

**Town of Montville**  
**Public Works/Solid Waste Standing Committee**  
**Special Meeting Minutes**  
**September 5, 2023, 5:00 p.m.**  
**Montville Town Hall – Conference Room 102**

1. Call to Order  
Chairman McNally called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Caron, Mandler, and McNally)  
Present were Councilors Mandler and McNally. Absent was Councilor Caron. Also present was Councilor Bunnell and Parks & Recreation Commission Chairperson Kate Southard and Vice Chairperson Ronald (Rocky) Stone.
4. Approval of Minutes
  - a. Regular Meeting Minutes of Wednesday, July 26, 2023  
Motion made by Councilor Mandler, seconded by Councilor McNally. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.
5. Remarks from the Public Regarding Items on the Agenda – *none*
6. Old Business
  - a. Raymond Hill Church  
Chairman McNally reported that an individual, who is interested in purchasing the Church, reached out to the Mayor. As such, the town is in the process of investigating the possibility of selling the property, given the existing Deed Restrictions. The property and building will continue to be monitored and maintained.
  - b. Road Improvement Program: Drainage & Paving Schedule/Road Improvement Bond  
The final culverts on Moxley Road are being installed and the paving dates are forthcoming. Because the current projects on Maple Avenue will not be completed until later in the year, the paving of the road is on hold in hopes that the entire road can be paved at once. Other possible replacement projects include Oxoboxo Cross Road, Park Avenue Ext., and PTA Lane. An accurate number of the remaining Bond funds is unknown at this time.
  - c. Social Service (old Town Hall) Building Repair Schedule  
The installation of the new windows is nearly complete and the carpeting has been installed. The vault is being cleaned out and the shelving will be replaced. A final layout of the building is forthcoming. It is hoped that the renovations will be completed and the Department will be able to move in by the end of the month.  
  
*The item will be removed from future agendas.*

d. Youth Services (Montville Community Center) Bathrooms

The job has gone out to bid.

The replacement sign for the building will be ordered.

e. Allocation of COVID-19 Funds

Senior Center Walk-in Refrigerator/Freezer – The freezer and refrigerator have been ordered.

Tennis Court Funds – Public Works Director Carlson requested that the remaining funds from the tennis court ramps be reallocated to the tennis court bathrooms. The exact amount will be determined and the item will be presented to the Town Council for approval.

Public Safety Building Fencing – Tentatively scheduled for installation in late fall.

Community Center Air Conditioning – The project is in progress, pending the Contractor's availability.

Docks – The project is awaiting State approval for the funding of the borings.

f. Cleanup of Schofield Pond

The bus has been removed. The Parks & Recreation Commission is requesting that the area to be used by the Fire Company for training be fenced to ensure the safety of the public. Montville Fire Company Chief Keith Turner will be contacted for a plot plan of the area and fencing, equipped with a slide gate, will be installed.

Councilor Bunnell will contact the owner of the pond regarding the possibility of installing a dry pipe, which would allow the Fire Company to draw water from the pond for emergencies.

g. Public Works Entrance and Signage

Funding for a double-sided sign to be located by the salt shed has been encumbered (\$1,800.00). The exact wording of the sign is to be determined. A smaller sign to be located by the entrance to the Public Works office will also be ordered.

h. Football Field Extension

The feasibility of the project is being investigated and will be followed by a cost estimate. The property is in the process of being surveyed and flagged for wetlands. A question arose as to the reason behind the lengthening, but not widening, of the field.

i. Public Works Garage Clean-up & Breakroom – *no update*

j. Staffing and Promotions

Though one of the employees is currently on medical leave, the Department is fully staffed.

k. Tree Clearing

Approximately 60 trees have been marked on Fire Street for clearing. A company that would be able to cut the high branches over roads has been contacted.

l. Tennis Court Bathrooms Status

The Tennis Court Bathrooms are open and the timer has been set for 7:00 a.m. to 11:00 p.m. Councilor Bunnell has placed a request with the Police Department to add the property to their patrol checklist to ensure that the area is being monitored. Signage may be placed noting the hours.

*The item will be removed from future agendas.*

m. Road Standards – *no update*

n. Fee Schedule – *no update*

o. Road Clean-up Policy, a.k.a. Adopt-a-Road Program

Chairman McNally will contact the Town Attorney regarding the status of the review of the Policy.

p. Orchard Drive Drainage

The piping for the drainage in front of the residence and its surroundings is complete. Two (2) cross culverts and additional piping remain.

q. Future Capital Projects

A list of future Capital Projects is in process. At the top of the list is the Town Hall roof, brickwork, and air conditioning system.

r. Large Pavilion

The Pavilion project will be going out to bid. The possibility of adjusting the specs to reduce the pricing and adjusting the liability amount was discussed.

s. Painting of Stop Bars

Public Works Director Carlson is preparing a list of locations for the Contractor who will be supplying him with an estimate.

t. Boat Launch

The Boat Launch has been approved and is in the state bid process. An issue arose regarding agreement for the funding process for the boring company.

7. New Business

a. Basketball Courts

Parks & Recreation Director Peter Bushway is in the process of preparing the project to put out to bid. Public Works Director Carlson is investigating the possibility of paving the courts with concrete, rather than asphalt, to improve the longevity of the court.

b. Camp Oakdale Parking Lot

The contract with the Company that maintains the parking lot has expired. As such, the project, which would have included crack filling and micro-paving, was canceled. The Company is now on the state bid.

c. Discussion & Possible Action regarding Transfer Station Mowing

Issues regarding the mowing of the Transfer Station were discussed. The property is traditionally mowed by one of the Transfer Station employees. The Public Works Department has and is willing to provide assistance.

d. Discussion & Possible Action on Fee for Brush for Commercial Businesses

Chairman McNally suggested the possibility of amending the regulations regarding the acceptance of brush, including charging a \$15.00 per load fee for commercial entities. The amendment will require the approval of the Town Council to schedule a Public Hearing.

e. War Memorial Cleanup

The plantings will be trimmed and the area surrounding the War Memorial will be cleaned.

8. Remarks from the Public

Parks & Recreation Chairperson Southard requested the status of the dance floor.

*Chairman McNally stated that comparable estimates for the flooring are being sought. It was determined that the room does not contain asbestos and the wall is not load-bearing. A lead test is pending. The electrical outlet has been removed. One of the Town Councilors has volunteered to form a group of individuals to remove the wall.*

*The item will be added to the agenda.*

Parks & Recreation Vice Chairperson Stone questioned the status of the Camp Oakdale Storage Garage. He also noted that some of the flags placed throughout the town have become tattered.

*Chairman McNally stated that test pits were conducted and it was determined that the proposed location would not be suitable. An alternative location is being sought.*

*The flags will be deinstalled. Numerous poles have also been deinstalled and disposed of.*

9. Remarks from the Councilors – none

10. Adjournment

Motion made by Councilor Mandler, seconded by Councilor McNally, to adjourn the meeting at 5:58 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.