

**Town of Montville**  
**Public Works/Solid Waste Standing Committee**  
**Regular Meeting Minutes**  
**January 22, 2025, 5:15 p.m.**  
**Montville Town Hall – Conference Room 102**

1. Call to Order  
Chairperson Caron called the meeting to order at 5:16 p.m.
2. Pledge of Allegiance
3. Roll Call (Councilors Caron, Lathrop, Southard)  
Present were Councilors Caron and Southard. Absent was Councilor Lathrop. Also present was Mayor Leonard Bunnell and Public Works Director John Carlson.
4. Approval of Minutes
  - a. Regular Meeting Minutes of Wednesday, November 25, 2024  
Motion made by Councilor Southard, seconded by Councilor Caron. Discussion: None.  
Voice vote, 2-0, all in favor. Motion carried.
5. Remarks from the Public Regarding Items on the Agenda with a three-limit limit – *none*
6. Old Business
  - a. Raymond Hill Church – *no discussion*
  - b. Road Improvement Program: Drainage & Paving Schedule/Road Improvement Bond  
The Department is concentrating its efforts on Maple Avenue and Bridge Street Bridge. Maple Avenue will be put out to bid; the project will include the replacement of drainage pipes and repair or replacement of catch basin tops. The Bridge Street Bridge Project is almost ready to go out to bid.
  - c. Youth Services (Montville Community Center) Bathrooms – *no discussion*
  - d. Cleanup of Schofield Pond – *no discussion*
  - e. Public Works Garage Clean-up & Breakroom  
The Public Works Building Basement Project, which includes asbestos removal, will be included in the Department's FY2025/26 Capital Plan Project Request.
  - f. Tree Clearing – *continuing*
  - g. Road Standards  
Chairperson Caron requested that correspondence be sent to all companies prohibiting them from cutting into the Town's roads without a Permit from the Public Works Department. All companies must follow the Road Standards. The Mayor will work with the Department to draft a revised Application Form; the form will include an outline of

the procedure. The relevant section of the Road Standards should also be attached to the Permit when issued. The Road Standards were reviewed and appear to be up-to-date.

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

It was clarified that the approved funding for an Adopt-a-Road Program for non-profit groups is not part of the Nips Fund. Chairperson Caron requested that the employees be tasked with picking up the litter on Town roads whenever possible and that the Councilors be notified or a notice be posted for the public. Councilor Southard will re-release the flyer to promote the program as the weather warms; Mayor Bunnell will also share the flyer with the public.

Chairperson Caron reported that he received a request for a pet waste station at the Horton Cove Walking Trail.

i. Future Capital Projects

Future Capital Projects include the Town Hall and Senior Center Furnaces, Town Hall Roof and Pointing, and Public Works Renovations.

j. Camp Oakdale Pavilion

Plans to remove the rocks and replace them with large round balls will be presented to the Parks & Recreation Commission for discussion and approval.

k. Boat Launch

The Pre-Bid Walk-through Meeting for the Boat Launch Project is scheduled for Thursday, January 23.

l. Basketball Courts

The Desjardins Park Basketball Courts is in progress. The Camp Oakdale Courts are completed, with the exception of the painting of the lines. Adjustable hoops, which were not approved by the Parks & Recreation Commission, were installed at the Camp Oakdale Basketball Courts. The hoops are commercial-grade and have a 25-year guarantee. Both projects will resume once the weather warms.

A request to transfer the remaining LoCIP (Local Capital Improvement Program) Funds from Camp Oakdale to Desjardins Park Basketball Courts will be made to the Finance Department and/or Finance Committee.

m. MS4 General Permit

The possibility of purchasing a tablet to input information into the GIS System on-site is being investigated. The Town's drainage system is currently on the GIS System.

n. Surplus Equipment

A list of vehicles and equipment to be posted on Municibid for sale will be drafted. The other departments will also be contacted for the same.

- o. Trex Project – Collection and Bailing of Plastic Film – *no discussion*
  - p. Maple Avenue Paving  
A copy of the Road Standards and a list of the items that were not properly completed will be sent to the WPCA. The old catch basin tops and drainage pipes will need to be reviewed and possibly replaced on the remaining road. The sewer and drainage manholes will be replaced after the road is paved. The bid package is being prepared.
7. New Business
- a. Public Safety Building A/C Repair  
Three (3) bids were received and reviewed. A door, door frame, and part of the wall will be removed to install the system.  
**Motion made by Councilor Southard, seconded by Councilor Caron, to refer the three (3) bids for the Public Safety Building A/C Repair Project to the Finance Committee for review and approval. Discussion: None. Voice vote, 2-0, all in favor. Motion carried.**
  - b. Transfer Station Fees, including Commercial Roof Shingles  
Discussion regarding the possibility of either prohibiting commercial companies from disposing roof shingles at the Transfer Station or increasing the cost of the disposition of shingles to help offset the Town's cost to dispose of the material ensued. The importance of requiring individuals to show the Building Permit before being permitted to discard construction material was raised. A list of items to be charged separately from the punch cards and their respective hauling fees as well as a comparison chart with other towns' fees will be provided.
  - c. PTA Lane Sale  
The Mayor has ensured the Chairperson that the property will be sold for an equitable price and a suitable location for Public Works' use will be provided.
8. Remarks from the Public with a three-limit limit – *none*
9. Remarks from the Councilors – *none*
10. Adjournment  
Motion made by Councilor Southard, seconded by Councilor Caron, to adjourn the meeting at 6:05 p.m. Discussion: None. Voice vote, 2-0, all in favor. Meeting adjourned.