

**Seymour Public Works Department**

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COPY RECEIVED  
DATE: 12-15-2011  
TIME: 3:00 P.M.  
TOWN CLERK'S OFFICE

Dennis G. Rozum  
Director

Board of Public Works Regular Meeting  
Monday, December 12, 2011 at 7:00 PM  
Public Works Garage

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Secretary Phil Wilhelmy, Al Bruno, John Putorti (7:10)

Members not present: --

Others present: Kevin Brown, Robert Koskelowski, Jr., Michael Laban, Dennis Rozum

- Sean Walsh opened the meeting at 7:00 PM

ITEM #1: Salute to the flag

ITEM #2: Selection of Officers

→ Motion to name Sean Walsh Chairman of the Board.

Motion: Wayne Finkle                      Second: Phil Wilhelmy

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

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

Motion: Sean Walsh                      Second: Phil Wilhelmy

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

→ Motion to name Phil Wilhelmy Secretary of the Board.

Motion: Wayne Finkle                      Second: Al Bruno

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

ITEM #3: Approve minutes of November 14, 2011 regular meeting

→ Motion to approve minutes of November 14, 2011 regular meeting without alteration.

Motion: John Putorti                      Second: Phil Wilhelmy

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

→ Al Bruno inquired about the sick pay/light duty policy mentioned in Item #10. Rozum said he passed along a draft of that policy to the new First Selectman, the town counsel, and the union for review. Bruno also asked about the status of the roof repairs mentioned in Item #10. Rozum said that the work is in progress and being done by DiGiorgi Roofing.

ITEM #4: Approve minutes of November 28, 2011 special meeting

→ Motion to approve minutes of November 28, 2011 regular meeting without alteration.

Motion: Wayne Finkle                      Second: Al Bruno

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

→Wilhelmy asked about the differences between the three New England Truck bid options under Item #5. Walsh and Finkle explained the differences between the packages and discussed on site testing that was done by department employees. In summary, power, corrosion resistance, and warranty factors influenced the final decision.

→Finkle then explained why the decision was made to purchase a Volvo loader over a CAT loader. He said that both machines were equally impressive and that the trade-in incentives with the Volvo were the deciding factor.

#### ITEM #5: Public comment

→ Mike Laban, a department employee, asked why there seemed to be stalling with the purchase of the two new vehicles. Wilhelmy explained the bid, selection, and financing processes. Currently, the purchases have been approved and now the Board of Finance is charged with exploring the best way to fund the purchases.

#### ITEM #6: Approve schedule for board meetings for 2012

→ Meetings will continue to be held on the second Monday of each month, pending there is no holiday that falls on this day. The 2012 meeting schedule is as follows: January 9, February 13, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 15, November 19, and December 10.

→ Motion to approve the 2012 meeting schedule as stated above.

Motion: Phil Wilhelmy                      Second: Wayne Finkle

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

#### ITEM #7: Financial update

→ Walsh asked about low balance in the trees account. Rozum said that this account is awaiting reimbursement from FEMA. Putorti asked about the overtime account. Rozum said that this account is also expected to be reimbursed by FEMA. Rozum said that the reimbursement process can take some time. The town just got reimbursed from January's storms. The town's general fund will front the money for accounts awaiting reimbursement and then when the reimbursement arrives, the money will then go back into the general fund.

→Rozum said that he has a meeting with the First Selectman and Doug from the Finance department to discuss breaking down accounts, such as the overtime account, which is also currently used for heavy duty pay.

#### ITEM #8: Vehicle update

→ Finkle asked about the transmission in the 550. Rozum said that the linkage is done, but now parts in the steering column are being replaced. Walsh asked if this repair is related to recent work done on the vehicle at a Ford dealership. Rozum said that work performed was on the transmission and is unrelated to the steering column issues. Finkle stated that his question comes in light of the fact that recently one department vehicle rolled into another department vehicle.

→The Board then discussed implementing federal D.O.T. requirements for vehicle repair/maintenance record-keeping within the department. Walsh said he spoke to the First Selectman today and the First

Selectman would like to institute a record-keeping policy immediately. Walsh also presented the Board with a book outlining federal D.O.T. guidelines. Rozum will speak to the First Selectman tomorrow. Having detailed repair and maintenance records for each vehicle will help provide data and justify future purchases. The Board also discussed the question of who is responsible if a department vehicle were to be pulled over and found to be in violation. The driver would be responsible as he is responsible for performing a pre-trip inspection before accepting the vehicle each morning.

#### ITEM #9: Capital plan update/discussion

→ This item was addressed in part under Item #4. The Board would like to request the purchase of a new truck, possible a Dodge 5500, in next year's budget. Wilhelmy asked if there was anything else the department needed besides vehicles. Walsh presented a priority list/five year plan created by the Board a few years ago that included such items as dump trucks, loaders, and a four-wheel drive tractor. Bruno suggested being proactive and coming up with a longer, tiered needs list that includes more than just vehicles. Finkle asked Rozum to provide him with an up-to-date equipment master list to use in creating an updated priority list.

→ On a side note, Walsh said that the First Selectman informed him of a FEMA reimbursement program to purchase a new chipper. FEMA would reimburse the town 75% of the purchase price. Rozum will look into this.

#### ITEM #10: Transfer station update

→ Rozum said that fencing has been repaired and another section of fence repairs is being priced out. The power supply for the compactor will be protected by jersey barriers for safety and yellow safety markings and "No Standing" signage are in the works. Rozum also stated that the town's OSHA fines were cut in half at a recent meeting between town officials and OSHA representatives. Bruno asked if better signage on the road to identify the location of the transfer station is possible. Rozum will handle this.

#### ITEM #11: Work performance update

→ Rozum presented the Board with a list of work performed over the past month. Putorti asked about the damaged curbing at the high school done last winter. Walsh said that the damage was done by a subcontractor hired by the Board of Education to push back snow last winter and that the Board of Education should look into contacting the contractor regarding repairs.

#### ITEM #12: Mathies Grant discussion

→ Walsh asked for suggestions for Mathies Grant money. Rozum said that grant money will not be awarded to purchase equipment. Wilhelmy asked about applying for funding for "go green" initiatives. Bruno asked about applying for funds to purchase sturdy, stationary trash and recycle bins for town parks. The Board also discussed applying for funding for more lighting at Gary Park to prevent vandalism, paving the Gary Park parking lot, trash bins for downtown, and air conditioning and/or replacement garage doors for the town garage. Any further suggestions must be emailed to Rozum before January 11, 2012.

ITEM #13: LoCip Capital discussion

→ Rozum presented the Board with a list of what is acceptable/covered by the LoCip. Walsh explained that LoCip funds are state monies distributed to towns and administered by the town's Board of Selectmen. Walsh would like to put together a list of recommendations for LoCip spending to present along with next year's budget proposal.

ITEM #14: Executive session (if necessary)

→ Executive session was not deemed necessary.

ITEM #15: Transfers (if necessary)

→ Transfers were not deemed necessary.

ITEM #16: Other business

→ Bruno asked the Board what they feel the strengths and areas in need of improvement of the department are. Putorti said that he feels one strength is the department's maintenance of the roads during storms. Finkle agreed and said that he also feels that the amount of talent within the department is a strength. Finkle said the department does its own construction, woodworking, plumbing, carpentry, basin work, and have built whole parks from the ground up. Putorti also noted that the department has learned to do more with less manpower – the department had 24-25 employees years ago with less miles of roadway to maintain, now the town has grown but the department only has 16 employees. The Board identified the need for newer equipment as an area of improvement.

ITEM#17: Adjourn

→ Motion to adjourn at 8:55 PM.

Motion: John Putorti Second: Phil Wilhelmy

Vote – Yes: 5, No: 0, Abstain: 0

Respectfully submitted,



Nicole Knott