

**MINUTES OF THE MEETING  
OF THE TOWN OF SUFFIELD  
PUBLIC WORKS COMMISSION  
October 18, 2011**

**Commission Members Present:** Chairman Guy Boccasile, Steven Stoll, Mr. Roncaioli Roncaioli Ron Rookey, and George Rodgers. Absent: Al Pastula. Also present was Highway Superintendent Mark Cervione, Public Works Director, John Cloonan, Landfill Superintendent, Bob Heintz and Kevin Pepka and First Selectman Tom Frenaye. Chairman Boccasile called the meeting to order at 7:00 p.m. in the Ambulance Building, 205 Bridge Street conference room on Tuesday, October 18, 2011.

**Approval of Minutes:** Mr. Roncaioli made a motion, seconded by Mr. Stoll, to approve the Minutes of September 20, 2011. The motion was approved by unanimous vote.

**Public Comment:** Jack Muska, 42 Russell Ave. Made a comment about last month's Minutes which the Commission just approved, under the portion of Chairman's Update. He wanted to address the portion in the Minutes about re-evaluating the facilities manager's position. Jack said that over two years ago, this was done by Scott Lingenfelter when he was First Selectman. Following that, the Board of Selectmen and Finance reviewed the facilities manager's position and approved to continue it. If the Commission is looking for cost justifications for the Facilities Manager's position, there was a time during the Middle School conversion, that a \$1.3 million over run occurred because there was no one watching the store and the reimbursement paperwork was submitted late due to lack of help. The Town finally hired CREC to help with the reimbursement paperwork. There are many projects which are time consuming, such as the Library and Vo-Ag. Phase 4 of the Middle School, and McAlister roof and the Town Hall RFP. Most building projects are contracted out and being overseen by architects. The architects are not on site every day because they drive the cost up. Every project that DPW has to do, you first need to establish a budget, do preliminary discussions with the architect, get approval of the project, develop a RFP for the architect, and then get approvals from the Selectmen and Permanent Building Committee. Then they establish a RFP for the actual construction of the project, and then follow-up with paperwork for payments or reimbursements. Jack Muska continued for some time making comments before the Commission.

Mr. Roncaioli asked Jack Muska a question on utilization of the architects. On the large bonded projects, do we have architects overseeing this? He asked what are Jack and John's qualifications when you go out to look at a project. He asked if it would be better to hire qualified licensed engineers to inspect the projects? There seems to be a lot of duplication of work, when we have two building inspectors who does this inspection work. Mr. Roncaioli said it is the utilization of resources within the town's structure is what he wanted to look into at tonight's meeting. There is obviously friction between the

building departments and public works, so he felt this was not the best utilization of resources.

John Cloonan said he has to walk around and go through all the buildings, but Mr. Roncaioli felt he shouldn't need to do that when there are qualified people on staff in these buildings who should be able to take care of things like replacing light bulbs, etc. Mr. Roncaioli said this was the point he wanted to investigate further. Mr. Roncaioli asked, who on the Town's staff has the expertise to oversee the building of the projects? Mr. Boccasile answered it should be the Building Inspector. Mr. Roncaioli felt that Jack Muska's engineering background is different, as he holds a mechanical engineering degree, but hasn't dealt with buildings and Codes. He thinks there should be some shared resources within the Town. The Building Inspector has to constantly go for more education and re-certifications on all the building Codes.

Ron Rookey interrupted and said he has no idea why the Commission is discussing this tonight, because he thought the Commission was going to go over the job descriptions. Mr. Roncaioli said the statements and accusations from Jack Muska has become an all out assault on the Commission tonight, when all he wanted to look at was "resource allocation" and what is best for the Town.

Ron Rookey asked for input on how these positions can be more efficient? If the DPW feels the Building Inspector should take over more of the DPW tasks, then this is something the Commission should think about. John Cloonan said the Building Department is at the job sites daily. Mr. Roncaioli then added then this is a duplication of efforts and is not a good utilization of resources, and this is exactly the point he wanted to address. He also asked who oversees that the job is being done right to the architectural specs? John Cloonan said the architects do. Mr. Rookey then asked if the DPW is doing is too much, and wondered if some tasks be done by other departments? Jack Muska answered, no to his question.

Mr. Rookey asked John Cloonan if he meets with Silktown Roofers and Haynes Construction on the current projects? John said he meets with those contractors daily. Mr. Roncaioli felt this was overkill. Mr. Roncaioli felt that if we have the architects, building inspectors, and bonded contractors are on the job, then why then does John and Jack need to do the same things? Mr. Rookey asked if the Town should take some of the work to outside vendors instead of having public works involved.

Ron Rookey then asked First Selectman Tom Frenaye (who was present) if the Building Department is busy. Mr. Frenaye answered they are very busy. At this point in the meeting, Chairman Boccasile asked Jack Muska if he didn't have anything further to add to his comments, he was moving on with the Agenda.

**Public Works Director's Report:**

John Cloonan passed around photos of the construction of the Vo-Ag building. The bridge has been completed. It has a 5 ton limit for vehicles. The foundation perimeter is complete. Wood post fencing is beginning to be installed. The steel for the building should arrive by the end of the month. The exterior slabs should be completed by next week. John said that the approval to install the fire pump was just given.

The Kent Memorial Library submittals have been approved. The exterior masonry should be completed by October 21<sup>st</sup>. There was a Change Order issued for the curbs on the roof. He passed around photos of the roof. The curbs were installed incorrectly when the building was built and it was leaking for all these years. The curbs were never pinned and grouted. No one caught this problem back in 1972. This has caused all the damage over the years.

Town Hall Improvements: Finalizing the RFP for the HVAC and electrical work at the town hall.

Landfill Expansion: Anchor is continuing to work with the DEP on this expansion. It appears it will be okay to re-open the closed Solid Waste cell. We should hear back by the end of the year from DEP.

Highway Department: Training is scheduled through Traveler's Insurance Company for the Highway Crew for Work Zone Safety and Flagging.

**Highway Foreman: Mark Cervione**

Mark Cervione said a lot has been going on. With an employee in his department gone, Mark said this is the time he wants to contract out an entire plow route, if not actually two routes. He has had multiple contractors giving him prices for six wheelers, plows and sanders, as well as one ton trucks plows and sanders and also pickup trucks. The prices range anywhere from \$60/hour to \$130/hour for the big trucks. The contractors will provide their own plows and sanders and fuel and maintenance, and the town will supply them only with the materials. Mark wants to keep the contractors as local as possible. Mark said there are 9 big plowing routes for his staff, as well as the sidewalks and the schools, police, fire, town hall, etc.

Mark said he will also bid out the Lake Roads. Jeff Mandirola has done it for the last three years. The bid will be for 4 years this time. The bid openings will be Monday.

Mark said he may be short another person for a plow route. Mark said he also has spare drivers (Rich Devin & Vic Mathieux) on hand for West Suffield area. Mark feels he will be in good shape if it snows. The salt is all in the shed.

Mark said the Town was also just reimbursed about \$36,000 by FEMA for the Snow Storm of January 11 & 12, 2011. He now has to complete the paperwork for FEMA reimbursement for Hurricane Irene.

Mark explained that drainage problems are always an issue. He put together a list dating back 40 to 50 years, of easements that the Town is responsible for that he never knew about. He wants to clean out these areas at least every 4 years and open up the drainage easements.

As far as the Roads, the Town Engineer is working on the road pavement projects. There is crack sealing still being done also by a contractor. His staff is also patching pot holes.

**Landfill Report:**

Bob Heintz said that they have applied for the Burn Permit to burn the brush pile one more time before Winter. The Conn. Water Company project on Mountain Road has about 500 yards of material which can go to the Landfill.

Leave drop off will begin October 30<sup>th</sup> and continue through November 20<sup>th</sup>. The landfill will be open on Sunday's from Noon – 4 p.m. to accept leaves.

**Executive Session:**

Tony Roncaioli made a motion, seconded by Steve Stoll to go into executive session at 7:46 p.m. to discuss a personnel matter. The motion was approved by unanimous vote.

Tony Roncaioli made a motion, seconded by Steve Stoll to come out of executive session at 7:50 p.m. The motion was approved by unanimous vote.

**Adjournment:**

There being no further business, a motion was made and seconded to adjourn. The motion was approved by unanimous vote. The meeting adjourned at 7: 51 p.m.

Respectfully submitted,  
Christine Koren, Recording Secretary

**Next Meeting: November 15th at 7 p.m., at the Ambulance Building, 205 Bridge Street.**