



Dennis G. Rozum
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Board of Public Works Special Meeting
Monday, January 13, 2014 at 7:00 PM
Public Works Garage

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Secretary Phil Wilhelmy (7:05), Len Greene

Members not present: Yashu Putorti

Others present: Charlie Christensen, Andy Gazsi, Dennis Rozum, Craig Stevens (left 8:20), Robert Koskelowski, Jr. left (8:30)

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:00 PM

ITEM #2: Pledge of Allegiance

→ Motion to add public comment following Item #2 on the agenda.

Motion: Finkle Second: Greene

Vote – Yes: 3, No: 0, Abstain: 0

Public Comment

→ No public comment was made.

ITEM #3: Approval of Minutes from the December 9th, 2013 regular meeting

→ Motion to approve minutes of the December 9th, 2013 regular meeting without alteration.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

ITEM #4: Financial Update

→ Rozum said the highways account had \$13,500 transferred in. Twenty tons of cold patch was ordered and approximately \$11,000 remains in the account following this purchase. Rozum also informed the Board that the snowplowing overtime account balance shown on the provided report is inaccurate. The report shows a balance of \$78,000, but once payroll puts through the journal entries there will be about half of that amount remaining. Greene asked about the budgeting for snow removal. Walsh said that the Board uses averages from the last five years to calculate numbers for the budget that it requests, but those numbers usually get reduced through the town's budget process. Rozum said that he is currently trying to get \$45,000 transferred into the materials account to purchase 500 tons of road treatment. The department currently has 500 tons on hand in the storage shed.

ITEM #5: Transfer Station Update

→ Rozum said that compactor is working much better now that the water in the hydraulic fluid has been drained and heat tape has been put on the line.

→ Motion to have the Director of Public Works send a formal letter to the First Selectman stating that it is his opinion that the equipment at the transfer station should be replaced by Winters Brothers, per the contract, as the reliability of the equipment has come into question in light of recent problems.

Motion: Wilhelmy Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

→ Walsh asked if any progress has been made with the brush pile. Stevens said no because the department has been inundated with snow removal and repairs.

ITEM #6: Vehicle Update

→ Motion to accept bid from Central Jeep Chrysler Dodge Mitsubishi Kia.

Motion: Wilhelmy Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

→ Rozum said that Truck #24 has a broken frame, plow, and body damage.

ITEM #7: Update from Director on establishment of work policies

→ Wilhelmy said that he looked through the items that Rozum had put together and he feels that it is time he and Rozum sit down and focus on assuring responsibility. He said Rozum's work was a good start but focused mainly on duties whereas he is now looking to focus on procedures and scope. Rozum said that he has received emails with policy breakdowns from either the New York or New Jersey Department of Transportation that can be used as a model. He will share these with Wilhelmy when they meet. Wilhelmy emphasized that these policies are to create procedure and are not meant to hurt anyone. Wilhelmy said that he will have a completed package ready for next month's meeting and asked that the Chairman arrange a special workshop session at the start of next meeting to allow the Board to review the work policies.

ITEM #8: Discussion on employee performance measurement initiative

→ Greene told the Board that the Board of Selectmen is interested in an initiative that would try to start to begin a baseline of data by department. This baseline data would then be fodder for analysis at the administrative level. The goal would be to get better at what each department does and become more efficient over time. The program would not be drilled down to the individual level. Greene said that similar programs are being done in towns across the country with the most notable example being Baltimore, Maryland's City Data program. Greene said that the Board of Selectmen feels that the Town of Seymour is poised to take it to the next step and increase transparency with the public. Greene said that he would like to start with 3 to 4 regular services to begin to build data. Walsh noted that this initiative is basically what the Board of Public Works has been trying to do with the new computer program to justify budget numbers to the Board of Finance. Wilhelmy asked who would be responsible for interpreting the data and determining how that interpretation of data is reported to the public. Wilhelmy also stated that he feels the data will not mean anything until a means of tying the quantity of work performed to man hours is found. Finkle suggested reporting month-by-month data on the town's website to promote public awareness. Rozum said that the computer program is currently working, but there are still some needs – such as the ability to tie a quantity to a work order (for example, currently each individual pot hole must be assigned its own work order in order to

be logged in the system). Walsh said that the program developer will be coming up in the next few weeks to meet with administrators. Walsh suggested picking tree work and pot hole repairs as the two data points to use as a starting point. Rozum will bring a statistics report generated by the new computer program to next month's meeting to show the Board.

ITEM #9: Discussion on 2014-2015 budget

→ Rozum presented a budget worksheet with proposed increases for the 2014-2015 year. Walsh asked Rozum to prepare a breakdown for seasonal employees (number of employees, number of weeks, hourly rate) and justify how many weeks seasonal employees are needed. Walsh suggested increasing the amount requested for snowplowing overtime based upon usage of this line item over the past five years and requested that Rozum get five year actual averages for each line item with a proposed increase. Walsh asked Rozum if there were any areas that could be reduced.

→ Motion to accept the proposed department budget as presented.

Motion: Wilhelmy Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

ITEM #10: Executive Session (If necessary)

→ Executive session was not deemed necessary.

ITEM #11: Transfers (If necessary)

→ There were no transfers.

ITEM #12: Other Business

→ Rozum said that, given a change in LOCIP funding, the department may have the opportunity to purchase snow removal equipment by June 30th with LOCIP money. The Board discussed possibly replacing a 1999 truck that needs serious repairs and has body rot. Rozum will check the state bid list for options.

ITEM #13: Public Comment

→ No public comment was made.

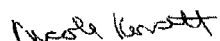
ITEM #14: Adjournment

→ Motion to adjourn at 8:49.

Motion: Wilhelmy Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott