

Town of Montville
Public Works/Solid Waste Standing Committee
Regular Meeting Minutes
January 24, 2023, 5:15 p.m.
Montville Town Hall – Conference Room 102

1. Call to Order
Chairman Caron called the meeting to order at 5:22 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Caron, Lathrop, Southard)
Present were Councilors Caron, Lathrop, and Southard. Also present were Mayor Leonard Bunnell, Sr., Public Works Director John Carlson, and Parks & Recreation Commission Chairman Rocky Stone (5:32 p.m.).
4. Alterations to the Agenda – *none*
5. Approval of Minutes
 - a. Regular Meeting Minutes of Wednesday, December 27, 2023
Motion made by Councilor Lathrop, seconded by Councilor Southard. Discussion: None. Voice vote, 3-0, all in favor. Motion carried.
6. Remarks from the Public Regarding Items on the Agenda – *none*
7. Old Business
Chairman Caron thanked Public Works Director Carlson for providing updates and documentation regarding their projects.
 - a. Raymond Hill Church
Mayor Bunnell reported that plans were in progress to conduct a Needs Assessment Study on the Church in preparation for a Grant application. He is hoping to engage the services of the former Land Use & Development Director to complete the project through the SCCOG (Southeastern Connecticut Council of Governments) where she is now employed.
 - b. Road Improvement Program: Drainage & Paving Schedule/Road Improvement Bond
Approximately \$1.2 million remains on the Bond. Councilor Lathrop will submit a request to the WPCA (Water Pollution Control Authority) to provide some of the funding for the paving of Maple Road.

Discussion ensued regarding Section III, The Request for Quotation, Item E, of the Purchasing Policy, which states the following:

For all Town purchases of goods and services not utilizing State or Federal funds, any responsible Town Bidder that has submitted a bid not more than 15% (fifteen percent) higher than the low bid provided such Town based bidder agrees to accept the award of the bid at the amount of the low bid.

Chairman Caron will request the Town Administration/Rules & Procedures Standing Committee to review the Policy for revisions.

c. Youth Services (Montville Community Center) Bathrooms

Plans will be provided to Councilors Caron and Lathrop for any possible adjustments that can be made to decrease the cost of the project.

d. Allocation of COVID-19 Funds

The status of the following ARPA (American Rescue Plan Act) Funded projects were reviewed:

Line-Item	Balance
52124, SCRRRA (Southeastern Connecticut Regional Resource Recovery Authority) Tipping Fees <i>Remaining funds will be expended at the end of the month</i>	\$ 8,043.00
54033, Walk-in Refrigerator/Freezer, Senior Center/Social Services	\$ 7.00
54079, Repair Camp Oakdale Pavilion	\$ 52,305.00
54097, Renovate Social Services (Old Town Hall) <i>Excludes approximately \$7,000.00 that has been expended. A conference table and two (2) office desks will be donated by Charter Oak Federal Credit Union. The renovation has been delayed due to a roof leak.</i>	\$ 30,470.00
54126, HVAC w/Filters, Community Center <i>The remaining funds will be expended on air-conditioning units. For additional funds, an HVAC unit may be installed in the dance room.</i>	\$ 4,670.00
54147, Tractor w/Arm <i>The tractor is scheduled for delivery in February 2024.</i>	\$ 138,649.00
54162, Fence at Camp Oakdale <i>Part of the fence has been installed. The fence will be extended when the hill is removed. Funding for the project will derive from the TAR (Town-Aid Roads) Grant; any remaining funds will be returned.</i>	\$ 6,200.00
54175, Tennis Court Ramp <i>The project is completed and the funds will be returned.</i>	\$ 2,420.00

55003, Walking Trail and Fence, Troop 93 \$ 2,500.00

The project is completed and the funds will be returned.

54191, Dance Floor at Fair Oaks \$ 7,500.00

The funds have been expended to cover the cost of labor for the project.

e. Cleanup of Schofield Pond

The area has been cleaned, graded, and leveled. The Connex box, which belongs to the Fire Company and has been repaired, will remain. The remaining equipment also belongs to the Fire Company for training purposes. Fencing will be installed in the future. The Parks & Recreation Commission Chairman will contact Montville Volunteer Fire Company Chief Ron Turner regarding their plans and needs for the site.

f. Public Works Entrance and Signage

The plow has been placed. The signage remains in storage and will be installed.

Public Works Director Carlson noted that the drainage pipe that travels through the garage needs to be permanently repaired. The pipe, which is failing due to its age, has been temporarily repaired.

g. Public Works Garage Clean-up & Breakroom – *no update; no discussion*

h. Tree Clearing

They are in the process of arranging for the rental of a bucket truck for three (3) months at the cost of \$5,000.00/month. The Department's current 2009 truck is broken and a new truck is estimated to cost \$220,000.00 to \$240,000.00. Approximately 120 trees were cleared in the two (2) months the previous truck was rented.

i. Road Standards

A copy of the Road Standards will be provided to the Councilors Lathrop and Southard. The future Director of Land Use and Development Director will also be tasked with reviewing the document and providing the Councilors with proposed amendments.

j. Fee Schedule

Public Works Director Carlson will review the cost of the Driveway Permit Fees of other towns and propose a recommendation. A proposed fee for the receipt of brush at the Transfer Station will also be provided.

The town's trash contract will be expiring in 2030 and the tipping fees are expected to double due to the cost of hauling some of the state's trash to out-of-state plants as a result of plant closures. Currently, the town is paying \$65.00/ton. The town's recycling contract for town-wide pick-up is also due for renegotiation this year. SCCRA is investigating the possibility of having all of the municipalities join together to balance the increase in tipping fees for non-burned items.

In response to Councilor Lathrop, Public Works Director Carlson stated that renters may purchase a Transfer Station pass with the landlord's permission.

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

Councilor Lathrop reported that the Department of Corrections (DOC) is seeking projects for the inmates and introduced the possibility of engaging them to help clean up the town's roads and donating part of their Nip Funds to a non-profit organization of their choosing. The liability issues will be investigated. The Public Works Director reviews all of the requests to avoid any duplications and ensure that roads are safe. Mayor Bunnell will follow up with the DOC.

l. Future Capital Projects

Chairman Caron reported that he and the Mayor spoke with the Lieutenant Governor regarding the Town Hall Capital Projects, including the roofing, repointing, and furnace renovations, which are estimated to cost \$385,000.00. Contractors will be contacted to receive cost estimates.

m. Large Pavilion

The Town Council recently approved the allocation of \$70,000.00 for the Camp Oakdale Large Pavilion Repairs. A decision was made to replace and reinforce the damaged, bottom sections of the columns and install rafters to ensure the stability of the structure during a meeting between the Public Works Director, Engineers, and Councilor Caron. A tongue and groove ceiling with recessed LED lighting will also be installed. Pricing for the fascia, roofing, hardy siding, minor repairs, painting, sealing of the ceiling, and power washing of the concrete will be obtained.

It was noted that the small pavilion also needs renovation. Public Works Director Carlson recommended combining the funding for the small and large pavilion renovations.

n. Painting of Stop Bars – *no update*

o. Boat Launch

The borings for the oil samples for pier has been completed and the project is moving forward.

p. Basketball Courts

The LoCIP (Local Capital Improvement Plan) Funds for the project will be available in the summer. The Funds will also be used for the Desjardins Playground Project. Pricing for courts from the Contractor who constructed the new basketball courts in Norwich was received.

q. Discussion & Possible Action on Fee for Brush for Commercial Businesses – *see item 7(j)*

r. War Memorial Cleanup – *no update*

s. Dance Floor

The dance floor was complete and a celebration was held. It was recommended that paint chip(s) for the proposed color of the walls and trimming be provided and approved. After the walls are painted, the proposed wall hangings may be presented to and approved by the Public Works Director and Fire Marshal to ensure that they will not pose a fire hazard. A push mop will be provided. Cubbies for the participant's shoes and belongings cannot be installed/placed in the hallway; they may request cubbies in an area inside the room after the room is painted.

8. New Business – *none*

9. Remarks from the Public

Parks & Recreation Commission Chairman thanked the Committee for allowing him to speak during the meeting.

10. Remarks from the Councilors – *none*

11. Adjournment

Motion made by Councilor Southard, seconded by Councilor Lathrop, to adjourn the meeting at 6:47 p.m. Discussion: None. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Montville