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COPY RECEIVED
DATE: 11/22/13
TIME: 1:00pm
TOWN CLERK'S OFFICE

Dennis G. Rozum
Director

Board of Public Works Special Meeting
Monday, November 20, 2013 at 7:00 PM
Public Works Garage

Members present: Vice-Chairman Wayne Finkle, Yashu Putorti, Phil Wilhelmy
Members not present: Chairman Sean Walsh, Al Bruno
Others present: Dennis Rozum

ITEM #1: Call meeting to order
→ Wayne Finkle opened the meeting at 7:00 PM

ITEM #2: Pledge of Allegiance

ITEM #3: Approval of Minutes from the September 9th 2013 regular meeting
→ Motion to approve the September 9th, 2013 regular meeting minutes without alteration.
Motion: Wilhelmy Second: Putorti
Vote - Yes: 3, No: 0, Abstain: 0

ITEM #4: Set meeting schedule for 2014
→ Motion to approve the 2014 Board of Public Works schedule as presented (January 14, February 10, March 10, April 14, May 12, June 9, August 11, September 8, October 20, November 10, and December 8).
Motion: Wilhelmy Second: Putorti
Vote - Yes:3, No: 0, Abstain: 0

ITEM #5: Financial Update
→ Rozum said there are no areas of concern at this time. He stated that \$25,000 was transferred into the tree account from FEMA reimbursement. Trees at the library, on Mountain Road, and Knorr Avenue were already done with this money. CL&P took down a tree on Humphrey Street.
→ Rozum also noted that the overtime account is now broken down into three areas regular overtime, snow plowing overtime, and heavy equipment usage.

ITEM #6: Transfer Station Update
→ Rozum said that ten more employees got licensed to work at the transfer station, so now there are 13 employees in total that can work there.
→ Rozum also said that chipping brush was started at the transfer station, but then the screen inside the tub grinder broke. The tub grinder will be idle until the mechanics are done working on the trucks and

can get repair it. The tie rod in the loader is bent; another tractor was brought up to replace it until the mechanics can get to the repair.

→ Rozum noted that everything is up-to-date at the transfer station and that it has been busy. He has been scheduling an employee there on Saturdays to help with the leaves and brush piles. Wilhelmy asked if residency has been checked. Rozum said this has not been done lately. Wilhelmy asked that it be done before the next meeting and that Rozum report back at that meeting.

ITEM #7: Vehicle Update

→ Rozum said that one truck is on the lift and will be there for two more days to complete its federal inspection. Truck 38 will be done next and will take about three days, then the Ford will be done. After that all trucks will have been federally inspected. Rozum said the length of time taken to perform the inspections is taking longer than it did in the past because mechanics are really going through the trucks thoroughly. Wilhelmy asked if there is a way to track breakdowns and show how this preventative maintenance is saving money. Finkle asked if this can be done with the new computer system. Rozum will look into using the new computer program to do this or using Excel. He will report back to the Board at the next meeting. Rozum also noted that nothing has been sent out for repair.

→ Rozum said the sander was brought in this morning and is now functional and ready. He also said that he bought a stainless steel sander used from W.H. Rose.

→ Rozum also said that he is developing a policy for cleaning equipment after storms, routine cleaning, and after-season cleaning. Finkle said he thinks that it is good moving into the future to be fully prepped and ready for the winter by November 1st.

→ Rozum said that three trip cannons were bad – 2 were repaired under warranty, the other was rebuilt.

→ Finkle said that at the December 4th Town Meeting the bid will be opening for the new truck. Finkle said that while the capital equipment plan calls for the purchase of a new big truck next year, in talking with the mechanics it may be better to replace a few small trucks instead.

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

→ Rozum presented the Board with a rough draft of a policy handbook. Wilhelmy will go through, make comments, and make copies for other Board members to review before next meeting.

→ Wilhelmy asked about the process for signing in and out tools and doing inventory. Rozum said he will include this into the handbook.

Item #9: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #10: Transfers (if necessary)

→ No transfers were made.

ITEM #11: Other Business

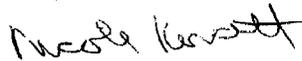
→ Putorti asked Rozum if the chalk lines were done at the school today. Rozum said he spoke to someone at the school and the lines will be done tomorrow.

→ Wilhelmy asked about the letter from the Parks Department. Rozum said that he, the First Selectman, and the Parks Department met and all of the issues have been resolved. Rozum will now attend all Parks meetings. Rozum also said that he is meeting with the Director of Public Works from Ansonia and Derby next Wednesday to discuss possible bulk purchase items. They will try to meet monthly.

ITEM #12: Public Comment
→ There was no public comment.

ITEM #13: Adjournment
→ Motion to adjourn at 7:48 PM.
Motion: Putorti Second: Wilhelmy
Vote – Yes: 3, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott