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Dennis G. Rozum  
Director

**Seymour Public Works Department**  
721 Derby Avenue  
Seymour, Connecticut 06483  
Tel. (203) 735-5838  
Fax (203) 734-5713

Board of Public Works Regular Meeting  
Monday, March 10, 2014 at 7:00 PM  
Public Works Garage

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

Members not present: Len Greene, Yashu Putorti

Others present: Dennis Rozum, Craig Stevens

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:08 PM.

ITEM #2: Pledge of Allegiance

ITEM #3: Approval of Minutes from February 12<sup>th</sup> regular meeting

→ Motion to approve minutes of the February 12<sup>th</sup> regular meeting without alteration.

Motion: Wilhelmy                      Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

ITEM #4: Financial Update

→ Walsh informed the Board that the department's presentation before the Board of Finance was well-received.

→ Rozum presented the Board with a financial report. He noted that the overtime snow plowing line item is 168% spent. No transfers have been made yet to correct this, but he said that Doug at Town Hall is aware and working on it. A transfer was made into the materials line item because of the emergency nature of the situation as materials became scarce. Rozum said that currently 300 tons of materials are on site with another 200 tons on the way with a remaining balance of about \$36,000 in the account. Rozum also noted that the repairs and maintenance line items received \$15,000 from a reimbursement from the Board of Education for snow removal. Walsh asked about money for cold patch. Rozum said he submitted a request but it has not been reflected on the financial print-out yet. Finkle asked why the sick pay – highways and streets line item was showing it is 0% spent. Rozum said entries may not have been posted yet but that this line item has been used.

ITEM 5: Transfer Station Update

→ Rozum said that the compactor has been working fine since the hydraulic fluids and heater were done.

→ Motion to follow up on the request for the Winter Brothers transfer station contract as no response has been received.

Motion: Wilhelmy

Second: Finkle

Vote- Yes: 3, No: 0, Abstain: 0

→ Walsh asked for an employee status at the transfer station. Rozum said that only one employee is assigned there, but there is \$9,000 in that overtime account to fund a second employee this spring when it gets busy. Walsh asked Rozum to do a breakdown to see how long the funds will provide for a second employee.

#### ITEM #6: Vehicle Update

→ Walsh informed the Board regarding the purchase of the new truck. He said that the P.O. has been written and that he spoke with the salesman on Thursday. The truck has a construction/delivery time frame of 120-160 days.

→ Rozum said Truck 38 will be finished with its federal inspection tomorrow, the Volvo is due for service, and a federal inspection was finished on the Ford. He said a 550 is down with a tranny, but that the replacement transmission is on hand and will be put in soon.

#### ITEM #7: Discussion and take possible action on recommendation for purchase of truck through LOCIP

→ Walsh pointed out that the truck must be purchased and delivered by July 1<sup>st</sup>.

→ Motion to grant authority to accept the best bid of five bids based on the Chairman's recommendation.

Motion: Wilhelmy

Second: Finkle

Vote- Yes: 3, No: 0, Abstain: 0

#### ITEM #8: Update from Director on establishment of work policies

→ Rozum showed the Board an inventory in progress with the model, serial number, and condition for each item. The inventory was broken down into categories – chain saws, hand tools, power tools, parks department, trucks, and tractors/trailers. He said that mechanics own their own tools, but he has priced out a 283 piece set from Sears along with a separate shop tool box. Rozum also showed the Board how he has developed a checklist of items that belong on each truck and trailer. Walsh suggested getting locking brackets to secure equipment. Wilhelmy said that the internal controls component is going to be important. He emphasized the preventative aspects of this new system and the benefits of having a paper trail if someone were to get hurt using department equipment. Walsh asked Rozum to establish a graduated inspection schedule – trucks should be inspected daily, saws weekly, hand tools less often, etc.

→ Walsh also said that operational procedures should address snow removal policies for first responders and mail boxes damaged during snow removal. Finkle also asked about the definition of light duty. Rozum said that has addressed by Human Resources and he will bring a copy of the policy to next month's meeting.

#### ITEM #9: Discussion on employee performance measurement initiative

→ Rozum went through the pot hole report, which showed work by address and shovels used per pot hole. He said that he showed this report to Len Greene, who was satisfied with it and provided an update to the Board of Selectmen.

→ Rozum also explained how he can input "future work to be scheduled" into the new computer program. This allows him to input work that cannot be addressed until warmer weather. Finkle asked how many crews are repairing pot holes daily. Rozum said at least two crews are doing pot holes each day. They are provided with a list reported pot holes each morning, but they also fill in pot holes as they travel to the pot holes listed and then report these pot holes that weren't on the list to Rozum so he can input them into the computer program later.

→ Rozum said that they have already used 30 tons of cold patch. Rozum also noted that the developer of the computer program is coming at the end of March. Rozum plans to bring up the speed of the system, which he noted is better at certain times of day than others.

ITEM #10: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #11: Transfers (if necessary)

→ No transfers were made.

ITEM #12: Other Business

→ Finkle asked about the areas where chip seal did not adhere to the road. Rozum said that these areas will be swept and addressed once all of the snow is melted.

ITEM #13: Public Comment

→ No public comment was made.

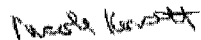
ITEM #14: Adjournment

→ Motion to adjourn at 8:30 PM.

Motion: Wilhelmy                      Second: Finkle

Vote- Yes: 3, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott