

**Town of Seymour
Board of Public Works**

Minutes

**Regular Meeting
Monday, August 8, 2011 at 7:00pm
Public Works Garage**

Members Present: Sean Walsh, Carl Trybus, Steve Cochrane and Yashu Putorti

Others Present: Dennis Rozum and Craig Stevens

Call Meeting to order

The Chairman, Sean Walsh, called the meeting to order at 7:00pm.

Item #1 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #2 – Public Comment

None

Item #3– Financial Update

Discussion of end of year budget from 2010-2011. Estimated return to the town of \$91,221.71. Confirmation of figure to be provided by Dennis Rozum.

Item #4 – Vehicle Update

Discussion of current fleet condition and capital purchase proposal.

Item #5 – Transfer Station Update

Transfer station is currently still operated with one employee. Dennis Rozum recommended the newly budgeted overtime funds be used in the Spring and Fall when use is highest.

Steve Cochrane recommended signage and lines around the "Hopper" and metal dump area for dumping lanes.

At this time the Board of Public Works has not received total amount of insurance reimbursement from fire damage. Dennis Rozum to supply for next meeting.

Item #6 – Work Performance Report

Discussion regarding Parks Scheduling software. Yashu Putorti questioned Dennis Rozum if Town employees will input the required information into the scheduling program. The board has requested an update from Dennis Rozum for the next meeting and expects the system to be up and running.

Motion to add to the agenda the approval of Minutes from July 11, 2001

Motion: Carl Trybus

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

Motion to accept with the condition to amend to include:

- The board made a motion for Dennis Rozum to respond to the Parks Board regarding the issues brought up in the letter received from the Parks Commission dated July 5.
- Addition of the Date and signature of the submittee.

Motion: Carl Trybus

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

Item #7 – Transfers

Motion to accept Transfer #30—Sanitation transfer from Health Insurance to Salary-Regular employees and Overtime in the amount of \$1,708.16.

Motion: Yashu Putorti

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

Motion to accept Transfer #29—Highway Wages & Maintenance transfer from Salary-Regular employees to Salary Director, Salary Foreman, Salary Clerk, Overtime and Oil in the amount of \$8,053.15.

Motion: Yashu Putorti

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

Motion to add to the agenda discussion of July 27, 2011 Parks Commission meeting.

Motion: Yashu Putorti

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

- Sean Walsh attended the meeting to discuss work needed.
- Dennis Rozum stated a response letter was sent regarding their July 5, 2011 letter.
- A resident requested a basketball hoop at Chatfield Park receive repairs.

Item #12 – Adjournment

Motion to adjourn

Motion: Carl Trybus

Second: Steve Cochrane

Yes: 4

No: 0

0: Abstain

Meeting was adjourned at 8:43pm.

Submitted by:

Sean Walsh

Board of Public Works

Town of Seymour Transfer Requests

FY 2010-2011

Control # 29
Date 8/4/11

DEPARTMENTAL TRANSFER REQUEST

DEPARTMENT: Highway Wages & Maintenance

AUTHORIZED PERSON: Dennis Rozum

AMOUNT REQUESTED: \$ 8,053.15

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Salary - Regular employees	1-001-430-3110-570-110	\$ 8,053.15		
Salary - Director			1-001-430-3110-570-101	\$ 320.39
Salary - Foreman			1-001-430-3110-570-102	\$ 283.39
Salary - Clerk			1-001-430-3110-570-105	39.09
Overtime			1-001-430-3110-570-130	\$ 1,812.48
Oil			1-001-430-3110-570-624	\$ 5,597.80
				\$ 8,053.15

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Year end transfer. Salary accounts budgeted for one week fourlough at 2% of salary. Actual one week of salary less than 2% budgeted. Director and Foreman had actual four fourlough day per contract versus budget of five days. Overtime is the heavy equipment rate per contract. Oil transfer is for the heavy winter useage. Salary regular employees is under budget due to employees out on Workers Compensation.

	Salary	2%	Actual (Salary)/52 wks	Difference	Day pay	
Salary - Director	68,489.01	1,369.78	1,312.05	57.73	262.41	320.14
Salary - Foreman	63,330.56	1,266.61	1,213.23	53.38	242.65	296.03
Salary - Clerk	42,678.99	853.58	817.61	35.97		

REQUIRED APPROVALS

CORRESPONDING BOARD OR COMMISSION

DATE: 8/8/11

INITIAL: DR

BOARD OF SELECTMEN:

DATE:

INITIAL:

BOARD OF FINANCE:

DATE:

INITIAL:

TOWN MEETING [If required]

DATE:

INITIAL:

Finance Director (Review of documentation)

DATE: 8/4/11

INITIAL: DT

When complete please forward to the Finance Department

DR

Town of Seymour Transfer Requests

FY 2010-2011

Control # 30
Date 8/4/11

DEPARTMENTAL TRANSFER REQUEST

DEPARTMENT: Sanitation
AUTHORIZED PERSON: Dennis Rozum
AMOUNT REQUESTED: \$ 1,708.16

ACC. LINE ITEM TITLE	ACCOUNT NUMBERS		ACCOUNT NUMBERS	
	FROM	AMOUNT	TO	AMOUNT
Health Insurance	1-001-410-1550-585-210	1,708.16		
Salary-Regular employees			1-001-430-3200-585-110	\$ 288.40
Overtime			1-001-430-3200-585-130	\$ 1,419.76

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Year end transfer. Salary accounts budgeted for one week furlough at 2% of salary. Employee had four furlough days per contract versus budget of five days. Overtime due to transfer station employee out on workers compensation and regular public works employees working on Saturdays at time and a half. Health insurance due to employee status change.

	<u>Salary</u>	<u>2%</u>	<u>Actual (Salary)/52 wks</u>	<u>Difference</u>	<u>Day pay</u>
Salary - Director	62,063.00	1,241.26	1,188.95	52.31	237.79

REQUIRED APPROVALS

CORRESPONDING BOARD OR COMMISSION

DATE: 8/5/11

INITIAL: DR

BOARD OF SELECTMEN:

DATE:

INITIAL:

BOARD OF FINANCE:

DATE:

INITIAL:

TOWN MEETING [If required]

DATE:

INITIAL:

Finance Director (Review of documentation)

DATE: 8/4/11

INITIAL: DT

When complete please forward to the Finance Department

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