



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting April 15, 2019

MEMBERS PRESENT

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

MEMBERS ABSENT

Charles Rossi
Joseph DeSantis

ALSO PRESENT

Daniel Norton, Public Works Director

1. CALL TO ORDER

The Regular Meeting was called to order at 6:57 P.M. by Chairman Terry Smith.

2. APPROVAL OF THE MINUTES OF THE MARCH 18, 2019 REGULAR MEETING

MOTION: to approve the Minutes of the March 18, 2019 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. Street sweeping began on April 9th, moving from east to west and he is pleased with the progress. The roads off of Route 63 are done as well as the Three Mile Hill section. Broken curbing has been picked up and he has been in contact with Cocchiola with respect to trying to schedule the hand crew. Spring clean-up is underway for the outside properties with B&G. The first Household Hazardous Waste Collection is scheduled for Saturday, April 27, 2019 at the Woodbury Middle School located at 67 Washington Avenue from 8:00am – 2:00pm. As part of the Capital Improvement Plan, he shared and reviewed two (2) lists of projected roadwork with the members of the Commission. On Artillery Rd., he plans to put in new wooden guiderails at the northern approach to bridge

near Charcoal Ave. and add new wood guiderails at the cross culvert near #321. The Watertown Road Bridge will also be repaired and the damaged guiderails will be replaced.

Peter Vaccarelli went on to give an update on Buildings & Grounds. The vehicle maintenance generator is scheduled to be delivered in the middle of May. The automatic transfer switch and the main distribution panel have been delivered and installation should commence sometime early next week. The itinerary for the 2019/2020 Capital Plan has been established. He was pleased to announce that the Capital Plan II passed and that the budgets were provided by the First Selectman, Edward, B. St. John and CFO, Larry Hutvagner. He is hopeful that with nicer weather approaching, that the metal roof at the Library will soon be completed. However, the heat trace installation may need to be postponed until next spring as Broadway Electric's schedule is quite booked. The discussions regarding proposed electrical upgrades/repairs at Fenn Farm have ceased. Alternatively, John Cookson, Chairman of the Fenn Farm Commission, has opted to do a temporary repair. Although this will not bring it up to code, it will time saving. Grounds clean-up has begun as well as equipment maintenance. Weather permitting, lawn fertilization is expected to start tomorrow.

Dan Norton, Public Works Director, added that after receiving five (5) quotes, he selected a new fertilization vendor who actually designed their fertilization program and that tree removal is continuing to progress very well.

4. NEW BUSINESS

None

5. LIAISONS

- a. Personnel** – See Above
- b. Budget** – See Above
- 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 7:18 P.M. Made by Dan Bartholomew, seconded by Mark Capodanno. Unanimous Approval

Filed Subject to Approval,

Respectfully Submitted,

Rachelle Behuniak, Clerk

Original to Town Clerk
cc: Public Works Commission
Daniel Norton, Director of Public Works
Rita Smith, Board of Finance Liaison