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Dennis G. Rozum  
*Director*

**Seymour Public Works Department**

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

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

Members not present: Len Greene

Others present: Robert Koskelowski, Jr., Dennis Rozum

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:14 PM.

ITEM #2: Pledge of Allegiance

ITEM #3: Public Comment

→ Robert Koskelowski, Jr., a department employee, noted that the October 20<sup>th</sup>, 2014 meeting minutes incorrectly stated that it was a high school teacher who made a complaint when it was, in fact, a middle school teacher.

ITEM #4: Approval of Minutes from the October 20<sup>th</sup>, 2014 regular meeting

→ Motion to approve the minutes of the October 20<sup>th</sup>, 2014 regular meeting with the following correction to ITEM #4 – "Stevens informed the Board that a complaint was received from a teacher at the **middle** school..."

Motion: Wilhelmy                      Second: Finkle

Vote – Yes: 4, No: 0, Abstain: 0

ITEM #5: Financial Update

→ Rozum presented the Board with a financial report print-out. He said that there is nothing of concern at the moment.

ITEM #6: Discussion on road use line items

→ Rozum said that the First Selectman is working on separating the road use line items into more specific categories as discussed at last month's Board of Public Works meeting. It should be done by the end of this week.

ITEM #7: Transfer Station Update

→ The Board discussed the newly-issued trash and recycling barrels that were distributed to all residences recently by Winters Brothers. Walsh asked Rozum to look into who is responsible for replacing barrels if they are damaged.

→ Motion to draft a letter to the Board of Selectman asking why input on changes to trash collection was not solicited from the Board of Public Works or the Public Works Department prior to making the recent changes.

Motion: Wilhelmy

Second: Putorti

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

→ Rozum stated that the compactor was down again for two days. Materials were diverted to Danbury in the meantime. This did not cost the town more money. Putorti asked if transfer station usage can be monitored by number of people and tonnage in light of the new one barrel per household system. Rozum will handle this.

→ Walsh asked about the tub grinder and removal of the brush pile. Rozum said that he got quotes from subcontracting the work out, but the cost was high. Wilhelmy asked Rozum to look into the cost of leasing a tub grinder for a month to address the brush pile. Rozum said that the First Selectman wants the tub grinder fixed in-house.

ITEM #8: Vehicle Update

→ Rozum said inspections are all current. Truck 35 was in for repair, but had to be put on hold to repair a custodian's truck. It will go back into the shop tomorrow. Finkle asked if Truck 34 is operational. Rozum said it needs a body but should make it through the winter. Wilhelmy asked if provisions have been made for covering the mechanic who is out. Rozum said that another qualified employee has been helping out. Wilhelmy asked if some of the pressure can be relieved by subbing work out.

→ Walsh asked if all trucks and equipment is winter-ready. Rozum said that 3 out of 5 sanders are ready. Walsh noted that with the extensive inspections that were done last year, this year's inspections should have taken less time and allowed for winter prep work. Finkle said that needs need to be prioritized better. Walsh also asked Rozum to make laminated snow route maps for each truck (two copies for each route – one to remain at the garage and one to remain in the truck) in the event someone needs to cover another employee's route.

→ Motion to set up a special meeting two weeks from today on November 24<sup>th</sup>, 2014 to discuss preparedness for the winter and items discussed under ITEM #8: Vehicle Update to ensure that concerns addressed are rectified and a plan is in place for the future.

Motion: Wilhelmy

Second: Finkle

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

→ Walsh provided an update on the new truck. He said that he spoke with the dealership on Thursday and the truck will be ready in about two weeks. Walsh also stated that permission to go out to bid on the other truck was granted and he will be dropping off the information to Tony at Town Hall tomorrow.

ITEM #9: Update from Director on establishment of work policies

→ Rozum and Wilhelmy stated that they met to continue work on the policy book. Items added were safety classes done through the insurance carrier (hazardous waste, etc.), OSHA classes and other qualifications and certifications, a tool set program, and a plan for implementing ongoing in-service time

to address safety and seasonal topics, such as tool inspection. Wilhelmy reiterated that these policies are designed to protect employees and make the department run more efficiently.

ITEM #10: Discussion on employee performance measurement initiative

→ Rozum presented the Board with a bulk pick-up report and noted that all work is now entered into the system. The next step is connecting the work to actual man hours. Walsh asked for a pot hole report comparing pot hole work done by hand versus that done by the rented pot hole machine. Rozum noted that he spoke with the software developer about more options for sorting reports.

ITEM #11: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #12: Transfers (if necessary)

→ No transfers were deemed necessary.

ITEM #13: Other Business

→ Finkle stated that the conditions on Jay Lane, Halsey Street, and Patton Avenue are poor. Backfilling is being done now, but the distance between the sidewalk and curbs poses a danger, especially in early morning hours when it is dark, and must be filled in before winter to avoid having the new curbing damaged by plows. He noted that all mailboxes must be moved due to the narrowing of the road. Walsh will go to the Board of Selectman meeting next week and voice these concerns.

→ Walsh asked if an ad seeking winter snow removal subcontractors was run in the newspaper. Rozum said it went into the paper on November 6<sup>th</sup>.

→ Walsh asked about the status of purchasing a bucket truck. Rozum presented information he found on bucket truck pricing online.

ITEM #14: Public Comment

→ No public comments were made.

ITEM #15: Adjournment

→ Motion to adjourn at 8:57 PM.

Motion: Putorti                      Second: Finkle

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

Respectfully submitted,



Nicole Lewis