

**Town of Seymour
Board of Public Works**

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DATE:
TIME: 9:31 AM
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Monday, December 12, 2012 at 7:00pm
Public Works Facility**

Members Present: Sean Walsh, Yashu Putorti, Al Bruno, Phil Wilhelmy and Wayne Finkle

Others Present: Dennis Rozum, Bob Koskelowski, Jr., Mike Laban and Craig Stevens

Call Meeting to order

The Chairman, Sean Walsh, called the meeting to order at 7:03pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Public Comment

Bob Koskelowski, Jr., 80 Poplar Drive: Suggested an appointment style system for leaf pick-up as some towns do with bulk pick-up.

Item #4 – Approve 2013 Meeting Schedule

Motion to accept the 2013 Meeting Schedule as presented.

Motion: Phil Wilhelmy Second: Al Bruno

Yes: 5

No: 0

0: Abstain

Item #5 – Approve Minutes 10/15/2012

Motion to accept the 10/15/2012 Meeting Minutes with the date corrected.

Motion: Phil Wilhelmy Second: Wayne Finkle

Yes: 4

No: 0

1: Abstain (Al Bruno)

Item #6 – Approve Minutes 11/26/2012

Motion to accept the 11/26/2012 Meeting Minutes with the date corrected.

Motion: Phil Wilhelmy Second: Al Bruno

Yes: 5

No: 0

0: Abstain

Item #7 – Financial Update

Dennis Rozum stated the finance department sent a letter stating the reimbursement from FEMA should be \$35,270.88 to Public Works plus an additional reimbursement of \$1,899.75 for repairs to the generator. The transfer needs to be completed to transfer money from the general fund to the individual departments.

Sean Walsh asked about the total budget expenditure for the year being at 64% even though half of the year is not complete. Dennis Rozum stated that many items are being shown as encumbered this year as opposed to past years on the finance updates.

Wayne Finkle asked about LOCIP funds and if a list can be created of recommended infrastructure projects. Topic was discussed among the board

Motion to authorize the Director of Public Works, Dennis Rozum, to send a letter to the Board of Selectmen to request the use of LOCIP funds for chip sealing of roads as determined needed by the Public Works Department and to have the letter sent prior to the next scheduled Board of Selectmen meeting.

Motion: Phil Wilhelmy

Second: Wayne Finkle

Yes: 5

No: 0

O: Abstain

Item #8 – Vehicle Update

Dennis Rozum presented a list that showed daily vehicle usage and a check sheet of daily driver logs. Also presented a damage report document sheet that they will begin using at the end of December that will be used as the vehicles get re-inspected.

Wayne Finkle asked Dennis Rozum if a follow-up has been done with drivers to insure all repairs have been completed. Dennis Rozum stated "yes".

Sean Walsh asked if drivers have been initialing the memos as per the Board of Public Works request. Dennis Rozum stated not at this time but it will be getting done.

Discussion on filling the impending vacant mechanic position.

Motion to put together a work group consisting Sean Walsh, Phil Wilhelmy and Dennis Rozum to create work requirements and job posting.

Motion: Phil Wilhelmy

Second: Wayne Finkle

Yes: 5

No: 0

O: Abstain

Wayne Finkle voiced a concern over the mechanics tools owned by the town.

Motion to direct Dennis Rozum to contact the First Selectman on Tuesday, December 11, 2012 regarding tools and have sent to town counsel.

Motion: Phil Wilhelmy

Second: Al Bruno

Yes: 5

No: 0

O: Abstain

Item #9 – Transfer Station Update

Security system is still in the works. Dennis Rozum stated the Bristol Resource contract of partial ownership expires in 2014. More information will follow.

Item #10 – Work Performance Update

Reviewed provided update, no action taken.

Item #11 – Computer Software Update

None.

Item #12 – Other Business

Wayne Finkle notified the board that the Administrative Assistant is going to be working out of Town Hall. Phil Wilhelmy asked for information, none could be provided at this time.

Dennis Rozum presented the board with financial worksheets for the 2013/2014 Budget.



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Dennis G. Rozum
Director

PUBLIC WORKS BOARD 2013 MEETING SCHEDULE

December 10, 2012

JANUARY 14, 2013

FEBRUARY 11, 2013

MARCH 11, 2013

APRIL 8, 2013

MAY 13, 2013

JUNE 10, 2013

JULY 8, 2013

AUGUST 12, 2013

SEPTEMBER 9, 2013

OCTOBER 21, 2013

NOVEMBER 18, 2013

DECEMBER 9, 2013


PUBLIC WORKS BOARD