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**TOWN OF MIDDLEBURY**  
**Public Safety & Health Committee**  
**Community Meeting Room – Middlebury Police Department**  
**Monday, January 9, 2017 \* Draft Meeting Minutes**

Attending the meeting: Committee members Laura Asermily, Gary Baker, Don Keeler, Fire Chief David Shaw, Health Officer Tom Scanlon, Police Chief Thomas Hanley and Middlebury Regional EMS Co-Director Teena Betourney. Town Manager Kathleen Ramsay. Other members of the public: Jeff Meisterling, Susan Shashok and Karen Glauber.

**Call to Order.** Chair Laura Asermily called the meeting to order at 4 p.m.

**Approval of Agenda.** Gary Baker moved that the Committee approve the Agenda as presented. Tom Hanley seconded the motion, which was approved by the Committee.

**Approval of Meeting Minutes of December 12, 2016.** Tom Hanley moved that the Committee approve the Meeting Minutes of December 12, 2016, as presented. Gary Baker seconded the motion, which was approved by the Committee.

**Citizens Comments.** None.

**Repeater Needs for Middlebury Fire Department, Middlebury Police Department, Addison County Sheriff Department and Middlebury Regional EMS – Follow-up with Verizon.** In response to inquiries from the Committee Jeff Meisterling, Construction Manager representing Verizon Wireless (the company which manages the Chipman Hill Tower) said that in order to insure that all current first-priority users receive continuous service, Verizon Wireless, at its expense, will place new antennas and cabling on the new tower for the first-priority users. Prior to beginning the project in the spring, Meisterling said that a subcontractor will identify all of the equipment on the existing tower, and its ownership if possible, and provide a plan for first-priority users to review and verify the locations proposed for placement of equipment on the new tower. Going forward, Don Keeler said that better control over access to the tower and the equipment room is needed.

**Airport Construction/Noise Complaint Protocol Update.** Karen Glauber reported that she had attended a recent meeting on airport construction and she said that the construction at the airport will take up to 150 days and crews will be working six days/week. Karen noted that she has reached out to local non-profits to facilitate the use of trees being cut as part of the project for firewood by those in need.

With regard to noise concerns, Karen said she has been working with pilots and staff at the airport to develop a shared understanding of residents' and airport users' concerns and it seems to be working – there's a lot each pilot can do to mitigate noise, she said. Karen also reported that the Air National Guard has modified its helicopter training sessions to minimize the impact on the neighborhood.

With regard to the noise complaint protocol update, Chief Hanley noted that there is a protocol provided for lodging complaints on the Middlebury Airport's page on the Vermont Agency of Transportation's website and the telephone number and e-mail address for Chris Beitzel, the Vermont Aeronautics staff person assigned to handle complaints for the Middlebury Airport, is provided. Karen said that she would appreciate:

- **A complaint follow-up mechanism**, including verification that the complaint was received and notification of what action, if any, was taken;
- **Tracking of complaints**; and
- **A periodic report on complaints and follow-up**, perhaps quarterly or every six months.

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Susan Shashok suggested that VTrans could use the construction project hot-line/dedicated number approach, as was done for the Sand Hill Bridge.

The Committee asked Town Manager Kathleen Ramsay to relay the requests regarding the follow-up, tracking and reporting of noise complaints to Vermont Aeronautics.

**Town Meeting Prep – Display ideas, town poll questions.** Ideas for displays and outreach at Town Meeting:

- Canine program;
- EMS subscription service;
- 211;
- Fire Department call for volunteers; and
- Emergency preparedness.

**Other Business.** Chair Laura Asermily noted that as part of her Safe Route to School work she has approached the Downtown Improvement District Commission about funding for placement of additional Rapid Flashing Beacon pedestrian signals in the downtown district.

**Next Meeting Date – February 13** – time to be determined.

**Adjourn.** At 5:00 p.m., David Shaw moved that the Committee adjourn. Tom Hanley seconded the motion, which was approved unanimously by the Committee.

Respectfully Submitted,  
Kathleen Swinington Ramsay  
Town Manager

