



Board of Public Works – Division Report – December 2019

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2341
Number of Bulk Collections	173

Division Recaps:

Administration current month (December 2019) activities:

- 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 Electronics at the farmers market. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3016 users of the app.
- Pursued 17 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. 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 27 complaints in December that resulted in 7 fines.
- We have met our goal for the 500lbs and working with TREX on receiving our bench.
- The Outdoor classroom match funding grant is almost fully funded. We are about \$3,000.00 away from our \$13,000.00 goal. All donations will be match 100% through sustainable CT. We received a \$1,000.00 donation from the Broadview Fund.

Administration next month (January 2020) 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.
- Continued marketing on the Outdoor Classroom match funding grant. It has been extended to 1/31/20.
- Yard Waste will begin selling for the 2020 season.
- Continuing to work with Streets department on our plan to create the outdoor chalkboards that will launch in the spring.

Administration staff or concerns: OT \$284.85

Engineering Division current month activities:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Collins St survey for drainage.
- Drainage repair on Sheffield & Maywood.
- Pipe repair/replacement Rambler
- Loop detector replacement – State hwy intersection
- Pine Lake preliminary design of sed chamber
- Public Information Meeting DOT - Rte 69 & 72.
- Utility coordination meeting DOT – Rte 69 & 72

Engineering Division next month activities:

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Tilcon meeting regarding spring paving and reclamation.
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge.
- Map areas of sidewalk replacement per grant funds.
- Storm drainage school project – Northeast School.
- Muzzy parking lot lighting installation.
- Finalize paving list for spring.
- Drainage work for spring & fall paving lists.
- School Street retaining wall – complete associated restoration in spring.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on paving list.
- Brook Street retaining wall replacement- review contract/bid (spring construction.)
- Coppermine Brook re-alignment construction (downstream of Stevens Street Bridge). Remove sediment from under bridge. Additional sediment removal in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- Drainage on Redwood for icing prevention
- LotCIP applications for Wolcott St and Downs St.
- RFP for signal timing, Riverside Ave.

Engineering Division staff or concerns:

- Vacancy – Assistant City Engineer
- Monthly overtime \$777.14 (777.14-CBYD(4))

Land Use activities for current month (December 2019) activities:

• ***Zoning Commission***

The Commission made the following decisions:

Special Permit and Site Plan for the display or sale of used motor vehicles and motor vehicle repair and service facilities at 137 School Street; BG (General Business) zone was approved with stipulations.

Site Plan for a high technology business without a manufacturing component at 3 North Street; BD-1 (Downtown Business) zone was approved with stipulations.

Change of Zone from R-10 & R-15 (Single-Family Residential) zone to A (Multi-Family Residential) zone at 560, 594 & 644 Redstone Hill Road had the public hearing postponed until January.

Site Plan for municipal parking lot at North Main Street (Lots 5 & 6) and Main Street (Lot 9); Assessor’s Map 30, Lots 5 & 9, Map 26, Lot 6; BD-1 (Downtown Business) zone was approved with stipulations.

Change of Zone from R-10 (Single-Family Residential) zone to BG (General Business) zone at 448, 454 & 460 Farmington Avenue; Assessor’s Map 37, Lots 78, 79, and 80, was approved and is effective upon merger.

Special Permit for an accessory dwelling unit at 106 Berkshire Drive; Assessor’s Map 59, Lot 68; R-25 (Single-Family Residential) zone was approved

Special Permit & Site Plan for general medical or surgical hospitals for an expansion of Bristol Hospital at 41 Brewster Road; Assessor’s Map 25A, Lots 214 and 104; R-15 (Single-Family Residential) zone was approved.

Proposed amendments to the Zoning Regulations: to establish requirements associated with environmental remediation activities was approved, effective December 3, 2019.

• ***Planning Commission***

The Commission made the following decisions

Change of Zone from A (Multi-Family Residential) zone to BHC (Route 72 Corridor Business) zone at 280 Pine Street; Assessor’s Map 3, Lots 43A and 43A-1, was recommended for approval.

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

The Commission conducted a business meeting and did not review any development applications.

- ***Zoning Board of Appeals***

The Board made the following decisions on the applications listed below:
Appeal of the Zoning Enforcement Officer’s (ZEO) November 12, 2019 decision at 312 Old Wolcott Road; Assessor’s Map 9, Lot 2; R-15 (Single-Family Residential) zone was continued to January.

Variances of: 1) parking within five feet of any side lot line, and 2) access aisle minimum width of 20 feet for two-way traffic at 137 School Street; Assessor’s Map 29, Lot 76; BG (General Business) zone, was approved with stipulations.

- ***Historic District Commission***

The Commission did not schedule a meeting for this month.

Land Use staff or concerns:

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)
September: \$517.88

Building Maintenance current month (December 2019) activities:

- Installed holiday decorations at City Hall, including wreath for façade along North Main Street
- Completed floor tile stripping, cleaning and waxing due to the removal of the former counter in Parks Department
- Eagle Environmental conducted lead analysis of historic plaster at the Main Library, in regard to a potential State of CT historic grant to repair minor areas of plaster degradation
- Provided staffing coverage for snow removal operations as required at City Hall, Police Complex and 51 High Street
- Conference call with CT GreenBank Staff on 12/10 to discuss potential for Solar PV installations at City and BOE facilities via the Solar Municipal Assistance Program (MAP)
- Silver-Petrucci Associates staff conducted site condition assessment survey at Fire Headquarters on 12/12
- Provided support to Department holiday functions as requested
- Compiled Eversource billing records (City, BOE and Water) for Utility Audit review with American Utility Consultants of Stamford, CT
- Assisted Studio Q Architects with obtaining City Hall building prints and site access/escort to provide design documents for renovations of City Hall structural and mechanical improvements
- Meetings with Department Heads to determine capital improvement needs and other site considerations for proper budgeting in the coming years

Building Maintenance next month (January 2020) activities:

- American Plant Maintenance to complete steam trap surveys at 111 and 131 North Main Street on 1/2/20
- Eagle Environmental to conduct Indoor Air Quality Assessments of Fire HQ and Fire House #5, based on employee safety concerns
- Continue to provide building prints/documentation, site access and escort to Studio Q Architects for the preliminary design work associated with City Hall renovations
- Energy Commission to discuss Solar MAP as well as hosting a Solar For All campaign with CT GreenBank staff on 1/16/20

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during January 2020
- Groundskeeper/Building Technician vacancy, due to the retirement of Mark Bentivengo on 12/27/19. Staffing shortage will require daily overtime to provide minimal 4 hour coverage due to the vacancy, until the position is permanently filled.

Building Maintenance OT Costs:

\$ 7,449.86: Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, after hours snow operations (12/1, 12/2, 12/11, 12/16, 12/17, 12/30 and 12/31)

Streets current month (December 2019) 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
- Snow Crews out cutting City owned properties
 - Sidewalks and Parking lots
 - Took down banner and flags
- Continuing small road repair
- Patched Potholes
- Assist Engineering Division during major road repairs
 - Completed West End lot Curbing and Paving
- Sign Shop
 - Installing new poles and signage
 - Created new signage for Park Department
- Winter Operations
 - Shake down of Winter Operations Equipment

Streets next month (January 2020) activities:

- Continue with roadside maintenance
- Winter Operations
 - Service Requests
 - Curbing
 - Mailboxes
- Driveway apron replacements
 - General service requests (weather permitting)
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
- Maintenance of city properties (Snow Removal)
 - Sidewalk Snow Clearing
 - Bridge Snow Clearing
- Patch potholes
- Catch basin and sinkhole repairs (weather permitting)
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required
 - Start planning for new parking lot on Depot Square
 - Repair block walls at Transfer Station

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 fully staffed.

Monthly overtime cost \$97,530.76 for call ins, and emergency responses and Winter Operations.

Solid Waste current month (December 2019) activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 27 letters and pick up 20 illegal bulk stops.
- The bulk crew picked up 173 scheduled bulk stops, working on Tuesday-Thursday.
- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 103 new and renewed customers.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside leaf collection, collecting a total of 778 tons of leaf bags. Also no overtime expenses were used for the leaf collection.
- Finished curbside yard waste collection for the season, collecting a total of 2,283 tons of yard waste.
- Worked overtime for Christmas and New Year's.
- Christmas pizza party for employees.

Solid Waste next month (January 2020) 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.
- Wash used barrels to be put back into circulation.
- Continue the collection of reusable items for our Trash to Treasure program.
- Start the curbside collection of Christmas trees.
- Repair the wall at the transfer station where the brush is disposed of.
- Hold a chainsaw training class with a representative from Stihl.
- Start cutting overgrown brush at the transfer station.
- Hire new Solid Waste Laborer.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Train laborers as driver/collectors.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$7,234.87 W/Retro \$9,314.72
1363016 OT TS =	\$4,878.02 W/Retro \$6,449.21
TS Revenue (PAYT) =	\$15,212.41
Residential Permits =	\$1,610.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$9,270
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$8,662.00
Aluminum Liberty Rec =	\$1,211.00
Batteries Liberty Rec =	\$647.00
Electronics Take Two =	\$1,571.16
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$140.00
Border Street =	\$705.00
Illegal Bulk Fines =	\$171.92
Simple Recycling =	\$30.96
Special Pick up – 2 nd	\$250.00

Fleet Maintenance current month activities:

Fleet Maintenance Division most costly/greatest time work for the month involved repairs to dump trucks and equipment for maintenance. There was warranty and maintenance work performed on the automated trucks during the month. The newer automated trucks are providing steady service with only minor repair/service needs. Dump trucks S10, S13, S16, S20, GS26, S21, S28, S29, and S30 were repaired as part of our winter season maintenance. Heavy equipment, C6, C45, C47, GC2, GC18, and light equipment, and light duty vehicle 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. 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 collection activities and schedule street sweepers for spring sweeping program. 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 safety risks. We will pursue fleet maintenance software next budget cycle to help manage fleet maintenance.

Overtime expenditures for fleet performance totals \$7,012.35 includes daily scheduling and vehicle repairs.