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Board of Public Works Regular Meeting
Monday, April 14, 2014 at 7:00 PM
Public Works Garage

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

Members not present: Secretary Phil Wilhelmy, Yashu Putorti

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

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:02 PM.

ITEM #2: Pledge of Allegiance

→ Motion to add Public Comment to the agenda.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

Added Item: Public Comment

→ Robert Koskelowski, Jr., 10 Poplar Drive, stated that he is a department employee and it was brought to his attention that members of the union filed a grievance against management. He asked that the whole union not be held responsible for this as the whole union was not aware a grievance was being filed.

ITEM #3: Approval of Minutes from March 10th, 2014 regular meeting

→ Motion to approve minutes of the March 10th, 2014 regular meeting without alteration.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

ITEM #4: Financial Update

→ Rozum said that the overage to the overtime snow plowing line item will be addressed during Item #11, Transfers. He also noted that overtime is being used at the transfer station, but that it is not reflected on the print-out yet.

→ Finkle asked if there was funding for seasonal employees. Rozum replied yes – starting on May 1st and running through the end of August. There will be 2-4 seasonal employees hired. Rozum said that the positions are posted and applications have been coming in through Human Resources.

→ Finkle asked why the LOCIP line item is overdrawn. Rozum said that there is an accounting issue and Town Hall is dealing with it.

ITEM 5: Transfer Station Update

→ Rozum noted that the compactor is still working fine and that some steel work was done. The John Deere is repaired and functioning. Winters Brothers put a new tire container at the transfer station. The old tire container is going to be removed. Rozum also stated that he has been discussing making cardboard recycling more prominent with Winters Brothers, but wiring and other factors make it difficult to move the cardboard recycling container. Walsh suggested having Winters Brothers invest in more signage since the container cannot be moved. Rozum also discussed e-waste recycling with Winters Brothers, but the current e-waste recycling company hauls away e-waste for free and Winters Brothers will not. Rozum said metal was also discussed with Winters Brothers, but they would require metals to be pure/sorted whereas the current company does not have this requirement.

→ Stevens asked the Board what they thought of charging contractors to dump brush/leaves. Walsh asked Rozum and Stevens to look into what other nearby communities do – what they charge and how they charge – and bring this information back to the Board. The Board will then make recommendations to the Board of Selectmen.

→ Walsh asked if the brush pile that the Fire Marshall is concerned about has been taken care of. Rozum said, no, because the tub grinder needs screens. Walsh asked that the tub grinder get repaired as quickly as possible.

→ Walsh asked if all of the licenses at the transfer station are current. Rozum verified that they are.

ITEM #6: Vehicle Update

→ Walsh informed the Board that he put in a call to the salesman and is awaiting an update on the dump truck. He noted that the capital funding request is still in the budget. If the budget passes the bid for a big truck will go out in July.

→ Walsh asked if the mowers are prepped and ready. Rozum said the Toro and 72-inch Scag at the Parks department are ready to go and work/servicing is being done on the 72-inch Scag at the garage, the diesel Scag, and some smaller mowers.

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

→ Rozum presented the policy handbook that he and Wilhelmy have been working on. He reviewed the table of contents and various sections, including a sheet for a particular truck that detailed all of the tools and equipment contained on that vehicle. He said he provided a list of tools that he would like to purchase at Sears for the department to Town Hall and is awaiting a check to be cut to make the purchase. He said the shop inventory is done, the vehicle inventory is done, PPE and hazardous chemical policies have been written and the next step is to write up the snow plowing policy for emergency/first-responders.

→ Walsh asked if a locked room has been found to store equipment. Stevens said the tools will be locked in a closet and chain saws will be locked in a caged-area near the mechanics room.

ITEM #8: Discussion on employee performance measurement initiative

→ Greene asked that the initiative be referred to as the performance measurement initiative rather than the employee performance measurement initiative so as not to give the wrong impression of the program. Greene said the next step is to have the department breakdown the data and make it useful. Rozum talked to the software developer about specific reports that he would like to be able to run (work orders by street, street number, etc.) to begin to identify reoccurring problems and prioritize work. Walsh said a full season of each type of job will be needed to establish a baseline before informed decisions can be made. Walsh also expects to be able to better back-up the department's budget using this data moving into the future. Greene asked if there is another job type that Rozum would feel

comfortable reporting data out on now that pothole data has been tracked for a few months. Rozum agreed to track data on mowing, fertilizing, and trimming for this season.

ITEM #9: Discussion on proactive road program

→ Rozum presented the Board with a list of 17 roads that have been prioritized as most in need of repair. The Board asked that the list be further prioritized by usage (heavily traveled roads versus back/secondary roads) and mileage. The list will then be submitted to the Town Planner to make sure no developers or utility companies plan on opening these roads soon after repairs will be made. Rozum noted that he is looking into STEP grant funding for some roadwork, such as Holbrook Road – where drainage, curbing, and guardrails are needed.

→ Motion to add Work Performance Update to the agenda.

Motion: Greene Second: Finkle

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

Added Item: Work Performance Update

→ Finkle inquired about the landscape contractor working downtown and if he is coordinating work with the department. Stevens said that he is. He said the contractor is cleaning sidewalks and blowing into the streets and the department then comes and sweeps the streets. Finkle questioned why the contractor isn't doing the full job and why the department is cleaning up the contractor's mess.

→ Greene said residents have complained to him about the fencing in disrepair along Cedar Street. He asked if this fence belongs to the town or state. Stevens said that he has looked into the issue of town or state ownership recently and was not given a clear answer but did note that the fence was installed by the state and repaired by the state in the past. Greene will bring the matter up at the next Board of Selectmen meeting.

→ Walsh asked about the boarded-up playscape at Sochrin's Pond. Rozum said it may be replaced with grant money.

→ Motion to add the matter of hiring seasonal employees to the agenda.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

Added Item: Matter of Hiring Seasonal Employees

→ The Board would like to review incoming applications by April 21st and convene the interview committee on April 23rd at 6:00 PM. The Board discussed background checking and drug screening candidates.

→ Motion to establish an interview committee meeting for Wednesday, April 23rd. The committee will consist of Dennis Rozum, Craig Stevens, Wayne Finkle, and Phil Wilhelmy.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

ITEM #10: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #11: Transfers (if necessary)

→ Motion to approve a transfer request in the amount of \$65,115.28 out of the snow plowing materials and salaries – regular line items into the overtime snowplowing , social security, and retirement line items.

Motion: Greene Second: Finkle

Vote – Yes: 3, No: 0, Abstain: 0

ITEM #12: Other Business

→ Finkle asked if it would be possible to get the building behind the lumber yard being torn down on Bank Street for the Public Works department. Rozum said that he does not think the owner is interested in donating the building.

ITEM #13: Public Comment

→ Robert Koskelowski, Jr., 10 Popular Drive, asked if it would be possible to get a metal container at the Public Works Garage for disposal of plow blades, etc. Rozum will check into this with Winters Brothers.

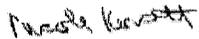
ITEM #14: Adjournment

→ Motion to adjourn at 8:53 PM.

Motion: Greene Second: Finkle

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

Respectfully submitted,



Nicole Knott