



Seymour Public Works Department

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

COPY RECEIVED
DATE: 9/12/13
TIME: 9:50 AM
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Dennis G. Rozum
Director

Board of Public Works Regular Meeting
Monday, September 9, 2013 at 7:00 PM
Public Works Facility

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

Members not present: --

Others present: First Selectman Kurt Miller (7:15), Dennis Rozum, Craig Stevens

ITEM #1: Call meeting to order

→ Sean Walsh opened the meeting at 7:07 PM

ITEM #2: Pledge of Allegiance

ITEM #3: Public Comment

→ There was no public comment.

ITEM #4: Approval of Minutes

a. Special Meeting August 7, 2013

→ Motion to approve August 7, 2013 Special Meeting minutes without alteration.

Motion: Wilhelmy Second: Bruno

Vote – Yes: 5, No: 0, Abstain: 0

b. Special Meeting August 8, 2013

→ Motion to approve August 8, 2013 Special Meeting minutes without alteration.

Motion: Wilhelmy Second: Bruno

Vote – Yes: 5, No: 0, Abstain: 0

c. Regular Meeting August 12, 2013

→ Motion to approve August 12, 2013 Regular Meeting minutes without alteration.

Motion: Wilhelmy Second: Bruno

Vote – Yes: 5, No: 0, Abstain: 0

d. Special Meeting August 14, 2013

→ Motion to approve August 14, 2013 Special Meeting minutes without alteration.

Motion: Wilhelmy Second: Putorti

Vote – Yes: 5, No: 0, Abstain: 0

e. Special Meeting August 30, 2013

→ Motion to approve August 30, 2013 Special Meeting minutes without alteration.

Motion: Wilhelmy Second: Putorti

Vote – Yes: 5, No: 0, Abstain: 0

f. Special Meeting June 24, 2013

→ Motion to approve June 24, 2013 Special Meeting minutes without alteration.

Motion: Wilhelmy Second: Putorti

Vote – Yes: 5, No: 0, Abstain: 0

g. Special Meeting July 30, 2013

→ Motion to approve July 30, 2013 Special Meeting minutes with the following correction: the date on the meeting minutes should be corrected to read June 30, 2013 instead of July 30, 2013.

Motion: Wilhelmy Second: Putorti

Vote – Yes: 5, No: 0, Abstain: 0

ITEM #5: Financial Update

→ Rozum stated that one area of concern is the tree account, which is down to \$9,000. He said that about \$20,000 worth of tree work still needs to be done. He said he spoke with the First Selectman about this and said that he is receptive to using town funds to cover the costs as the work must be done before winter for safety reasons. Finkle asked if this work will be going out to bid. Rozum said yes.

→ Rozum said another area of concern is the highway materials account, which has a balance of \$20,000 now. Rozum said that \$6,000 will be reimbursed to the account for a purchase order taken out to cover the cost of curbing repairs at the high school.

→ Walsh asked if the catch basin cleaning is done. Rozum said, yes, this work is done for the year. The full \$8,000 allotted for the work was spent.

→ Walsh asked about the gas account. Rozum said some money has been encumbered.

→ Walsh asked how much winter material is on hand. Rozum said that there is 100 tons of magic salt, 150 tons of sand/salt mix, and 150 tons of sand.

→ Walsh asked why the highway and streets retirement account is showing a negative balance. Rozum was unsure.

ITEM #6: Transfer Station Update

→ Rozum said the waste oil tank was pumped last week. The fee was \$50. He said the tub grinder will be leaving the Public Works Garage and returning to the transfer station tomorrow. He said it has been power washed.

→ Walsh asked about the letter the department received from the Fire Marshall regarding the brush pile at the transfer station. Stevens said that he has set up a plan with the Fire Marshall to get rid of the brush. Depending on weather and other emergencies the chipping will be done in a month. The mulch will then be used on site along the driveway and possibly in other areas around town. Rozum will see if it is acceptable to use the mulch at the middle school.

→ Walsh said a resident asked if the area where water collected in front of the hopper had been fixed. Rozum said a channel was milled to carry water away and prevent pooling.

ITEM #7: Vehicle Update

→ Rozum said as soon as the tub grinder is out of the garage Truck 34 will be coming in for a hitch and a federal inspection. He also said a mower needed work. He commented that the recently-purchased

power washer is a great piece of equipment. Walsh asked if all of the federal and annual inspections are current. Rozum said that inspections are running behind because of other repairs that needed to be done, but that trucks that are past due are not on the road. Walsh asked Rozum if management is checking the inspection reports. Rozum said that every Monday he meets with the mechanics.
→ Walsh asked if all of the manuals for the new mower are in. Rozum said he will look into it.

→ Motion to go out to bid on a new truck once the bid specs package is completed.

Motion: Wilhelmy Second: Bruno

Vote – Yes: 5, No: 0, Abstain: 0

ITEM #8: Work Performance Update

→ Rozum presented the Board with a report of recently closed work orders prepared using the new software program. Wilhelmy asked if it is possible to add the date each job is completed to the report. Currently the report only shows the date the work order was received. Rozum will be meeting with the software developer and will make this request. Currently, the work requests are received through the program, Rozum or Stevens checks the requests daily, and then Stevens visits the sites of the work requests to assess the public safety of the job, and then the work is scheduled in the program to an employee(s). Rozum will print out an example of a job in detail for next month's meeting.

→ Walsh asked about the status of the infield construction at French Park. Stevens said there are other priorities that have pushed the completion date back. The current completion date is estimated to be mid-October. In the meantime, snow fence will be put around the field to indicate that the field is closed.

→ Motion to move Item#11: Other Business up to Item #9.

Motion: Putorti Second: Bruno

Vote – Yes: 5, No: 0, Abstain: 0

Item #9: Other Business

→ Rozum discussed the town's road program. He said that areas of concern will be asphalted or overlaid. Roads mentioned include Fawn Hollow and White Deer Road, Brook Street, and Dolan Road and Dolan Circle. Walsh recommended contacting the utilities to make sure there are no plans to open these roads soon. Walsh asked about funding. Miller stated that \$100,000 will come from the new road program and \$40,000 will come from LOCIP funds. Chip sealing, done by Seymour Sealing, will begin soon in the Colony Road area. Walsh asked if the period of time bonds are held was extended. Miller will look into this with town counsel.

→ Miller responded to letter from the Board regarding the use of a subcontractor for downtown clean up. Wilhelmy, speaking on behalf of the Board, asked Miller if work was performed by a subcontractor and, if so, who. Miller said, yes, Ted's Lawn Care for downtown cleanup. He said that they were one of three companies to apply. The Board asked if the job went out to bid. Miller said no because the proposed work was under \$5,000 total. Miller explained that a Downtown Action Committee report recommended assigning someone specifically to the downtown area. Wilhelmy asked if this poses a conflict with the collective bargaining unit. Miller replied that he was following one of ten

→ Motion to enact quality control plan as discussed by next month.

Motion: Wilhelmy Second: Finkle

Vote – Yes: 5, No: 0, Abstain: 0

ITEM #10: Executive Session (Personnel)

→ Motion to enter into executive session at 9:05 PM and invite First Selectman Kurt Miller and Public Works Director Dennis Rozum into executive session.

Motion: Wilhelmy Second: Putorti

Vote – Yes: 5, No: 0, Abstain: 0

→ The Board exited executive session at 10:09 PM.

→ The Board discussed sending a letter to the First Selectman.

→ Motion to have the Chairman draft a letter to the Director of Operations, HR Director, and First Selectman conveying the incident that occurred on Friday, August 30, 2013 with a recommendation for possible disciplinary action.

Motion: Wilhelmy Second: Finkle

Vote- Yes: 5, No: 0, Abstain: 0

→ Motion that the Director of Public Works draft a document defining basic protocols for daily operations of Public Works staff, including, but not limited to: quality control, security, basic daily tasks, and equipment issuance and return. A rough draft is to be brought to the Board by next regularly scheduled Public Works meeting.

Motion: Wilhelmy Second: Finkle

Vote – Yes: 5, No: 0, Abstain: 0

ITEM #11: Transfers (if necessary)

→ No transfers were made.

ITEM #12: Public Comment

→ There was no public comment.

ITEM #13: Adjournment

→ Motion to adjourn at 10:17 PM.

Motion: Bruno Second: Wilhelmy

Vote – Yes: 5, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott