



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting April 17, 2023

MEMBERS PRESENT

Terry Smith, Chairman
Joseph DeSantis
Peter Vaccarelli
Dan Bartholomew

MEMBERS ABSENT

Harold Zinno
Mark A. Capodanno

1. CALL TO ORDER

Chairman Terry Smith called the Regular Meeting to order at 7:07 P.M. He apologized for not being able to attend the March 20, 2023 meeting.

2. APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2023 REGULAR MEETING

MOTION: to approve the Minutes of the February 22, 2023 Regular Meeting.
Made by Dan Bartholomew, seconded by Joseph DeSantis. Unanimous Approval.

3. DIRECTOR'S REPORT

Dan Norton, Public Works Director, was not present.

Peter Vaccarelli, Assistant Director of DPW, shared the following on his behalf:

Highway Garage & Vehicle Maintenance

- The crew is currently sweeping and will soon tend to the curbing, looming and seeding in preparation of roadwork
- The new mezzanine is complete
- Calls regarding downed trees and limbs are being addressed

He then proceeded to review the following updates regarding his Buildings & Grounds report:

Buildings & Grounds

- Annual spring tasks have been coordinated so as to have them completed within 2 weeks.
- Roof inspections will be performed at the Town Hall & Shepardson Community Center on Thursday, April 20, 2023 (semiannual).
- Kholer generators will be done on the 20th and 21st, while the CAT generators will be done the 25th and 26th.
- Park restrooms will be opened by week's end.
- Eastern Water is expected to perform fire sprinkler testing.

Town Hall

- Exterior painting still needs to be done.
- Rubber threads will be placed on the interior stairs from the lower level to the main entrance.

Shepardson Community Center

- Painting in the kitchen and auditorium will take place in the near future
- Radiator covers have been sent out for powder coating. They are pleased with the outcome of the ones returned thus far. Completion is expected in June.
- The radiator that was ordered for the Park & Rec office due to a failure approximately 1 month ago has yet to be received.

Library

- A camera system will be installed with the approval of the director.

He added that there has been an ongoing issue with the people that took over Master Security Systems.

Chairman Smith strongly recommended that they reach out to Sterling Security Systems.

Fire Department

- Basement air filtration system is progressing
- FDH sprinkler system design has progressed a step further, however, installation factors are being evaluated to ensure the design calculations are accurate.

He added that someone will be hired to do a layout for the corridors and the rooms. He added that there is an installation problem, which was done in 2018. The installation will need to be replaced.

Chairman Smith expressed his displeasure and stated that that should not have happened. He does not like the idea of the ongoing expenses associated with the issue and requested that it be rectified appropriately.

Historical

- Chimney and foundation pointing are complete

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

WPCA

- Waiting for a final CO

4. NEW BUSINESS

Chairman Smith questioned the park bench on Woodland Road.

Peter Vaccarelli replied that some of the benches along the walk fell apart. Replacements have been purchased and will be scheduled for installation.

Chairman Smith shared his desire to personally purchase a granite or wooden bench to be placed on town property on Gleneagle Road. He would also like to have it engraved in memory of John Kotchian.

Peter Vaccarelli stated that he does not believe there would be any issue with doing so but will discuss it with Dan Norton, Director of Public Works, and get back to him.

5. LIAISONS

- a. Personnel** – None
- b. Budget** – None
- c. Park & Recreation** – See Above
- d. Equipment** – None
- e. Waste Removal** – None
- f. Energy & Technology** – See above
- g. Buildings** – See Above

6. ADJOURNMENT

MOTION: to adjourn the meeting at 7:33 P.M. Made by Joseph DeSantis, seconded by Dan Bartholomew. Unanimous Approval

***The next Regular Meeting of the Public Works Commission is scheduled for May 15, 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