



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting November 21, 2022

MEMBERS PRESENT

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

MEMBERS ABSENT

Harold Zinno

ALSO PRESENT

Daniel Norton, Public Works Director

1. CALL TO ORDER

Chairman Terry Smith called the Regular Meeting to order at 7:06 P.M.

2. APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2022 REGULAR MEETING

MOTION: to approve the Minutes of the October 17, 2022 Regular Meeting.

Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

3. APPROVAL OF THE 2023 PUBLIC WORKS COMMISSION MEETING SCHEDULE

MOTION: to approve the 2023 Public Works Commission Regular Meeting Schedule (see attached) as amended. 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 paving, curbing, driveway aprons and backfilling on Burr Hall and Chesham are complete. The paving is complete around the backside of the building and up the fill at DPW. Safety Marking began to lay out the pavement marking on Park Road and Tyler Crossing but they have yet to be painted. Hot asphalt patching is underway and the plants are expected to close December 2-3. The salt shed and liquid tanks are full in preparation for winter. The grounds crew halted the leave cleanup and have been putting up Christmas decorations around the green. He expects the final cleanup to be complete within a couple of weeks. The tree lighting ceremony will began at 4:30pm on Saturday, December 3, 2022 on the steps of the Town Hall. Tree removal will continue throughout the winter as weather permits. The brush pile at the Transfer Station will processed with the tub grinder within the next few weeks. The last pass of roadside mowing will take place in the near future, however, the crew will continue to blow the excess leaves off of the edges of the roads. Vehicle Maintenance serviced the snow fleet and salt spreaders. The work being done on the CAT 938 Loader is tedious process but once it is ready, they plan to rebuild the used Mack single axle.

Chairman Smith suggested that when fog sealing or chip sealing is done, a door knocker is used to notify the residents.

Dan Norton welcomed the suggestion and questioned if Chairman Smith could provide him with one for consideration.

Peter Vaccarelli, Assistant Director of DPW, shared that they are shorthanded for shoveling. He went on to review the following updates regarding his Buildings & Grounds report and commented that not much has changed since last month.

Police Department

- New Evidence Room – work is expected to commence on December 5, 2023

Shepardson Community Center

- The cast iron drain pipe in the Park & Rec storage closet rotted out and needs to be replaced

Library

- Exterior surface siding system repairs are expected to take place in the first 2 weeks of December

Historical

- Eagle Rivet is expected to repair the roof below the eyelid windows during the first 2 weeks of December
- Trim that was replaced where rotting was identified should be complete and will be reviewed on the Wednesday the 23rd

WPCA

- Roadway was paved and curbed
- Sprinkler main connections are closer to completion which is expected at the end of the week

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** – None
- g. Buildings** – See Above

6. ADJOURNMENT

MOTION: to adjourn the meeting at 7:29 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval

***The next Regular Meeting of the Public Works Commission is scheduled for January 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



TOWN OF MIDDLEBURY

Public Works Commission

**2023
MEETING SCHEDULE
Shepardson Community Center
Room 4
7:00 p.m.**

Wednesday – January 18, 2023

Wednesday – February 22, 2023

Monday – March 20, 2023

Monday – April 17, 2023

Monday – May 15, 2023

Monday – June 19, 2023

Monday – September 18, 2023

Monday – October 16, 2023

Monday – November 20, 2023

Approved this 21st day of November, 2022

**Terry Smith,
Chairman**