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Dennis G. Rozum
Director

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

Board of Public Works Special Meeting
Monday, December 9, 2013 at 7:00 PM
Public Works Garage

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Len Greene, Yashu Putorti
Members not present: Secretary Phil Wilhelmy
Others present: Dennis Rozum, Craig Stevens, Robert Koskelowski, Jr.

ITEM #1: Call meeting to order
→ Sean Walsh opened the meeting at 7:00 PM

ITEM #2: Pledge of Allegiance

ITEM #3: Public comment
→ There was no public comment.

→ Motion to add election of officers to agenda.

Motion: Greene Second: Finkle

Vote – Yes: 4, No: 0, Abstain: 0

→ Motion to name Sean Walsh as Chairman of the Board of Public Works.

Motion: Finkle Second: Greene

Vote – Yes: 3, No: 0, Abstain: 1 (Walsh)

→ Motion to name Wayne Finkle as Vice-Chairman of the Board of Public Works.

Motion: Putorti Second: Greene

Vote – Yes: 3, No: 0, Abstain: 1 (Finkle)

→ Motion to name Phil Wilhelmy as Secretary of the Board of the Public Works.

Motion: Putorti Second: Walsh

Vote – Yes: 4, No: 0, Abstain: 0

ITEM #4: Approval of Minutes from the November 20, 2013 meeting

→ Motion to approve the November 20, 2013 meeting minutes without alteration.

Motion: Finkle Second: Putorti

Vote - Yes: 3, No: 0, Abstain: 1 (Greene)

ITEM #5: Financial Update

→ Rozum noted that the highway materials account is 94% spent on the report, but this is not accurate as this line item is awaiting a reimbursement of \$15,900. Money was taken out of this account to get

purchase orders for curbing on West Street and at the high school as well as wooden guardrails on West Street. Reimbursement for the curbing is coming from FEMA and the reimbursement for the guardrails is coming from the Selectmen's road account. Cold patch will be purchased from this account once the reimbursements are completed.

→ Walsh asked about the electricity account, which is 107% spent, and the communication/telephones account, which is 111% spent due to encumbrances. Rozum will look into these accounts.

→ Finkle asked about the status of the radios. Rozum said that a radio for Truck 23 as well as the base station still have not arrived. He said Tom Eighmy was in charge of the order. Walsh will call Eighmy to follow up.

→ Putorti noted that budget worksheets are due by January 21st. Rozum said that he has received the budget worksheets and will copy them for all Board members in preparation of next month's meeting.

ITEM #6: Transfer Station Update

→ Rozum stated that there were issues last week with the compactor slowing down due to the cold weather. He called Winters Brothers, who did come out and get it running, but said that the age of the equipment is a continual problem. The compactor is owned by Winters Brothers and Rozum will continue to call the company anytime there are problems with the item. He noted that there was talk of replacing the equipment last year around the time of the signing of the new hauling and recycling contract. Walsh will look into the transfer station management contract.

→ Walsh asked about status of the brush pile in the back area of the transfer station. Rozum said the tub grinder needs new screens and has been down for a month and a half. It will not be brought in for service until the last two trucks are brought in for federal inspections. Rozum said that the new screens and belts are on hand. Stevens has talked to the Fire Marshall and he is aware of the situation. Stevens said that they will screen every day that it does not snow once the tub grinder is repaired.

→ Rozum said that in a follow up to last month's meeting, a residency check was done on a Saturday. Of 184 people 1 vehicle was commercial and there was one turn around.

→ Putorti noted that Winters Brothers now participates in single-stream recycling.

→ Finkle asked if the small backhoe at the transfer station has been repaired. Rozum said, no, it still needs a new tie rod.

ITEM #7: Vehicle Update

→ The Board began to review bids received for the purchase of a 2014 Dodge Ram 5500 4x4.

→ Walsh stated the need to establish a schedule/calendar to guide winter preparation of vehicles. Rozum said that he put one together as part of the development of the new policy manual. Walsh also said that a calendar should be established to guide general shop procedures and the preparation of fields.

→ Rozum noted that there is a problem with one of the spreaders, but all other small equipment is operational.

ITEM #8: Public Works policy update

→ Walsh asked if equipment sign out and sign in procedures have been included in the new policy manual. Stevens said he is working on the development of this policy. Board members discussed where equipment used solely for the maintenance of particular parks should be stored – at the park or at the Public Works Garage. The Board also discussed the need for a full inventory of all tools and equipment as a baseline.

→ Greene asked if how the tracking of work is handled. Rozum said that he has been trying to use the new software for this purpose, but there are still some kinks. A meeting is scheduled with the software developer to address this. For next meeting, Rozum will have some sample work orders and reports to

show the Board. Walsh requested Rozum also bring a year-end close-out report to review as a basic sample.

Item #9: Executive Session (if necessary)

→ Executive session was not deemed necessary.

ITEM #10: Transfers (if necessary)

→ No transfers were made.

→ Motion to add discussion of snow removal at the town's schools today to the agenda.

Motion: Putorti Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

Discussion of snow removal at the town's schools today

→ Putorti informed the Board the Christine Syriac, Superintendent of schools, sent him an email that gave consideration to having a private contractor take responsibility for the removal of snow at the town's schools. Walsh said that this morning's storm was a unique situation in the sense that the Public Works Department treated the school parking lots and walkways, but then the temperature dropped and the surfaces re-froze just as schools were opening. He said that you cannot fund and budget for situations that happen rarely, but said that he was open to Syriac pricing out a private contractor. Stevens noted that, historically, the amount the Public Works Department charges the Board of Education is significantly lower than a private contractor and also said that the Public Works Department will return if needed to address concerns whereas a private contractor would most likely bill additionally for return visits for the same weather event.

ITEM #11: Adjournment

→ Motion to adjourn at 8:44 PM.

Motion: Finkle Second: Greene

Vote – Yes: 4, No: 0, Abstain: 0

Respectfully submitted,

Nicole Knott