



# **TOWN OF MIDDLEBURY**

*Public Works Commission*

## **MINUTES Regular Meeting September 19, 2022**

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Harold Zinno  
Joseph DeSantis

### **ALSO PRESENT**

Daniel Norton, Public Works Director

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

Chairman Terry Smith called the Regular Meeting to order at 6:59 P.M.

### **2. APPROVAL OF THE MINUTES OF THE JUNE 20, 2022 REGULAR MEETING**

**MOTION:** to approve the Minutes of the June 20, 2022 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. He stated that in June and July the crew performed catch basin repairs, crack sealing, asphalt patching and tree trimming. The roads were prepared for Chip Sealing and Fog Sealing. In August, the following roads were Fog Sealed which he plans to closely monitor as this was the first time utilizing the product:

- Old Woodbury Road
- Tranquility Road
- Spring Road

- Upper Whittemore Road
- Bristol Drive
- Charcoal Avenue

In August, the following roads were Chip Sealed:

- Lubec Road
- Lockhart Drive
- Christian Road
- White Deer Rock Road
- Munson Road
- Sandy Beach Road
- Old Watertown Road
- Crest Road
- Central Road
- Tyler Road
- Tyler Crossing
- Park Road Ext. from Three Mile Hill Road to Route 63
- Turnpike Drive

He went on to state that 3 days of cleanup were required as a result of the August 23<sup>rd</sup> severe thunderstorm (see list attached). September involved the preparation of Chesham and Burr Hall Road for Shimming. Drainage and pavement repairs are currently being performed on Burr Hall Road. He plans to have those roads shimmed before the cold weather sets in. He pointed out that the roads that are being shimmed need to wait a certain period of time prior to Chip Sealing which he plans to address first thing in late spring or early summer of 2023. Prior to winter, Safety marking needs to return to do pavement markings along with other things on the list. The brush pile at the Transfer Station will be tub grinded. He acknowledged that they need to catch up with the roadside mowing because there have been several issues with the equipment. Final hot patching will done prior to the close of asphalt plants. He confirmed that the salt shed is full.

Peter Vaccarelli, Assistant Director of DPW, reviewed his Buildings & Grounds report. He shared that Master Security was purchased by Advanced Electronics Systems, Norwalk, CT. Mowing, weed whacking, equipment maintenance and emergency calls continue for the crew. He shared the following per building:

**Town Hall**

- Unisex bathroom, Building Department doors and disability ramp trim need to be painted

- Town Clerk's Office is upgrading the vault filing system and the layout is being configured and pricing will follow
- Upper floor HVAC Heat Pump Systems were tested mid-June without issue
- Fire Alarm System will be upgraded to an Addressable Control Panel once pricing is resubmitted and approved.
- Awaiting revised pricing for the parking lot camera system

#### **Police Department**

- Emergency Generator system is being upgraded/existing automatic transfer switch must be replaced
- New Manual transfer switch with docking ports is planned on the exterior wall adjacent to generator, necessary in the event both Eversource and building generators fail

#### **Shepardson Community Center**

- Painting will commence in the near future
- Parking lot camera system is being repriced
- Fire Alarm Panel is being upgraded and repriced

#### **Library**

- Broadway electric and AES Security are addressing the problem with the generator failing to report information when starting. However, it is operating normally.

#### **Fire Department HQ**

- Air filtration system in the basement is scheduled for installation the last week of September

#### **Historical**

- Painting of exterior trim is expected to be complete this week
- Trim is being replaced where rotting has been identified. Proposal requests were solicited
- Pricing for siding resealing will be this week

#### **WPCA**

- Roof system is complete
- Fire alarm, security and camera systems are 90% complete
- Sprinkler and water main connections are progressing
- Concrete floor and entrance apron need sealing
- Building will not be occupied until all systems are complete

Dan Norton, Public Works Director, felt it was important to share with the Commission that the dynamic in obtaining quotes has changed dramatically. Companies that once offered quotes good for years, are now stating that their quotes are good for days or sometimes hours only. As a result, budgeting appropriately has proved to be extremely difficult.

**4. NEW BUSINESS**

None

**5. LIAISONS**

- a. Personnel** – None
- b. Budget** – See Above
- 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 7:24 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. 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

8-23-2022 Storm Damage

- 1) End Of Foster needs to be swept
- 2) Stone on White Ave needs to be swept
- 3) Steinmann at Bristol Park needs to be swept
- 4) Porter at Brook lane needs to be swept
- 5) Cemetery Rd needs to be re-top soiled and swept
- 6) Crest Rd a hangar at Central
- 7) Library Rd Tree top down, Done.
- 8) South St 2 Trees Down, Done
- 9) Artillery Rd Mud across road at Buzzards House and Fenns Farm
- 10) 91 Mirey Dam Stone in road needs to be swept
- 11) Chesham Rd Across from 109 wash out
- 12) 7 Sandy Beach Stone in road needs to be swept
- 13) Richardson Dr small tree
- 14) Strathmore and Falcon Crest multiple driveways washed out on road, needs to be swept
- 15) Pine Hollow needs to be swept
- 16) Lock Hart top of pine tree down
- 17) Regan Rd tree down, Done
- 18) Allerton Farms 2 trees down, Done
- 19) Three Mile at Kelly 2 Trees down, Done
- 20) East Ridge Tree down on Car, Done
- 21) Rte. 64 at Cemetery rd. cleaned up for State
- 22) Library Rd Top Of Tree Down
- 23) 246 Kelly Tree Down, Done.
- 24) Greenway Across for Quassy tree down, Done.
- 25) 43 Carriage Rd Top of Tree hanging, Done
- 26) Watertown 2 Trees, Done

DPW yard - by WPCA

Stevens Rd #11 - driveway washed out