacancy seat. All were in favor. Motion carried.

Approval of Minutes:

- Manware made a motion, seconded by Kuever to approve the October 16, 2018 and November 27, 2018 minutes as presented. All were in favor. Motion carried.
- Hesper made a motion, seconded by Kuever to approve the December 11, 2018 minutes as presented. All were in favor. Motion carried.

Director's Report: Neff reviewed the Director's report. The report contains updates regarding Budget YTD, all Fields-Grounds-Facilities, Town Building Maintenance, Administration, Town Infrastructure-Roads-Bridges-Sidewalks-Maintenance and Equipment, Contract Extensions. A copy of the report is attached at the end of the minutes.

Project Report: Neff reviewed the status of projects in Town. A copy of this report is attached at the end of the minutes.

Update on Equipment: Hajek reported the following information on equipment:

- Hook Lift Truck is in service and there are currently four crew members trained to use it and the radio has been installed
- Waiting on dumpster
- New trailer is in service
- The trade in has been picked up
- Auction of Town Equipment made about \$8000.00
- Compactor Trailer –the roadside was rotted and has been repaired and re-plated with stainless steel.
- Roll off- new fenders installed and fixed the rot.
- Tilt deck trailer will be repaired over winter.

Service Contract Extensions: A handout was provided with the current dollar amounts and proposed dollar amounts for the service contract extensions. (Extension of 3 years) Service contract extensions will be discussed further at the February meeting.

Update on Director's Position:

The Commission review the CCM Municipal Consulting Service Agreement.

- Robert Myer is the Consultant (Starting January 23, 2019)

- Goupil met with the Public Works staff on January 14th to discuss Consultants position
- Goupil would like to get a Director's job description out with in the first month of the Consultants review and narrow down the job description then start the process of interviewing.
- Discussing possible tiers within the department (i.e. Project Manager, Operations Manager & Administrative Manager)

Neff congratulated Robert Voss and Todd Hajek who are now Certified Tree Wardens.

Manware thanked Neff for his service for the Town of Clinton as the Public Works Director for the last ten years.

Approval of 2019-20 Calendar Meeting Dates:

Heser made a motion, seconded by Keuver to accept the 2019-20 Public Works Commission Calendar Meeting dates as presented. All were in favor. Motion carried.

The calendar is attached at the end of the minutes.

Manware made a motion, seconded by Kuever to adjourn the meeting at 8:10 P.M.

Respectfully Submitted,

Donna Aleman

Reports:

Budget YTD

Facilities:

All Fields- Grounds- Facilities:

- All facilities closed and winterized
- Town Dock Locked Secured new Pedestals Installed to run Ice Eaters D dock gates chained shut to keep people off the docks in the winter. Emergency services have access to their boats

Town/ Building Maintenance:

- Roof Leak Town Hall Estimates being confirmed for next year's capital Town wide
- Eliot House frozen pipe. Building will shut down first of February, Chamber Advised, we will be removing sheet rock and wet insulation. Access locks are be converted to Town Hall Master System.
- Town Hall Doors. With the exception of the front doors, all other access doors have been renovated. Front doors require a new marble slab and hardware updates. This project is being priced for next fiscal year.
- Custodial services have been doing some preventative maintenance on the green and rose room floors.

Administration:

PubWorks: Todd
CIMCOM: Todd

Town Infrastructure: Roads - Bridges -Sidewalks - Maintenance

Tree Work: Tree crew is out daily (other work permitting. We are catching up with the tree work previously scheduled as well as continued clearing of ROW. The tree die off over the past two years has been extraordinary. The purchase of the bucket truck has proven to be very beneficial.

Road Maintenance:

- New Crack Sealing Bid **Canceled due to budget constraints**

2018 Flood Report:

- Damage Assessments with the exception of Morgan, all assessments were completed
- Emergency Repairs with the exception of Morgan are completed
- Update DEEP, DEEP Flood Management, FEMA, ARMY Corp, and NRCS on Morgan Emergency repairs
- FEMA Declaration and actions

Equipment:

Todd
New Equipment in service
Compacter Trailer
Dumpster Trailer
Grounds Equipment

DEPARTMENT OF PUBLIC WORKS

DIRECTORS REPORT

1/15/2019

Miscellaneous:

Contract Extensions: Our current three year service contracts expire at the end of June 2019. We have asked our contractors if they are interested in extending their current contract for an additional three years. This would bring stability to our operating budget for three additional years. We are requesting that you authorize us to approach the BOS with based upon your agreement tonight.

See attached information regarding contract extensions

Certified Tree Wardens: Congrats Todd and Bob,

Respectfully Submitted:

Peter Neff,

Director

DEPARTMENT OF PUBLIC WORKS PROJECT REPORT

11/27/18

Project Facilities	Type	Description	Progress	Status
Clinton Police Department	Buildings	Low voltage water controls cell block	All wiring corrected need to replace/test solenoids	IN PROCESS
Department of Public Works Nod Road	Buildings	Seal Dog Pound exterior kennel wall s	Address issue cited on State Inspection Report	SCHEDULING
Peters Complex Concession	Buildings	Renovation complete	Substantially Complete (punch List)	COMPLETED
Peters Complex HC Access Grandstands	Infrastructure	In Specification	In process Budget Dependent	IN PROCESS
Visitors Side	Infrastructure	Close old lagoons on Knollwood Drive	Substantially Complete	IN PROCESS
Town WPCC	Buildings	Electrical system servicing the stage needs to be upgraded to address several issues	In Process	IN PROCESS
Town Hall	Buildings	All doors -door jams and related hardware need to be replaced	Green Room east and west doors hardware ordered work contracted	COMPLETED
Town Hall	Buildings	Electrical Upgrade to all office areas	In process	COMPLETED
Town Hall	Buildings	Move Technology Office to ANNEX	Furniture Ordered Electrical Completed	COMPLETED
Eliot House	Buildings	Frozen Pipe Water Damage	Pipe repaired, Service Master mitigation -Insurance Claim	IN PROCESS
Project Facilities	Type	Description	Progress	Status
Town Hall	Infrastructure	Leak Masons Lodge	Rubber Membrane Roof Leak	IN PROCESS
Town Hall	Infrastructure	Slate Roof	Inspection and Repair	IN PROCESS
Town Marina	Infrastructure	Ramp and bulkhead wall extension	Original COP withdrawn- new one being submitted	IN PROCESS
Town Marina	Infrastructure	Outer Pilings	Replace broken piling outer stakes Relocate and add one July	IN PROCESS
Town Marina	Infrastructure	Cedar Island Dock Replacement	Bid Awarded to Riverside Basin will be set in the spring	IN PROCESS
Town Marina	Facilities	Pedestals	Upgrade- addition three new pedestals D-Dock	COMPLETED
Project Schools		Description	Progress	Status
Eliot Roof	Buildings	Replace portion per schedule	Substantially Complete	IN PROCESS
Joel Roof	Buildings	Replace portion per schedule	Substantially Complete	IN PROCESS
Morgan New	Buildings	SCHOOL ZONE SPEED LIMIT SIGNS	On order assigned to Morgan Sidewalk Project	IN PROCESS
Morgan Sidewalk	Buildings	Connect old Morgan sidewalk to new Morgan School	Bid Awarded to Trademark	IN PROCESS
Morgan	Special Appropriation	Replace Bridge (flood)	In Review	IN PROCESS
Morgan	Special Appropriation	Emergency Repairs	N.E.R.I	IN PROCESS
Morgan	Special Appropriation	Repair Berm (Water Company/Town)	NRCS	IN PROCESS

2018
Flash
Flood
Projects

Projects Roads-Bridges-Drainage - Sidewalks Streetlights		Description	Progress	Status
Waterside Lane Bridge Phase 2	Infrastructure	pressure wash, inspect and replace grout in stone bulkheads and wing walls (5 year	COP approved current pricing additional work	In Scheduling
Pleasant Valley Road Bridge	Infrastructure	Bridge replacement	Project being reactivated	IN PROCESS
Carter Hill Road Bridge	Infrastructure	Bridge replacement	In design	IN PROCESS
Kelseytown Bridge	Infrastructure	Bridge replacement	In Design	IN PROCESS
Hurd Bridge Road Bridge	Infrastructure	Replacement	In grant application for State 50%	In Budgeting
Country Village	Infrastructure	Culvert Replacement	In grant application for State 50%	IN PROCESS
Ironworks Road	Special Appropriation	Repair Flood Damage	Emergency Repairs Completed Paving Awarded	COMPLETED
Woods Lane	Special Appropriation	Repair Flood Damage	Emergency Repairs Completed Paving Awarded	COMPLETED
2018-19 Projects Delayed At This Time		Description	Progress	Status
Cedar Road	Infrastructure	Install additional sidewalk	Time dependent	DELAYED
Town Eliot House	Buildings	Final Project to complete renovation exterior of building	Budget dependent	DELAYED
Morgan New	Buildings	Drainage Plan Gym Roof	Correct a drainage issue with Gym Roof	DELAYED
Rocky Ledge Water Main	Infrastructure	Water main	Town Boards and Commission review	DELAYED
East Main Street	Infrastructure	Install Replacement Bus Stop	Relocated damage bus stop in front of old Academy Building (new pad and shelter) Awaiting location designation	DELAYED
Department of Public Works Nod Road	Infrastructure	Replace Generator	Budget dependent	DELAYED
Department of Public Works Nod Road	Buildings	Intrusion Alarm Installation	Install Intrusion Alarm DPW Facility Nod Road	DELAYED
Department of Public Works Peters Complex	Buildings	Our maintenance facility at Peters has neither fire or intrusion alarms	Budget dependent	DELAYED
Town Hall Auditorium	Buildings	Replace manual screen that requires more than one person to raise and lower	Budget dependent	DELAYED
Town Hall	Buildings	Tech Upgrade Rose Room	Projection System, Sound System and Video Recording System	DELAYED
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TOWN OF CLINTON
Department of Public Works
117 Nod Road
Clinton, Connecticut 06413

To: Town Clerk

From: Michael Shove-Chairman

Re: Public Works Commission

Date: January 15, 2019

The Public Works Commission will hold regular monthly meetings on the third Tuesday of each month at 7:00 P.M. at the Public Works Facility, 117 Nod Road, unless otherwise specified.

January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 18, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019

January 21, 2020