

**Seymour Public Works Department**

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

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Dennis G. Rozum
Director

Board of Public Works Regular Meeting
Monday, April 8, 2013 at 7:00 PM
Public Works Garage

Members present: Chairman Sean Walsh, Al Bruno, Yashu Putorti

Members not present: Vice-Chairman Wayne Finkle, Phil Wilhelmy

Others present: Robert Koskelowski, Jr., Michael Laban, Dennis Rozum, Peter Satkoski

→ Sean Walsh opened the meeting at 7:16 PM

ITEM #1: Pledge of Allegiance

ITEM #2: Public comment

→ Robert Koskelowski, Jr., 10 Poplar Drive, is a Public Works employee. He stated that spring fertilizing is beginning soon and no one has contacted him to figure out how to calibrate the machine. He also said soil testing has not yet been done. He stated that if someone from the department wants to contact him to please use his home phone number.

ITEM #3: Financial Update

→ Sean Walsh stated that at a recent Board of Selectmen meeting department transfers were approved. Rozum stated that snowplowing overtime transfer was not represented on the print-out he provided and that he is not sure if the last material purchase, roughly \$8,500, is factored in either.

→ Walsh stated money to pay snow removal sub-contractors should have went into the professional services line item, not the snow plowing line item.

→ Rozum stated that the repairs and maintenance account does not reflect subcontracted repairs that were done this winter.

→ Putorti questioned why there is a column labeled "Transfers" on the print-out, but none of the transfers are represented in the column. Rozum stated that this is because the transfers were done as journal entries.

ITEM #4: Transfer station update

→ Rozum stated that Winters Brothers cleaned behind the compactor and department employees repaired the sheet metal sheathing. He is still waiting for the tank in the back to be pumped out. He contacted Federal Oil, of Killingworth, and will follow up with the company tomorrow. He estimates that the tank will be pumped out and removed within two weeks.

→ Walsh asked if all permits and licenses for the transfer station and employees are current. Rozum said that a half dozen employees are permitted to work at the transfer station and the transfer station and

scale are both up-to-date. Nafis and Young did a site survey and water samples. Walsh asked if the repairs recommended in the last Nafis and Young report were done yet. Rozum said, yes, they were done.

→ Walsh asked if there was still funding for a second man at the transfer station on Saturdays during the spring and summer months. Rozum stated that there is and he will look into scheduling an extra man at the transfer station starting this Saturday, April 13.

ITEM #5: Work performance update

→ Rozum presented the Board with a list of work performed during the past month.

→ Walsh asked if the fields are prepped and ready. Rozum stated that he has already contacted Sean Minerly for prices and that he plans to get pre-emergent down this week. Rozum will speak to Koskelowski also. He said that samples were done on the infields, but have not yet been done on the soil. Walsh stated that the department had a good year last year maintaining the fields and he wants to see it kept up. Rozum stated that there was a crew at Gary Park all day. Bruno noted that games begin at Gary Park and the middle school field starting this Saturday, April 13. He asked that the goals at Gary Park be kept at close to the fence as possible to keep the fields long and that a 12-15 foot area be left open between the two fields for people pass through. Bruno will email Rozum the soccer schedule. Rozum stated that there have been baseball and softball games already this season and the department has also done lining for a track meet. There was some uncertainty as to whether or not data was being solicited and entered into a town-wide parks calendar through Town Hall.

→ Rozum stated that the garbage and recycling cans purchased through a grant for the town parks have arrived. He will confirm the exact locations where the cans are to be placed with Town Hall tomorrow and then will get cement slabs to bolt down the cans to. Walsh asked that the bottoms on the cans be stamped or welded so they can be identified in case they are stolen. The cans will be lined with heavy-duty bags. Rozum said the town is currently trying to get another grant to cover the cost of replacing the garbage cans downtown.

→ Walsh asked if Rozum had heard anything about the intersection at West and Cedar. Rozum said that he spent time with John O'Toole, of CL&P, to discuss the pole in the island, and Lewis Tree Service to discuss upcoming tree work. He is looking into whether or not the island can be removed and made into a regular four-way intersection. He is now waiting to hear back from O'Toole before proceeding to go to the town engineer and others.

→ Rozum showed the Board a print-out produced by the new software system. He said he is now using the program daily, but there are still some bugs. For example, there is a problem assigning employees to jobs in the program.

ITEM #6: Vehicle update

→ Rozum said that with the recent transfers, tires for trucks 34, 19, and 29 and transmissions for truck 59 and the bucket truck (if a new one isn't purchased) will be purchased. Trucks 26, 34, and 35 had spring replaced over the winter and the transfers replenished the money spent for this.

→ Walsh asked Rozum to make sure that new forms/books that are sequenced are ordered before the new mechanic comes on board. Rozum stated that he will have the items within a week if he can get them through the catalog he orders from as the account is already set up.

→ Walsh asked if the federal and annual inspections are scheduled as some vehicles are due in early spring. Rozum said that the inspections will start soon. Walsh asked that Rozum make certain that when the inspections are done that sequencing numbers match up with the date and are cross-documented to the vehicle sticker.

→ Walsh provided an update on the process of hiring a new mechanic. He said that Human Resources is looking into pre-employment drug testing and a physical (if required) for the new hire. This should be situated by tomorrow and, from there, a start date will be established.

→ Walsh asked if anything was sent out. Rozum said that Truck 58 was sent out for transmission work. It was running fine afterwards, but now isn't running well again. It is still under warranty. Walsh asked if a new tranny cooler was installed. Rozum said no, but the coolers have been ordered and will be done by next month's meeting.

→ Rozum stated that the sweeper is currently being prepped for spring sweeping. Sweeping hasn't started yet. Rozum said the Thursday downtown sweeping schedule will resume once the sweeper is ready. Walsh asked Rozum to coordinate with the police department to clear downtown of cars before sweeping.

→ Walsh asked if the storm damage to the new Freightliner was repaired. Rozum believes so, but will confirm. Walsh asked if the truck can be washed well and sent to Maxi's Signs for pin-striping paid for by the Board.

→ Motion to add approval of March 11, 2013 regular meeting minutes to agenda.

Motion: Putorti

Second: Bruno

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

→ Motion to accept minutes with correction/addition by Al Bruno to Item #10 (regarding Good Samaritan Act) to read as follows "Law states that if you've been trained in CPR you will not be held liable unless you do something clearly negligent, like start CPR and then stop."

Motion: Putorti

Second: Bruno

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

ITEM #7: Other business

→ Walsh stated that a letter was drafted to the Boards of Selectmen and Finance regarding the safety issue resulting from the disconnecting of department employees' town-provided cell phones. He said that he has not heard back from either Board, but believes that the letter may not have reached Board members. He will re-submit the letter before their next meeting. Walsh also spoke with Tom Eighmy about getting a base station at the Public Works Garage. Rozum said the base is on order, but the hand-held radios to communicate with the base are \$800 each and the department would need to cover this cost on their own. The department currently owns 2 hand-held radios. Walsh asked if the department should budget for more hand-held radios. Rozum said, yes, it would be of benefit to have them. He also said all trucks currently have radios installed except Truck 23 – there is a radio for this truck, but it hasn't been installed yet.

→ Walsh thanked Mike Laban, who is set to retire soon, for his years of service to the town and his co-workers as a union steward. The Board will draft a letter to each retiring employee thanking them for their service.

ITEM #8: Executive session (personnel-mechanic position)

→ Executive session was not deemed necessary.

→ Motion to add Public comment to the agenda.

Motion: Putorti

Second: Bruno

Vote- Yes: 2, No: 1, Abstain: 0

→ Public comment: Mike Laban, 10 Clifton Street, a department employee and steward for the union, questioned why there was a four week delay in a response from the Boards of Selectmen and Finance to the Board of Public Works regarding the disconnected cell phone service. He still feels this is a big safety concern and would like the Boards of Selectmen and Finance to respond.

ITEM #9: Adjournment

→ Motion to adjourn at 8:56 PM.

Motion: Wilhelmy

Second: Bruno

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

Respectfully submitted,



Nicole Knott