Seymour Public Works Department  
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Board of Public Works Regular Meeting  
Monday, September 9, 2013 at 7:00 PM  
Public Works Facility

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Al Bruno, Yashu Putorti, Phil Wilhelmy  
Members not present: --  
Others present: First Selectman Kurt Miller (7:15), Dennis Rozum, Craig Stevens

ITEM #1: Call meeting to order  
→ Sean Walsh opened the meeting at 7:07 PM

ITEM #2: Pledge of Allegiance

ITEM #3: Public Comment  
→ There was no public comment.

ITEM #4: Approval of Minutes  

a. Special Meeting August 7, 2013  
→ Motion to approve August 7, 2013 Special Meeting minutes without alteration.  
Motion: Wilhelmy  
Second: Bruno  
Vote – Yes: 5, No: 0, Abstain: 0

b. Special Meeting August 8, 2013  
→ Motion to approve August 8, 2013 Special Meeting minutes without alteration.  
Motion: Wilhelmy  
Second: Bruno  
Vote – Yes: 5, No: 0, Abstain: 0

c. Regular Meeting August 12, 2013  
→ Motion to approve August 12, 2013 Regular Meeting minutes without alteration.  
Motion: Wilhelmy  
Second: Bruno  
Vote – Yes: 5, No: 0, Abstain: 0

d. Special Meeting August 14, 2013  
→ Motion to approve August 14, 2013 Special Meeting minutes without alteration.  
Motion: Wilhelmy  
Second: Putorti  
Vote – Yes: 5, No: 0, Abstain: 0

e. Special Meeting August 30, 2013  
→ Motion to approve August 30, 2013 Special Meeting minutes without alteration.  
Motion: Wilhelmy  
Second: Putorti
Vote – Yes: 5, No: 0, Abstain: 0

f. Special Meeting June 24, 2013
   → Motion to approve June 24, 2013 Special Meeting minutes without alteration.
   Motion: Wilhelmy
   Second: Putorti
   Vote – Yes: 5, No: 0, Abstain: 0

g. Special Meeting July 30, 2013
   → Motion to approve July 30, 2013 Special Meeting minutes with the following correction: the date on the meeting minutes should be corrected to read June 30, 2013 instead of July 30, 2013.
   Motion: Wilhelmy
   Second: Putorti
   Vote – Yes: 5, No: 0, Abstain: 0

ITEM #5: Financial Update
→ Rozum stated that one area of concern is the tree account, which is down to $9,000. He said that about $20,000 worth of tree work still needs to be done. He said he spoke with the First Selectman about this and said that he is receptive to using town funds to cover the costs as the work must be done before winter for safety reasons. Finkle asked if this work will be going out to bid. Rozum said yes.
→ Rozum said another area of concern is the highway materials account, which has a balance of $20,000 now. Rozum said that $6,000 will be reimbursed to the account for a purchase order taken out to cover the cost of curbing repairs at the high school.
→ Walsh asked if the catch basin cleaning is done. Rozum said, yes, this work is done for the year. The full $8,000 allotted for the work was spent.
→ Walsh asked about the gas account. Rozum said some money has been encumbered.
→ Walsh asked how much winter material is on hand. Rozum said that there is 100 tons of magic salt, 150 tons of sand/salt mix, and 150 tons of sand.
→ Walsh asked why the highway and streets retirement account is showing a negative balance. Rozum was unsure.

ITEM #6: Transfer Station Update
→ Rozum said the waste oil tank was pumped last week. The fee was $50. He said the tub grinder will be leaving the Public Works Garage and returning to the transfer station tomorrow. He said it has been power washed.
→ Walsh asked about the letter the department received from the Fire Marshall regarding the brush pile at the transfer station. Stevens said that he has set up a plan with the Fire Marshall to get rid of the brush. Depending on weather and other emergencies the chipping will be done in a month. The mulch will then be used on site along the driveway and possibly in other areas around town. Rozum will see if it is acceptable to use the mulch at the middle school.
→ Walsh said a resident asked if the area where water collected in front of the hopper had been fixed. Rozum said a channel was milled to carry water away and prevent pooling.

ITEM #7: Vehicle Update
→ Rozum said as soon as the tub grinder is out of the garage Truck 34 will be coming in for a hitch and a federal inspection. He also said a mower needed work. He commented that the recently-purchased
power washer is a great piece of equipment. Walsh asked if all of the federal and annual inspections are current. Rozum said that inspections are running behind because of other repairs that needed to be done, but that trucks that are past due are not on the road. Walsh asked Rozum if management is checking the inspection reports. Rozum said that every Monday he meets with the mechanics.

→ Walsh asked if all of the manuals for the new mower are in. Rozum said he will look into it.

→ Motion to go out to bid on a new truck once the bid specs package is completed.
Motion: Wilhelmy Second: Bruno
Vote – Yes: 5, No: 0, Abstain: 0

ITEM #8: Work Performance Update
→ Rozum presented the Board with a report of recently closed work orders prepared using the new software program. Wilhelmy asked if it is possible to add the date each job is completed to the report. Currently the report only shows the date the work order was received. Rozum will be meeting with the software developer and will make this request. Currently, the work requests are received through the program, Rozum or Stevens checks the requests daily, and then Stevens visits the sites of the work requests to assess the public safety of the job, and then the work is scheduled in the program to an employee(s). Rozum will print out an example of a job in detail for next month's meeting.
→ Walsh asked about the status of the infield construction at French Park. Stevens said there are other priorities that have pushed the completion date back. The current completion date is estimated to be mid-October. In the meantime, snow fence will be put around the field to indicate that the field is closed.

→ Motion to move Item#11: Other Business up to Item #9.
Motion: Putorti Second: Bruno
Vote – Yes: 5, No: 0, Abstain: 0

Item #9: Other Business
→ Rozum discussed the town's road program. He said that areas of concern will be asphalted or overlaid. Roads mentioned include Fawn Hollow and White Deer Road, Brook Street, and Dolan Road and Dolan Circle. Walsh recommended contacting the utilities to make sure there are no plans to open these roads soon. Walsh asked about funding. Miller stated that $100,000 will come from the new road program and $40,000 will come from LOCIP funds. Chip sealing, done by Seymour Sealing, will begin soon in the Colony Road area. Walsh asked if the period of time bonds are held was extended. Miller will look into this with town counsel.
→ Miller responded to letter from the Board regarding the use of a subcontractor for downtown clean up. Wilhelmy, speaking on behalf of the Board, asked Miller if work was performed by a subcontractor and, if so, who. Miller said, yes, Ted's Lawn Care for downtown cleanup. He said that they were one of three companies to apply. The Board asked if the job went out to bid. Miller said no because the proposed work was under $5,000 total. Miller explained that a Downtown Action Committee report recommended assigning someone specifically to the downtown area. Wilhelmy asked if this poses a conflict with the collective bargaining unit. Miller replied that he was following one of ten
recommendations of the Downtown Action Strategy. He intends to fulfill most, if not all, of the ten recommendations by the end of the year. He said that because Public Works is already short-staffed it made sense to use money placed in the First Selectman’s budget for this purpose. He said it doesn’t interfere with the collective bargaining unit because it is seasonal work and seasonal workers are already used by the Public Works department for other purposes. He also said the town charter, section 10-15, allows the First Selectman the authority to authorize such work. Wilhelmy asked what the actual recommendation of the Downtown Action Strategy was. Miller said it was to have someone assigned downtown and there was not enough manpower to take a Public Works employee for this purpose. Miller said $5,040 was budgeted for labor (the subcontractor must provide and use his own equipment) and the bid came in under budget at $4,800. Walsh asked if there is a cap or if the subcontractor can bill for overtime or additional services. Miller said, no, nothing beyond the budgeted $5,040 can be spent. He said the duration of the seasonal work is from April 15 through September. Finkle asked if there have been any complaints from downtown residents about work being done early in the morning. Miller said no. Wilhelmy asked for a description and scope of the work being done. Miller said it is 16 hours of work per week at a rate of $15 an hour. Walsh asked if there were any repercussions from the union. Miller said the subcontractor is considered a seasonal employee in the Parks Department and he realizes that Public Works has bigger things to do around town. He said if they go, then all seasonal employees will go. He also said that the communication between the downtown attendant and the Public Works Department is good – the attendant understands he cannot use big equipment because of the union pay differential and has offered to sweep, but Miller has not allowed it. Wilhelmy said communication between Boards seemed to be lacking. Miller said during the budget process the issue was discussed heavily and he assumed everyone knew. He said it was his fault for not communicating it more than that.

→ Motion to adopt the description for the Request for Quotes and go out to bid for snow removal.
Motion: Wilhelmy Second: Putorti
Vote – Yes: 5, No: 0, Abstain: 0

→ Miller discussed a plan to have the Board of Education provide technical services for the municipal side and in exchange the municipal side will mow at the schools. He said the Board of Education is agreeable and he would like to have this plan up and running for spring. He said that he realizes the Public Works department still needs extra manpower, but that this extra manpower can go towards roads now.
→ Walsh asked if a subcontractor was used to mulch Gary Park. Rozum said a subcontractor was used because the mulch was purchased at a heavily discounted price, which offset labor costs and allowed the job to get done in a timely fashion. Walsh asked if this was an issue with the union. Rozum said it was emergency work as he was told on a Thursday night that the work had to be completed soon after.
→ Walsh asked if and how the quality of the work being done by employees is checked by management. Bruno said it looks bad for the department, the Board, and the town when work is done poorly. Wilhelmy asked if there is way to tie quality control to the work performance reports produced by the new software system. Rozum said he and Stevens will randomly select three job sites each week to inspect and will report back to the Board next month.
Motion to enact quality control plan as discussed by next month.

Motion: Wilhelmy  Second: Finkle
Vote – Yes: 5, No: 0, Abstain: 0

ITEM #10: Executive Session (Personnel)

→ Motion to enter into executive session at 9:05 PM and invite First Selectman Kurt Miller and Public Works Director Dennis Rozum into executive session.

Motion: Wilhelmy  Second: Purtill
Vote – Yes: 5, No: 0, Abstain: 0

→ The Board exited executive session at 10:09 PM.

→ The Board discussed sending a letter to the First Selectman.

→ Motion to have the Chairman draft a letter to the Director of Operations, HR Director, and First Selectman conveying the incident that occurred on Friday, August 30, 2013 with a recommendation for possible disciplinary action.

Motion: Wilhelmy  Second: Finkle
Vote – Yes: 5, No: 0, Abstain: 0

→ Motion that the Director of Public Works draft a document defining basic protocols for daily operations of Public Works staff, including, but not limited to: quality control, security, basic daily tasks, and equipment issuance and return. A rough draft is to be brought to the Board by next regularly scheduled Public Works meeting.

Motion: Wilhelmy  Second: Finkle
Vote – Yes: 5, No: 0, Abstain: 0

ITEM #11: Transfers (if necessary)

→ No transfers were made.

ITEM #12: Public Comment

→ There was no public comment.

ITEM #13: Adjournment

→ Motion to adjourn at 10:17 PM.

Motion: Bruno  Second: Wilhelmy
Vote – Yes: 5, No: 0, Abstain: 0

Respectfully submitted,

Nicole Knott