



Board of Public Works – Admin Report – March 2019

<b>Public Works Monthly Metrics:</b>	
Number of Residential Transfer Station Visitors	2852
Number of Bulk Collections	119

**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 2808 users of the app.
- Pursued 79 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 31 complaints in March that resulted in 11 fines.
- Preparing to launch our Simple Recycling partnership with BOE. Prepared 4,000 packets and delivered everything to the schools for Earth Day.
- Started a collection for sports equipment and was able to donate to 5 schools already.
- Planning the launch of Trash to Treasure at the farmers market, also planning the composting workshop for residents that will be May 8th.

**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 Reduce and Reuse and the use of Recycle Coach app.
- Continue working on web site & Facebook & Instagram page to enhance presence.
- Earth Day Presentations are complete. Every child will receive a goodie bag thanks to the Covanta grant. We have set up presentations with all but Hubble school which did not respond. We are working with Take two for an electronics recycle collection in the school also simple recycling for the launch of the clothing recycling on April 8th.
- We are creating a Book Drive for the months of June and July. To keep Books out of the landfill.
- Building a vegetable garden at Southside School on earth day.

**Administration staff or concerns:** OT \$147.90

**Engineering Division current month activities:**

- Finish grade/seed Isamay, Longview and Collins.
- Install drainage and curbing on Richmond Place.
- Street light investigation regarding Eversource discrepancies.
- New Hampshire Dr design for storm drainage improvements.
- 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.
- Eversource gas main installation/upgrade – North Main St.
- Select consultant design for Riverside Avenue.
- Inspect City roads / prepare work order to establish pavement marking work order various City Street.
- Finalize spring paving list, preliminary for fall and next spring.
- Schedule milling & paving.
- Verify storm drainage installation for paving list. Reissue work orders.
- Prepare work orders for drainage in advance of future paving lists.
- Submit Muzzy Field parking plans for Special Permit and Zone Change.
- Coppermine Brook re-alignment construction (downstream of Steven Street Bridge).
- Bid storm drainage improvements Lexington Ave Phase II including tree removal (Bid advertised – bid closes 4-16).
- School Street retaining wall design and wetlands approval.
- Summer Street storm drainage and sidewalk project (select contractor).
- Miscellaneous Storm Drainage - Bid closes 4-15.

**Engineering Division next month activities:**

- Installation of storm drainage in preparation of spring 2019 major roadway maintenance.
- Replace (cmp) storm drainage in Brightwood Rd.
- Milling and paving to start 4-22.
- Community Connectivity Grant - wetlands site walk scheduled (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.

**Engineering Division staff or concerns:**

- Vacancy Civil Engineer – interview scheduled.
- Construction inspector on light duty.
- Vacancy Construction Inspector – advertised.
- Monthly overtime \$979.91 (809.99 Bristol Hospital Sewer Connection & 169.92 - 1 CBYD )

**Land Use activities for current month activities:**

• ***Zoning Commission***

The Commission scheduled the following items for Public Hearing on April 10, 2019:

- Special Permit for the addition of a drive-up window for a fast-food restaurant (existing Dunkin Donuts location) at 1264 Farmington Avenue.
- Special Permit for unified residential development (36 dwelling units–new construction) at 301, 321, 313, 307, 295 Main Street and 48 Summer Street.
- Site Plan for unified residential development (36 dwelling units–new construction) at 301, 321, 313, 307, 295 Main Street and 48 Summer Street.

The Commission made the following decisions:

- Request for electronic message board that will notify the public about upcoming school and community events at St. Paul Catholic High School was approved as submitted.
- Request for alternative signage program at the former CVS Pharmacy building (59 North Main St) at 81 North Main Street was approved with stipulations.
- Request for release of \$9,800 performance bond – Special Permit for removal of earth materials at 266 Pine St. was approved by the Commission and the bond was returned to the applicant.

• ***Planning Commission***

The Commission made the following decisions:

- 2-lot Subdivision at 340 Maple Avenue received a final approval from the Commission as no public improvements are required.
- Acceptance of Hope Street – The Commission forwarded a positive referral to the City Council recommending acceptance of Hope Street.
- Request for Extension: 5-lot Subdivision at 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; Subdivision was approved in August 2018 and the applicant has requested an extension of time needed to file the

subdivision mylars with the City Clerk. The Commission voted to grant the request and extend the recording date until June 12, 2019.

- Application #324 – Property owner requested that the original name of the subdivision “Cedar Hill” be changed to “Bristol Crossings.” The Commission voted to approve the request by the property owner to change the name of the Subdivision to “Bristol Crossings.”
- Application #391 – Request to authorize Staff to conduct a site plan review of a proposal for a 4,200 sq. ft. addition at 136 Business Park Dr. The Commission authorized Staff to conduct an administrative review of the Site Plan for the addition when it is submitted.

• ***Inland Wetlands & Watercourses Commission***

The Commission made the following decisions:

- Wetlands Boundary Change Application at 340 Maple Avenue. The Commission approved this application.

The Commission approved the following applications with stipulations:

- Request to construct an attached two-car garage at 95 Debra Lane;
- Request to construct a single-family house at 340 Maple Avenue;
- Request to construct an addition at 700 Emmett Street.

• ***Zoning Board of Appeals***

The Board approved all of the following applications:

- Request for 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 at 900 Farmington Avenue; BG (General Business) zone.
- Request for a variance of maximum building height to construct a detached garage at 76 Cedar Street; Assessor’s Map 24, Lot 30; R-10 (Single-Family Residential) zone.
- Request for a variance of minimum side yard to construct a two-car garage at 95 Debra Lane.
- Request for Certificate of Approval for used car dealer and general repairer’s license at 258 Riverside Avenue; Assessor’s Map 30A, Lot 8; BHC (Route 72 Corridor Business) zone.

• ***Historic District Commission***

The Commission conducted a business meeting in March.

**Land Use staff or concerns:**

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings): \$404.85

- The Land Use Staff is working with the property owner (Federal Realty Corporation of Boston) at 597 Farmington Avenue, along with other Public Works staff, to provide mapping and other agreements needed for the installation of a bus stop on Hefbern Rd.
- The Assistant Planner has been assembling an application for electronic submission to the U.S. Board of Geographic Names (BGN) to change the name of a local brook in the Pigeon Hill area to a name that is more historical relevant and suitable. The Assistant Planner also attended a seminar that provided training in meeting facilitation techniques.
- The Administrative Assistant has been assisting the Public Works Front Desk with phone coverage with heavy call volumes associated with renewal of Spring Yard Waste.

**Building Maintenance current month activities:**

- Staff completed office painting within Parks & Recreation at City Hall
- Staff hosted an Invasive Species workshop at the Bristol Library on 3/20 at 6PM to meet a SustainableCT action requirement of application filing
- 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
- Replacement of Police-Court Complex chiller started on 3/13 (work to be completed by 5/31/19)
- Staff assisted in office shift/equipment moves with Public Works, completed repairs to hot water heating system at Fire House #2, replaced pilot fixtures at Fire House #5, faucet replacement and shut off valves at Fire House #3, City Hall restroom fixture repairs, installed TV mount and electrical outlet in Parks Director office
- The Window Shop replaced two large panes of glass at 296 Riverside Avenue at a cost of \$1,585.48
- Virtual Energy Budget information provided to Energy Commission
- ELC LED lighting upgrade project at Main Library included on CIP for FY19/20, Steam Trap Survey of 111 & 131 North Main Street referred to Building Committee for funding

**Building Maintenance next month activities:**

- Painting of Comptroller office areas and BDA Housing Specialist office at City Hall
- Staff to begin preparation for landscaping activities and start-ups for air conditioning systems prior to the arrival of warmer weather
- Facilities & Energy Manager in coordination with Public Works Analyst visiting multiple BOE schools and Parks & Recreation camps to present programs on reducing waste and recycling to students/campers

- Facilities & Energy Manager in coordination with Public Works Analyst setting up a residential home composting workshop for an event in May at the Public Library
- Staff to complete seasonal filter and belts changes on air handlers at City Hall, Police-Court Complex, Fire House 4, Fire House 5 and Youth & Community Services
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**Building Maintenance Staff or concerns:**

- Anticipate minimal levels of Vacation/Miscellaneous time off during April 2019, time off restrictions due to Comptroller Office painting
- Assisting Bristol Police Traffic Division on overtime basis to complete street sign requests

**Building Maintenance OT Costs:**

- \$5,922.07: Staffing coverage for Assistant Comptroller office expansion, after-hour maintenance issues and snow operations responses (3/2, 3/3, 3/4, 3/10)

**Streets current month activities:**

- Continued with roadside maintenance of City properties, including litter and yard sign 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
- City Wide Street Sweeping (25% Complete)
- Repaired broken curbing (Completed 40 Repairs / 48 Pending Repairs)
- Driveway Aprons (Completed 24 Repairs / 2 Pending Repairs)
- Catch basin cleaning and jetting with Vector truck
  - o East Road
  - o Ridge Road
  - o Brier Road
  - o Father Crudele Drive
  - o City Yard
  - o Portion of North Main Street
  - o Transfer Station
  - o Completed Service Requests (32 Complete / 7 Pending)
- Catch Basin and Sinkhole repairs
- Patched Potholes (Completed 68 Recorded Repairs)
- Assist Engineering Division during major road repairs
- Mailbox repairs (Completed 50 Repairs / 4 Pending Repairs)
- Started construction of parking lot at Transfer Station
- Electrical in new Sign shop

**Streets next month activities:**

- Continue with roadside maintenance
- Continue with Carpenter Shop transformation into Sign Shop (Equipment Installation)

- Continue mailbox repair
- Maintenance of city properties
- Continue catch basin cleaning and jetting
- Patch potholes
- Mulch City properties
- Catch basin and sinkhole repairs
- Operational sign shop
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required
- Assist Board of Ed with tree removal at Schools

**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 \$53,342.12 for call ins, winter operations and emergency responses.

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities, picking up 34 illegal stops.
- The bulk crew picked up approximately 119 scheduled bulk stops, in a three week period due to R-13 being down for a boom cylinder repair the week of March 25<sup>th</sup>.
- Continued on-site yard waste management activities at Transfer Station and delivery of barrels to new customers. We are currently at 2,584 new and renewed customers, last year we had approximately 3,800 customers. The current yearly fee is \$90 for the yard waste season.
- Finished up recycling audits.
- Implemented Trash to Treasure program at the Transfer Station. We filled one and a half roll off containers with items such as household furniture, dressers, toys, sports equipment and other reusable items. A majority of the items that we collected were taken by For Goodness Sake.
- Prepared wood to build the birdhouses for the All Heart Nests workshop.
- On March 29<sup>th</sup> rubbish truck R-18 took down the utility and power wires at the address of 7 Hobson Avenue. This was not the fault of the driver, it was due to wires hanging too low.

**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.
- Put out bid for approximately 500 new rubbish barrels and replacement parts for current barrels.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue the collection of reusable items for our Trash to Treasure program.
- Start Yard Waste and leaf collection on April 1<sup>st</sup>. Yard Waste collection will consist of one automated truck on Mondays & Tuesdays with two trucks going out on Wednesdays, Thursdays and Fridays. For leaf collection we will start with two conventional trucks going out each day and will add staff as needed.
- Return composting activities to the Transfer Station/Landfill site.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

**OT Costs/Revenue Generated:**

- 3016 OT = \$1,618.79
- 1363016 OT TS = \$3,828.18
- TS Revenue (PAYT) = \$16,938.03
- Residential Permits = \$2,745.00
- Commercial Permits = \$75.00
- Yard Waste Revenue = \$109,015.00
- Murphy Road Rebate = \$3,595.94
- Special Pick Ups Revenue = \$550.00
- Iron (Liberty Recycling) = \$1,006.62
- Batteries (Liberty) = \$287.80
- Clothing Box = \$25.00
- Simple Recycling = \$18.79

**Fleet Maintenance current month activities:**

Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated truck, GR-40 for maintenance and coolant system replacement. 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, heavy equipment, and light equipment repairs are being made post winter season. Street sweepers were 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 \$2,777.73 includes daily scheduling and vehicle repairs.

**Water Pollution Control:**

**March**

- ACTIFLO online. Went smoothly
- UV's online. Went smoothly
- Trained staff on ACTIFLO and UV systems again. New hire as well
- WP-19 plow fixed
- WP-5 PM Service completed
- Trained new hire Matt Steponaitis in the Pressroom
- Two Brothers Pizza restaurant FOG inspection
- Fixed Lab bench-top UVT analyzer
- Monthly DEEP report submitted
- WP-11 water valve replaced

**April**

- Fixed Phos Poly Pump 3 flow meter
- Two Brothers Pizza FOG inspection complete. Unit fixed
- Monthly DEEP report submitted
- WP-3 to Ron's Auto Madness to fix bumper from garbage truck accident
- DMR-QA samples in process of being ordered
- Ordered Cabinet to hold tools/etc. in Phos building so they are not in PPE Cabinet
- Continuing on making Operator Exams so they can learn more on our system (if they choose to, voluntary)

Working with Matt Steponaitis to get his credits accounted for and application in with the State so he can test for his Operator 2 license in July

**March:**

- 1) Minor SCADA system upgraded with new RTU and touch screen (OIT)

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- 2) Tobacco Construction awarded contract for the replacement of manholes on state roads.
- 3) Back up Broad street pump sent to Leppert Nutmeg for rebuild.
- 4) Pump Station inspections started.
- 5) National Water Main started supplemental seasonal grouting.
- 6) Triplex #1 plunger pump rebuilt.
- 7) List of main lines needing root control sent to Duke's Root Control. Work starting in May.
- 8) Stumps ground down in St. Paul easement by Street Department.
- 9) Video inspection of subsection 18 completed.
- 10) Finished extending concrete generator pad.
- 11) Continued new dead end manhole jetting list.

#### **April**

- 1) Primary sludge pump #3 packing replaced.
- 2) 6 week jetting list started.
- 3) Manhole inspections for the Spring Paving list started.
- 4) Started City's grouting operation.
- 5) Continue new dead end manhole jetting list.
- 6) Rebuild started by National Turbine on air blower #3
- 7) SCADA upgrade at Julia pump station started.
- 8) Start designing new catwalk in Middle Street wet well.
- 9) Finish pump station inspections.
- 10) Install fence along St Paul easement.

Overtime: \$3175.95