



Board of Public Works – Admin Report – April 2019

| Public Works Monthly Metrics: | |
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| Number of Residential Transfer Station Visitors | 4441 |
| Number of Bulk Collections | 305 |

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing, Communications, 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 2985 users of the app.
- Pursued 86 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including our new recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 64 complaints in April that resulted in 11 fines.
- Launched our 3 R's program with the third grade elementary schools. Dave Oakes and Lindsey Rivers visited 7 of the 8 public schools and talked about all things recycling and reached 580 students.
- Sports equipment collection was extended into May we were able to donate to all the elementary schools and also the high schools with Golf and tennis equipment.
- Composting workshop for residents will be May 8th. We received the kitchen composting buckets and prepared them for the event.

Administration next month activities:

- Enforcement of Shopping cart ordinance, Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, monitor 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 and Twitter page to enhance presence.
- We created a Book Drive for the month of June and July. To keep Books out of the landfill.
- We built a vegetable garden at Southside School on earth day. We are having a ribbon cutting ceremony in May.

Administration staff or concerns: OT \$268.93

Engineering Division current month activities:

- Community Connectivity Grant – wetlands/flood plain approved (sidewalks, Mem Blvd bike path & ADA ramp) Finalize plan/details for contractor.
- Milling & paving of spring paving list.
- 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 (Atkins, Lawndale) – Pavement restoration – mill and pave to roadway centerline.
- Eversource gas main installation/upgrade – North Main St.
- Inspect City roads / prepare work order to establish pavement marking work order various City Street.
- Preliminary paving list for fall and next spring.
- Schedule milling & paving.
- Complete storm drainage installation for paving list. Reissue work orders.
- Prepare work orders for drainage in advance of future paving lists.
- Coppermine Brook re-alignment construction (downstream of Steven Street Bridge).
- Bid storm drainage improvements Lexington Ave Phase II including tree removal (Bid awarded to Hiltbrand).
- Summer Street storm drainage and sidewalk project (Laviero).
- Miscellaneous Storm Drainage - Bid awarded to Tabacco.

Engineering Division next month activities:

- Installation of storm drainage in preparation of spring 2019 major roadway maintenance.
- School Street retaining wall design and wetlands approval. Finalize plans for contractor
- Prepare crack seal list.
- Muzzy Zone Change approved – Special Permit meeting in June
- Replace (cmp) storm drainage in Brightwood Rd.
- Storm drainage design and installation New Hampshire Dr (icing).
- Tree removal to begin on Lexington Drainage project.
- Storm drainage installation 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:

- Civil Engineer – new hire starting May 13.
- Construction inspector on light duty.
- Construction Inspector – new hire started April 29.
- Vacancy – Assistant City Engineer
- Monthly overtime \$344.88 (2 CBYD)

Land Use activities for April 2019:

• Zoning Commission

The Commission scheduled the following items for Public Hearing on May 8, 2019:

- Special Permit application for business or professional offices for a photography studio at 150 Laurel Street; Assessor’s Map 26, Lot 142; R-15/BT (Single-Family Residential/Downtown/ Neighborhood Transition Overlay) zone.
- Change of Zone application to change the zone from BN (Neighborhood Business) to R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone at 240 Park St.; Assessors Map 12, Lot 132.

The Commission scheduled the following items for Public Hearing on June 12, 2019:

- Special Permit & Site Plan applications for off-street parking on a separate lot under the same ownership at 240 Park St., 14 and 22 Muzzy St.; Assessors Map 12, Lots 132, 133-10 and 134-11; BN (Neighborhood Business) zone and R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone.

The Commission made the following decisions:

- Special Permit application for the addition of a drive-up window for a fast-food restaurant (existing Dunkin Donuts location) at 1264 Farmington Avenue; Assessor’s Map 46, Lot 72A-2; BG (General Business) zone; Aloni Realty, LLC, applicant – APPROVED WITH STIPULATIONS.
- Special Permit & Site Plan applications for a unified residential development (36 dwelling units – new construction) at Main Street and Summer Street; Assessor’s Map 26, Lots 194A, 199, 198, 196, 194 and 197; R-15/BT (Single-Family Residential/Downtown/ Neighborhood Transition Overlay) zone – DENIED.

• Planning Commission

The Commission made the following decisions:

- Referral from Zoning for a change of zone from BN (Neighborhood Business) zone to R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone at 240 Park St.; Assessors Map 12, Lot 132 – RECOMMENDED APPROVAL.
- Referral from the Real Estate Committee for a C.G.S. 8-24 Review on the proposed sale of the property at Assessor’s Map 8, Lot 6+7+8, Witches Rock Road – RECOMMENDED SALE.

- The Commission reviewed Application #413 – request for extension to file approved subdivision map for an additional 90 days from May 9, 2019 to August 7, 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); Trademark Acquisitions, LLC, Arcadia Acres, LLC, and James and Delores Driscoll, applicants – EXTENSION GRANTED TO AUGUST 7, 2019.
- The Commission also reviewed Application #329 – September 24, 2008 subdivision approval: south side of Allentown Rd.; Assessor’s Map 9, Lot 13-2; R-25/OSD (Residential/Open Space Development) zone; Southern Woods Developers, LLC, original applicant; Keith and Wendy Fioravanti, owners – The Commission determined that the: SUBDIVISION EXPIRED SEPTEMBER 24, 2016 and NO ADDITIONAL LOTS MAY BE CONVEYED.

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

The Commission made the following decisions:

- Wetlands Application for construction of retaining wall, walkway, curb and fence repair along Pequabuck River at School St. and West St. intersection; Assessors Map 29, Lot 88. City of Bristol, applicant – APPROVED WITH STIPULATIONS.
- Flood Plain Application for construction of retaining wall, walkway, curb and fence repair along the Pequabuck River; Assessors Map 29, Lot 88 – APPROVED.

The Commission scheduled Public Hearings on May 1, 2019 for the following:

- Wetlands & Floodplain application for bike path and ramp upgrades along Right of Way safety enhancements: roadway striping, signage, ramp, ramp improvements and at-grade sidewalk connections at Downtown Corridor Sidewalks – Muzzy Field to Downs St.; various locations.

• ***Zoning Board of Appeals***

The Board made the following decisions:

- Variance of 1) finished grades for parking areas shall not exceed three percent and 2) dumpster location for a unified residential development at Main Street and Summer Street; Assessor’s Map 26, Lots 194A, 199, 198, 196, 194 and 197; R-15/BT (Single-Family Residential/Downtown/ Neighborhood Transition Overlay) zone – APPROVED.
- Request for a variance of minimum side yard to construct an addition at 62 Pine Street – APPROVED.

• ***Historic District Commission***

The Commission did not meet in April.

Land Use staff or concerns:

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)
April: \$756.75

- Staff organized a Land Use Academy Training Session under the direction of UConn/CLEAR here at City Hall on April 29. The session reviewed the legal requirements, procedures, roles and responsibilities of all land use boards and commissions. All Bristol Land Use Board and Commission members were invited to attend along with the BDA.

- Staff is working with the property owner's on providing Administrative Site Plan Reviews for the items below:
 - 1) 900 Farmington Avenue – Dee's Cleaners (addition of five parking spaces).
 - 2) 136 Business Park Drive – AMKO (4,200 sq. ft. building addition).

- The Administrative Assistant continues to provide support to the Public Works Front Desk with phone coverage related to heavy call volume.

Building Maintenance current month (April 2019) activities:

- Staff completed office painting within Comptroller office areas and BDA Housing Specialist office
- Staff completed air filter changes on all air handling units at City Hall, Police-Court Complex, Fire House 4, Fire House 5 and Youth & Community Services
- Facilities & Energy Manger in coordination with Public Works Analyst visited multiple BOE schools and Parks & Recreation camps to present programs on reducing waste and recycling to students/campers (approximately 600 youths)
- Facilities & Energy Manger filed the SustainableCT pre-application for review for accuracy and content by SustainableCT review team. Formal application filing is on August 30, 2019.
- Staff began early season landscaping at City Hall, Police-Court Complex, Youth & Community Services and Animal Control Facility
- Facilities & Energy Manger obtained Underground Storage Tank A/B Operator certification

Building Maintenance next month (May 2019) activities:

- Staff to complete motor belts changes on air handlers at City Hall, Police-Court Complex, Fire House 4, Fire House 5 and Youth & Community Services

- Members of Facilities and Building Maintenance staff to participate in the United Way Day of Caring on May 17th
- Begin start-up procedures on cooling towers at City Hall and Police-Court Complex and begin end of season boiler cleaning and maintenance
- Coordination with Eversource on natural gas meters and service line installations at Fire Headquarters, Police-Court Complex and City Hall
- Install Farmers Market sign at Depot Square for the 2019 season

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during May 2019, time off restrictions due to Comptroller Office painting
- Luis Calle temporarily moved to 1st Shift to cover the absence of Luis Lorenzo during the week of April 22nd due to vacation leave

Building Maintenance OT Costs:

- \$1,528.48: Staffing coverage for after-hour maintenance issues

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
 - Removed 4 Tree take for Park Department on Memorial Blvd
 - Ground 11 Stumps on Memorial Blvd
- Mowing Crew out cutting City owned properties
- Continuing small road repairs
- City Wide Street Sweeping (75% Complete)
- Catch basin cleaning and jetting with Vactor truck
 - Blakeslee Street
- Catch Basin and Sinkhole repairs
 - Henry Place
- Patched Potholes
- Assist Engineering Division during major road repairs
 - Reconstruction of Transfer Station Parking Lot
 - Installing zoning signage
 - Sweeping from Paving Operation
 - Flagging for Paving Operation
- Sign Shop
 - Streets Division stated to address missing streets signs. Our new sign shops is in operation and is printing new street name signage.
- Assisting Police Traffic Division
 - Forestville Duck Race
 - Road Signage replacements (Stop & Speed Limit Signage)

Streets next month activities:

- Continue with roadside maintenance
 - Mulched City flower beds
 - West End Lot
 - City Yard
 - Business Park Drive
 - Church Street Lot
 - North Main Street
 - Route 72 Tringle
 - Broad Place Cul-De-Sac
 - Salt Dome on James P. Casey
- Continue with developing new Sign Shop
- Revisit Driveway apron replacements
 - General service requests
 - Request from Engineering from milling and paving operation
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
- Repair flags and banners on Downtown poles
 - Install American Flags on Downtown poles
 - Repair broken banner arms on Downtown poles
- Maintenance of city properties (Mowing and Weeding)
- Continue catch basin cleaning and jetting
- Patch potholes
- Catch basin and sinkhole repairs
- Pave Transfer Station Parking Lot
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required
- Assist Park Department with tree and stump removal
- Assist Engineering with paving operation (Sweeping and Flagging)

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.

The Division is currently short staffed 2 Laborers

Monthly overtime cost \$2,054.78 for call ins, winter operations and emergency responses.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 64 letters and pick up 11 illegal bulk stops.
- The bulk crew picked up 305 scheduled bulk stops, working on Tuesdays, Wednesdays and Thursday.
- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 3,385 new and renewed customers, last year we had approximately 3,800 customers.
- On April 1st we started yard waste and leaf collections. For the month we have collected approximately 238 tons of yard waste and 249 tons of leaves.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station. We currently have almost two roll off containers full of items.
- New roll off truck (R-3) has arrived.
- We are currently down one laborer due to Zach Norton moving on to a new job.

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 and delivery of yard waste barrels to new customers.
- End leaf collection on May 3rd.
- Continue the collection of reusable items for our Trash to Treasure program. Also move current items or add another roll off container to accommodate more items.
- Return composting activities to the Transfer Station/Landfill site. In past years these activities were done at Supreme Forest Products in Southington.
- Start putting part of our leaf pile into windrows.
- Meet with Harvest New England to discuss the chipping of our brush pile and the grinding of our leaf/yard waste piles at the Transfer Station.

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 = \$5,756.92
- 1363016 OT TS = \$4,302.13
- TS Revenue (PAYT) = \$28,698.90
- Residential Permits = \$4,880.00
- Commercial Permits = \$75.00

- Yard Waste Revenue = \$155,210.00
- Murphy Road Rebate = \$2,544.87
- Special Pick Ups Revenue = \$675.00
- Clothing Box = \$25.00
- Misc. Revenue = \$60.00

Fleet Maintenance current month activities:

Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated truck, R27 and GR41 for maintenance. There was warranty work on the trucks during the month. The newer automated trucks are providing steady service with only minor repair/service needs. 2013 automated units R5, R7, and R8 warranties have expired. Dump trucks, heavy equipment, and light equipment repairs will continue throughout the season. Street sweeper maintenance and Vac truck repairs were made for seasonal operations.

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 will pursue fleet maintenance software next budget cycle to help manage fleet maintenance.

We have also received the following fleet vehicles from the 2018-2019 budget: R3, 2019 roll off truck and S-23, 2019 dump truck.

Overtime expenditures for fleet performance totals \$ 776.87 includes daily scheduling and vehicle repairs.

Water Pollution Control Activities Operations

April

- UST removed at Lake Ave
- WP-3 front bumper fixed
- Fire Alarm Inspection completed
- WP-19 New tires and Front end alignment

- WP-21 Serviced
- Voluntary Informative Questionnaires started for Operators to learn system more
- UST Inspections
- Storm System Inspection
- Training Matt Steponaitis
- Working on DMR-QA Study
- Monthly DEEP reports
- Training entire staff in all areas as needed
- Ordered Misc chemicals
- Installed new SCADA Plant Overview TV on Operations wall and ran HDMI cable over to new computer
- Worked/Talked with Doosan Fuel Cell company on location and piping/conduits underground
- Data entry for lab reports
- Had Compost area swept with street sweeper from Public Works

May

- WP-6 to Garage for inspection, to go to Sanitary Equipment soon for water tank leak and wire/hose chaffing
- Finishing up DMR-QA Study
- UST Inspections
- Storm System Inspection
- Monthly DEEP reports
- Will schedule Annual Flow Meter calibration
- Training Matt Steponaitis
- Training entire staff in all areas as needed
- Voluntary Informative Questionnaires started for Operators to learn system more
- Order Misc chemicals
- Ordered new UV System DC Power Supply
- WP-11 will need to have Transmission checked and throttle cable ordered by Bill Bahr
- Working with Mike K on SDS books etc.
- Exercising equipment as needed throughout plant
- Refresh training for Tony Lombardi as an Operator
- Data entry for lab reports
- NIC working on TV to SCADA computer. Linking systems with IP address and beginning the programming.

Water Pollution Control Activities Maintenance and Road Crew

April

- Primary sludge pump #4 rebuilt
- Primary sludge pump #3 packing changed.
- Primary scum pump #1 rebuilt

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| Board of Public Works – Public Works Department Activity Report |
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- Primary scum pump #1 grinder taken apart, inspected and bearings changed.
- Control boxes for Headworks SCADA upgrade completed and mounted in gallery.
- Julia pump station SCADA upgrade completed.
- Asbestos removal completed at Julia pump station.
- Pump station inspections completed.
- Compressor tank painted and replaced on Camera truck (WP20)
- WP20 camera sent out for repair. Lights not working.
- Repaired broken, underground conduit at transfer station for Solid Waste department.
- Pump #2 at Allentown sent out to Leppert Nutmeg for rebuild.
- 6 week jetting list completed.
- Manhole inspections for Spring paving list completed.
- Manhole frames repaired or replaced on Spring paving list.
- Started ringing manholes for paving box on Spring paving list.

May

- Continue following ringing for the paving box.
- Continue jetting dead end manhole list.
- Start 6 week jetting list.
- Continue grouting operation.
- Install new Grit Screws #1 & #2 which includes replacing all valves and painting existing piping.
- Temporarily connect rental backup generator to Julia pump station.
- Remove existing Julia road backup generator.
- Place new generator and belly fuel tank on concrete pad inside Julia pump station.
- Start wiring and connecting exhaust system for new gen set.
- Install rebuilt Air Blower #3.

Overtime: \$3112.91