Town of Seymour
Board of Public Works

Minutes

Regular Meeting
Monday, August 8, 2011 at 7:00pm
Public Works Garage

Members Present: Sean Walsh, Carl Trybus, Steve Cochrane and Yashu Putorti

Others Present: Dennis Rozum and Craig Stevens

Call Meeting to order
The Chairman, Sean Walsh, called the meeting to order at 7:00pm.

Item #1 - Pledge of Allegiance
Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #2 - Public Comment
None

Item #3 - Financial Update
Discussion of end of year budget from 2010-2011. Estimated return to the town of $91,221.71. Confirmation of figure to be provided by Dennis Rozum.

Item #4 - Vehicle Update
Discussion of current fleet condition and capital purchase proposal.

Item #5 - Transfer Station Update
Transfer station is currently still operated with one employee. Dennis Rozum recommended the newly budgeted overtime funds be used in the Spring and Fall when use is highest.

Steve Cochrane recommended signage and lines around the “Hopper” and metal dump area for dumping lanes.

At this time the Board of Public Works has not received total amount of insurance reimbursement from fire damage. Dennis Rozum to supply for next meeting.

Item #6 - Work Performance Report
Discussion regarding Parks Scheduling software. Yashu Putorti questioned Dennis Rozum if Town employees will input the required information into the scheduling program. The board has requested an update from Dennis Rozum for the next meeting and expects the system to be up and running.

Motion to add to the agenda the approval of Minutes from July 11, 2001
Motion: Carl Trybus  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

Motion to accept with the condition to amend to include:

- The board made a motion for Dennis Rozum to respond to the Parks Board regarding the issues brought up in the letter received from the Parks Commission dated July 5.
- Addition of the Date and signature of the submitee.
Motion: Carl Trybus  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

Item #7 – Transfers

Motion to accept Transfer #30—Sanitation transfer from Health Insurance to Salary-Regular employees and Overtime in the amount of $1,708.16.

Motion: Yashu Putorti  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

Motion to accept Transfer #29—Highway Wages & Maintenance transfer from Salary-Regular employees to Salary Director, Salary Foreman, Salary Clerk, Overtime and Oil in the amount of $8,053.15.

Motion: Yashu Putorti  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

Motion to add to the agenda discussion of July 27, 2011 Parks Commission meeting.

Motion: Yashu Putorti  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

- Sean Walsh attended the meeting to discuss work needed.
- Dennis Rozum stated a response letter was sent regarding their July 5, 2011 letter.
- A resident requested a basketball hoop at Chatfield Park receive repairs.

Item #12 – Adjournment

Motion to adjourn

Motion: Carl Trybus  Second: Steve Cochrane
Yes: 4  No: 0  0: Abstain

Meeting was adjourned at 8:43pm.

Submitted by:

Sean Walsh
Board of Public Works
Town of Seymour Transfer Requests

FY 2010-2011

DEPARTMENTAL TRANSFER REQUEST

DEPARTMENT:
Highway Wages & Maintenance

AUTHORIZED PERSON:
Dennis Rozum

AMOUNT REQUESTED:
$ 8,053.15

ACCOUNT NUMBERS
FROM AMOUNT TO AMOUNT
Salary - Regular employees 1-001-430-3110-570-110 $ 8,053.15
Salary - Director 1-001-430-3110-570-101 $ 320.39
Salary - Foreman 1-001-430-3110-570-102 $ 283.39
Salary - Clerk 1-001-430-3110-570-105 $ 39.09
Overtime 1-001-430-3110-570-130 $ 1,812.48
Oil 1-001-430-3110-570-824 $ 5,597.80

AMOUNT: 8,053.15

PLEASE GIVE DETAILED EXPLANATION
Year end transfer. Salary accounts budgeted for one week furlough at 2% of salary. Actual one week of salary less than 2% budgeted. Director and Foreman had actual four furlough day per contract versus budget of five days. Overtime is the heavy equipment rate per contract. Oil transfer is for heavy winter usage. Salary regular employees is under budget due to employees out on Workers Compensation.

Salary - Director
Salary - Foreman
Salary - Clerk

REQUARED APPROVALS

CORRESPONDING BOARD OR COMMISSION

DATE: 8/4/11
INITIAL: DT

BOARD OF SELECTMEN:
DATE: INITIAL:

BOARD OF FINANCE:
DATE: INITIAL:

TOWN MEETING [if required]
DATE: 8/4/11
INITIAL:

Finance Director (Review of documentation)

When complete please forward to the Finance Department
Town of Seymour Transfer Requests

DEPARTMENTAL TRANSFER REQUEST

FY 2010-2011

DEPARTMENT: Sanitation

AUTHORIZED PERSON: Dennis Rozum

AMOUNT REQUESTED: $1,708.16

ACCOUNT NUMBERS

<table>
<thead>
<tr>
<th>ACC. LINE ITEM TITLE</th>
<th>FROM ACCOUNT NUMBER</th>
<th>AMOUNT</th>
<th>TO ACCOUNT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>1-001-410-1550-585-210</td>
<td>1,708.16</td>
<td>1-001-430-3200-585-110</td>
<td>$288.40</td>
</tr>
<tr>
<td>Salary-Regular employees</td>
<td></td>
<td></td>
<td>1-001-430-3200-585-130</td>
<td>$1,419.76</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
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PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Year end transfer. Salary accounts budgeted for one week furlough at 2% of salary. Employee had four furlough days per contract versus budget of five days. Overtime due to transfer station employee out on workers compensation and regular public works employees working on Saturdays at time and a half. Health insurance due to employee status change.

<table>
<thead>
<tr>
<th></th>
<th>Salary</th>
<th>2%</th>
<th>Actual (Salary/52 wks)</th>
<th>Difference</th>
<th>Day pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary - Director</td>
<td>62,063.00</td>
<td>1,241.26</td>
<td>1,188.95</td>
<td>52.31</td>
<td>237.79</td>
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REQUIRED APPROVALS

CORRESPONDING BOARD OR COMMISSION

BOARD OF SELECTMEN:

BOARD OF FINANCE:

TOWN MEETING [If required]

Finance Director (Review of documentation)

When complete please forward to the Finance Department

Control #: 30
Date: 8/4/11

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