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**Minutes**  
**Board of Public Works**  
**Monday, November 13, 2017 at 7:00 PM**  
**Public Works Garage**

Members present: Yashu Putori, , Sean Walsh, Rich Demko, Annmarie Drugonis(7:25)

Members absent: Bill Stowe

Others Present: Tony Deprimo, Frank Gabinelli

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

The meeting was called to order at 7:05 pm.

**Item #2: Pledge of Allegiance**

All stood and recited the pledge of allegiance.

**Item #3: Public Comment**

There was no public comment.

**Item #4: Approve minutes**

There was a motion to approve the minutes from the previous meeting with the change of the spelling of Demco to Demko in the "members present" section.

Motion: Rich Demko Second: Yashu Putori

4-0

**Item #5: Financial Update**

Sean stated that the capital money should be coming in soon. There will be capital to pay for the brine machine and sidearm after it is approved by town hall. There was a discussion on what kind of sidearm to purchase for the town, and examples were looked at. \$109,000 was the bid price for the capital from the town. There was a discussion on whether a machine should be purchased which would cut really steep hills. It would be about \$100,000. It would be helpful for cutting at the high school and behind Chatfield-Lopresti school. Sean said he will see if he can push for the capital to get approved. There was a discussion on the trees budget.

**Item #6: Vehicle Update**

Sean stated the last truck ordered is ready and will be delivered. The alignment is a bit off with the trucks, wearing the tires more than they should be. The manufacturer will not replace the tires, as they said that there appeared to be additional damage to the truck that could have damaged the tires. This was explained in an email sent to Sean by the salesman. There is an issue with water pumps catching engines on fire in certain trucks, and so there is a recall but there is not yet a fix for this issue. Tony stated that there is an issue with the 5500 dodge trucks starting,

as the batteries are not holding a charge. It was brought up that the GPS could be draining the battery. Sean stated that he didn't think the GPS would be enough of a drain on the battery to be the problem. Tony stated he wanted to do a dry run with the trucks in preparation for winter. Sean Donovan did not come down to do the training for a certain truck as he said he would, and that truck has now been put away for the winter. Sean stated that the auction paperwork for selling the extra cars is done, it just has to go in the paper.

#### **Item #7: Transfer station update**

Tony stated that everything is going well. For the grinder machine the money will be available but the line item will be reestablished next year. \$10,000 was approved for it, but then the line item was not added to this fiscal year.

#### **Item #8: Work update**

Seasonal banners were taken care of for this year. Tree trimming is going on, primarily on the east side of town. The cutting equipment has been winterized and it will be put away soon. The town has plenty of salt for the start of the winter. Tony has been working on utilizing the software system. Day-to-day activity has been being put into the system. Tony stated that the system is very time-consuming, and he would like to streamline it for efficiency. The software program did not come with a guide, and so it is difficult to work with. Stats are tracked in other ways that are easier to manage than the software for information to go off of. Normally, the board would get written report once a month before the software was purchased. Sean stated that he did not expect a report until the software was working and set up, as it was expected to be a means in which to easily put together a report. Tony stated that it is difficult to get information from the software, and that the software is not convenient for getting information he would include in reports. Bridgeport uses CityStat for its data recording program, which is Tony said is expensive, but effective. At this point, they are inputting data into the software Seymour is using. He said he would like to have the designer come back down to explain how to then use the program to compile the data and make it useful for compiling reports and organizing the data. Tony brought up that he would like to have more of a role in choosing contractors to help with snow removal. In the past, contractors have not provided adequate trucks to help with the snow removal, and it would be efficient to have Mr. Deprimo help choose the contractors, as he knows what the department needs in terms of snow removal assistance.

#### **Item #9: Policy handbook Discussion**

Sean stated that there needs to be safety policies, like safety vests added that are missing from the book. Also, he Pulled a few memos to add to the book. The town needs the last truck for an updated inventory list.

**Item #10: Transfers**

No transfers

**Item #11: Discussion on 5-year capital plan**

Sean will put some paperwork together for the trucks. He stated that he would like to put a binder together for all the truck information.

**Item #12: Other Business**

Need to add to the agenda the subcontract for snow removal

Motion: Yashu, Second: Demko

The motion is specifically to approve the contract for backup contractors DiGiovani and sons. Tony stated that in a recipiente years they did not have the equipment necessary for helping with heavy snow removal from big storms. The loader used last year was insufficient for the snow removal they were expected to help with. Tony expressed concern that this is being addressed so late with the unpredictable weather patterns. He stated that he would like to see the specs for what the backup contractors are expected to provide, so he can ensure that it is sufficient for what the town may need in terms of backup for snow removal. Motion carries

4-0

There is one meeting left with this board, then there will be new members. Demko and Stowe will have to be reappointed. A new chairman will have to be chosen. Sean stated that In 12 years the department has made great strides in the condition of the equipment. He advised that the department should keep 90 trucks at all times, as well as ordering a big truck every two years to keep maintenance costs low. Sean expressed that he would like to remain on the board a while as a member.

**Item #13: Public Comment**

No public comment

**Item #14: Adjournment**

There was a motion to adjourn at 8:26pm.

**Motion: Annmarie Second: Rich Demko**

**Vote: 4-0**