

**TOWN OF CLINTON  
PUBLIC WORKS COMMISSION  
AMENDED MEETING  
MINUTES  
MARCH 19, 2019  
DPW- 117 NOD ROAD (CONFERENCE ROOM)  
PAGE 1 OF 2**

The meeting was called to order at 7:05 P.M.

**Present:** Mike Shove-Chairman, Brian Manware, Michael Hesper, Art Kuever

**Also Present:** Todd Hajek- Assistant Director of Public Works, Pete Neff, Carol Walter- Board of Selectman Liaison, Christine Goupil- First Selectman, Bob Myers- Interim Director of Public Works

**Absent:** Carl Neri and Alternate -Robert Vailette

**Approval of Minutes:**

- Hesper made a motion, seconded by Kuever to approve the January 15, 2019 minutes as presented. All were in favor. Motion carried.

**Director's Report:** Hajek 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.

Manware questioned the year to date budget report new line item account number 53300, titled Public Works Other Prof/Tech Services with an available balance of \$ -18,170.00. Goupil stated it is for contract services in regards to the consultant position. The Commission questioned the funding source of the said line item. Goupil explained that the funding would be determined based on the amounts at the end of the fiscal year 2018/2019 in the Public Works Department Budget.

Goupil informed the Commission that the Connecticut Water Company met with her and discussed a proposed WICA Project in the Grove Street area. The proposed project would be broken into 4 phases and they would like to start in the spring of 2020.

Neff reported that the emergency repairs should be completed by mid-month at Morgan. He has completed the RFP to evaluate Morgan Bridge and assign a cost to it. Connecticut Water is creating a design to address the berm and will submit a construction plan. Neff recommended that a meeting take place with Connecticut Water Co., FEMA, NRCS, and DEEP.

**Project Report:** Hajek 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 that the new truck is out of service, but that it was covered under warranty.

**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) The new expiration date would be June 30, 2020.

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The following contractors provided proposed prices to the Commission for an extension of 3 years:

- American Pipe Cleaners
- East River Energy
- GR Wade
- Firetech
- Lussier & Son Septic
- Olsen's Sanitation
- Quality Propane
- All Waste
- Shipman's Fire Extinguishers & Emergency Lights

Hajek explained that this would bring stability to our operating budget for three additional years.

Manware made a motion, seconded by Kuever to approve the proposed contractor's numbers as presented and to go forward with all of the contractors listed to the Board of Selectman for approval by the Board of Selectman. All were in favor. Motion carried.

**Update on Director's Position:**

- Myers (Consultant) last day will be April 12, 2019
- Goupil would like Myers to narrow down the Director's job description with bullet points and then present it to the Board of Selectman for their review.

Manware made a motion, seconded by Kuever for the Public Works Commission to endorse the current Assistant Director to the Board of Selectman for the interim Director's position on April 12, 2019 until a time to be determined. All were in favor. Motion carried.

Old Business: None

**New Business:** A reminder to get residents out to Vote for the upcoming budget.

Shove made a motion, seconded by Kuever to seat Manware as the Vice Chairman. All were favor. Motion carried.

Manware made a motion, seconded by Kuever to adjourn the meeting at 8:17 P.M.

Respectfully Submitted,

Donna Aleman

**Reports:**

**Budget YTD – see Report**

**Facilities:**

**All Fields- Grounds- Facilities:**

- New Fence installed at Peter's Complex to surround new propane tank for concession and maintenance bldg.
- Beach Fence repaired
- Fields being brought back on-line
- Working with BoE to remedy Morgan grass

**Town/ Building Maintenance:**

- Eliot House repair Completed
- Fire Marshal inspections being reviewed.
- HVAC work continues, PD and Firehouse have been problems this year
  - Park and Rec building had all HVAC water valves replaced due to corrosion

**Administration:**

**PubWorks: work in progress**

**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.

**Major work on Lindera lane- Working with tree warden**

**Road Maintenance:** Developing a long range road plan for paving capital

**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
- Working with Maguire to finalize list for town

**Equipment:**

New Truck OOS

Grounds Equipment – Serviced and repairs being made

All-season body chain replaced

Water tank fabrication

Bucket Truck- Annual Inspection Completed. Repairs being scheduled

**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

**Respectfully Submitted:**

**Todd Hajek,  
Asst. Director**

SUNGARD K12  
 DATE: 03/19/2019  
 TIME: 07:13:56

TOWN OF CLINTON  
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expljedr.key\_orgn='014301'  
 ACCOUNTING PERIOD: 9/19

SORTED BY: FUND, DEPARTMENT, ACCOUNT  
 TOTALED ON: FUND, DEPARTMENT  
 PAGE BREAKS ON:

FUND - 01 - TOWN GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
01-43-4301 51310 PUBLIC WORKS SALARIES-FULL TIME	951,483.00	80,572.42	.00	672,865.12	278,617.88
01-43-4301 51310 PUBLIC WORKS SALARIES - PART TIME	7,200.00	501.50	.00	4,469.25	2,730.75
01-43-4301 51330 PUBLIC WORKS OVERTIME	22,500.00	842.74	.00	7,862.62	14,637.38
01-43-4301 51332 PUBLIC WORKS OVERTIME FIELDS	10,000.00	.00	.00	5,526.51	4,473.49
01-43-4301 51334 PUBLIC WORKS OVERTIME SNOW/ICE	48,000.00	25,760.58	.00	37,691.10	10,308.90
01-43-4301 52910 PUBLIC WORKS CLOTHING ALLOWANCE	7,500.00	.00	.00	7,350.00	150.00
01-43-4301 53300 PUBLIC WORKS OTHER PROF/TECH SERVICE	45,000.00	15,410.00	.00	18,170.00	-18,170.00
01-43-4301 54103 PUBLIC WORKS SNOW PLOWING/SANDING	45,000.00	2,677.60	8,102.39	29,552.22	7,345.39
01-43-4301 54300 PUBLIC WORKS REPAIRS & MAINTENANCE	216,911.00	-233.89	89,598.49	120,501.59	6,810.92
01-43-4301 54301 PUBLIC WORKS SERVICE CONTRACTS	.00	.00	.00	.00	.00
01-43-4301 54305 PUBLIC WORKS TOWN HALL BLDG MAINT	15,500.00	.00	.00	15,473.04	26.96
01-43-4301 54306 PUBLIC WORKS TOWN BLDG & FACILITIES	144,900.00	2,766.38	43,098.33	95,043.67	6,758.00
01-43-4301 54318 PUBLIC WORKS EQUIPMENT MAINTENANCE	123,000.00	9,515.77	23,923.58	81,403.03	17,673.39
01-43-4301 54900 PUBLIC WORKS LANDFILL COST	93,240.00	5,427.50	30,471.22	60,218.62	2,550.16
01-43-4301 56100 PUBLIC WORKS GENERAL SUPPLIES	10,800.00	510.55	573.35	8,946.95	1,279.70
01-43-4301 56210 PUBLIC WORKS DIESEL - GASOLINE FUEL	120,000.00	8,751.48	4,082.25	77,927.34	37,990.41
01-43-4301 56906 PUBLIC WORKS SAFETY MANAGEMENT	9,100.00	.00	3,043.79	3,382.25	2,673.96
01-43-4301 57390 PUBLIC WORKS OTHER EQUIPMENT	7,500.00	.00	.00	220.00	7,280.00
01-43-4301 58900 PUBLIC WORKS OTHER ITEMS	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - PUBLIC WORK	1,832,634.00	152,502.63	202,893.40	1,246,603.31	383,137.29
TOTAL FUND - TOWN GENERAL FUND	1,832,634.00	152,502.63	202,893.40	1,246,603.31	383,137.29
TOTAL REPORT	1,832,634.00	152,502.63	202,893.40	1,246,603.31	383,137.29

DEPARTMENT OF PUBLIC WORKS PROJECT REPORT

03/19/19

Project Facilities	Type	Description	Progress	Status
Clinton Police Department	Buildings	Low voltage water controls cell block	All wiring corrected need to replace/test solenoids	<b>COMPLETED</b>
Department of Public Works Nod Road	Buildings	Seal Dog Pound exterior kennel walls	Address issue cited on State inspection Report	<b>SCHEDULING</b>
Peters Complex Concession	Buildings	Renovation complete	Substantially Complete (punch List )	<b>COMPLETED</b>
Peters Complex HC Access Grandstands Visitors Side	Infrastructure	In Specification	Bids Received-Not awarded	<b>IN PROCESS</b>
Town WPCC	Infrastructure	Close old lagoons on Knollwood Drive	Substantially Complete	<b>COMPLETED</b>
Town Hall	Buildings	Electrical system servicing the stage needs to be upgraded to address several issues	In Process	<b>IN PROCESS</b>
Town Hall	Buildings	All doors -door jams and related hardware need to be replaced	Green Room east and west doors hardware ordered work contracted	<b>COMPLETED</b>
Town Hall	Buildings	Electrical Upgrade to all office areas	In process	<b>COMPLETED</b>
Town Hall	Buildings	Move Technology Office to ANNEX	Furniture Ordered Electrical Completed	<b>COMPLETED</b>
Eliot House	Buildings	Frozen Pipe Water Damage	Pipe repaired, Service Master mitigation -Insurance Claim	<b>COMPLETED</b>
<b>Project Facilities</b>	<b>Type</b>	<b>Description</b>	<b>Progress</b>	<b>Status</b>
Town Hall	Infrastructure	Leak Masons Lodge	Rubber Membrane Roof Leak	<b>IN PROCESS</b>
Town Hall	Infrastructure	Slate Roof	Inspection and Repair	<b>IN PROCESS</b>
Town Marina	Infrastructure	Ramp and bulkhead wall extension	Original COP withdrawn- new one being submitted	<b>IN PROCESS</b>
Town Marina	Infrastructure	Outer Piling	Replace broken piling outer stakes Relocate and add one July	<b>IN PROCESS</b>
Town Marina	Infrastructure	Cedar Island Dock Replacement	Bid Awarded to Riverside Basin will be set in the spring	<b>IN PROCESS</b>
Town Marina	Facilities	Pedestals	Upgrade- addition three new pedestals D -Dock	<b>COMPLETED</b>
<b>Project Schools</b>		<b>Description</b>	<b>Progress</b>	<b>Status</b>
Eliot Roof	Buildings	Replace portion per schedule	Substantially Complete	<b>COMPLETED</b>
Joel Roof	Buildings	Replace portion per schedule	Substantially Complete	<b>COMPLETED</b>
Morgan New	Buildings	SCHOOL ZONE SPEED LIMIT SIGNS	On order assigned to Morgan Sidewalk Project	<b>COMPLETED</b>
Morgan Sidewalk	Buildings	Connect old Morgan sidewalk to new Morgan School	Bid Awarded to Trademark	<b>IN PROCESS</b>
Morgan	Special Appropriation	Replace Bridge (flood)	In Review	<b>IN PROCESS</b>
Morgan	Special Appropriation	Emergency Repairs	N.E.R.I	<b>IN PROCESS</b>
Morgan	Special Appropriation	Repair Berm (Water Company/Town)	NRCS	<b>IN PROCESS</b>

2018  
Flash  
Flood  
Projects

Projects Roads-Bridges-Drainage - Sidewalks Streetlights					Status
		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		<b>IN PROCESS</b>
Carter Hill Road Bridge	Infrastructure	Bridge replacement	In design		<b>IN PROCESS</b>
Keiseytown Bridge	Infrastructure	Bridge replacement	In Design		<b>IN PROCESS</b>
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%		<b>IN PROCESS</b>
Ironworks Road	Special Appropriation	Repair Flood Damage	Emergency Repairs Completed Paving Awarded		<b>COMPLETED</b>
Woods Lane	Special Appropriation	Repair Flood Damage	Emergency Repairs Completed Paving Awarded		<b>COMPLETED</b>
<b>2018-19 Projects Delayed At This Time</b>					<b>Status</b>
Cedar Road	Infrastructure	Install additional sidewalk	Time dependent		<b>DELAYED</b>
Town Eliot House	Buildings	Final Project to complete renovation exterior of building	Budget dependent		<b>DELAYED</b>
Morgan New	Buildings	Drainage Plan Gym Roof	Correct a drainage issue with Gym Roof		<b>DELAYED</b>
Rocky Ledge Water Main	Infrastructure	Water main	Town Boards and Commission review		<b>DELAYED</b>
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		<b>DELAYED</b>
Department of Public Works Nod Road	Infrastructure	Replace Generator	Budget dependent		<b>DELAYED</b>
Department of Public Works Nod Road	Buildings	Intrusion Alarm Installation	Install Intrusion Alarm DPW Facility Nod Road		<b>DELAYED</b>
Department of Public Works Peters Complex	Buildings	Our maintenance facility at Peters has neither fire or intrusion alarms	Budget dependent		<b>DELAYED</b>
Town Hall Auditorium	Buildings	Replace manual screen that requires more than one person to raise and lower	Budget dependent		<b>DELAYED</b>
Town Hall	Buildings	Tech Upgrade Rose Room	Projection System, Sound System and Video Recording System		<b>Moved to Tech</b>
Town Hall	Buildings	Tech Upgrade Rose Room	Projection System, Sound System and Video Recording System		<b>Moved to Tech</b>



New  
Expiration

Current      Proposed

**1 American Pipe Cleaners**

Catch Basins Each	\$ 21.80	\$ 21.80	6/30/2022
Per Hour (call in )	\$ 145.00	\$ 145.00	
Pipe Clearing (Emerg)	\$ 165.00	\$ 165.00	
Per Hour (call in ) Holiday	\$ 165.00	\$ 165.00	
Pipe Clearing (Emerg) Holiday	\$ 190.00	\$ 190.00	

**2 East River Oils**

Gasoline Delivery Per Gallon	\$0.0299	\$ 0.0299	6/30/2022
Diesel	\$0.0374	\$ 0.0374	
No 2 Fuel oil	\$0.0449	\$ 0.0449	
Service Charge Semi Annually Generator (per hour)	\$145.00	\$ 145.00	
Emergency Service to Generators (per hour)	\$ 145.00	\$ 145.00	

**3 G.R. Wade HVAC**

Annual Preventative Maintenance Contract	\$ 8,250.00	\$ 8,250.00	6/30/2022
Annual Estimate Supplies	\$ 1,500.00	\$ 1,500.00	
Labor Hourly Normal Working Hours	\$ 88.00	\$ 90.00	
Labor Holidays and Weekends	\$ 132.00	\$ 135.00	
Town Hall Boilers Annau Maintenance	\$ 1,670.00	\$ 1,670.00	

**4 FireTech**

Annual Maintenance Town wide Fire Alarms	\$ 2,990.00	\$ 2,990.00	
Annual Monitoring Alarms	\$ 6,540.00	\$ 6,540.00	

**5 Lussier Septic**

Pumping Price Per gallon	\$ 0.21	\$ 0.021	6/30/2022
Emergency Pumping per call out (in addition to per gallon)	\$ 60.00	\$ 60.00	
Weekends and Holidays per hour	\$ 52.00	\$ 52.00	

**6 Olsen Sanitation**

Annual Cost (Per Schedule)	\$ 10,680.00	\$ 10,680.00	6/30/2022
EMERGENCY Service (Per Hour)	\$ 15.00	\$ 15.00	
Regular Toilet Per day	\$ 40.00	\$ 40.00	
Regula Toilet Per Week	\$ 40.00	\$ 40.00	

Handicapped Toilet Per Day	\$	60.00	\$	60.00
Handicapped Toilet Per Week				

7 **Quality Propane**

Per Gallon Delivery Charge (over rack)	\$	0.12	\$	0.12	6/30/2022
Emergency Delivery Service (in addition to per gallon)	\$	75.00	\$	75.00	
Delivery To Generator Sites Per Gallon	\$	0.12	\$	0.12	

8 **All Waste**

Honor 2016 Contract with exception of disposal fee increase MIRA contract for Clinton that All Waste is allowed to use	\$	23,500.00	\$	23,500.00	6/30/2022
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9 **Shipmans Fire Extinguisher**

Description	Price	Price	6/30/2022	
Monthly Inspections	\$	2.75	\$	3.25
Annual Inspection	\$	4.00	\$	4.50
Labor Service Request		N/C		
Emergency Service Request (per hour)	\$	78.00	\$	78.00
<b>Refill</b>				
Dry Chem 5lb	\$	20.00	\$	20.50
Dry Chem 10lb	\$	29.00	\$	29.50
Dry Chem 20 lb	\$	39.00	\$	39.50
Dry Chem 30lb	\$	44.00	\$	44.50
Dry Chem per pound all others	\$	3.00	\$	3.50
CO2 15lb	\$	19.50	\$	20.00
CO2 20lb	\$	22.00	\$	22.50
CO2 per pound all others	\$	3.00	\$	3.50
Class D 30lb	\$	75.50	\$	130.00

Materials Increase or

10 **Shipmans Emergency Light**

Inspection Each	\$	2.75		6/30/2022
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