

**Minutes**  
**Special Board of Public Works Meeting**  
**Monday, February 5, 2018 at 7:00 PM**  
**Public Works Garage**

**Members Present:** Sean Walsh, Annmarie Drugonis, Bill Stowe

**Members Absent:** Rich Demko, Al Bruno

**Others Present:** Tony DePrimo, Jordan Addis, Frank Gabinelli

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

There was a motion to call the meeting to order at 7:00 pm

Motion: Sean Walsh

Second: Bill Stowe

Approved 3-0

**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 minutes from the January meeting, with change that public works does not clear the school sidewalks.

Motion: Sean Walsh

Second: Bill Stowe

Approved 3-0

**Item#5:** Financial Update

Proposed budget:

The budget has already been looked at, and is said to be okay. There was a discussion over the number of seasonal employees. There are currently four. Mr. DePrimo asked for an additional two in the notes for the proposal. The trees budget may be altered, as some of the tree budget from last year was taken out for trees at the parks, where it should have been taken out of the parks budget. Catch basins will be needed to be repaired in late March and April. The item for wood grinding is included this year. Mr. DePrimo asked for the item for wood grinding at the transfer station and more money for trees in the proposal. The request for more money in trees and seasonal employees isn't reflected in the proposed amount. There was a discussion on the tub grinder. It is high maintenance, and the money it costs the department is not worth the machinery. It was suggested that it should be auctioned off. The new seasonal employees would

be part time. Their starting times would be staggered. Next year \$60,000 will be transferred to Public Works by the Board of Ed in exchange for the department helping to maintain school grounds, There will be a dedicated truck for this. Employees will do their best to not disrupt schools in doing maintenance activities. Everyone who has looked at the budget so far has been okay with it. This proposal will be presented to the Board of Finance on the 12<sup>th</sup> of February. There was a motion to accept the budget proposal to be presented to the Board of Finance

Motion:Sean

Second:Bill

Approved 3-0

Current budget:

There is about \$23,000 left in the overtime account. The snow plowing transfer should be approved through the Board of Selectman tomorrow night. It has already been approved by the Board of Finance. \$50,000 will be released into the account after it is approved. Repairs and maintenance account should be enough to get through the year.

**Item#6:Vehicle Update**

Mr. DePrimo stated that all trucks that had been ordered are in. All the equipment has been running every snowstorm. There was a discussion on the metal salt spreader, and how it is preferred over the plastic one the department had used previously. The metal spreader is working well, it is cheaper, and it holds more material than the plastic spreader.

**Item#7:Transfer station update**

It is a slow time of the year at the Transfer Station. Christmas tree pickups are going well, the department has picked up over 300.

**Item#8:Work update**

The department has repaired upwards of 800 potholes using 25 tons of coal patch. There has been over a ton of brush picked up. The department is preparing for Spring, and has picked up about a ton of litter. The department is doing its best to keep catch basins clean. The trucks are deployed by garbage routes for cleaning catch basins.

**Item#9:Policy handbook discussion**

Sean Walsh stated that he has to get together with Rich Demko to go over everything and give him all the paperwork for the handbook.

**Item#10:Transfers (If necessary)**

There were no transfers.

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

There is town hall paperwork that has to be filled out for the 5-year plan in the Spring. The sidearm has been moved up in the plan to this year, as well as the brine machine. A large dump truck is in the plan for next year. The year after that the plan outlines for a sweeper to be purchased, followed by another large dump truck the next year. Sean Walsh stated he has vendors give him a financial packet before it is put out to bid. Small trucks are no longer included as line items, so they are not included in the plan. Mr. Walsh stated that trucks should be kept for no more than 12 years, as to be able to sell them to earn a decent amount of money back. Both Mr. DePrimo and Mr. Walsh expressed that the freightliners are getting old, and should be replaced before they can no longer be used. Mr. DePrimo expressed his concern that the sidearm will not last another year. Mr. Walsh stated that is better to stagger truck purchases, as then they will not all need to be replaced at the same time.

**Item#12:Other Business**

Mrs. Drugonis recently attended the WPCA meeting. There caps broken on manholes were discussed, and requested that if they are broken by public works they should be informed immediately. Mr. DePrimo stated that if they know that they broke any they will let the WPCA know.

There has been a cancellation for next week's meeting of the Board of Public Works.

Jordan Addis said that requests for Eversource to fix street lights have been bounced back. Annmarie Drugonis said that Mr. Miller, the First Selectman, contacted her and said that Eversource is no longer fixing the lights. The town does not yet have the proper bulbs to fix them.

**Item#13:Public Comment**

No public comment.

**Item#14:Adjournment**

There was a motion to adjourn the meeting at 7:50PM

Motion: Bill Stowe

Second: Sean Walsh

Approved: 3-0