



# TOWN OF MIDDLEBURY

*Public Works Commission*

## MINUTES Regular Meeting September 16, 2019

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Charles Rossi

### **ALSO PRESENT**

Daniel Norton, Public Works Director

### **1. CALL TO ORDER**

The Regular Meeting was called to order at 6:55 P.M. by Chairman Terry Smith.

### **2. APPROVAL OF THE MINUTES OF THE JUNE 17, 2019 REGULAR MEETING**

**MOTION:** to approve the Minutes of the June 17, 2019 Regular Meeting. Made by Mark Capodanno, seconded by Joseph DeSantis. Unanimous Approval.

### **3. DIRECTOR'S REPORT**

Dan Norton, Public Works Director, stated that Rita Smith has been working with him on placement of obstructions and right of ways. She traveled the town roads with one of the plow truck drivers and noticed that snow was being pushed into or left on the roads by people plowing driveways which creates a danger to drivers on the roads. As a result, she researched the snow policies of other towns and shared them with him. He too would like to draft a set of policies for the town of Middlebury and email them to the members of the commission for their review. He shared the notes of Mrs. Smith with the commission as a general reference.

Chairman Smith requested that those that snow blow out onto the road be incorporated into his draft as well and questioned who would be fined in the event a violation occurs.

Dan Norton, Public Works Director, replied that he believes it is the home owner. Ultimately, he would like to present the policies to the Board of Selectmen in the hopes of them adopting the policies as an ordinance.

Chairman Smith stated that he is highly supportive of it but that Mr. Norton should be mindful of those that are still working on the driveway.

Dan Norton, Public Works Director, went on to review his report with the Commission which was reflective of a busy summer. 78 catch basins were repaired, 7 new catch basins were added, 1,783' of pipe were replaced or installed and 575' were lined. Nearly 7 miles of roads were crack sealed, inclusive of approximately 30 streets. When JoAnne Drive is complete, an estimated 6.3 miles of road will have been paved. They repaired 3 serious bridge and culvert issues that the State of CT had called out in their reports. Ever Source paid for half of the pipe lining on JoAnne Drive. Their intention was to line the pipe on Bioski Road, however, the pipe began to collapse as they were cleaning it out thus making it unsafe to line. Ultimately, it will be cheaper to replace the pipe and will require the road to be closed for 2 days. He added that Deborah Seavey, W.E.O. inspected it, made some requests which were immediately performed by the crew, and gave her approval of the emergency repair. Shimming work is also complete and the DPW is in the process of backfilling the curbs that were installed. They will continue to address additional curbs and aprons. In preparation for next year, all of the armor coat list is complete which included Leonard Rd., Sandy Hill Rd., Library Rd., Benson Rd., Donovan Rd., Kissawaug Rd., 2 locations on Christian Rd., and Lakeview Ct. Vehicle maintenance is in full force as usual this time of year. The trucks are being serviced and they are getting the spreaders and plows ready for winter. There has been one new full time hire as a result of one part time employee leaving. It became apparent to him that a part time position was not adequate for the required work.

Peter Vaccarelli went on to give his update on Buildings & Grounds. The town hall has a main electrical service surge suppressor. They are going through all of the buildings and are putting in main lines surge suppression. The town hall generator is complete as of today. Exterior painting is complete at the Fire Department, they had some security system upgrades and some catch basins were repaired. The sidewalks and front stairs at the Police Department went in, the exterior trim paint is complete and a female locker room was created. Catch basins and repairs were performed as well. The carpet in room 5 at the Shepardson Community Center was replaced with vinyl tile while room 27 had 2 new closets with shelving constructed. The handicap entrance was repaired and repainted. The rear gutters of the highway department garage were repaired. A new 100

KW CAT generator was installed in vehicle maintenance, the electrical service was upgraded to 400 amp service and its surge suppression equipment were installed simultaneously. The heavy truck lift is in the process of being completed. The metal roof and EPDM roof at the library was completed along with the installation of the gutter heat trace system and Sika Flex concrete walks.

Dan Norton, Public Works Director, stated that they plan to replace the generator at the Shepardson Community Center in the near future.

Peter Vaccarelli added that it is expected to ship on September 25<sup>th</sup>.

**4. NEW BUSINESS**

None

**5. LIAISONS**

- a. **Personnel** – See Above
- 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 7:19 P.M. Made by Dan Bartholomew, seconded by Joseph DeSantis. 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