



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES **Regular Meeting** **October 16, 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 7:02 P.M.

2. Approval of the Minutes of the September 18, 2023 Regular Meeting

MOTION: to approve the Minutes of the September 18, 2023 Regular Meeting.
Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

3. Director's Report

Dan Norton, Public Works Director apologized for his absence last month. He went on to review his report with the Commission as follow:

End of May/June

- Roadside mowing commenced
- Planted areas throughout town were mulched

- Skateboard Park – pressure washed, cracks sealed, painted, installed plywood and side wall boards were painted

Chairman Smith questioned if it received a lot of use.

Dan Norton confirmed that it does.

Mark Capodanno questioned if a pickleball court would receive more use.

Dan Norton reiterated the frequent use and acknowledged that pickleball does attract much interest.

Mark Capodanno shared that people in town have inquired about the town constructing a court in town.

Dan Norton stated that it is within the purview of Park & Rec.

Chairman Smith stated that he would speak with members of Park & Rec.

Dan Norton, added that the biggest complaint his counterparts have had is court time.

Dan Barth added that he is aware that there are many complaints with respect to noise.

July & August

- Catch basin repairs, crack sealing, spot milling and patching in preparation for the chip sealing and fog sealing process
- Repeated storms resulted in the need for sweeping, tree cleanups and attention at MRA Beach
- Gazebo was installed including sitework, installation of electrical conduit, sidewalks and dedication monument
- Truck 37 with trailer and paver was involved in an accident on Rt. 64 with the paver sustain most of the damage
- Roadside mowing continued

Mark A. Capodanno shared that Mr. Clark requested that the area by his driveway be mowed.

Chairman Smith asked on his own accord that mowing be done a bit further in on Benson Road by the Albini sign to open up the sightline.

September

- Marc Camputaro sadly passed away
- Drainage work on Watertown Rd. continued
- Chip sealed various roads over a 2-day period with Seymour Sealing
- Fog Sealing occurred as well but took 5 days to complete due to uncooperative weather/temperatures
- Ground crew aerated and over seeded all public lawns and parks
- Roadside mowing was suspended, as well as into October, due to the need for the crew on road jobs.

Watertown Road

- It became apparent that additional piping was needed (1,090' total)
- Filled 400' of old steel pipe with flowable fill and left in place on west side from Ravenwood to the top of the hill towards Park Road Ext.
- Install an additional 435' of new pipe
- 4,000' of curbing and driveway aprons will be removed
- Milling is scheduled for October 24th followed by paving and the reinstallation of curb and driveway aprons
- DPW will backfill and replant grass
- Apply pavement markings depending on temperatures
- Completion is expected prior to Thanksgiving (with the possible exception of pavement markings)

Chairman Smith questioned the work that was done on the bridge on Watertown Road.

Dan Norton replied that the railings needed to be removed due to the curb under the railing needing to be replaced.

Other Work

- Crest Road is in need of a small top soil and seeding job
- Layout work for approximately 1,100' of drainage work on Mirey Dam Road
- 350' of off-road drainage work at 133 North Ridge Road
- Tub grind brush pile at the Transfer Station
- Catch up on roadside mowing by using deck mower and boom mower
- Recycled HMA from MJM Services will be utilized once the big plants close
- Tree removals are continuous
- To-do list is being created and will be addressed as time allows

DPW Promotions

- Nicholas Sidorick, DPW Working Foreman on September 8, 2023
- Jon Kurze to Crew Leader on September 15, 2023

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

Town Hall

- Lightning damage – Northeast Lightning Protection submitted proposals for the Town Hall and included lightning surge protection for electronic equipment.
- AES replaced the alarm control panel and fab settings need to be changed from numbers to people identification
- Fiber optic feeds in place of copper wire

Police Department

- A new evidence room is being created and revised specification requirements are filtering in
- Minor cell needs to be created for youth inmates and is in the design phase
- Interior painting is in the scheduling stage

Shepardson Community Center

- The auditorium has been painted with the exception of the stage and Room 2, which are scheduled before December 20th

Historical Building

- Exterior and interior window frames are being painted and completion is expected for October 20th

Library

- Camera system will be installed at the end of October, pending approval

Fire Department

- Kitchen hood was cleaned
- Fuel tank (6,000 gallon) was cleaned
- The two (2) air filtration systems are being installed and basement and gear room are approximately 70% complete

Highway Garage

- Conference room is being planned

- Interior painting has yet to be scheduled
- Mowing has been delayed by the weather conditions

Vehicle Maintenance

- Shop interior painting will be scheduled when contractor is able to provide a date

Ledgewood Park

- Veterans Memorial brick repair and replacement looks great

Dan Norton shared that in the future the old tool room behind his office will become the conference room. He anticipates being able to hold these meetings at said location.

Chairman Smith questioned the timeframe for the paver being fixed.

Dan Norton replied that he is unsure at this point and expressed his concerns with respect to the instability and bad design of the trailer.

Mark Capodanno questioned if a new trailer is warranted.

Dan Norton confirmed that he is looking into it.

Chairman Smith questioned if solar panels are being proposed for DPW.

Dan Norton acknowledged that that there has been some discussion.

4. NEW BUSINESS

None

5. LIAISONS

- a. Personnel** – See Above
- 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

6. ADJOURNMENT

MOTION: to adjourn the meeting at 7:33 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval

***The next Regular Meeting of the Public Works Commission is scheduled for November 20, 2023.**

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