



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting June 21, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

Harold Zinno

ALSO PRESENT

Daniel Norton, Public Works Director

1. CALL TO ORDER

The Regular Meeting was called to order at 7:03 P.M. by Chairman Terry Smith.

2. APPROVAL OF THE MINUTES OF THE OCTOBER 19, 2020 REGULAR MEETING

MOTION: to approve the Minutes of the October 19, 2020 Regular Meeting. Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

3. DIRECTOR'S REPORT

Dan Norton, Public Works Director, reviewed his report with the Commission. The COVID-19 Pandemic in March of 2020 changed lives dramatically and DPW waded through a sea of misinformation but they dealt with the facts as they were presented and were able to get through it. In April of 2020 they swept the entire town and did spring curb and asphalt repairs. Roadside mowing began in May and they performed approximately 60 catch basin repairs in June. In July, they went on their Chip Sealing program. The Shepardson Community Center parking lot was redone in July – September. August brought Tropical Storm Isaias which resulted in 25 days of cleanup and 17 days in October to tub grind the debris.

In September they fog sealed all of the chip seal roads, the Town Hall parking lot was also done, replaced pavement markings on chip seal and paving roads and also started drainage work on Bioski Rd. which all associated work was completed in November. Tree work and snow plowing were performed December-February 2021. March consisted of curb and asphalt repairs. Street sweeping, curb repairs, and crack sealing were done in April as well as the start of the frame replacement for Truck #2. Truck #1 was finished and is extremely pleased with the end result. Infrared asphalt and catch basin repairs were done in May, concentrating on those on the next chip sealing list. June involved spot milling, paving and shimming roads also on the ship sealing list by DPW. S&S work involves the big paving areas. He is waiting for CT DOT to issue an encroachment permit for Memorial Drive. He is hopeful that paving and curbing will be complete and in July plans to backfill everything and extend the sewer line down the side of Artillery Rd., install a pump station to the Farm, all which will be done in house. He plans to have Seymour Sealing perform chip sealing and fog sealing in August and replace pavement marking and sign repairs on all newly paved streets and chip seal list in September. The tree list will again be addressed which, will more than likely, bring them to the winter months. He expressed his appreciation for the work being done by Vehicle Maintenance.

Peter Vaccarelli went on to review his attached report on Buildings & Grounds.

Park and Rec has a volunteer group that will rebuilding the jumps for the skate board park.

Chairman Smith complimented the paving done on Long Meadow Extension.

Dan Norton, Public Works Director went on to state that following Tropical Storm Isaias, the tub grinder was presenting with engine problems and has since been repaired.

Chairman Smith reminded the members that there are no meetings scheduled for July and August.

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** – None
- f. Energy & Technology** – See Above
- g. Buildings** – See Above

6. ADJOURNMENT

MOTION: to adjourn the meeting at 7:36 P.M. Made by Mark Capodanno, seconded by Joseph DeSantis. Unanimous Approval

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



**PUBLIC WORKS COMMISSION
REGULAR MEETING**

**MONDAY – NOVEMBER 16, 2020
TO JUNE 21, 2021
SHEPARDSON COMMUNITY CENTER
ROOM 7**

BUILDINGS & GROUNDS UPDATE

This is an update from DPW Buildings and Grounds since our last meeting.

1. DPW made final revisions to the specifications and plans for Shepardson Community Center bathroom renovations. **Aresco Construction has been selected for this project.** We are expecting completion by May 28th, 2021 > **Completion date, week of June 11, 2021, missed. Aresco Construction attempting to be complete 6/18/21**
 2. DPW is installing a License Reconciliation Recording Camera at the entrance to the DPW grounds. Camera has been installed, problems with night vision. Camera has been replaced. 4/21/21 **New 20' pole being installed along with an extension of the existing 120 Volt power and the Cat 6E Data Line. Operational & Completion 4/28/21**
 3. DPW / B & G has become part of the Technology / Phone upgrade being handled by Selectwomen Elaine Strobel. Status unknown. 2/2/21 Multiple CAT 6E Data cables need to be run. Broadway Electric submitted pricing for this work and was awarded the job by Selectwoman Strobel. **Phone system is not operational at this date 3/30/21. Somewhat completed 6/18/21**
 4. Fire Department Headquarters, Oil Tank water. **1/11/20 Biodiesel fuel pump has been installed along with specific Biodiesel filters.**
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5. Buildings and Grounds personnel have completed equipment repairs. **4/1/21**
 6. Ledgewood Park camera up grades, another Capital Plan Project; work began today. **This project is 90% complete waiting on decision on License Camera installation. 4/1/21**
 7. Ledgewood Park Tennis, Basketball and Skate Board courts have crack repairs to be restored. Tennis and Basketball courts need crack sealing to be installed to fill cracks. The Skate Board court has large deep cracks to be repaired **5/19/21**
 8. Town Hall and Shepardson Community Center steam traps, (76 total), are to be repaired or replaced. **5/21/21 work has not started.**
 9. DPW continues to provide extensive Covid 19 cleaning requirements. **4/21/21**
 10. The DPW / WPCA advertised a "Request for Bid" on Sunday, February 7th in the Republican American newspaper. Dodge Report has also listed the project. Bid is due March 12th, 2021. Bids are in and currently negotiations are continuing with **the (2) low bidders. (6/04/21 Secondino Construction backed out. Continue working with Nosal Construction).** Continuing refinement of the specifications is being updated to further reduce cost.
 11. Historical Building needs to have the roof replaced. Eagle Rivet Roofing Service Inc. has **completed the new roof. 3/19/21**
 12. Park and Recreation, MRA, Broadway electric will be installing a connection at the MRA Cottage to support a temporary portable generator. This work will be paid for through Parks and Recreations. **4/2/21 Work is on hold.**
 13. Police Department, (3) toilets were **completed 3/31/21**. The existing well has been disabled; this is used for outdoor hose connections only. Old water tanks have been disconnected and removed. **(One old tank is wrapped in asbestos and is still in the basement). Completed 4/21/21**
 14. FDH & PD vertical Redwood Overhangs are receiving another coat of paint. Sun has dried this material out, so it is being refreshed. **This will not be completed until fall.**
 15. The Assessor's Office renovation was **completed 3/29/21.**
 16. Painting at Town Hall is approximately **60% complete**
 17. Painting at Shepardson is **65% complete.**
 18. Painting at the FDH Fun Room and Training Office will be **complete 6/11/21**
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19. Historical Exterior and Interior Restorations. Start / late August. There is extensive restoration of damaged interior ceilings. The building exterior upgrades include repairing wood and painting associated with the Cupola, building trim, and chimney restoration. Exterior trim being replaced and painted includes all painted surfaces, (doors, window frames, overhangs, railings, benches, columns, Eyebrow Windows, sills and exterior tracks. Invitation to be went out to several companies. **No bidders 5/21/21**
20. Town Hall Conference Room furniture and data up grades. W.B. Mason will be presenting furniture samples; multi-port tables and room layout. Electrical cost to be determined when design is complete. **Approximate start, August 1, 2021.**
21. Library Generator / Replace Radiator. **Completed 4/8/21.**
22. Town Hall / Town Clerks Office: Painting to start next week with carpet to be **installed 6/24/21.**
23. Major Services for all CAT and Kohler generators was **completed 5/13/21.**

CC: Dan Norton, Director of Public Work
Terry Smith, Chairman of the DPW Commission
