

Town of Montville
Public Works/Solid Waste Sub-Committee
Regular Meeting Minutes for May 25, 2016
5:30 p.m. – Montville Town Hall – Room 102

1. Call to Order
Councilor Caron called the meeting to order at 5:33 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Caron, Longton, Pollard)
Present were Councilors Caron and Longton. Absent was Councilor Pollard due to a previous engagement. Also present was Public Works Director Donald Bourdeau, Jr.
4. Presentations – *none*
5. Alterations to the Agenda
Motion made by Councilor Caron, seconded by Councilor Longton, to add the following item to the Agenda:
 9(d) Town Vehicles
Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
6. Approval of:
 - a. The Regular Meeting Minutes on December 17, 2015
Motion made by Councilor Caron, seconded by Councilor Longton. Discussion: None.
Voice vote, 2-0, all in favor. Motion carried.
7. Remarks from the Public Regarding Items on the Agenda – *none*
8. Old Business
 - a. Road repair schedule update
Pending budget approval, the following roads are scheduled for repair: Orchard Drive, Fitch Hill Road (drainage extension, milling, paving), Cherry Lane, Park Avenue Extension and Teeecomwas Drive (soil samples results revealed poor soil quality and will need to be replaced with processed gravel; test pits will also be conducted), Williams Road (chip sealing), Fellows Road (chip sealing), Turner Road (chip sealing), Gay Hill Road (milling and paving), and Sharp Hill Road (milling and paving).
It was noted that the drainage extension on Fitch Hill Road, which is estimated to cost approximately \$390,000.00, could be put off for another year, if necessary.
 - b. Proposed changes to the current Transfer Station regulations (Don Bourdeau)
The \$500,000.00 STEAP (Small Towns Economic Assistance Program) Grant was approved and they are currently in the process of designing the layout of the Transfer Station. Residents will continue to be able to drop off their compost, brush, leaves, and

wood chips in the main area and these items will be transferred and stored on top of the old landfill. The Transfer Station will be paved and equipped with a new two-sided gatehouse (one side for those with trash and recycling and another side for other items), new compacters, lighting, cameras, PA system, and a computer connection with the Town Clerk's office, where residents will be able to purchase stickers. Increased promotion and education to encourage recycling is planned. The purchase and installation of an electronic signboard is also being investigated.

The Re-Use and Free areas will be lean-tos with a curtain or covering to protect the items overnight and during inclement weather. Power will also be available to the area.

Discussion ensued regarding the ability for residents to obtain an EZ-Pass type card.

Though such a card would not allow the gatekeeper to conduct a visual inspection of the items being dropped off, it could be useful in the future and spot checks could be conducted.

A gate could be installed that can be controlled either automatically or manual. The feasibility and costs of such a system will be investigated.

c. Review of the infrastructures of Town-owned properties (Don Bourdeau)

During the renovations at Fair Oaks, it was discovered that the building has sustained termite damage and, upon inspection, it was determined that the damage was sustained in the past and the structural engineer has deemed the structure safe and non-hazardous. The Youth Center is scheduled to move into the building in August. The floors will be stripped and waxed, the parking lot will be paved and basketball courts installed.

d. Old V&A/Social Services Building update

The Re-Use Room is scheduled to move into the building in July. Once housed in the building, the efficiency of the Re-Use room should improve. The building will be equipped with electric heat and window A/C units.

The flooring for the Social Services Building is not included in the budget at this time.

e. Discussion of the Re-Use Room – *see above item*

f. Clearing of Sidewalks

According to the existing Ordinance, which addresses Route 32 only, a sidewalk inspector(s) should be designated to inspect and enforce the Ordinance. To date, no sidewalk inspections have taken place and, as such, an inspection system will need to be formulated. He will recommend a sidewalk inspector(s) to the Mayor, who will bring the individual(s) to the Town Council for approval.

9. New Business

a. Wish List

A Wish List, if funding was not an issue, will be drafted.

b. Adopt-a-Road Program

Motion made by Councilor Longton, seconded by Councilor Caron, to approve Public Works Director Bourdeau to send the existing Adopt-a-Road Program to the Town Attorney for review. Discussion: The revival of the Program, which was started a number of years ago, was discussed. A promotional campaign and signs recognizing the individual/businesses may be purchased. It was agreed that such a program would be positive for the Town and encourage involvement. Voice vote, 2-0, all in favor. Motion carried.

c. Recycle Contract

Prices for the distribution of rollaway recycling containers and pick-up of recyclables from Willimantic Waste has been requested. The new containers would eliminate the current container and the additional manpower needed to manually pick up the containers.

d. Town Vehicles

A Point System, which is utilized by fleet management companies, could be employed as a way to monitor the age and condition of vehicles. Such a system would provide a more accurate accounting of the Town's fleet. It was noted that public safety vehicles should be provided with new vehicles that are, then, handed down to the various departments or those individuals who minimally utilize vehicles. The condition of the two detective vehicles proposed for replacement in the current budget was discussed. Reconditioned vehicles that have been regularly detailed increasing the longevity of the vehicle was also discussed.

Motion made by Councilor Longton, seconded by Councilor Caron, for Public Works Director Bourdeau to investigate and create a draft proposal for a policy regarding fleet maintenance, including personnel requirements, for review. Discussion: Director Bourdeau will look into comparable programs and contact Town Council Chairman Joseph Jaskewicz as the Town Administration/Rules & Procedures Sub-Committee is also investigating the need of a Vehicle Replacement Policy. Voice vote, 2-0, all in favor. Motion carried.

10. Remarks from the Public – *none*

11. Remarks from the Councilors

Councilor Longton commented on a good meeting.

Councilor Caron thanked Public Works Director Bourdeau.

Discussion ensued regarding including the increasing of part-time wages at the same rate as the full-time wages, including those individuals who return to work in the summer. A revised contract will be submitted for approval.

12. Adjournment

Motion made by Councilor Caron, seconded by Councilor Longton, to adjourn the meeting at 6:47 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.