



Board of Public Works – Division Report – August 2019

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3925
Number of Bulk Collections	308

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing. Communications, press releases, social media, website maintenance and enhancements, as well as managing Street Light repair requests and Shopping Cart ordinance compliance. Promoting Take Two Electronics at the farmers market. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 2976 users of the app.
- Pursued 43 abandoned shopping carts, resulted in \$1,980 in fines.
- Welcome packets have been going out Monthly including our new recycle magnets or any events we have scheduled. Also we have added a new residents tab to the website with all the info.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 98 complaints in August that resulted in 14 fines.
- We have made the announcement to residents to start saving for the TRES challenge and the collection will begin on October 1st. The challenge lasts 6 months and we receive a bench made out of the plastic if we collect 500lbs.
- We helped Parks department find three nightstands that were made into reading libraries for the parks. We repurposed all the materials and paint from the TS, so minimal money was spent.

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 Reducing and Reusing, and the use of Recycle Coach app.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence.
- Planting Gardens at Greene-Hills, Stafford and Ivy Drive Schools.
- Meeting with Eastern High School, Northeast Middle School and Edgewood School about getting the school gardens ready for the spring harvest. Central High School Greenhouse is getting a full makeover in September.
- Electronic Recycling is doing fantastic at the farmers market every Saturday. We are still looking for volunteers to man the booth.

Administration staff or concerns: OT \$183.12

Engineering Division current month activities:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal.
- Road reclamation – New Hampshire, East, Rockwell, Graham, Lexington
- Prepare contract plans and specifications WPC UST removal (Lake Ave & Middle Street pump station).
- Eversource gas main installation coordination for new mains and replacements – Birch St into Plainville.
- Coppermine Brook re-alignment construction (downstream of Steven Street Bridge). Remove sediment from under bridge. Almost complete. Guide rail installation scheduled.
- Construction ongoing for drainage improvements Lexington Ave Phase II including tree removal for Phase I and sidewalk work.
- Sidewalk installation per Sidewalk Repair Program.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Storm drainage installation Janice Rd, Redstone St
- Storm drainage school projects.
- Start milling.

Engineering Division next month activities:

- Storm drainage school projects.
- Preliminary paving list for spring.
- Summer Street storm drainage and sidewalk construction (Laviero).
- School Street retaining wall reconstruction.
- Memorial Blvd School coordinate with Parks/PD re bus traffic
- Replace (cmp) storm drainage in Brightwood Rd.
- Brook Street retaining wall replacement- review contract/bid.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd/Northeast School survey/design for drainage improvements.
- LotCIP applications for Wolcott St and Downs St.
- Complete milling & paving of Fall List.
- Prepare/submit pavement markings list for fall paving on various City streets.

Engineering Division staff or concerns:

- Vacancy – Assistant City Engineer
- Monthly overtime \$1858.59 (215.41 Drainage, 418.46 CBYD, 1224.72 Paving)

Land Use Current Month activities:

- ***Zoning Commission***

The Commission scheduled the following items for Public Hearing in September:

Change of Zone from R-10 (Single-Family Residential) zone to I (General Industrial) zone for the rear of Lot 60 Washington Street; Assessor’s Map 42, Lot 60.

The Commission made the following decisions:

Special Permit for earth removal at 165 Warner Street; Assessor’s Map 55, Lot 49; R-25/OSD (Single-Family Residential/Open Space Development Overlay) zone – APPROVED WITH STIPULATIONS.

Proposed amendments to the Zoning Regulations: (1) to define “unified downtown development projects”; (2) to revise the characteristics of parcels and the minimum/maximum lot size Unified Downtown Development Projects (UDDP); (3) to revise the criteria for one-story buildings and to add requirements for parking on two or more lots to the Allowable Modifications in a UDDP – PUBLIC HEARING CONTINUED TO SEPTEMBER.

○ ***Aquifer Protection Agency***

The Agency approved the following APA renewals to August 2024:
Just Ask Rental; 742 Farmington Avenue; Assessor’s Map 48, Lot 87-8.

Rick’s Automotive, Inc.; 16 John Avenue; Assessor’s Map 48, Lot 145-152.

○ ***Planning Commission***

The Commission made the following decisions:

Application #419 – Subdivision, Haviland Street, (2 lots); Assessor’s Map 28, Lot 137A; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone – SCHEDULED PUBLIC HEARING FOR SEPTEMBER.

Application #420 – Site Plan for business or professional offices at 780 King Street; Assessor’s Map 48, Lots 260, 262, 263, 264-65; BG (General Business) zone – CONTINUED TO SEPTEMBER.

Application #2325 – Change of Zone from R-10 (Single-Family Residential) zone to I (General Industrial) zone for the rear of Lot 60 Washington Street; Assessor’s Map 42, Lot 60; Booth Enterprises, LLC, applicant – RECOMMENDED APPROVAL.

City Council and Other Referrals

C.G.S. 8-24 Review: Lot 35B Lake Avenue – POSITIVE REFERRAL.

C.G.S. 8-24 Review: Newell Road – POSITIVE REFERRAL.

C.G.S. 8-24 Review: Lots 11 Rear and 12-5 Perkins Street – POSITIVE REFERRAL.

- ***Inland Wetlands & Watercourses Commission***

The Commission scheduled Public Hearings for September for the following:
Wetlands Application for the excavation and removal of contaminated sediments within wetlands watercourses and subsequent restoration of the areas, Assessors Map 03; Lots 5-2, 6, 14-16, 35-1, 35-2 and 38.

Wetlands Boundary Change Application at 441 Emmett Street, near Pine Lake Park; Assessors Map 03; Lots 5-2, 6, 14-16, 35-1, 35-2 and 38.

Wetlands Application for the regrading of slopes and establishment of berm to protect wetlands area; land to be used for motor vehicle repairs and storage of registered construction type vehicles at 134 and Parcel A-rear Terryville Road; Assessor’s Map 67, Lot 4A+4 and 3PT5.

Floodplain Application to provide code compliant parking with little or no grade changes to existing parking area at 186 Terryville Road and expansion of bituminous parking at 134 Terryville Road; Assessors Map 67; Lots 6C and 4A+4; 186 Terryville Road and 134 Terryville Road.

The Commission postponed the opening of the Public Hearing to September for the following:

Application #1874 – Wetlands Application for the construction of a recreation area, basketball court, fence, and garage at 12 Old Cider Mill Road; Assessor’s Map 62, Lot 22.

The Commission made the following decisions:

Wetlands Application for the installation of two sheds and addition of gravel alongside driveway at 100 Redwood Drive; Assessor’s Map 51, Lot 5-5; Chris Lebel, applicant – APPROVED WITH STIPULATIONS.

Wetlands Application for the spread of topsoil to re-grow grass, brush removal, stump grinding, light grading of backyard; Assessors Map 58; Lot 48, 396 Hart Street – APPROVED WITH STIPULATIONS.

Wetlands Application for the construction of 5,000 sq. ft. office and associated parking; Assessors Map 48; Lots 260, 262, 263 and 264-5 King Street – APPROVED WITH STIPULATIONS.

- ***Zoning Board of Appeals***

The Board approved the applications below:

Application #3713 – Certificate of Approval for used car dealer and general repairer’s license at 137 School Street; Assessor’s Map 29, Lot 76; BG (General Business) zone – APPROVED.

Application #3714 – Variance of finished grades for parking areas shall not exceed three percent to construct a medical office building and parking at 780 King Street; Assessor’s Map 48, Lots 260, 262, 263, and 264-65; BG (General Business) zone.

- ***Historic District Commission***

The Board approved the applications below:

Request for Certificate of Appropriateness to replace the windows and doors at 145 Bradley Street; Assessor’s Map 25A, Lot 222-11.

Request for Certificate of Appropriateness to install a fence at 174 Woodland Street; Assessor’s Map 25, Lot 112-17.

Land Use staff or concerns:

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings) July: \$665.46
- Staff assisted the BDA with the submission of a proposed text amendment to add a definition of “Assisted Living” along with suggested parking requirements for the use.

Staff has been assisting the Real Estate Committee, the Corporation Counsel’s Office and the Planning Commission on the rescission of the Mountain View subdivision on Glenn Street. The conditional approval for the subdivision e

Building Maintenance current month activities:

- Facilities & Energy Manger submitted SustainableCT application filing on August 30th
- Facilities & Energy Manger coordinated and prepared with State Agencies for site vacancy at the Court House (closing on August 30th)
- One 2nd shift custodian resigned on August 2, 2019, causing a vacancy and need to temporarily fill Saturday custodial shift at Bristol Police Complex
- Painting of former Renaissance office space for re-use by Parks Department
- Natural Gas Connections at 111, 131 and 181 North Main Street awarded to RIVCO Construction of Burlington, CT

Building Maintenance next month (September 2019) activities:

- State of CT Judicial moving out of 131 North Main Street on September 3rd and 4th
- Removal of Fire HQ UST by ACV Enviro Services (delayed due to the procurement of vendor for natural gas line installations and boiler conversions from heating oil)
- Initiate boiler cleanings and preventative maintenance measures in advance of the heating season at City Buildings
- Schedule boiler upgrades with Shaffer Mechanical, as dictated by annual Travelers Insurance inspections for compliance
- Coordinate water-side boiler annual preventative maintenance with plumbing vendor, Building Maintenance staff to complete the fire-side tube cleaning
- Complete final walk through of the vacated Court House leased area with State Judicial and CT DAS employees
- Conduct interviews on September 9th to fill Custodian vacancy

- Coordinate boiler burner replacements/upgrades at City Hall, Police Complex and Fire HQ with RIVCO Construction and Eversource

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during September 2019
- Groundskeeper/Maintenance Technician anticipated to retire in November 2019
- Custodial vacancy on 2nd shift (Tuesday through Saturday), interview selection process has been initiated

Building Maintenance staff or concerns:

OT \$4,102.49; Staffing coverage for after-hour maintenance issues (HVAC), holiday/vacation staffing coverage, staffing vacancy fill-in, Painting of former Renaissance office space, replacement of hot water heater elements at City Hall, Court House closure walk-through meeting.

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
- Mowing Crew out cutting City owned properties
 - Mix St and Maltby St for Baseball tournament
- Continuing small road repair
- Catch Basin and Sinkhole repairs
 - Maltby Street
 - Aldbourne Dive
 - Washington Street
- Patched Potholes
- Assist Engineering Division during major road repairs
 - Started construction of Muzzy Field parking lot
 - Repaired milled road washouts
 - Flagging for paving operations
- Sign Shop
 - Installing new poles and signage
 - Created new signage for Park Department

Streets next month activities:

- Continue with roadside maintenance
- Winter Operations
 - Order Salt
 - Order Liquide Magnesium
 - Install new liquid mag. tank at James P. Casey site

- Continue with developing new Sign Shop
- Driveway apron replacements
 - General service requests
 - Request from Engineering from milling and paving operation
 - Flagging for Milling
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Create list of street name signage to be replaced
 - Look into printing other road signage of other Departments
- Maintenance of city properties (Mowing and Weeding)
 - Continue Cleaning Parade Route
- Continue catch basin cleaning and jetting
- Patch potholes
- Catch basin and sinkhole repairs
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- 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.

The Division is currently short staffed 2 Laborers.

Monthly overtime cost \$3,915.29 for call ins, and emergency responses.

Solid Waste current month activities: .

- Continued illegal bulk inspection and enforcement activities. We sent out 98 letters and pick up 14 illegal bulk stops.
- The bulk crew picked up 308 scheduled bulk stops, working on Monday-Thursday.
- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 3,972 new and renewed customers.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- On August 21st Department of Consumer Protection showed up to calibrate the scales at the Transfer Station.
- Harvest New England finished the turning of our existing leaf windrows.
- Filled the Transfer Station attendant position.
- Posted the driver/collector position.

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.

Board of Public Works – Public Works Department Activity Report

- 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.
- Schaefer System is scheduled to come pick up our reclaimed rubbish, recycle and yard waste barrels.
- Fill the vacant driver/collector position.
- Start two new employees for vacant laborers positions.

Solid Waste staff or concerns:

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

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$1,093.18
1363016 OT TS =	\$5,130.09
TS Revenue (PAYT) =	\$30,412.29
Residential Permits =	\$3,205.00
Commercial Permits =	\$200.00
Yard Waste Revenue =	\$6,030.00
Murphy Road Rebate =	\$2,937.28
Iron Liberty Recycling =	\$0.00
Aluminum Liberty Rec =	\$0.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$925.00
Clothing Box =	\$25.00
Misc. Revenue =	\$375.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$33.44
Simple Recycling =	\$47.07
Bulk Pick up= <small>(2nd pick up or tenant Paid)</small>	\$930.00

Fleet Maintenance current month activities:

Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated truck, R7 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. Dump

trucks S-10, 12, and 20, were repaired as part of our pre winter season maintenance. Heavy equipment, and light equipment repairs will continue throughout the season.

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 for fall collection activities and schedule street sweepers for winterization. As courses/workshops are identified, we are continuing to provide staff training opportunities for growth and professional development.

Fleet Maintenance staff or concerns:

Continue to 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.

Overtime expenditures for fleet performance totals \$ 1,938.73 includes daily scheduling and vehicle repairs.

Water Pollution Control Activities Operations

Maintenance:

- 1) Installed new Primary scum well mixer.
- 2) Finished wiring Air blower #2 new controls and VFD.
- 3) Pump Station inspections started.
- 4) Aeration tank #6 recirculation pump replaced.
- 5) Repaired force main leak at Allentown pump station.
- 6) Installed new guide cables for pumps C and D at Cross Street pump station.
- 7) Wired polymer pumps to automatically shut down when presses alarm.
- 8) Changed all outside lighting to LED at treatment plant.

Road Crew:

- 1) Continued dead end jetting list.
- 2) Continued grouting operation.
- 3) Maintained the grounds at the plant and pump stations. Includes trimming trees/bushes, debris removal and mowing grass.
- 4) Replaced manhole frames on Rockwell Avenue.
- 5) Vac. and cleaned plant septage pit.
- 6) Vac and cleaned Maheu and Cross street pump station wet well.
- 7) Raising and lower manhole frames for City’s paving operation.

Operations:

- 1) Continued investigation of ATMR failures. Sent all pertinent operating data to Actiflo manufacturer & CT DEEP; Weston and Sampson engineers also reviewed ATMR reports and data.
- 2) Process control bench samples sent out for further research as to the cause of acute toxicity relative to Daphnia Pulex.

Overtime: \$2,164.55