

Town of Farmingdale

F.R.A.C. Meeting Minutes

February 25, 2016

The Farmingdale Road Advisory Committee (F.R.A.C.) met on Thursday February 25, 2016 following the Farmingdale Sewer Committee meeting at the Farmingdale Town Office.

Members Present: Ben Sanborn, JoAnn Choate, Meghan Hopkin and Jim Grant (Liaison)

Others Present: Wayne Kilgore, Bill Rogers, Rosemarie Webster

Ben called the meeting to order at the close of the Sewer Committee Meeting.

✚ The minutes of 12/12/2015 were approved as presented.

Bill Rogers has been working on a list of traffic signs that need to be added or replaced. Rose will send this in when Bill is finished with the list.

Megan will be joining the Highway committee but may have to recuse herself when there may be a conflict with D.O.T.

The Sweeping Contract will need to be put out to bid because this is a line item in the Town budget. We will need to have the sweeping contract out no later than mid-April. Ben asked if we should start with this contract making this one the template for all other contracts. Ben asked that if the committee got a contract together could they vote on it through email and then send to the Selectboard. This really does not need an official vote but if it were sent out email and then everyone sent something back to say they were ok with it then it could move forward to the Selectboard. Jim thought that after the contract was written up that Mary Denison the town attorney should review. Megan asked that in the street sweeping contract and the catch basin contract in part 1 “the project” Megan asked how this would be handled. Ben said that he would say Project rules will be set forth in addendum “A” and that would be the same for all contracts and the scope of work would be described in addendum “A”. Ben felt that this may help with Mary if we have a generic template and the only thing that is changing is the project in the addendum or maybe it would be better if we called it the scope of work. Ben discussed the best way to write the contract and forward on to the Selectboard for approval.

✚ Megan made a motion to vote now on the terms of the project and the services. The highway committee will format this contract through email and then forward to the Selectboard for approval. This would be for the street sweeping contract only.

✚ JoAnn 2nd the motion

✚ Vote3-0-0

Do we need a different contract for a small project? Ben asked if the smaller projects required less insurance coverage. Rose answered no that small projects should carry the same million dollar liability insurance that the larger projects do. MMA suggested that there be no difference in the insurance coverage with a small project and a large project. After some discussion it was decided that the same standardized contract would be used for all small and large contracts. These contracts are being put on the Town of Farmingdale’s Web Site as well as being advertised in the K.J and also sent to mailing lists that we have here at the office.

Ben asked if the project list was for the upcoming year or if it is for this spring. Depending on what the highway budget has left for money will depend on what will be a spring project and what will need to wait until after town meeting. The highway committee went over the projects that Bill Rogers suggested for the upcoming year. The following is the list that Bill Rogers submitted:

1. Pave area of Northern Ave. by Choate's Lane
2. Shim coat on the outer part of Bowman St. starting from where was paved last year.
3. 32 Bowman St. needs paving in front of driveway.
4. Ryder Rd. 2 culverts one needs to grind over culvert surface and pavement replaced. Culvert replacement where road is caving in past Ellis garage heading to Jim Norton's.
5. Hayford Heights bad culvert under steps Hayford St. review other work needed there see Survey need to replace some catch basin, raise manhole covers.
6. About 5 trees will need to be removed various spots around town.

At this time the highway committee has about \$32,000.00 from the 2015/2016 budget to spend on Catch Basin's before the end of June. We would need to get a quote from E.J. Prescott for what the materials will cost for the catch basin's and then the contract can read we provide the materials and we will only be taking bids on installation for these projects. We do this with all our culverts

At this time the Highway Committee went through the budget line by line. Please see attached budget. The Highway Committee reduced the budget by 24,787.00 for this year. The Street Sweeping will need to be put out to bid because this is the last year for the contract. Street Sweeping is a separate item on the warrant for town meeting.

- ✚ JoAnn made a motion to recommend sending this budget to the Selectboard for review and approval.
- ✚ Megan 2nd the motion
- ✚ Vote 3-0-0

Need to work on the street sweeping contract through email.

- ✚ JoAnn made a motion to adjourn
- ✚ Megan 2nd the motion
- ✚ Vote 3-0-0

Minutes Approved:

Date

Ben Sanborn, Chair

JoAnn Choate

Megan Hopkin

Submitted by: _____
 Natalie Jackson