



# **TOWN OF MIDDLEBURY**

*Public Works Commission*

## **MINUTES Regular Meeting February 22, 2023**

### **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 7:01 P.M.

### **2. APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2022 REGULAR MEETING**

**MOTION**: to approve the Minutes of the November 21, 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 also provided the members with a printout of a comparison (see attached) of this winter to date and the last two (2) winters. Due to the mild winter thus far, there has been a vast savings to the budget. He explained that they are required by contract to purchase 1,000 tons of treated salt.

Chairman Smith questioned if savings would be rolled over into the next year.

Dan Norton replied that the material and the overtime both have a reserve account.

Mark Capodanno asked if the funds could be put towards maintenance.

Dan Norton stated that the State of CT does do that but that a change would be required in order to do so. He acknowledged that he is over on fuel and never anticipated that the state and municipalities would be faced with such a high cost of fuel. He went on to add that the crew has been busy cleaning and painting around the garage and he is very pleased with the outcome. They have been able to acquire hot mix asphalt and are using it for pothole patching. They have been doing some guardrail repairs, tree removals, sign repairs and they processed the brush pile and woodchip pile at the back of the Transfer Station. The pull off areas along Long Meadow Pond have been fixed with millings. Roadside brush cutting with the boom mower has taken place while the Greenway was cut by hand. Brush was cleared with the mini excavator/mower attachment as well as the drainage easement at 133 North ridge Drive, which is in need of drainage repair. Vehicle maintenance has been ongoing and the CAT 938G Loader rebuild project is complete and if pleased with the result. Currently they are rebuilding the used stainless steel salt spreader purchased last summer. The teardown phase of rebuilding the 1994 Mack recently commenced. Due to the mild winter thus far, they have been able to get a head start on servicing and repairing equipment needed for spring. He shared the following Household Hazardous Waste Collection events scheduled for this year:

1. April 22, 2023 from 8:00am-2:00pm – Shepardson Community Center, Middlebury
2. July 22, 2023 from 8:00am-2:00pm – Quaker Farms School, Oxford
3. September 23, 2023 from 8:00am-2:00pm – Thomaston (location TBD)

He shared the attached report for February from Clover which is the Point of Sale System now being utilized at the Transfer Station. The system will be beneficial when needing to report to other entities.

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

**Buildings & Grounds**

- Equipment maintenance and emergency calls are ongoing

### **Town Hall**

- ADA ramp entrance was power washed and the trim is expected to be painted in the spring

### **Police Department**

- Phase 1 of the emergency generator transfer switch project, which commenced in January, is complete and they are waiting for equipment to arrive to fully complete

### **Shepardson Community Center**

- Painting commenced on February 6 and completion is expected in mid-March or in early April. This was as a result of water damage from the slate roofs.
- A second radiator water leak in the Park & Rec office was discovered and a new one has been ordered. The countertop will need to be done over as well.

### **Library**

- Exterior surface siding system repairs are complete

### **Fire Department**

- Basement air filtration system is scheduled for the beginning of March
- Annual painting of the wash bay walls is complete
- Hose storage room is being painted
- BOS approved the FDH sprinkler system design

### **Historical**

- Front and rear roof repairs are complete
- Trim is complete
- Chimney and foundation pointing will commence once weather permits
- Cedar shakes will need to be stained

### **WPCA**

- Fire alarm, security and camera systems are complete and will be inspected by TOM Fire Marshal, Brian Proulx
- In order to obtain a CO and per the request of Mark, he will attempt to coordinate it so all inspectors and contractors are present
- Minimal mechanical work remains

### **Highway Garage & Vehicle Maintenance**

- Overhead doors have been painted
- Small concrete floor repair was done in vehicle maintenance

Dan Norton, Public Works Director expressed his relief that the garage has finally come back together and is very pleased with the results. He shared that he started working on the road list, which is routine for this time of year and added that he feels the culvert repair on Ravenwood Dr. seems to be holding up well.

**4. NEW BUSINESS**  
None

**5. LIAISONS**  
**a. Personnel** – See Above  
**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 7:30 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval

**\*The next Regular Meeting of the Public Works Commission is scheduled for March 20, 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

	2020-2021	2021-2022	2022-2023
Time Frame	12/5/20 - 2/22/20	12/8/21 - 2/19/22	12/11/22 - 2/22/23
Responses to date	15	15	8
Snow & Ice Accumulation	51.64"	32.4"	6.1"
Tons of Treated Salt Used	1,632.48	1,452.60	371.49
Sand used	0.00	0.00	0.00
Gallons of Liquid De-icer Used	2,456.00	4,580.00	0.00
Man Hours Required	2,602.00	2,073.50	457.00
Overtime Expended	\$85,675.67	\$61,731.00	\$21,493.32



PUBLIC WORKS

## Revenue Item Sales

Feb 1, 2023 12:00 AM - Feb 22, 2023 11:59 PM

Filters: Item Type = Revenue Items

Gross Sales  
**\$2,049.00**Net Sales  
**\$2,049.00**COGS  
**\$0.00**Gross Profit  
**\$2,049.00**Gross Profit Margin  
**100.00%**

Name	Sold	Refunded	Gross Sales	Discounts	Refunds	Net Sales	% Net Sales
<b>Demo</b>							
Demo By Weight	27180	0	\$1,359.00	\$0.00	\$0.00	\$1,359.00	66.33%
Demo Minimum Charge	72	0	\$360.00	\$0.00	\$0.00	\$360.00	12.57%
<b>Total</b>	<b>27252</b>	<b>0</b>	<b>\$1,719.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,719.00</b>	<b>83.89%</b>
<b>Mattress</b>							
Mattress\box Spring	7	0	\$140.00	\$0.00	\$0.00	\$140.00	6.83%
Sleeper Sofa\crib Mattress	2	0	\$40.00	\$0.00	\$0.00	\$40.00	1.95%
<b>Total</b>	<b>9</b>	<b>0</b>	<b>\$180.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$180.00</b>	<b>8.78%</b>
<b>Uncategorized</b>							
Freon	9	0	\$90.00	\$0.00	\$0.00	\$90.00	4.39%
Propane	4	0	\$20.00	\$0.00	\$0.00	\$20.00	0.98%
<b>Total</b>	<b>13</b>	<b>0</b>	<b>\$110.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$110.00</b>	<b>5.37%</b>
<b>Tires</b>							

Car Tires 18" Or Less (No Rims)	A	0	\$40.00	\$0.00	\$0.00	\$40.00	1.95%
Total	4	0	\$40.00	\$0.00	\$0.00	\$40.00	1.95%
Total	27278	0	\$2,049.00	\$0.00	\$0.00	\$2,049.00	100.00%



PUBLIC WORKS

## Sales by Tender and Card Type

Feb 1, 2023 12:00 AM - Feb 22, 2023 11:59 PM

Filters: none

Tender Types	Transactions	Sales Total	Order Refunds	Manual Refunds	Amount Collected
✓ Credit Cards + Debit					
✓ Credit Card					
American Express	2	\$41.00	\$0.00	\$0.00	\$41.00
MasterCard	1	\$39.00	\$0.00	\$0.00	\$39.00
Visa	2	\$15.00	\$0.00	\$0.00	\$15.00
Total Credit Card	5	\$95.00	\$0.00	\$0.00	\$95.00
✓ Debit Card					
Visa	7	\$168.00	\$0.00	\$0.00	\$168.00
Total Debit Card	7	\$168.00	\$0.00	\$0.00	\$168.00
Total Credit Cards + D...	12	\$263.00	\$0.00	\$0.00	\$263.00
Cash	120	\$1,786.00	\$0.00	\$0.00	\$1,786.00
Total	132	\$2,049.00	\$0.00	\$0.00	\$2,049.00