

**TOWN OF CLINTON**  
**PUBLIC WORKS COMMISSION**  
**MEETING MINUTES**  
**JANUARY 17, 2017**

The meeting was called to order at 7:03 P.M.

**Present:** Peter Neff-Director of Public Works, Michael Hesel-Chairman, Michael Shove and Alternate Dominic Morelli was seated for Carl Neri

**Absent:** Jay Ciarleglio, Carl Neri and Brian Manware

**Approval of minutes-November 15, 2016:**

D.Morelli made a motion, seconded by M. Shove to approve the November 15, 2016 minutes as presented. All were in favor. Motion carried.

**Director's Report:**

P. Neff reviewed the director's report with the committee. A copy of the report is attached at the end of the minutes. Neff provided an updated list of projects being processed through the department and reviewed the budget and CEC plan for Fiscal 2017-18.

P. Neff discussed the outline for the requested Assistant to Director of Public Works position. Neff also discussed the process of invoices, requisitions, purchase orders from our department.

**Old Business:**

None.

**New Business:**

None.

M. Shove made a motion, seconded by D. Morelli and unanimously adjourned the meeting at 8:14 P.M.

Respectfully Submitted,

Donna Aleman

# Public Works Commission

## Directors Report

Date: 1/17/17

### Long Term Goals:

New Work order system up and running

### Training:

MSDS new system training completed installed at DPW and Town Hall

### Budget:

**CEC Submitted:** as requested

**Budget:** Prep 2017-18: Approved by 1<sup>st</sup> Selectman forwarded to BOS

**Town Wide Infrastructure:**

### Bids and RFP's and Management Plans:

**Disaster Management:** DEHMS has completed its review. Forwarded to FEMA

**Federal Bridge Program:** Request for information received – will be reviewed with recommendation of 3 to 4 vendors for State and Fed review

### Park and Recreation:

**All Fields:** All irrigation winterized, fall fertilizer completed, aeration completed, over seeding completed. Fall cleanup completed, Equipment decommissioned and stored

**Peters Complex:** STEAP grant revisions approved awaiting amendment to grant

## BOE Facilities and Grounds:

**New Morgan:** We continue to working our way through the grounds and fields at new Morgan Facility. Significantly more work than old Morgan. Meetings held with Super-Gerry Vece – Principal and our crew to discuss expectation and maintenance;

**Old Morgan:** Building turned over to Town which turned over to DPW for safe keeping. Heating and water decommissioned (gas and water meters removed) systems drained. materials removed and donated or sold where appropriate

## Active Projects:

- Disaster Management at FEMA ( in review)
- **Sandy Refund:** still in review with some activity (estimated \$800-850,000)
- **Morgan Sidewalk:** Study, preliminary design and cost estimate completed DOT responded with several questions/recommendations being reviewed for budget impact
- **DEEP:** General Discharge Stormwater. GIS – Permit – Testing under review permit being updated by DTC. Permit updated
- **GIS:** Consultant hires 3 air iPads purchase and being setup with GIS Software. Town survey points being loaded as well as all available info on CB, Culverts and discharges
- **Portable Stage:** rebuilding ( new steel frame – plywood shell) painted and stored for winter, will skin with steel panels in late summer
- **Rocky Ledge Area Water Main:** 90% on Spec. Draft Bid DOCs, DHS comments back from DHS Engineering. CWC Operations agreement and funding
- **Streetscape Phase III:** 99% complete ( awaiting as builts and one Fence cap)
- **Streetscape IV:** Grant for \$480,000 awarded to Town awaiting paperwork
- **Main Street Sidewalk Project:** Will be financially supervised through DPW who will also act as consultant to project
- **Lagoon Closure:** Testing complete awaiting final plan and approvals
- **Town Marina Dredging:** CEC adopted DPW prepared budget sent to bonding
- **All Bridge Projects:** Federal and State and others update

**School Maintenance Facility Update:** BOE Facility up and running project closeout

New Building: Completed in use project closeout

**North End Joint Facility:** interior rebuilt propane heat (old oil fired furnace remove) evidence room for PD 80% complete. S2 System and Alarms (fire and Intrusion) are installed, waiting for cable modem to complete install

**Fuel Farm:** Existing; DEEP inspected and passed with significant compliance with all regulation, Having issues with software that runs the current Farm

Fuel Farm: Software and accounting. Connection to Gasoline FMU lost, still dispensing unable to send invoices at this time. Parts difficult due to age

**Fuel Farm new:** In Design will have new software, pumps and management systems.

#### **Town Facilities:**

**Grounds:** All properties cleared of leaves and put to bed for winter

**Town Facilities:** Taking over all maintenance other than custodial service

**Drainage& Road Repair projects:** James Vincent Lane cross over repaired

#### **Equipment:**

**Chassis Bid:** Truck completed

**Sweeper:** Driver training completed equipment in service

**Brush Cutter:** Training completed used the first storm

**New Utility body:** Completed in service

**First Storm:** 2 trucks out of service mid storm rest of equipment held up

**Grounds Equipment:** Winter breakdown of all grounds equipment

**Trackless:** In service plowing sidewalks

**BOE**

Relationship between DPW and BOE Maintenance vastly improved

**Town Facilities:**

S2 System completed at P&R and activated

S2 System at Town Hall installed and activated (programming on going)

Panic Buttons at Town Hall Scheduled

Secure Entry System at ANNEX in process

WAN Project completed

Water leak Town Hall reviewed

Life Safety: all requirements being met and under contract

PD HVAC: some issues that appear to be resolved

Respectfully

Peter Neff

Director