



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting November 20, 2023

MEMBERS PRESENT

Terry Smith, Chairman
Dan Bartholomew
Mark A. Capodanno
Peter Vaccarelli

MEMBERS ABSENT

Harold Zinno
Michael MacDonald
Joseph DeSantis

ALSO PRESENT

Daniel Norton, Public Works Director
Nicholas Sidorick, DPW Working Foreman

1. Call to Order

Chairman Terry Smith called the Regular Meeting to order at 7:03 P.M.

2. Approval of the Minutes of the October 16, 2023 Regular Meeting

MOTION: to approve the Minutes of the October 16, 2023 Regular Meeting.
Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

3. Approval of the Revised 2024 Public Works Commission Meeting Schedule

MOTION: to approve the Revised 2024 Public Works Commission Schedule. Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

4. Director's Report

Dan Norton, Public Works Director reviewed his report with the Commission as follow:

Road Work:

1. Catch Basin Repairs, Crack Sealing, Spot Milling, Patching, Chip Sealing and Fog Sealing has been completed on Three Mile Hill Rd. (from Glen Eagle to Colonial), Colonial Ave., Glenwood Ave., Breakneck Hill Rd. (from Glenwood to Tyler Crossing), Burr Hall Rd., and Chesham Dr.
2. Watertown Rd
 - a. Completed the drainage repairs by October 21, 2023
 - b. Milled 20,459 square yards on 10/25 & 10/26
 - c. Paved 2,557.19 tons of Superpave S 0.375 on 11/2 & 11/3
 - d. Curbed 6,899 linear feet on 1/9, 11/13 & 11/14
 - e. Replaced 52 driveway aprons on 11/14, 11/15, 11/16 & 11/17
 - f. Backfilling Watertown Rd is underway now
3. Safety Marking is scheduled to do pavement markings on Watertown Rd, Breakneck Hill Rd, Colonial Ave, Glenwood Ave, Three Mile Hill, Burr Hall Rd and Chesham Dr. on 11/21/23. It is expected to cost \$16,696.13
4. Shaddock Rd Bridge (the smaller bridge on Shaddock Rd, nearest to Bioski Rd.) - Reattached 3 of the 4 masonry stone piers that had broken off of the parapet walls and pointed up the stonework to keep it all weather tight. (cost \$2,500.00)
5. O&G has announced that their local asphalt plants will be closing on December 8, 2023 and I anticipate Tilcon to be right behind them. We must get small amounts of HMA from MJ Services in Thomaston for the winter.
6. The salt shed and liquid tanks are full and ready for winter.

Chairman Smith questioned if additional sand was purchased.

Dan Norton, Public Works Director, stated that the pile they have is the original sand however, salt was purchased to replenish what was utilized last year.

7. DPW will be installing snow markers soon.
8. The Grounds crew are taking a break from picking up leaves this week to put up Christmas decorations. They will continue picking up leaves when they finish the decorations and probably continue until snow flies. He added that the tree lighting is scheduled for December 2, 2023 at 4:00 p.m.

Going Forward:

1. They will start the layout work for drainage on Mirey Dam Rd. between Breakneck Hill and North Ridge.
2. They have an off-road drainage job at #133 North Ridge. (about 350' of 24" and 3 structures) and are waiting for the plans from Calabrese Engineering.
3. Tree removals will continue through the winter as weather allows.
4. The brush pile at the Transfer Station will need to be ground up.
5. They have a "to do" list growing at DPW which contains requests that will be addressed as time permits.

Vehicle Maintenance:

1. Our roadside boom mower had an electrical fire that started in the dash area sometime overnight on Tuesday November 7th. The insurance company was notified. It looks like will be going to Kahn Tractor in North Franklin CT at some point next week to be repaired.
2. The front-line snow plow trucks have been serviced and the mechanics are in the process of checking plows and spreaders. We don't anticipate any issues with them since we didn't put a lot of time on them last winter.
3. Truck 5 is listed for sale on GovDeals.com. He shared the advertisement with the commission for their review.
4. Work continues on the used Mack Single Axle which will eventually replace Truck 5. He reviewed the photos with the commission. He expressed his

Mark Capodanno questioned if the engine was being rebuilt.

Dan Norton, Public Works Director, replied that they put in a rear end housing, however, the driveline, transmission and engine are all in good shape.

Peter Vaccarelli, Assistant Director of DPW, reviewed the following updates regarding his Buildings & Grounds report:

Town Hall

- Lightning damage – Northeast Lightning Protection has upgraded and submitted a proposal to supply lightning surge protection for electronic equipment.
- AES has not completed replacing fabs and correcting fab settings

Police Department

- The new evidence room going in the basement is part of the Accreditation Specification requirements for the FBI. Specs and developing drawings are being worked on. Once it is fully operational and all existing evidence is relocated to the

new location, the Juvenile Holding Cell can proceed. Said specs are also being compiled and are too part of the Multi-Tier FBI accreditation.

- Interior painting will be scheduled after the new year.
- The new CAT generator will be installed November 28th-30th. DPW will remove the existing Kohler generator and place the CAT generator on the original concrete pad.

Shepardson Community Center

- The auditorium has been painted with the exception of the stage and Room 2, which is scheduled for one of the school breaks.
- Existing radiator covers have been sand blasted and powder coated. Installation is expected for some time in December.
- Park & Rec Director's office radiator and cabinet installation are scheduled for the week of December 4th.
- TK Elevator is changing the existing Hydraulic Oil to Vegetable Oil, which requires the elevator tank removing all fluids and replacing numerous valves.

Historical Building

- Exterior and interior window frames have been painted, however, additional rotted wood was discovered on the interior window sashes and will be addressed after the new year.

Library

- Camera system will be installed once Advance Electronic Systems cleans up their existing backlog.

Fire Department

- Watertown Cleaning cleaned the overhead doors, walls and floors in the apparatus bay.
- The two (2) air filtration systems have been installed in the basement and gear room.
- The boiler has been running without issues since the fuel tank was cleaned.

Highway Garage

- Conference room drawing and specifications are being prepared.
- Interior painting has yet to be scheduled.
- Holiday decorations will commence tomorrow.
- All CAT & Kohler generators received major maintenance inspections.
- All building and vehicle fire extinguishers have been tested with results going to Brian Proulx.

Vehicle Maintenance

- Shop interior will be sheetrocked and painted when work scheduled for vehicle maintenance and the contractor can be coordinated. scheduled when contractor is able to provide a date

Quassy Ball Park

- The State of CT Drinking Water Division granted the Town of Middlebury new status of “Turf Irrigation” as the small kitchen has not been used for two (2) years. The town is now relieved of the expenses associated with multiple inspections and testing.

5. New Business

a. Kim Bradley/595 Long Meadow – speed bumps on Long Meadow Road

Chairman Smith stated that traffic control is not the responsibility of DPW and that it is a function of the Police Department and Police Commission. In addition DPW involvement should only be how they are designed for snow plowing and where they are placed on the road for drainage.

Dan Norton, Public Works Director, feels that they should offer assistance to the Police Department as far as design and where they are placed because there are certain recommendations.

Chairman Smith reiterated that DPW should not be the one making the decision.

MOTION: that Daniel Norton, Public Works Director, contact Police Chief Deely and inform him that this commission feels that traffic control is the responsibility of the Police Department and that this commission and DPW would be happy to assist them in the design and placement of speed bumps. Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

b. Valmira Arifi/1428 Straits Turnpike – streetlight request

Chairman Smith stated that the request does not meet the criteria.

Dan Norton, Public Works Director, recited the criteria.

MOTION: that Daniel Norton, Public Works Director, write a letter to the Board of Selectmen stating that this commission considered the request for a streetlight from Valmira Arifi of 1428 Straits Turnpike, however, they determined that it does not meet any of the criteria set forth, and therefore did not recommend it. Made by Chairman Smith, seconded by Dan Bartholomew. Unanimous Approval.

6. Liaisons

- a. Personnel** – None
- b. Budget** – None
- c. Park & Recreation** – See Above
- d. Equipment** – See Above
- e. Waste Removal** – See Above
- f. Energy & Technology** – See above
- g. Buildings** – See Above

7. Adjournment

MOTION: to adjourn the meeting at 7:35 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval

***The next Regular Meeting of the Public Works Commission is scheduled for January 17, 2024.**

Filed Subject to Approval,

Respectfully Submitted,

Rachelle Behuniak, Clerk

Original to Brigitte Bessette, Town Clerk
cc: Public Works Commission
Daniel Norton, Director of Public Works
Rita Smith, Board of Finance Liaison



TOWN OF MIDDLEBURY

Public Works Commission

2024

REVISED MEETING SCHEDULE

Shepardson Community Center

Room 7

7:00 p.m.

Wednesday – January 17, 2024

Wednesday – February 21, 2024

Monday – March 18, 2024

Monday – April 15, 2024

Monday – May 20, 2024

Monday – June 17, 2024

Monday – September 16, 2024

Monday – October 21, 2024

Monday – November 18, 2024

Approved this 20th day of November, 2023

**Terry Smith,
Chairman**

New Street Light Requests

A new streetlight request must meet at least two of the criteria listed below:

- The request for a new streetlight must be located on a public street, within the boundaries of the Town of Middlebury.
- Located on an existing pole at an intersection of two public streets.
- Located on an existing pole at a drastic horizontal or vertical curve in the public roadway.
- Located on an existing pole at a cul-de-sac or dead end of a public street.

Procedure for streetlight requests:

1. A formal request including the petition must be submitted in writing by email, mail or by hand to the Town of Middlebury, Department of Public Works. The person or persons making the request may be required to obtain the endorsements in the form of a petition from all neighbors living within 200' in any direction of the proposed new streetlight.
2. The streetlight request will be reviewed by the Public Works Commission.
3. If approved by the Public Works Commission, the streetlight request will be sent to the Board of Selectmen for their consideration.
4. If approved by the Board of Selectmen, the Town will submit a formal new streetlight request to Eversource for their consideration.
5. A representative from Eversource will visit the site to make sure they approve of the location of the proposed streetlight.
6. If approved by Eversource, the installation will proceed subject to Eversource's schedule.

If the request is for a streetlight within a private residential subdivision such as Avalon Farms, Brookside, Ridgewood, Steeple Chase or Benson Woods; the person requesting the streetlight, must make the request through their homeowner's association. The Town of Middlebury will not have streetlights installed in a private subdivision.

If the request is for a streetlight on a private road or private driveway, the person requesting the streetlight must contact Eversource directly to have a streetlight installed at their own expense. The Town of Middlebury will not have a streetlight installed on private roads or private driveways.