

# Brookfield Highway Department

Date: 01/13/09

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – December 2008

**RECEIVED**

JAN 15 2009

**BOARD OF SELECTMEN**

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The department responded to residents concerns about debris on roadsides, potholes, trees and branches in and overhanging the road and drainage issues.

A brief break in the weather allowed some time for roadside mowing

Chapter 90 reimbursement requests were submitted to Mass Highway

Gas pump readings were taken twice weekly. Gas was ordered as needed. Monthly gas reports were provided to all departments, selectmen and advisory board.

Weekly rubbish removal from town buildings was done.

Deliveries of salt have been received from American Rock Salt.

Winter sand has been hauled from Bercume Equipment and Bond Construction.

Roads were plowed or sanded 17 times during the month.

The December 11-12, 2008 ice storm caused damage to trees and power lines but Brookfield was very fortunate to have been spared extensive damage.

# Brookfield Highway Department

Date: 11/20/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – October 2008

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Snow fence was put up and taken down for the "Apple Country Fair"

Potholes were patched- 38 Tons of material was used.

Devils Elbow Rd- edged

Harwood Cross Rd.- finished the berm

Articles for Special Town meeting were submitted.

Gas pump readings were taken twice weekly. Gas was ordered as needed. Monthly gas reports were provided to all departments and the selectmen and advisory board.

Weekly rubbish removal from town buildings was done.

Maintenance in preparation for inspection was done on the following equipment:

2006 Ford F450- replaced the following: Ball joints (under warranty), transmission filter, oil filter, air filter, fuel filters, water filter, greased the truck & body, brakes adjusted, battery replaced, oil changed

1997 Ford F350- transmission flushed, transmission filter changed, oil changed, oil filter, fuel filters, water filter replaced, brakes adjusted

1977 Mack truck- king pins were replaced, power steering hoses replaced, fuel filter housing replaced, front tires replaced, oil changed, oil, air, fuel, water filters replaced, truck & body were both greased

1980 Mack truck- batteries replaced, tie rod end replaced, brakes repaired, oil, air, fuel, water filters replaced, truck & body greased, oil changed

1981 Mack truck- tie rod ends replaced, shocks replaced, dump body hinge welded, oil, air, fuel and water filters replaced, oil changed, brakes repaired

1991 Mack Truck- tire replaced, king pins replaced, front brake cans, both shocks, steering box, front brakes & drums replaced, truck & body greased, oil , air, water and fuel filters replaced, oil changed

1995 Dresser Loader- changed the motor oil & the oil in rear ends

All vehicles passed inspection.

## Donna Neylon

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**From:** Highway [highway@brookfieldma.us]  
**Sent:** Thursday, October 09, 2008 2:06 PM  
**To:** 'Donna Neylon'  
**Subject:** september report  
**Attachments:** report to selectmen 2008-09.doc

Donna,  
I am attaching the September report for selectmen.  
I would like to call their attention to the paragraphs in blue print.  
Cindy

10/15/2008

# Brookfield Highway Department

Date: 10/9/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – September 2008

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Applications were submitted for the DEP Municipal Sustainability Grant and the Access to State Owned Lands Grant.

An additional project request for \$15,000.00 was submitted to Mass Highway to cover the cost overage on Rice Corner Rd.

The collapsed culvert pipe on Long Hill Rd. near the intersection of Martin Rd. was replaced.

A complaint received from Amy Law regarding a dip in the road on Long Hill Rd was responded to.

Road side mowing was done in some the areas that were the most overgrown.

Rice Corner Rd. drainage work and edging was done.

River St and Rice Corner Rd were paved on September 23, 2008. Herb, Donald, Jim Hanson and Bruce Clarke worked with the paving crew from 6 AM to 8 PM to complete the job.

*"Blue"* { The line painting crew from the Massachusetts Turnpike assisted the town by painting the lines, crosswalks and parking spaces around "The Common" so that the job would be finished before "Apple Country Fair". This work usually takes 1-2 months to arrange with the vendor we usually use for line painting. Mass Turnpike's assistance was requested by Herb on Thursday, 9/25 and the crew was here on Tuesday, 9/30.

Gas pump readings were taken twice weekly. Gas was ordered as needed. Monthly gas reports were provided to all departments and the selectmen and advisory board.

Weekly rubbish removal from town buildings was done.

Routine maintenance was done on equipment.

Requests and questions from advisory board, selectmen and residents were researched and responded to.

Potholes were patched

# Brookfield Highway Department

Date: 9/2/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Reports – July & August 2008

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The Bids for Stone Seal with 10 % rubber were opened and awarded. The bid was awarded to All States Asphalt, Sunderland, MA.

Work continued on the CDBG grant for River St. The Highway Department came in to work early every morning to put up detour & road closed signs and worked late every afternoon taking the signs down, sweeping the street and opening the road to overnight traffic. The road was pulverized and a base coat of asphalt was put down. Granite curbs and asphalt berms were installed. Water lines and drainage work was completed. Nationalgrid cooperated by replacing gas lines.

Rice Corner Rd.- edging the road and drainage work was done in preparation for resurfacing a section of the road.

Gas pump readings were taken twice weekly. Gas was ordered as needed. Monthly gas reports were provided to all departments using gas and the selectmen and advisory board.

Weekly rubbish removal from town buildings was done.

Catch basin tops were cleaned off prior to predicted rain events.

Routine maintenance was done on equipment.

Requests and questions from advisory board, selectmen, residents and personnel board were researched and responded to.

Cindy attended a Municipal Sustainability Grant meeting in Ware.

Several demo loaders were tried out. The Chapter 90 project request for a 3 year lease to purchase agreement for a loader was submitted to Mass Highway and approved. A 2008 John Deere 544J loader was leased/purchased from Schmidt Equipment.

Potholes were patched

# Brookfield Highway Department

Date: 7/15/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – June 2008

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Road Material & Winter Sand Bids were opened and awarded.

Weekly rubbish removal from town buildings was done.

The storm on June 10, 2008 caused extensive damage to trees and the closing of many streets and roads. Many residents were without power for 24 hours plus. Trees were cut and brush was chipped following this storm. Town residents were allowed to haul brush to the tree dump on Herbert Rd.

Catch basin tops were cleaned off.

Routine maintenance was done on equipment.

Requests and questions from Advisory Board, Selectmen, Personnel Board were researched and responded to.

The project requests for Rice corner Rd., Lake Rd., and River St were approved by Mass Highway.

The STRAP grant application was updated and resubmitted.

Work was started on the CDBG block grant on River St. This involves putting detour signs out every morning at 6:30 AM and picking them up at approximately 4:30 PM every afternoon in addition to the work done with the construction crew.

# Brookfield Highway Department

Date: 6/5/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

**RECEIVED**

From: Herbert Chaffee II, Highway Superintendent

JUN 10 2008

RE: Monthly Report – May 2008

**BOARD OF SELECTMEN**

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Sweeping of roads was completed.

Crosswalks, stop lines and parking lines were painted.

Weekly rubbish removal from town buildings was done.

The common was mowed in preparation for Memorial Day.

Patching of potholes continued.

Routine maintenance was done on equipment.

Requests and questions from advisory board, selectmen, personnel board were researched and responded to.

The project reimbursement request for Chapter 90 work done on Lake Rd and West Brookfield Rd. was submitted.

# Brookfield Highway Department

Date: 4/27/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – April 2008

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JUN 10 2008

**BOARD OF SELECTMEN**

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Dirt roads were graded.

Weekly rubbish removal from town buildings was done.

Sweeping of streets was started.

The department took down the old EMS garage behind the town hall with some help from volunteers.

Culvert pipe on Gay Rd at the Sturbridge town line was replaced.

The highway operator's job description was revised and rated by the Personnel Board.

The blocks purchased last year for the new salt shed were set in place.

# Brookfield Highway Department

Date: 4/24/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – March` 2008

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Potholes were patched multiple times during March

Business Management Systems, Inc (BMSI) presented a proposal for their Public Works software, although we found the software very interesting & potentially useful the installed cost of \$7,295 was too high for us to consider.

One driveway permit was issued to Morin Builders for 119 Rice Corner Rd.

Windshields were replaced in the 2006 – F450 and the 1997- F350 due to damage received plowing snow. The replacement costs were covered by the town's insurance.

Sand bags were received through a MEMA program and were picked up in Natick in cooperation with the West Brookfield Highway Department.

An energy audit was done at the Highway Garage to investigate ways of saving on the heating and hot water heating.

Repairs to equipment have been made on an as-needed basis

Preventative maintenance has been done on the Elgin sweeper in preparation for sweeping.

Weekly rubbish removal from town buildings was done.

# Brookfield Highway Department

Date: 3/11/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – February 2008

**RECEIVED**

MAR 11 2008

**BOARD OF SELECTMEN**

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The tops of frozen catch basins were cleaned off and potholes filled

Mill St was closed due to flooding.

Permission was requested to overspend the Snow & Ice Account. Herb projected an additional expenditure of \$35,000.

The roads have been plowed and/or sanded sixteen times during the month.

Deliveries of salt have been received from Cargill Deicing Technologies.

Winter sand has been hauled from Bercume Equipment and Bond Construction.

Repairs to equipment have been made on an as needed basis; including time spent replacing the head gasket in the 1977 Mack.

Preventative maintenance has been done on the Elgin sweeper in preparation for SPRING

Weekly rubbish removal from town buildings was done.

# Brookfield Highway Department

Date: 2/19/08

To: Board of Selectmen, 6 Central St, Brookfield, MA 01506

From: Herbert Chaffee II, Highway Superintendent

RE: Monthly Report – January 2008

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FEB 19 2008

**BOARD OF SELECTMEN**

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The new energy efficient lights for the garage were delivered and installed.

Permission was requested to overspend the Snow & Ice Account. The Advisory Board and Selectmen okayed deficit spending of this account up to an additional \$50,000.

The roads have been plowed and/or sanded twelve times during the month.

Deliveries of salt have been received from Cargill Deicing Technologies.

Winter sand has been hauled from Bercume Equipment and Bond Construction.

Repairs to equipment have been made on an as needed basis; including 12 hours spent repairing the driveshaft in the John Deere 520 C and repairs to the 1977 Mack.

Preventative maintenance has been done on the Elgin sweeper in preparation for SPRING.

Herb and Cindy met with the Advisory Board to discuss the FY 2009 budget.

Weekly rubbish removal from town buildings was done.