



Dennis G. Rozum
Director

Seymour Public Works Department

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COPY RECEIVED
DATE: 1/13/15
TIME: 12:00 PM
TOWN CLERK'S OFFICE

Board of Public Works Regular Meeting
Monday, January 12, 2015 at 7:00 PM
Public Works Garage

Members present: Chairman Sean Walsh, Vice-Chairman Wayne Finkle, Yashu Putorti

Members not present: Len Greene, Secretary Phil Wilhelmy

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

→ Sean Walsh opened the meeting at 7:00 PM.

ITEM #1: Pledge of Allegiance

ITEM #2: Public Comment

→ No comments were made.

ITEM #3: Financial Update

→ Rozum presented the Board with a financial report print-out. He said that there is nothing of concern at the moment.

ITEM #4: Budget Discussion (Take Action)

→ Rozum presented the Board with a 2015-2016 budget worksheet for the department. Walsh and Rozum noted that they had met to review the numbers prior this meeting. Walsh stated that only five line items increased. All increases are based on five year actual averages and the overall increase of the proposed departmental budget is 2.5%. Walsh also mentioned that the First Selectman is proposing a plan to purchase one mason body dump truck each fiscal year with the goal of all small trucks eventually being no older than five years and within warranty. This would allow the department to save money on labor and repairs/maintenance. This plan would not interfere with the department's own capital plan, which would continue to be used to purchase larger trucks and other equipment.

→ Motion to approve the Public Works department budget as presented at \$3,271,424.00.

Motion: Putorti Second: Finkle

Vote- Yes: 3, No: 0, Abstain: 0

→ The Board discussed revisions to the department's 5-year capital plan as part of the budget discussion. Finkle inquired about the possibility of refurbishing an older dump truck instead of purchasing a new one. A new truck would cost roughly \$200,000, while a complete refurbishment would

cost approximately \$60,000 and extend the life of the truck by 5-10 years. It would take about three months to have a truck refurbished. Additionally, Walsh noted that newer trucks have more specific emissions requirements and complexities that may make them at unreliable at times. Finkle also suggested scraping the dump body of one large truck, rigid mounting a sander, and strictly using the truck for snow removal. Stevens stated that this makes the truck too light in the rear and Walsh said that this wears the truck out too quickly. The Board drafted the following as its 5-year capital plan:

- Year 1: Bucket Truck, costing roughly \$140,000
- Year 2: Full-sized dump truck, costing roughly \$210,000
- Year 3: Backhoe, costing roughly \$130,000
- Year 4: Full-sized tractor with side-arm flail mower, costing roughly \$150,000
- Year 5: Full-sized dump truck, costing roughly \$210,000

→ Motion to approve the 5-year capital plan as discussed.
Motion: Putorti Second: Finkle
Vote- Yes: 3, No: 0, Abstain: 0

ITEM #5: Vehicle Update

→ Rozum said that all trucks, plows, and sanders are working.
→ Walsh stated that the new truck is finished being built and should be delivered by this Friday. He noted that he and Rozum went to see it under construction. There is one issue with bracket – a steel one was installed and should have been aluminum – once this matter is resolved the truck will be delivered. The cab and chassis will be covered by a 5 year/100,000 mile warranty.
→ Walsh updated the Board regarding the purchase of the other truck, which will bought off the state bid list. Estimated deliver to lead time is 4-6 months.

→ Motion to approve the purchase of a Ram 5500 from Crowley Chrysler Plymouth, Inc. in Bristol pending questions regarding specs are resolved.
Motion: Finkle Second: Putorti
Vote- Yes: 3, No: 0, Abstain: 0

ITEM #6: Transfer Station Update

→ Rozum said that the issue of proper disposal of propane tanks at the transfer station raised last month has been resolved. A new container for propane tanks was installed along with signage and a flammable placard. Rozum said the attendant was made aware of the procedure for proper disposal of propane tanks. Rozum also looked into having Suburban Propane or Rural Gas take the tanks, but the cost would be \$5 per tank, whereas it is a flat fee of \$200 to fill the container, which can hold hundreds of tanks, at the transfer station.
→ Rozum said that the tub grinder will be in operation tomorrow. Issues with weather had caused delays.
→ Rozum said that the state certificate for the scale expires this July. He also said that scale was calibrated last month.

ITEM #7: Work performance update

→ Walsh asked if 100% salt was used on any routes to look for a difference between the straight salt and the salt mix. Rozum said that it has been used and he received no negative feedback, but he also noted that we haven’t had any major weather events to truly test it yet.

ITEM #8: Transfers

→ No transfers were deemed necessary.

ITEM #9: Executive Session (Personnel)

→ There was no executive session.

ITEM #10: Other Business

→ Walsh stated that Fire Marshall Paul Wetowitz forwarded the Board a letter dated November 19, 2014 from Debra Zotti of PMA Management Corporation of New England regarding a recent safety inspection of the department. The letter lists 16 items that were found during the inspection. The Board reviewed the letter with management and all concerns will be addressed in a timely fashion.

→ Rozum stated that he received a text message from Rick Belden complimenting the department's clearing of roadways during a recent weather event.

ITEM #11: Public Comment

→ There was no public comment.

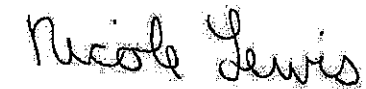
ITEM #12: Adjournment

→ Motion to adjourn at 8:19 PM.

Motion: Finkle Second: Putorti

Vote- Yes: 3, No: 0, Abstain: 0

Respectfully submitted,



Nicole Lewis



530 Preston Avenue, P.O. Box 1041
Meriden, CT 06450-1041

PMA MANAGEMENT CORP. OF NEW ENGLAND

Debra L. Zotti, AIC
Sr. Risk Control Specialist

November 19, 2014

Paul Wetowitz
Fire Marshall
Town of Seymour
1 First Street
Seymour, CT 06483

Re: November 5, 2014 – Service Visit

Dear Paul:

This letter is to document the recent visit I made to the Town of Seymour. The purpose of my visit was to attend the regularly scheduled Safety Committee meeting and conduct a safety inspection at Public Works.

The Safety Committee was present during the Public Works Department safety inspection. During the inspection we noticed safety related issues that will need to be addressed. The following is a list of items we noticed during the group inspection and recommendations to correct each situation

1. All fire extinguishers should be inspected monthly. The card on the fire extinguisher should be marked with the inspection date. In addition, we found some blocked fire extinguishers. A three foot clearance around each fire extinguisher should be maintained.
2. A Safety Committee roster should be posted at Public Works and at all Town locations.
3. Current ADA and State employment related posters should be posted.
4. We noticed a damaged extension cord. All damaged extension cords should be taken out of service.
5. We noted that extension cords were being connected to one another. Extension cords should not be daisy chained. Electrical outlets should be installed to eliminate the need to daisy chain extension cords.
6. Consider moving the battery storage cart closer to the eye-wash station so that employees would be able to reach the eyewash station without obstruction.
7. The grinding wheel in the mechanics rooms needs to be secured.
8. The ladder to the storage area needs repair.
9. The eye-wash stations should be tested weekly and a log maintained to document the testing.
10. Lift chains should be inspected. I provided the name of a company which is able to provide this service.
11. An inventory of all chemicals should be conducted and current Safety Data Sheets maintained in the Safety Data Sheet binder. The binder should also have a current table of contents.

As an insurance services provider, PMA Management Corp. of New England provides the Client's loss exposure. Situations concerning such matters and policies that are discovered at the time of PMA's PMA Management Corp. of New England makes no warranties or representations of any sort. Specifically, PMA Management Corp. of New England does not warrant the accuracy of the Client's data, nor does it warrant that the Client's data is accurate, complete, or that the Client's data is properly maintained. PMA Management Corp. of New England does not warrant the accuracy of the Client's data, nor does it warrant that the Client's data is accurate, complete, or that the Client's data is properly maintained.

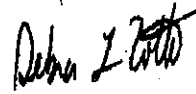
Member of Old Republic Companies. Also Ph 203.379.3400 - Also Fax 203.379.3401

12. All secondary containers containing chemicals should be properly labeled unless they are being used by an employee during his or her work shift and will be properly disposed of once their shift has ended.
13. The ceiling tiles in the shower area should be replaced. General housekeeping should be conducted in this area to rid the area of the clutter.
14. Stained ceiling tiles in the janitor's closet should be replaced.
15. The window on the garage door located in the front of the building needs repair.
16. All compressed air cylinders should be secured on a cart or chained to the wall.

As requested, I have contacted John Gamble to let him know that the forklift has been repaired and asked him to contact Dennis Rozum to schedule the training which is needed.

Please contact me with any questions.

Sincerely,



Debra L. Zotti, AIC
Sr. Risk Control Specialist

Cc: Dennis Rozum
Kurt Miller