



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting October 21, 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 6:57 P.M. by Chairman Terry Smith.

2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2019 REGULAR MEETING

MOTION: to approve the Minutes of the September 16, 2019 Regular Meeting. Made by Mark Capodanno, seconded by Dan Bartholomew. Unanimous Approval.

3. APPROVAL OF THE 2020 PUBLIC WORKS COMMISSION MEETING SCHEDULE

MOTION: to approve the 2020 Public Works Commission Meeting Schedule. Made by Joseph DeSantis, seconded by Mark Capodanno. Unanimous Approval.

4. DIRECTOR'S REPORT

Dan Norton, Public Works Director, stated that the milling and paving on Three Mile Hill, White Ave., Yale Ave., North St., Bronson Dr., and Woodland Rd. is complete.

However, curbing and aprons associated with said area still need to be completed. The main line drainage pipe on JoAnne Dr. has been lined as well as the pipes on Highland Dr. and Benson Rd. The two new crossover pipes on JoAnne Dr. were installed along with the catch basins. Reclaiming, grading and paving is expected to commence on October 30th. The 84" culvert on Bioski Rd. was replaced as relining was not an option and he is very pleased with the results. Work associated with the Capital Plan was done at Meadowview Park including brush clearing, loaming, seeding, first pond being mucked out and replacement of the crossover pipes at the entrance. They are in the process of dismantling the old bus stop at Woodside Ave. and Senior Dr. They plan to grass it then connect the two ends of the sidewalk. The overgrowth on Woodside was thinned out as well. The Steinmann Ave. brook rehab project was completed in approximately two days. The dump site on Washington Dr., is in the process of being cleaned up, loamed and seeded. Upon completion, a heavy duty gate will be installed. Storm cleanup is almost complete as a result of the wind storm on 10/16 & 10/17. Dead tree removal continues as manpower permits. To follow are details with respect to tree removal between March 1, 2018 through October 1, 2019:

- 140 days of tree removal
- Over 35% of the total time worked during time period
- 709 hazardous roadside trees removed (284 Ash Trees/425 other species)
- 2 men on tree crew worked 1,120 hours each, totaling 2,240 man hours X \$43.07 per/hr. (Class A Utility Person's hourly pay rate + benefits) = \$96,476.80 spent in salaries
- Cost of traffic control was not included in this report as DPW would have provided traffic control whether for DPW's own crew or a contractor's tree crew
- Approximately \$3,954 was spent to update safety supplies for tree crew
- Approximately \$7,700 was spent on repairs/replacement parts for chainsaws, chipper and other equipment
- Per FEMA equipment rates - Ariel Lift Truck (\$64 per/hr.), Box Truck (\$22.85 per/hr.), Chipper (\$24.31 per/hr.) X 1,120 hrs. = \$124,499.20
- Town's cost is estimated at \$328.10 per tree

He went on to say that vehicle maintenance is well under way. Extensive repairs are being performed on one of the 10 wheelers which is over 20 years old. A stainless steel base is being built for the generator that will sit up in back of the Shepardson Community Center. Engine repairs are being done on truck 3 and one of the trucks is being serviced. Bids will open on an F-550 at 10:00 a.m. on Thursday morning at the Town Hall.

Peter Vaccarelli went on to give his update on Buildings & Grounds. The generator fencing enclosure at the Town Hall is complete and has an additional backup system. A Docking Port has been set up which will allow the main electrical power to be generated from a portable 40 kW generator trailer mount. It will facilitate a large rental generator should the need arise. This will prevent the Town's Communication Tower from being off line even if the new generator should fail. The PD, FD and DPW communication antennas are mounted on top of this tower. The damaged curbing at the FD has been replaced. The female locker room at the PD is complete and repairs of the damaged parking lot curbing is scheduled for October 28th. The carpeting of the lower level at the Shepardson Community Center was replaced with vinyl tile and base. The handicap façade and generator pad are complete. The generator is due to be set sometime next week with a final tie in scheduled for mid-November or earlier. The design for the lavatory renovations is progressing. The kitchen hood cleaning and certification is complete but will soon need to be replaced. The front gutters at the highway garage are expected to be replaced in early November. Line striping in the parking lots and Transfer Station is complete as well as the vehicle maintenance Heavy Truck Lift. New LED lighting for the Highway and Vehicle Maintenance garages is being priced. The generator pad is due to be installed in mid-November and the damaged Transfer Station gates are being replaced. The handicap parking spot at the Library has been better defined and the boiler door was replaced due to a large crack.

- a) Placement of Obstruction onto Public Roadways**
- b) Snow Policy**

Dan Norton, Public Works Director, briefly discussed the drafts of Placement of Obstruction onto Public Roadways (Ordinance) and Snow Policy (Informational) that he shared with the members of the commission.

Chairman Smith suggested that he strengthen the wording for pushing snow out as it needs to be clear and direct. Once final drafts are complete, it will need to go to a Public Hearing.

Dan Norton, Public Works Director, stated that he will research stronger wording and email possibilities to the members for their consideration.

Joseph DeSantis recommended that the Police Department be notified once an ordinance is passed.

Chairman Smith requested that the area be widened at the Transfer Station.

5. NEW BUSINESS

None

6. 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

7. ADJOURNMENT

MOTION: to adjourn the meeting at 7:24 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



TOWN OF MIDDLEBURY
Public Works Commission

**2020
MEETING SCHEDULE**
Shepardson Community Center
Room 7
7:00 p.m.

Wednesday – January 22, 2020
Wednesday – February 19, 2020
Monday – March 16, 2020
Monday – April 20, 2020
Monday – May 18, 2020
Monday – June 15, 2020
Monday – September 21, 2020
Monday – October 19, 2020
Monday – November 16, 2020

Approved this 21st day of October, 2019

**Terry Smith,
Chairman**