



Board of Public Works – Admin Report – February 2019

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	1693
Number of Bulk Collections	90

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing, Communications and press releases, social media, website maintenance and enhancements, managing Street Light repair requests and Shopping Cart ordinance compliance. Promoting Take Two cell phone bin in PW office. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 2666 users of the app.
- Pursued 17 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out every Monday including our new recycle magnets.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 15 complaints in February that resulted in 0 fines.
- Working with Take 2 Our electronic recycling vendor & Simple Recycling with the launch of our Reduce Trash Event on Earth Day.
- All Compost and Rain Barrels have been finalized. Pencils and rulers have been received and ready to be handed out in our earth day presentations.
- Planning the launch of Trash to Treasure, also planning the composting workshop for residents.
- Wedding Dress collection was done again and we collected 15 dresses.

Administration next month activities:

- Enforcement of Shopping cart ordinance, Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, tackling illegal dumping areas. Continue outreach to increase to Reduce and Reuse and the use of Recycle Coach app.
- Continue working on web site & Facebook & Instagram page to enhance presence.
- Finalizing our Earth Day Presentation for the schools. We have set up presentations with 6 schools. We are working with Take 2 and Simple Recycle to setup an electronic and clothing recycling program within the schools.
- We are creating a Book Drive for the month of April and May. To keep Books out of the landfill.
- Meeting with Southside School Staff on location of the school garden.

Administration staff or concerns: OT \$135.42

Web site www.bristolct.gov E-mail publicworks@bristolct.gov
111 North Main Street – Ground Floor
860-584-6125 or 860-584-7791

Engineering Division current month activities:

- Storm drainage installation Isamay Drive (flooding issue).
- Storm Drainage repair – Longview Ave. (sinkholes in easement)
- Street light investigation regarding Eversource discrepancies.
- New Hampshire Dr design for storm drainage improvements.
- MS4 (Municipal separate storm sewer system) completion of draft report & annual permit.
- Prepare contract plans and specifications WPC UST removal (Lake Ave & Middle Street pump station).
- Eversource gas main replacement coordination (Norton, Talmadge add Colony & Houghton) – Pavement restoration – mill and pave to roadway centerline.
- Select design consultants for East St, Mellen St and Lake Ave bridges.
- Inspect City roads / prepare work order to establish pavement marking work order various City Street.
- Prepare spring paving list, preliminary for fall and next spring.
- Verify storm drainage installation for paving list.
- Prepare work orders for drainage in advance of future paving lists.
- Design Riverside Ave sanitary sewer – Bristol Hospital building.
- Coppermine Brook re-alignment construction (downstream of Steven Street Bridge).
- Coordinate GIS information with Viewpoint for permitting software mapping
- Citation officer training.
- Bid storm drainage improvements Lexington Ave Phase II including tree removal (advertise for bid).
- Summer Street storm drainage and sidewalk project (advertise for bid).

Engineering Division next month activities:

- Installation of storm drainage in preparation of spring 2019 major roadway maintenance.
- Community Connectivity Grant (sidewalks, Mem Blvd bike path & ADA ramp)
- Storm drainage design and installation New Hampshire Dr (icing).
- Storm drainage design Ipswitch Road & Route 69 (coordinate with DOT)
- Brook Street retaining wall replacement design.
- Huntington Woods detention pond storm drain replacement design.
- Miscellaneous Storm Drainage (advertise for bid).

Engineering Division staff or concerns:

- Vacancy Civil Engineer – advertised.
- Vacancy of City Engineer – posted internally.
- Construction inspector on light duty.
- Vacancy Construction Inspector – advertised.
- Monthly overtime \$2095.68 (11 CBYDs)

Land Use activities for February 2019:

- **Zoning Commission**

The Commission held public hearings and made the following decisions:

- Special Permit for an accessory dwelling unit at 82 Redstone Street; R-15 (Single-Family Residential) zone; Assessor’s Map 2, Lot 48/3 – APPROVED.
- Change of Zone from R-10 (Single-Family Residential) zone to BG (General Business) zone at Lots 263 and 264-5 King Street; Assessor’s Map 48, Lots 263 and 264-5 – APPROVED.
- Proposed amendment of the Zoning Regulations to add to the Special Permit Uses in Section VII.B.3. in the IP-1 and IP-3 (Industrial Park) zones, a new section “(k) fuel oil and heating fuel storage facility” – APPROVED.
- Proposed amendments to the Zoning Regulations, initiated by the Bristol Zoning Commission: (1) to delete “to multi-family residential use” and replace with “non-residential principal buildings” in the BG (General Business), BHC (Route 72 Corridor Business) and I (General Industrial) zones (Sections VI.B.3.y., VI.E.3.n. & VII.A.3.k.); (2) to delete the pre-existing building coverage requirement in General Provisions – Ground Mounted Solar (Section IV.A.19.c.) – APPROVED.

- **Planning Commission**

The Commission continued the following application to the March meeting:

- Subdivision, 340 Maple Avenue, (2 lots); Assessor’s Map 56, Lot 19; R-15 (Single-Family Residential) zone.

The Commission rendered decisions on the following items:

- Subdivision (“Sturbridge Estates”), 701 Jerome Ave. (16 lots); Assessor’s Map 56, Lot 38C; R-15 (Residential) zone – RECOMMENDED ACCEPTANCE.
- Subdivision, Pine Street, south of Mitchell Street and east of Middle Street (5 lots); Assessor’s Map 3, Lots 8 and 21; R-10/BHC (Single-Family Residential/Route 72 Corridor Business) zone – EXTENSION GRANTED TO JUNE 12, 2019.
- Laurentide Glen, south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, north of Farrell Avenue (92 lots); Assessor’s Map 67, Lots 20, 21, 22, 23, 24, 25, 37, 85, and all paper roads shown on Assessor’s Map; R-15/OSD (Single-Family Residential/Open Space Development) zone – APPROVED REVISED GRADING AND BUFFER AREAS.

- **Inland Wetlands & Watercourses Commission**
The application below was accepted and a Public Hearing was scheduled for March 6, 2019:
 - Wetlands Boundary Change Application at 340 Maple Avenue; Assessor’s Map 56, Lot 19.

- **Zoning Board of Appeals**
The Board made the following decisions:
 - Certificate of Approval for used car dealer and general repairer’s license at 534 Broad Street; Assessor’s Map 39, Lot 74-5; I (General Industrial) zone – APPROVED WITH STIPULATION.

- **Zoning Board of Appeals (cont.)**
 - Variances of 1) parking within ten feet of any front lot line and 2) no parking space shall be designed or constructed in a manner that would require a vehicle to use any part of a public street to enter, back into and/or exit from such space to construct six additional parking spaces – Assessor’s Map 46, Lot 94-2; BG (General Business) zone – PUBLIC HEARING CONTINUED TO MARCH 5, 2019.

- **Historic District Commission**
The Commission cancelled its regularly scheduled meeting.

- Land Use staff or concerns:
- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)
December: \$318.04

Building Maintenance current month (February 2019) activities:

- Staff completed an office expansion and renovation of Assistant Comptroller’s office in City Hall
- Completed coordination of installations of site access control systems at all five Fire Houses with Advanced Alarm
- Building Maintenance staff being employed by Bristol Police Traffic Division on overtime to complete street sign requests, due to Traffic Technician out on extended worker’s compensation issue

Building Maintenance next month (March 2019) activities:

- Painting of Parks & Recreation and Comptroller office areas at City Hall
- Staff hosting an Invasive Species workshop at the Bristol Library on 3/20 at 6PM to meet a SustainableCT action requirement of application filing
- Staff to begin preparation for landscaping activities and start-ups for air conditioning systems prior to the arrival of warmer weather

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during March 2019
- Assisting Bristol Police Traffic Division on overtime basis to complete street sign requests

Building Maintenance OT Costs:

\$7,996.16: Staffing coverage for Sick Time call-ins, Weekend/Holiday coverage at BPD, Assistant Comptroller office expansion, after-hour maintenance issues and snow operations responses (2/12, 2/13, 2/17, 2/18, 2/20, 2/21 and 2/28)

Streets current month activities:

- Continued with roadside maintenance of City properties, including litter and debris removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
- Weekly maintenance of city properties
- Continuing small road repairs
- Removed broken curbing
- Snow removal in Cul-Da-Sacs
- Assist Engineering Division during major road repairs
- Road patching with Asphalt Reclaimer
- Mailbox repairs
- Winter Operations (Plowing, Salting)
- Started cleaning Carpenter Shop
- Read to Ivy Drive & Stafford School, (Brought plow truck and loader)

Streets next month activities:

- Continue with roadside maintenance
- Continue with Carpenter Shop transformation into Sign Shop
- Continue mailbox repair
- Maintenance of city properties
- Patch potholes with reclaimed material
- Catch basin and sink hole repairs
- Purchase a sign machine to make street signs
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Winter Operations
- Assist other public work programs and departments as required

Streets staff or concerns:

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests through designated areas.

Monthly overtime cost \$112,277.13 for call ins, winter operations and emergency responses.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities.
- Continued on-site yard waste management activities at Transfer Station.
- Continued auditing recycling barrels
- Hired new Solid Waste laborer Zach Norton.
- Trained Zach Norton on rubbish trucks.
- Brush cutting and clean up at Transfer Station.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station.
- Continue auditing recycling barrels
- Start auditing garbage barrels.
- Continue brush cutting and clean up at Transfer Station.
- Implement new Trash to Treasure program at the Transfer Station.
- Send 5 employees to DEEP Transfer Station certification class (Paul Anderson, Jake D’Amato, Zach Pelletier, Rob Smith, Zach Norton).

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Change TS Operators Saturday overtime hours to 7:30-12:30 (Craig Zdun and Steve Wojenski).

OT Costs/Revenue Generated:

- 3016 OT = \$6,583.14
- 1363016 OT TS = \$3,991.73
- TS Revenue (PAYT) = \$9,777.60
- Residential Permits = \$1,530.00
- Yard Waste Revenue = \$12,150.00
- Special Pick Ups Revenue = \$425.00
- Clothing Box = \$25.00
- Border Street = \$102.00
- Misc. Revenue = \$35.00
- Illegal Bulk Fines Paid = \$96.03

Fleet Maintenance current month activities:

Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated truck, R-18. There was warranty work on the trucks during the month. The newer automated trucks are providing steady service with only minor repair/service needs. Dump trucks and heavy equipment, repairs are being completed in preparation for the remainder of

the winter season. Street sweepers are being prepped for the spring sweeping program.

Fleet Maintenance next month activities:

Proceed with review of fleet inspections, identifying equipment conditions, building list for post winter repairs. Will continue maintaining Street Division seasonal equipment as they near the end of their maintenance season. We will prioritize service needs on this equipment with those of the solid waste collection fleet in insure both divisions are able to meet their operational needs. As time allows, we continue cycling in the solid waste tipper trucks and street sweepers to prepare them for the spring season. As courses/workshops are identified, we are continuing to provide staff training opportunities for growth and professional development.

Fleet Maintenance staff or concerns:

Strengthen procedures for operators to complete vehicle report form and document daily, identifying malfunctions of assigned equipment, eliminate unanticipated maintenance, and minimize the safety risks. We are reviewing available software and developing justification we hope to put forward for the purchase fleet management software to help manage fleet maintenance.

Overtime expenditures for fleet performance totals \$7,899.34 includes daily scheduling and vehicle repairs.

Water Pollution Control:

February

- EPA Sludge report submitted
- Ordered Phosphorus removal chemicals
- Prepping for ACTIFLO to go online
- Working with NIC on SCADA flat screen and computer
- Vehicle Maintenance on numerous vehicles
- Telescoping conveyor back online and running
- Cleaned secondary weir's
- Correspondence with DEEP on IPP program shift

March

- Prepping for ACTIFLO to go online
- Working with NIC on SCADA flat screen and computer
- Vehicle Maintenance on numerous vehicles
- ACTIFLO and UV's to go online a few weeks prior to April 1st
- DMR-QA 39 Study typically begins with packet being mailed to POTW's

WPC Current Month

- 1) St. Paul Easement cleared by outside contractor.
- 2) 6 week jetting list completed.
- 3) Manhole frame regrade and replacement of 9 manholes.
- 4) Station inspections completed. Issues fixed at Maheu, Matthews, Middle and Wooster Court pump stations.

- 5) Telescopic conveyor drive drum reconditioned and bearings changed. New belt installed and aligned.
- 6) Air Blower #3 removed and shipped to National Turbine for rebuild.
- 7) New Jetting list of dead end manholes started.
- 8) Started video inspections in subsection 18.
- 9) Bid spec for manhole repair on state roads completed and submitted to Roger.
- 10) New computer for WP20 went out to bid and awarded to CUES.
- 11) Rodded and removed roots on Knollwood, Ridge Road and
- 12) Started extending the concrete pad at Julia road for new generator.

WPC Next Month

- 1) Continue with the install of new Julia Road generator.
- 2) Continue the new dead end manhole jetting list.
- 3) Complete the bid spec. for replacement pump at Cross Street.
- 4) Continue inspecting subsection 18.
- 5) Rebuild Triplex pump #1.

Overtime: \$4306.92