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Dennis G. Rozum
Director

Seymour Public Works Department

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

Members present: Chairman Sean Walsh, Len Greene, Yashu Putorti, Secretary Phil Wilhelmy

Members not present: Vice-Chairman Wayne Finkle

Others present: Robert Koskelowski, Jr., Dennis Rozum

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:00 PM.

ITEM #2: Pledge of Allegiance

ITEM #3: Public Comment

→ No public comments were made.

ITEM #4: Approval of Minutes from April 23rd 2014 special meeting

→ This item was tabled until the next meeting.

ITEM #5: Approval of Minutes from April 30th 2014 special meeting

→ This item was tabled until the next meeting.

ITEM #6: Approval of Minutes from May 5th 2014 special meeting

→ This item was tabled until the next meeting.

ITEM #7: Approval of Minutes from May 14th 2014 special meeting

→ This item was tabled until the next meeting.

ITEM #8: Approval of Minutes from May 14th 2014 regular meeting

→ This item was tabled until the next meeting.

ITEM #9: Approval of Minutes from June 23rd 2014 special meeting

→ Motion to approve the minutes of June 23rd 2014 special meeting without alteration.

Motion: Putorti Second: Greene

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

ITEM #10: Financial Update

→ Rozum presented the Board with a financial report print-out. He stated that the fiscal year just started and all line items are in good shape. Wilhelmy asked about the gasoline line item, which is 100% spent. Rozum explained this represents money that has been encumbered.

ITEM #11: Transfer Station Update

→ Rozum informed the Board that there have been more issues with the compactor at the transfer station. Winters Brothers are now in the process of replacing the compactor at their expense. The old unit has been taken out and the new unit is expected to arrive any day. From there, it will take about four days to install it and get it up and running. Walsh stated that the terms of the replacement should be in writing to make it clear who owns the equipment, what happens if the current company loses the contract in the future, and to define the terms of maintenance.

→ Wilhelmy questioned why the contracts between the Town and Winters Brothers still have not been produced for the Board despite his request months ago. Greene and Walsh both stated that they followed up on this matter, but no contracts were ever produced.

→ Motion to have the two contracts (1. household refuse pick-up and 2. hauling from Seymour to Bristol) between Winters Brothers and the Town of Seymour produced and brought to the next Board of Public Works meeting on August 11th, 2014.

Motion: Wilhelmy

Second: Greene

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

→ Walsh asked if the brush pile at the transfer station has been addressed yet. Rozum said the tub grinder is in the shop for repairs, which should start tomorrow. Rozum said grinding will start by July 28th, 2014.

→ Walsh asked if Green Monster pick-up was still occurring. Rozum said the pick-ups are ongoing and the company comes when the container is full. Oil pick-ups are also still occurring. Rozum said water samples are up-to-date and Larry Secor, from Nafis & Young, is seeking exemptions from the next quarterly round of testing because the last batch of samples came back good.

ITEM #12: Vehicle Update

→ Walsh stated he spoke with the First Selectman, who stated that the Board has \$90,000 – not \$180,000 – in the capital plan for this year. Walsh said the Town will go out to bid for one mason-style dump truck instead of two in light of this fact. The bid specs for this truck are together.

→ Walsh also updated the Board on the status of the truck purchased last fiscal year. He said due to the ongoing contract issue with the dealer Town Counsel will be getting involved. Depending on the outcome of this matter, the Town may be going out to bid on this truck again.

→ Walsh noted the truck purchased with LOCIP grant money last fiscal year was delivered. It has a Fisher snow plow and a plastic, electric-driven spreader. Wilhelmy thanked Dennis Rozum and Dee Caruso for their efforts in obtaining the LOCIP grant funding for this purchase.

→ Walsh reminded the Director of Public Works that drivers and mechanics must continue to fill out their paperwork obligations.

ITEM #13: Update from Director on establishment of work policies

→ Wilhelmy and Rozum presented an update on the handbook in progress. There are currently 14 items in its table of contents. Wilhelmy will review the draft and present it at next month's meeting.

ITEM #14: Discussion on employee performance measurement initiative

→ Greene noted that the word "employee" should be taken out of the title of this initiative.
→ Rozum presented a report of work completed so far in July as well as a daily task report from today. Walsh asked if the software is 100% up and running. Rozum said he would still like to see a feature that would allow him to sort tasks by street. Greene and Walsh stated that the next steps are to find a means of tracking man hours by task and quantifying the amount of product used on jobs. Currently, Rozum said there is a feature to track time and materials, but it is connected to an inventory feature that is not being used. He will look into a means of tracking man hours and product for the next meeting.

ITEM #15: Discussion on proactive road program

→ Walsh stated that the Town of Seymour had the Town Engineer, Jim Galligan, do his own assessment of the town's roads. The next step is to sit down and compare his list to the list put together by Public Works to come up with a final list. Once the priority road list is finalized, utility companies will be contacted to make sure there are no plans to open these roads in the near future. Funding will be coming from different sources (the state, grants, etc.) depending on what roads are selected.

→ Motion to ask the Town Engineer for a time frame for start work to be done as part of the roads program.

Motion: Wilhelmy Second: Greene

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

→ Greene asked for an update on the faulty chipsealing job done in the area of Patton Avenue. Walsh said the company was out again last week trying to address the problem. Rozum said he met with the First Selectman, the Town Engineer, and a representative from Seymour Sealing this past Friday. The group drove through the area and the Town Engineer is now going to make recommendations on the next step in addressing the problem.

→ Motion to have the Board of Public Works' liaison to the Board of Selectmen raise the faulty chipsealing issue at the next Board of Selectmen meeting and report back to the Board of Public Works.

Motion: Wilhelmy Second: Greene

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

ITEM #16: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #17: Transfers (if necessary)

→ Transfers were not deemed necessary.

ITEM #18: Other Business

→ Wilhelmy asked for an update on the part-time seasonal help. Rozum said that the fields are being trimmed and are looking good.

→ Walsh asked Rozum to put together data on the efficiency of the Parks Department in light of changes in manpower (seasonal help) and equipment upgrades. Walsh also stated that he wanted to give accolades to the Parks Department because he was informed that Town Hall has not received one single complaint about the fields.

→ Greene stated that he received complaints from a citizen about graffiti around town, specifically on the railroad trestle on Route 67 and bus stops. Wilhelmy said these are state-owned properties and he will give Rozum the phone number for the D.O.T. office in New Haven to have this graffiti addressed.

ITEM #19: Public Comment

→ No public comments were made.

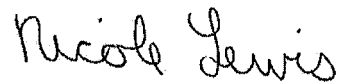
ITEM #20: Adjournment

→ Motion to adjourn at 8:36 PM.

Motion: Putorti Second: Greene

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

Respectfully submitted,

A handwritten signature in black ink that reads "Nicole Lewis". The signature is written in a cursive, flowing style.

Nicole Lewis