

**Town of Montville**  
**Public Works/Solid Waste Standing Committee**  
**Regular Meeting Minutes**  
**June 21, 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 Caron, Mandler, and McNally.
4. Approval of the Special Meeting Minutes of Thursday, May 25, 2023 – *tabled*
5. Remarks from the Public Regarding Items on the Agenda  
Kathleen Calash, Montville Football League, provided a list of the most important items in need of completion by July 31, including moving the bleachers; installing the speakers, flag poles, fencing, and lighting, and; trimming of branches.
6. Old Business
  - a. Raymond Hill Church  
Public Works Director Carlson reported that Land Use & Development Director Liz Burdick is continuing her efforts to contact the state regarding the Needs Assessment Report for the Raymond Hill Church renovations. The state requires the Report as part of the SHPO (State Historical Preservation Office) Grant application.
  - b. Road Improvement Program: Drainage & Paving Schedule/Road Improvement Bond  
Chapel Hill Road is complete. Old Colchester Road is slated for completion today. Work on Moxley Road from Old Colchester Road to the Waterford line will begin in mid-July to be followed by Maple Avenue, where an additional 1,000 feet will be paved. Should funding remain, Park Avenue Ext. and Bridge Street will also be completed. An Engineer will review the Bridge Street bridge. TAR (Town Aid Roads) funds may be utilized to fund the projects. There are also several aprons that are in need of repair.
  - c. Social Service (old Town Hall) Building Repair Schedule  
The windows are in the process of being replaced and the carpeting has been selected and is being ordered. Bonner Electric will begin replacing all of the lights. The air conditioning unit will be installed in the offices next week. Councilors Caron and Mandler requested a walk-through of the building.
  - d. Youth Services (Montville Community Center) Bathrooms  
The Town Engineer has sent an email to the state, requesting a wage rate, which could affect the availability of funding.
  - e. Allocation of COVID-19 Funds  
Senior Center Walk-in Refrigerator/Freezer – Public Works Director Carlson is considering purchasing a refrigerator through a reputable Connecticut company that will assemble and install the refrigerator. Though the pricing is slightly higher than the originally estimated amount, he felt that the purchase would be well worth the cost should any future issues arise with the product. The possibility of utilizing LoCIP (Local Capital Improvement Program) Funds for the item was raised.  
Large Pavilion, Camp Oakdale – Councilor Tim May is in the process of generating the specifications for the new bids.  
Senior Center Generator – Scheduled for completion in September.  
Community Center Air Conditioning – The Committee was agreeable to allocating the remaining \$13,000.00 to install air conditioning in the offices.

Tractor – Scheduled for receipt in July.

Camp Oakdale Bathrooms – *completed*.

Camp Oakdale, Large Pavilion Fencing – The project has been placed on hold, pending the final decision on the removal of the hill to improve the sightline.

f. Moxley Road Bridge

The Bridge is scheduled to close for demolition during the second week of July. The project may be delayed, pending the arrival of the rebar. The project is estimated to take 40-50 days. A pre-construction meeting will be held prior to the start of the project.

*The item will be deleted from the agenda.*

g. Cleanup of Schofield Pond

Councilor Mandler will contact Montville Fire Company Chief Ronald Turner regarding the removal of the bus. Board of Education Chairman Wills Pike informed the Committee that the BOE will have an old bus available to replace the old bus.

h. Public Works Entrance and Signage – *in progress*

i. Football Field Extension

Chairman McNally estimated that the extension of the football field would take approximately two to four years. Discussions are currently taking place with the Town Engineer and the Land Use & Development Department. Removable cones may be purchased and placed as a safe and low-cost way to resolve the fencing issue. The possibility of purchasing and installing announcer speakers that would be compatible with their current P.A. system will be investigated. A flagpole will be installed by the scoreboard. The Public Works Department will be contacting CBYD (Call Before You Dig) to repair the wiring to the parking lot lights. The Town Engineer is requesting test pits due to the rock before starting the project for the new 60' x 40' building. Lighting on each side of the bathrooms will be installed and the branches will be cut down to improve the safety of the area.

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

k. Staffing and Promotions

An individual for Summer help and another individual for part-time help at the Transfer Station was recently hired. They are continuing to advertise for the position(s).

l. Tree Clearing

Trees are currently being cleared on Turner Road and trees have been tagged for clearing on Fire Street.

m. Tennis Court Bathrooms Status

The bathrooms have been painted and they are currently working on the toilets and sinks. Once installed, the wiring for the dryers, sink sensors, on-demand warm water, and timers will be completed by Bonner Electric. In response to complaints, Councilor Caron recommended the placement of signage stating the rules and, possibly, installing cameras.

n. Road Standards – *no update*

o. Fee Schedule – *no discussion*

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

Public Works Director Carlson reported that the Finance Director has raised possible IRS (Internal Revenue Service) and insurance concerns since the proposed project involves paying individuals for their work. Chairman McNally stated that he would speak with the Finance Director and Town Attorney. The minimum number of people cleaning the road would be set at four (4) and clean-up will be conducted every three (3) months to provide

all of the organizations with the opportunity. Equipment will be provided and the program will be re-evaluated regularly.

q. Orchard Drive Drainage

The drainage pipe on Orchard Drive has been reviewed and the video of the inspection, revealing its condition is expected. The homeowner on Orchard Drive will be informed of the status. The piping at the Manor is also in need of replacement. A possible hidden catch basin was discovered on New York Road.

r. Access Road – *no update*

s. Handicap Parking, Camp Oakdale

Handicapped Parking Spaces can be added to the parking lot. The Town Engineer felt that the number of handicapped parking spaces was adequate at the time the parking lot was lined. The measurements will also be confirmed to ensure that the spaces comply with the requirements.

t. Future Capital Projects – *no update*

u. Large Pavilion – *see above.*

v. Use of TAR (Town Aid Roads) Funds – *the item will be removed from the agenda.*

w. Dydo Drive Mowing – *the item will be removed from the agenda.*

7. New Business

a. Painting of Stop Bars

A price estimate will be sought to evaluate and paint stop bars where necessary and replace/upgrade the stop signs. The possibility of purchasing a machine was raised.

b. Boat Launch

The possibility of posting signage to help curb and control the illicit activities taking place at the Boat Launch was raised.

8. Remarks from the Public

Kathleen Calash, Montville Football League, commended the Director on the new playscape and noted the amount of trash in the area. Public Works Director Carlson stated that additional trash cans are planned and the Parks & Recreation Commission requested placing a porta-potty on the property.

Councilor Leonard Bunnell expressed his support for the youth football league, adding that some of their requests require the review and approval of the Parks & Recreation Commission, including changes to the field, access road, handicapped parking, and the removal of the hill at the Large Pavilion. He also stated that an MOA (Memorandum of Agreement) should be drafted for the access road, stating the hours and conditions during which individuals may drive on the road. The organization(s) utilizing the field at that time should be responsible for adhering to the MOA.

9. Remarks from the Councilors – *none*

10. Adjournment

Motion made by Councilor Mandler, seconded by Councilor Caron, to adjourn the meeting at 6:21 p.m. Discussion: None. Voice vote, 3-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

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