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Dennis G. Rozum
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Board of Public Works Special Meeting
Monday, February 12, 2014 at 7:00 PM
Public Works Garage

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

Members not present: Yashu Putorti

Others present: Dennis Rozum, Craig Stevens, Malaysia Jimenez, Robert Koskelowski, Jr.

Sean Walsh opened the meeting at 7:03 PM.

ITEM #1: Pledge of Allegiance

ITEM #2: Public Comment

→ No public comment was made.

ITEM #3: Financial Update

→ Dennis Rozum said that the snow plowing line item is in the negative and awaiting a transfer. Once the transfer is completed the line item will have a balance of \$50,000 or so. The overtime snow plowing line item, which is about 91% spent, will receive a transfer from the town's contingency fund. The Board noted that they use five year averages to calculate budget requests, but historically these line items have been reduced through the town budgetary process resulting in mid-season transfers. The Board discussed ways of educating the town on the "true numbers" – what a storm costs, why particular products are used, what the cost of these products is per mile of road, how they have decreased the problem of refreeze, saving on overtime, and resulting in less basin cleaning. Rozum stated that the Public Works Department will be presenting its proposed budget for 2014-2015 fiscal year to the Board of Finance on February 24th at 7:00 PM.

→ Rozum also said that 125 tons of salt was delivered last week and another 75 tons should be delivered tomorrow with another 400 tons on order. He noted that because a lot of the product is being brought down South deliveries in this region have been delayed.

→ Walsh asked about the repairs and maintenance line item, which is about 93% spent. Rozum said that \$7,000 billed to the Board of Education for snow removal will be used to reimburse this account and there are also a few other reimbursements that will also be deposited into this account.

ITEM #4: Vehicle Update

→ Walsh informed the Board that the P.O. for the new truck was sent to the dealer today along with all purchase agreements for the dealership to sign. The agreements require the salesman to provide a delivery date. The salesman will be getting back to Walsh regarding pricing for extra tires as part of the

purchase. The Board discussed the possibility of looking into using LOCIP funding to purchase an additional truck.

→ Rozum said that the department went through two mufflers in one storm (a Sterling and Truck 35). The new mufflers are on order and the Sterling also needs an angle piston.

→ Walsh asked which radios are still missing. Stevens said the base station is missing. Walsh will follow up on this.

ITEM #5: Transfer station update

→ Walsh asked if there are any updates on the transfer station contract. Rozum said no, but the letter he drafted to the Board of Selectmen regarding the transfer station was read during correspondence (no action was taken). Greene will follow up on this matter.

ITEM #6: Work performance update

→ Rozum said that he has decided to use pot hole repairs and bulk pick up as the two services to track for the new performance measurement initiative discussed last meeting. He presented reports on these two items generated through the new computer program. Walsh asked when the program developer is returning. Rozum said within the next couple of weeks. Walsh will follow up to get a specific date.

→ Finkle asked who makes the call on downtown clean-up following winter storms. Rozum said that historically the First Selectman will call the department, but Rozum said that he will make the call and do it. Rozum also said that based on the snow pattern we've had – getting snow every few days – the department hasn't been able to go back and clean up like they typically would. He also said that this clean-up must be done at night and with a full crew. He said he will try to do some clean-up tomorrow before Thursday's storm. Finkle said the bottom line is there needs to be a better effort cleaning up downtown after storms and money can't trump safety.

→ Walsh said that he received emails from Patton Ave. residents who are upset over the quality of chip-sealing done on the road in mid-October. The residents are saying that the chip did not bond with the road and it is difficult to get up the hill because of the loose chips. Rozum said that the snow on the ground is preventing him from fully assessing the problem, but no chip-sealing will be done in town until this problem is resolved and the town is looking into this adhesion issue.

→ Wilhelmy said that he and Rozum met to continue work on a departmental policy book. He said that they were able to pull some Standard Operating Procedures from other departments online to use as models. To keep track of inventory without a tool shed, one idea they had was to take trucks and trailers and outfit them with specific items and keep these items with these vehicles. Currently, an inventory is not done and there are no internal controls. Wilhelmy emphasized that the intent is not to blame employees, but to protect the town, department, and employees and maintain safety. As part of the daily safety briefing, Wilhelmy said Rozum or Stevens would go through inventory to make sure everything was there and in good repair. Walsh would like to see a full inventory of all equipment with each item's serial number and condition done before this begins. Finkle asked who will be responsible for equipment on the trucks. Wilhelmy explained that every truck will have a checklist and management will have to take an active role in the process for it to work. Finkle asked that the Board get a package with the policies Wilhelmy and Rozum are developing to read and review before the next meeting.

ITEM #7: Transfers

→ No transfers were made.

ITEM #8: Executive Session (Personnel)

→ Executive session was not deemed necessary.

ITEM #9: Other Business

→ Rozum said he met Friday with a representative from CL&P regarding the start of tree work throughout town. Rozum showed the Board a map of the work to be done by CL&P.

ITEM #10: Public Comment

→ No public comment was made.

→ Motion to add approval of January 13, 2014 regular meeting minutes to the agenda.

Motion: Wilhelmy Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

→ Motion to approve minutes of January 13, 2014 regular meeting minutes without alteration.

Motion: Greene Second: Finkle

Vote- Yes: 4, No: 0, Abstain: 0

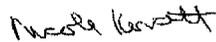
ITEM #11: Adjourn

→ Motion to adjourn at 8:13 PM.

Motion: Wilhelmy Second: Greene

Vote- Yes: 4, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott