



# **TOWN OF MIDDLEBURY**

*Public Works Commission*

## **MINUTES Regular Meeting June 19, 2023**

### **MEMBERS PRESENT**

Terry Smith, Chairman  
Joseph DeSantis  
Peter Vaccarelli  
Dan Bartholomew

### **MEMBERS ABSENT**

Harold Zinno  
Mark A. Capodanno

### **ALSO PRESENT**

Daniel Norton, Public Works Director

### **1. CALL TO ORDER**

Chairman Terry Smith called the Regular Meeting to order at 7:04 P.M.

### **2. APPROVAL OF THE MINUTES OF THE MAY 15, 2023 REGULAR MEETING**

**MOTION:** to approve the Minutes of the May 15, 2023 Regular Meeting.  
Made by Joseph DeSantis, seconded by Dan Bartholomew. Unanimous Approval.

### **3. DIRECTOR'S REPORT**

Dan Norton, Public Works Director reviewed his report with the Commission. He stated that DPW has been busy with the following prior to going out and doing roadwork:

- Curb repairs
- Roadside mowing
- Sitework in preparation of the new gazebo
- Ledge wood skate park crack have been sealed and the surface has been recoated

- Preparation of the MRA for opening Day
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- Preparation for Memorial Day Parade
- Additional drainage installed at the dead end of Nick Road to prevent ice condition
- Installation of 7 park benches on Woodside Avenue
- Installation of 3 solar lights along the Greenway between Steinmann Avenue and Stevens Road
- Stump grinding on the Green
- Replacement of a crimson king maple on Abbott Farm Road
- Addressed water issue on Upper Whittemore Road in order to prevent anticipated ice condition
- Sewer repair on Breakneck Hill Road
- Brush and wood chip piles at the Transfer Station were processed
- Food scrap recycling/composting is expected to commence in July utilizing 65-gallon containers. While currently this is occurring due to the SMM Grant, he hopes that there is a good amount of participation. It involves a one-year contract and the cost of the program is estimated at \$29,000 over the 12-month period. Early termination will cost one month's fee. The goal is to exceed 18%-20%. The grant covers a maximum of \$115,000 but is a payback grant and all expenditures must be agreed to by DEEP.

Dan Norton then went on to review the anticipated work planned for the remainder of 2023 which includes catch basin inspections and repairs, spot milling, patching, crack sealing, chip sealing and fog sealing on various roads during the summer months. Drainage work on Mirey Dam Road (from Breakneck Hill to north Ridge Drive) and #133 North Ridge Drive (easement) is expected to commence in the fall as well as milling and paving on Watertown Road once said drainage work is complete. They will begin drainage work on Park Road Ext. in the event time permits. He also shared his 5-Year Resurfacing Plan (2023-2027) with the commission.

Chairman Smith acknowledged that it is an aggressive plan.

Dan Norton agreed but believes it can be accomplished.

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

**Town Hall**

- Work on the interior stairs is still on hold.

- Exterior ADA ramp entrance was power washed and the trim will be painted during the second week of July

### **Shepardson Community Center**

- Painting has progressed. The kitchen ceiling and auditorium still remain and are expected to be wrapped up in August.
- Park & Rec office radiator replacement is on order is scheduled for mid-July and an outside contractor will perform the cabinet work
- Exterior painting is expected to commence during the first week of July

### **Library**

- A camera system will be installed at the end of July, pending approval

### **Fire Department**

- NORA Labs tested a fuel sample at no charge and their report included minor recommendations, however, they did not find anything wrong with the fuel.

### **WPCA**

- CO was received

### **Highway Garage**

- Schmidt Mechanical has a purchase order for a new Modine gas heater (97% efficiency)

### **Historical Building**

- Received 2 coats of stain and completion is expected mid-day June 20<sup>th</sup>

### **Woodland Road**

- The light pole was replaced by Eversource. The original fiberglass pole fell down and the cause is unknown.

Dan Norton, Public Works Director elaborated on the fuel issue at the Fire Department. He shared that the filters were becoming clogged with a black substance. Originally, water was suspected to the cause, but ultimately it became evident that water was not the cause. He plans to have Safety Clean come in and pull the fuel out of the tank, clean the tank and filter the fuel back into the tank. As an added effort, the lines going into the burners will also be changed.

Dan Bartholomew offered to connect Dan Norton with a customer of his who performs the type of work mentioned.

Dan Norton welcomed the contact information as he would like to get the issue rectified prior to the colder months.

Joseph DeSantis suggested that testing be performed by another company should the issue persist.

#### **4. NEW BUSINESS**

None

#### **5. 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

#### **6. ADJOURNMENT**

**MOTION:** to adjourn the meeting at 7:26 P.M. Made by Dan Bartholomew, seconded by Joseph DeSantis. Unanimous Approval

**\*The next Regular Meeting of the Public Works Commission is scheduled for September 18, 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