



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES **Regular Meeting** **October 17, 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 7:00 P.M.

2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2022 REGULAR MEETING

MOTION: to approve the Minutes of the September 19, 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 vehicle maintenance is busy preparing the snow fleet for service and things are progressing well. The highway department completed chip sealing but fog sealing continues. Milling is complete on Chesham and Burr Hall and catch basin repairs are underway. Additional asphalt surface repairs and shimming preparation is currently taking place. He plans to have Cocchiola Paving apply Trackless Tack on Chesham and Burr Hall on October 25th while shimming is scheduled for the 26th and 27th, weather permitting. Sign repairs, tree work and roadside mowing have continued to take place.

Prior to winter's arrival, he plans to finish work at the DPW yard, complete roadside mowing, some sight line mowing, erect signs for the Police Department and apply pavement markings.

Peter Vaccarelli, Assistant Director of DPW, reviewed his Buildings & Grounds report. He shared that there has been no progress with Advanced Electronics Systems, Norwalk, CT.

Chairman Smith recommended Sterling, should they decide to go with a different company.

Town Hall

- Town Clerk's Office – Vault book storage is complete
- Fire Alarm System – no change since last month
- Parking lot camera system - no change since last month
- Elevator – inspection violations will be addressed by Kone Elevator Service

Police Department

- Emergency Generator System – materials have been ordered and are expected in December 2022 or January 2023
- New Evidence Room has been designed and priced. This is required due to the fact that they need to keep the juveniles separate from the adults.

Shepardson Community Center

- Painting will commence in the near future
- Parking lot camera system - no change since last month
- Fire Alarm Panel - no change since last month
- Elevator – inspection violations will be addressed by Thyssen Krupp Elevator

Library

- Generator - no change since last month
- Exterior surface of the building will have repairs done
- Basement entrance retaining wall to be skim coated

Fire Department HQ

- Air filtration system - installation postponed until WPCA is 100%

Historical

- Painting of exterior trim is complete

- Trim is being replaced where rotting has been identified. They are waiting for prices on the architectural molding knives.

WPCA

- Fire alarm, security and camera systems are 99% complete
- Sprinkler main connections are progressing
- Water Main & Air Systems are complete
- Concrete floor, entrance apron, retaining wall, sidewalk and west wall drainage are expected to be sealed on October 28th.
- Building will not be occupied until all systems are complete

4. NEW BUSINESS

None

5. LIAISONS

- a. **Personnel** – None
- b. **Budget** – None
- c. **Park & Recreation** – None
- 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 7:22 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