



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting September 18, 2023

MEMBERS PRESENT

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

MEMBERS ABSENT

Harold Zinno
Michael MacDonald

1. Call to Order

Chairman Terry Smith called the Regular Meeting to order at 7:00 P.M.

2. Approval of the Minutes of the June 19, 2023 Regular Meeting

MOTION: to approve the Minutes of the June 19, 2023 Regular Meeting.
Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval.

3. Approval of the 2024 Public Works Commission Meeting Schedule

MOTION: to approve the attached 2024 Public Works commission Meeting Schedule.
Made by Peter Vaccarelli, seconded by Mark Capodanno. Unanimous Approval.

4. Director's Report

Chairman Smith shared that Dan Norton, Public Works Director, was unable to attend the meeting due to an urgent family medical matter. At his suggestion, all members present contributed towards a collection to send something to showcase their support.

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

Town Hall

- The Interior stairs from the lower level to the main entrance will be upgraded with rubber treads still remains on hold.
- Exterior painting is complete.
- Two lightning strikes (August 18th & September 8th) resulted in major damage to multiple pieces of equipment and loss of radio communication for a few days. A recommendation and a quote from Northeast Lightning is expected next Wednesday.

Police Department

- Preliminary work has commenced in preparation for the new CAT generator, which is scheduled to be delivered in December 2023.
- A new evidence room will be created in the basement which corresponds with their recent accreditation.
- Fire alarm upgrades for the three (3) prisoner cells is complete.
- The old dispatch room was converted into a conference room.

Shepardson Community Center

- The auditorium has been painted with the exception of the stage, which will be painted next month. The kitchen ceiling is complete and Room 2/Toddler classroom will be scheduled within two (2) weeks.
- The exterior trim painting is complete
- Cleaning of the kitchen hood and duct system occurred on August 30th.
- The failed ADA entrance automatic door opener was replaced
- The new gazebo with multi-colored LED lights was installed and has created the opportunity to hold summer concerts.

Historical Building

- Exterior staining is complete.

Library

- A camera system will be installed at the end of October, pending approval from the Board of Trustees and pricing.
- The generator was failing to send reports through Alarm.Com but the issue was rectified and the DPW tracks all generator transfers on a weekly basis.
- Attorney Michael Broderick signed a multi-year lease.

Fire Department

- Kitchen hood was cleaned
- The 6,000 gallon fuel tank was cleaned on September 13th by Safety Kleen Environmental Services. The existing fuel (4,500 gallons) was filtered and pumped back in on September 15th and the piping was being hooked up today.
- The two (2) air filtration systems are being installed and are approximately 40% complete

WPCA

- CO was received (signed by Building Inspector and Fire Marshal) and the building is fully occupied with WPCA and DPW equipment.

Highway Garage

- The equipment was transferred to the new mezzanine.

Vehicle Maintenance

- The reconstruction of the MAC is approximately 50% complete.

Chairman Smith acknowledged that the rain has played a major role in preventing the crew from being able to stay on schedule with various tasks such as chip sealing.

5. NEW BUSINESS

None

6. LIAISONS

- Personnel** – None
- Budget** – None
- Park & Recreation** – None
- Equipment** – See Above
- Waste Removal** – None
- Energy & Technology** – See above
- Buildings** – See Above

7. 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 October 16, 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



TOWN OF MIDDLEBURY

Public Works Commission

2024

MEETING SCHEDULE

Shepardson Community Center

Room 4

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 18th day of September, 2023

**Terry Smith,
Chairman**