

**MINUTES OF THE MEETING
OF THE TOWN OF SUFFIELD
PUBLIC WORKS COMMISSION
September 20, 2011**

Commission Members Present: Chairman Guy Boccasile, Steven Stoll, Tony Roncaioli
Absent: Ron Rookey, Al Pastula, and George Rodgers. Also present was Highway Superintendent Mark Cervione, Assistant Foreman, James Richardson, Public Works Director, John Cloonan, Landfill Superintendent, Bob Heintz and Kevin Pepka. Chairman Boccasile called the meeting to order at 7:00 p.m. in the Ambulance Building, 205 Bridge Street conference room on Tuesday, September 20, 2011.

Approval of Minutes: Tony Roncaioli made a motion, seconded by Steve Stoll, to approve the minutes of June 21, 2011. The motion was approved by unanimous vote.

Public Comment: None

Public Works Director's Report:

Middle School Roof over the Central Office has been completed.

Large Animal Facility working with the PBC on this project. The Bridge is in and completed. Working on the paving to the bridge over the next few weeks. The footings for the building is completed and the concrete walls should be completed by the end of the week. The actual building should be erected by the end of October. The completed construction date is for February 2012. There will be a Town Meeting on September 29th to approve the additional funding of \$176,000 + for the cost of the fire pump.

Library Roof Repairs: The temporary location for the Library has been moved to Town Hall lower level. This was accomplished by the Highway Department along with the Inmate Program. Silktown Roofing has started preparing the outside of the building in August. The reroofing began last week, with a completion date of approximately three months.

Town Hall Improvements: Currently developing an RFP for the HVAC and electrical upgrades. The RFP should be going out by the end of the month for quotes.

McAlister School Reroofing Project: Silver/Petrucelli Architects developing the plans and specs. There is 4,000 sq.ft. of asphalt shingles which will be replaced. Funding is in the ACCE budget to cover the cost.

Middle School (Old Vo-Ag section). Working on plans and specs for the reroofing project. This will go out to Bid during the Winter to get the best prices for this job. Capital Architects is working on this project which is to replace about 16,000 sq.ft. of roofing.

Applications for a Facilities Manager is being reviewed by the Human Resources.

Highway Department's Report: Mark Cervione reported that the summer was very busy with repairing pot holes, some overlays to the roads, some drainage projects. Bridge Street, Suffield Meadows Drive, Spruce Street were paved. Many other roads were cracked sealed and will be continued.

Issues regarding staffing in the Highway Department continue to be uncertain. Matters surrounding a suspended employee remain unresolved with the Town and Union.

Hurricane Irene: The Highway Department prepared for over a week prior to the storm hitting Connecticut. There were several conference calls with the Governor and the State Department of Emergency Management. Equipment was stationed throughout the Town at various locations. Mark said he had at least six loaders available and tree crews ready to remove debris and clear any trees blocking roads. All the highway crew came in on Saturday and stayed throughout Sunday afternoon.

Tony Roncaioli asked Mark Cervione for a proposed snowplowing schedule and staffing. Right now, there will be one snowplow route which is not covered.

Landfill Superintendent's Report:

Bob Heintz reported that the brush pile has finally been burnt and will be soon applying for another permit. He caught up on several reports which were due and is now up to date. He received a notification from CRRA that USA Hauling received a violation notice for hauling waste from Ellington and Suffield into the Preston Plant which is not permitted. USA received a \$2,000 fine for this.

Chairman's Update:

Mr. Boccasile reported that his biggest issues lie with the Highway Department's labor issues. He is also concerned about the job vacancies with Landfill and Public Works still have not been resolved. Mark Cervione said he is ready to move forward and have a lot of things in place once he knows who is not coming back and who is retiring. The snow routes are ready to be contacted out, and wants to do part time mowing in the summer. No more full time help once the current employees retire.

Tony Roncaioli said he wants the Commission to re-evaluate the Facilities Manager's position now that this position is now vacant. Tony reminded the Commission that when the town established this position it was because Jack Muska would be retiring soon and he wanted to get someone in to familiarized with his position. Tony would rather see another field-type person rather than another administrator. He would like to see some cost justification, needs requirements, etc. Since the Town doesn't have a lot of projects that are not overwhelming. Most of the building projects are contracted out and being overseen with Architects. John Cloonan said that this position is needed because the DPW needs to oversee the projects as a Town and he felt the office is impossible to run with one person.

Tony asked for job descriptions for the Public Works Director and Facilities Manager's positions. He said he would also like to see resumes.

Adjournment:

There being no further business before the Commission, a motion was made and seconded to adjourn. The motion was approved by unanimous vote. The meeting adjourned at 7:40 p.m.

Respectfully submitted,
Christine Koren, Recording Secretary

Next Meeting: October 18th at 7 p.m., at the Ambulance Building, 205 Bridge Street.