



TOWN OF MIDDLEBURY

Public Works Commission

MINUTES Regular Meeting September 21, 2020

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 6:59 P.M. by Chairman Terry Smith.

2. APPROVAL OF THE MINUTES OF THE MARCH 16, 2020 REGULAR MEETING

MOTION: to approve the Minutes of the March 16, 2020 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 stated that the top portion of his report reflects a recap of his March report. The following highlights what has occurred since then. On August 4, 2020, Storm Isaias resulted in needing an entire month to clean up. The brush in back of the transfer station has not been picked up yet due to the fact that the crew in the maintenance garage are in the process of putting the motor in the tub grinder. They covered quite a bit of ground with the Chip Seal Program and a fog seal coating is expected soon. The concrete curb was installed at the Town Hall and Shepardson Community Center. Additionally, parking lot lights were installed. Before winter, they are looking to do pavement markings. Bioski Road drainage work started and tree removal is constantly being performed. The 1997 Ford 555 at the transfer station was traded in and upgraded to a

used 2014 CAT 420F. The 1990 John Deere 510 was also traded for a 2020 CAT 305E2. The frame replacement on Truck 1 commenced and they are aiming for December 1st for it to be back into service. They are going to attempt to strip the old stainless steel body and plan to leave it bare stainless steel with the use of walnut shells, although he is not sure of the grade of the stainless steel. They are also in the process of reutilizing one of the older bodies from Truck 6 for Truck 9 and mounted a stainless steel all-season body on Truck 6. Truck 22 was replaced. They are starting to experience some travel motor issues with the EW180 although he plan to get all they can out of it.

Joseph DeSantis suggested that they look into replacing it.

Dan Norton, Public Works Director went on to inform the members that he received a street light request for 11 Lakeshore Dr.

Chairman Smith requested that the members of the Commission take the opportunity to visit the location at night and discuss their opinions at the next meeting as to whether or not it meets the criteria.

Peter Vaccarelli went on to review his report on Buildings & Grounds. The generators are complete and performed well during the storm. Master Security is expected to have Ledgewood Park complete by mid-October. They reached the payback period in August with the scissor lift equipment. The surge suppressors have been installed in all of the major buildings at the line. He went on to add that they spent an inordinate amount of time on COVID-19 PPE materials between sneeze guards, sanitizers, masks and deeper cleaning of all facilities. They priced several companies to come in and do deep cleaning but as it turns out, that's only good for one day. Therefore, the custodial employees were well versed on what was needed. According to Watertown Cleaning, our staff is exceeding CDC & State requirements and fortunately have not had any incidents. The steam boiler at Shepardson Community Center should be on line in the very near future. The sanding and painting of the handicap handrails at the Town Hall is due to commence tomorrow. The Town Hall and Shepardson Community Center both have new parking lot lighting. The WPCA addition is in the final stages of design and they are hoping to have it advertised before October 10th. The whole house exhaust system in the garage was completed in August. Crocker Architectural returned last month to perform a yearly inspection and a couple of pieces of slate were found although it was not determined where they came from. They also made a few small repairs.

Dan Norton, Public Works Director, stated that while he is not certain, he suspects that they were loose pieces of slate that were left behind during the construction process.

Chairman Smith questioned if COVID-19 has affected operations.

Dan Norton, Public Works Director, replied that it affects them every day, particularly with the extra enhanced cleaning. They are handling it in house both reasonably and economically as possible and were told that their custodians are doing excellent job and are far exceeding the requirements of the CDC and the State.

4. NEW BUSINESS

None

5. LIAISONS

- a. **Personnel** – See Above
- b. **Budget** – None
- c. **Park & Recreation** – See Above
- 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 7:29 P.M. Made by Mark A. Capodanno, seconded by Joseph DeSantis. Unanimous Approval

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