

COPY RECEIVED
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TOWN CLERK'S OFFICE

Seymour Town of Public Works
March 14, 2016
Public Works Garage

Members Present: Annmarie Drugonis, Mike Laban, Yashu Putorti, Sean Walsh, Phil Wilhelmy,
Others Present: Jordan Addis, Kevin Brown, Anthony Caserta, Anthony DePrimo, Frank
Gabianelli, Bob Koskoloski, Jr, Jen Magri, Peter Satkowski, Don Smith, Craig Stevens

The meeting was called to order at 7:00 by Mr. Walsh.

The Pledge of Allegiance was recited.

Public Comment:

Kevin Brown, 39 Highland Ave, Beacon Falls. Mr. Brown commented that he has worked for the Seymour Department of Public Works for 17 years and he wanted to thank the Town for hiring the new Public Works Director -- "the right guy for the job".

Discussion with Strategic Planning Committee

Mr. Don Smith and Ms. Jen Magri introduced themselves and their purpose for attending this meeting. Mr. Smith commented that the Strategic Planning Committee has set the foundation for many of the successful projects in Town. He stated the goal is to work with boards, commissions and department heads to provide the tools to run more efficiently, effectively and collectively as a town. They are looking for input and information from this committee so they can help with what is needed.

They have reviewed the employees and the boards in town and wanted to know how the Board of Public Works views the accomplishments of the Strategic Planning Committee. Mr. Smith also inquired as to what the Strategic Planning Committee can do to assist the Board/Department of Public Works.

Mr. Smith asked what are the duties of the Board of Public Works. Mr. Walsh advised that the Board has a charter and will provide a copy to Mr. Smith. Mr. Walsh stated the Board is responsible for the management and supervision of the Department of Public Works as well as purchase and maintenance of the Department's property and equipment. They must approve annual budget proposals and submit, monitor and approve the Department's equipment needs. This board must approve all financial transfers, establish operational directives to be enforced by the Director of Public Works, and establish rules and regulations governing the Department's personnel and their compensation. Mr. Smith asked if the Board feels they comply with the Charter. Mr. Walsh replied that the Board does comply for the most part with the Charter.

Ms. Magri was pleased that this board has a Charter and is following it. Some other town boards are not as clear as to their original purpose of formation.

Mr. Labian wanted to understand where the 10 year strategy is supposed to come from and how it affects the Public Works Department. Mr. Labian stated that the talent of the members of the Board and employees of the Department is exceptional. He would like to focus on making sure the department has the appropriate equipment to do their jobs. He stated that the board can put a list together of what the department needs.

Mr. Walsh stated that the older issues that were caused by the lack of chain of command has been resolved with the hiring of Mr. DePrimo. Improvements can be made by streamlining communication between town departments. There also needs to be a clearer understanding of how budgets work between departments. For example, the parks department and the public works department have similar tasks and should be able to share resources and understand what is available. There is also a disconnect as the town needs have increased, the public works department's budget has gotten smaller.

Mr. Smith commented that the Strategic plan is used by all department, including the finance department. The strategic plan is divided by department and organized by priority on what to accomplish first. The Strategic Plan Committee can develop a plan for this committee to review and use as a potential road map. The strategic plan for the town is a living document that is updated twice per year and reviewed with the First Selectman.

Mr. Walsh feels that the Department of Public Works is not seen as a priority when financial decisions are to be made by the town. Mr. Putorti commented that over the last five years we have been able to obtain better equipment than in the past, but still require more. Mr. Walsh also wants input when consortium purchases are to be made. Sharing the same resources that towns need at the same time is not valuable. There are other shared purchases that would be more effective. It basically comes down to increasing communications.

Ms. Drugonis commented that the residents of the town do not realize exactly what the public works department does. It is the responsibility of this board to educate the public. Mr. Smith recommended increasing the employees visibility. An example like cleaning trash on a major road like Bugay Road shows the employees improving the town. Mr. Smith also let the committee know that he is working with high school students and the First Selectman on creating videos about the town. They can create a video for Public Works. Ms. Magri suggested they create a video focusing on "the day in the life of the public works employees". She also recommended utilizing the Valley Indy as they like to publish town pieces.

Mr. Smith will develop a document listing ideas on how the Strategic Committee can help the Department of Public Works and supply to Mr. Walsh for review. Mr. Walsh will provide Mr. Smith with the latest capital report.

Mr. Walsh thanked Mr. Smith and Ms. Magri for their update and discussion.

Motion: Mr. Wilhelmy made a motion to add to the agenda a review of last month's meeting minutes. Ms. Drugonis seconded the motion.

Motion Passed: 5-0

Ms. Drugonis requested that the spelling of her name be corrected.

Motion: Mr. Walsh made a motion to approve the minutes with the spelling correction noted. Mr. Putorti seconded the motion.

Motion Passed: 5-0

Financial Update-

The overtime number are not correct. Mr. Walsh will correct.

Repairs and maintenance - Mr. Walsh advised we \$10,000 transfer is necessary this month.

Mechanics/Staff Clothing - Ms. Drugonis inquired as to who pays for clothing/uniforms. Mechanics are supplied clothing and staff receives an allowance. The committee would like to confirm that we are supplying clothes that they are fire retardant. Mr. Stevens will research and advise.

Discussion Regarding Additional Employee

Mr. Walsh received a call from the Board of Finance inquiring as to why this Board did not request an additional employee. Mr. Walsh advised that we did not add it to the budget.

Motion: Mr. Wilhelmy made a motion to add Section 60.313.82 Board of Finance labor position as a line item for the next budget round. Ms. Drugonis seconded the motion.

Motion Passed: 5-0

Vehicle Update

The New bucket truck has arrived. Part of package is to train the employees which will start this week. We are still waiting to receive the additional truck

Mr. Walsh inquired if we want to give/sell the public works pickup truck to another department? If we give/sell this and replace it with another vehicle it should be adequate at this point. Mr. Stevens would still like to evaluate the department's summer needs. Another option is for Mr. Stevens to put his truck back in service and provide him another vehicle.

Mr. Stevens advised the sweeper is being repaired and out working again soon. Mr. Stevens would like to see one more sweeper for the town. Mr. Laban had previously looked at sweepers. The one that we currently utilize is considered a "secondary" sweeper. Mr. Stevens stated that damage on the sweeper is caused by going into areas that it is not designed for. It was designed as a highway sweeper. We need a sweeper that is designed more for town streets.

All vehicle inspections are complete except for the sweeper.

Transfer Station Update

Mr. Walsh will contact Nafis & Young so they can advise of the collection stations that are allowed for the dumping of the materials. There are six around town. Mr. Caserta will obtain the plans and provide a copy for the Department of Public Works office.

The Board discussed the transfer station and how it needs to be cleaned up. He had a discussion with Mr. Miller about his concerns as well.

Motion: Mr. Putorti made a motion to provide a letter to Winter Brothers to address the need for the transfer station to be cleaned up. Ms. Drugonis seconded the motion.

Motion Passed: 4-1 with Mr. Wilhelmy opposing.

Work Update

Mr. Stevens advised that the yard and sidewalks all cleaned. Next month he will provide a more formal report. He is currently collecting data for catch basins that need repair. CBYD needs to be called. By the first week of April the staff will be fixing curbing and catch basins. He is developing a service schedule. Mr. Walsh will review with Mr. Stevens what is and is not the responsibility of the Public Works Department.

Transfers

\$10,000 from line item 740 should be transferred to repairs and maintenance

Motion: Mr. Walsh made a motion to approve the transfer. Mr. Wilhelmy seconded the motion.

Motion Passed: 5-0.

Public comment

None

Other Business

Mr. Drugonis requested an individual licensing update. Mr. Walsh advised he is still researching. Mr. Walsh needs to still research. Mr. Stevens will create list of employees who have and do not have licenses.

Motion: Mr. Walsh made a motion to add to the agenda the hiring of summer help. Mr. Laban seconded the motion.

Motion Passed: 5-0.

Motion: Ms. Drugonis made a motion to approving the hiring of summer help. Mr. Wilhelmy seconded the motion.

Motion Passed: 5-0.

The summer help will start working on a scattered schedule.

Motion: Mr. Walsh made a motion to add to the agenda a letter addressed to the Fire Marshall. Mr. Laban seconded the motion.

Motion Passed: 5-0.

Mr. Walsh spoke to fire marshall today. He is satisfied with the changes made regarding the sleeping quarters. As of right now, the policy of temporary cots is accepted. As long as they are not permanently affixed and not in a flammable area (incidental use). After Mr. Walsh drafts his response to the Fire Marshall, he will have the Town Attorney review prior to sending.

Motion: Mr. Putorti made a motion to adjourn the meeting. Ms. Drugonis seconded the motion.

Motion Passed: 5-0

Meeting adjourned at 8:30.