



## **Seymour Public Works Department**

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

Dennis G. Rozum  
*Director*

### **Board of Public Works Regular Meeting Monday, April 9, 2012 at 7:00 PM Public Works Garage**

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Secretary Phil Wilhelmy (left 8:14), Al Bruno, John Putorti

Members not present: --

Others present: Robert Koskelowski, Jr., Michael Laban, Dennis Rozum, Craig Stevens

#### **ITEM #1: Call meeting to order**

→ Sean Walsh opened the meeting at 7:04 PM

#### **ITEM #2: Pledge of Allegiance**

#### **ITEM #3: Public comment**

→ Mike Laban, a department employee, brought two issues to the Board's attention. First, he stated that a grievance had been filed as a result of an outside contractor being used to complete field work at the high school. This work was scheduled to be done by a department employee. Laban's concern is that a department employee lost work to a contractor and is concerned about this occurring again in the future. Laban's second concern was regarding the daily pre-trip tickets being filled out for each vehicle. He stated that quite a few trucks are being written up for the same concerns daily and still being put on the road. He asked why employees are being asked to use trucks with known problems. He would like to see the Board establish a reasonable timeline for addressing minor and major problems. A folder of roughly 100 daily tickets was supplied to the Board.

#### **ITEM #4: Approval of Regular Meeting Minutes March 12, 2012**

→ Motion to approve minutes of March 12, 2012 regular meeting without alteration.

Motion: Wayne Finkle                      Second: John Putorti

Vote- Yes: 4, No: 0, Abstain: 1 (Wilhelmy)

#### **ITEM #5: Update from PPE Committee**

→ Wilhelmy said that an update from the PPE Committee will be given at the next monthly meeting.

→ The Board also requested that a copy of the parts receipt for each job be attached to the repair order. Rozum stated that he will begin requesting an additional copy of part receipts at the time parts are picked up.

**ITEM #9: Work performance update**

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

→ Walsh stated that he received a few complaints from residents regarding the condition of certain fields. Rozum said that there was some miscommunication recently regarding which fields were to be used and when. He explained that certain fields were prepared for use and then the parties to use the fields were mistakenly given directions to use other fields that weren't prepared. Finkle and Bruno noted that Chatfield Park looks better than it has in years and Gary Park looks great as well.

→ Walsh asked if the downed tree at the transfer station was removed. Stevens said it has been.

→ Bruno asked how Thursday downtown clean ups are going. Rozum stated that they are not going as well as expected because of cars parked along the road and lack of manpower.

→ Walsh asked about status of the Mathies grant submission for trash/recycling bins for town parks. Rozum stated that has hasn't heard anything yet.

→ Putorti, in response to the concern raised by Mike Laban during public comment, stated that he will look into the recent use of an outside contractor to work on a high school field, but also noted that the unwritten rules governing who is responsible for what at the fields and parks need to be figured out and clarified for the future.

→ Walsh asked if the storm water sampling training was done yet. Rozum said the trainer will contact him to set up the training soon. Walsh also asked about basin labeling. Rozum stated that many of the placards were placed on basins that drain into the Sound were removed by vandals.

**ITEM #10: Discussion of 5-Year Capital Plan Update, take possible action**

→ Walsh said that he turned in a 5-year plan for the department about a month ago, but was recently approached by the First Selectman and asked to resubmit a 5-year plan by May along with all other town departments. Walsh asked the Board if they would like to revise the current 5-year plan or just resubmit. The Board decided to just resubmit the plan as it is.

**ITEM #11: Discussion on suggestions for the Charter Revision Committee**

→ Walsh said that he recently attended a meeting of the Charter Revision Committee and asked the committee to look into the definition of the Public Works Board in the charter. He submitted a letter from himself to the committee requesting the definition of duties, responsibilities, etc. of the Public Works Board be expanded based upon relevant state law and current practice. The Board then looked at the language governing other boards in the town charter for guidance in structuring language pertaining to the Public Works Board. Walsh will simplify the language pertaining to the Police Commissioners Board and resubmit it to the committee as a recommendation for the language governing the Public Works Board.

**ITEM #12: Executive session (if necessary)**

→ Executive session was not deemed necessary.

**ITEM #6: Financial update**

→ Walsh stated that the transfers requested were approved by the Board of Selectmen and that the necessary line items will be adjusted soon.

**ITEM #7: Transfer station update**

→ Rozum said that the car at the transfer station has been removed.

→ Wilhelmy asked if a study has been done on weekend usage of the transfer station. Rozum said it will be done once money is transferred into the transfer station line item. Stevens noted that overall transfer station usage is down from five years ago because of the economy. Rozum said the study will be done in house. The study will help establish a baseline of usage. Prior to the study employees will be reminded of policies governing transfer station usage. The study will provide a breakdown of residential versus commercial usage. The Board then discussed charging commercial contractors to dump brush. Currently, contractors are only charged to dump construction debris. Walsh asked how transfer station employees determine homeowners from contractors. Finkle stated that contractors generally have markings on their vehicles. Rozum will send a letter to the First Selectman recommending a minimum \$20 dump fee for brush and leaves for contractors to offset the cost incurred by the department for labor and fuel to chip the debris.

→ Rozum and Stevens will be meeting with representatives from Winter Brothers to discuss the mess left along the apron and behind the wall on Mondays when they pick up. The Board advised Rozum and Stevens to ask Winter Brothers to clean the area in a timely manner or to bill the company for the department's time spent cleaning the mess.

→ Rozum also noted that the contract for trash hauling is expiring soon and will be going out for bid. The Board was asked to review the current contract and give input at next month's meeting.

**ITEM #8: Vehicle update**

→ Walsh asked if a new parking place can be found for the new loader. The loader is currently being parked near the salt, which is corrosive. Rozum will find a new place to park the loader.

→ Finkle stated that word was received that the new Freightliner cab and chassis are in and that the body will be in mid-April. The tentative delivery date for the vehicle is early/mid-June. A mechanic and driver from the department will go up before the truck is built to review the placement of controls.

→ The Board then discussed the concerns raised by Mike Laban during public comment regarding daily tickets. The Board restated their stance that if a truck is considered unroadworthy the driver should refuse to accept it. Putorti asked how tickets are handled currently. Rozum stated that daily tickets are given to him and then he priorities work and delegates to mechanics. The Board discussed having Rozum provide a synopsis of vehicles to the Board monthly showing what work has been done on vehicles, what work needs to be done, cost of such work, and a list of non-functional vehicles with information on how long they have been out of service and what is being done to repair the problem.

Motion to have individual truck surveys correlated to pre-trip check sheets as well as a list of out-of-service vehicles prepared monthly and submitted to the Board.

→ Motion: Wilhelmy Second: Finkle

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

ITEM #13: Transfers (if necessary)

→ Transfers were not deemed necessary.

ITEM #14: Other business

→ Bruno asked if any progress was made in hiring part-time employees. Walsh said that he spoke with the First Selectman who stated that he is waiting to receive a plan from the Public Works Board explaining when and how part-time employees would be used and how it would be funded. Walsh and Rozum will look into line items that may fund the hiring this fiscal year as well as in future years.

ITEM#15: Public comment

→ Rozum noted that May 20-26, 2012 is National Public Works Week.

ITEM #16: Adjournment

→ Motion to adjourn at 9:04 PM.

Motion: John Putorti Second: Al Bruno

Vote – Yes: 4, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott