



Board of Public Works – Division Report – January 2020

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2589
Number of Bulk Collections	212

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 Electronics at the farmers market. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3050 users of the app.
- Pursued 30 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled. DPW, BDA and the Mayor’s office is revamping our welcome packet.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 36 complaints in January that resulted in 8 fines.
- We have received our first TREX bench!
- The Outdoor classroom match funding grant is fully funded. We received \$14,900 in donations.
- Lindsey and Jason have been working with staff designing an enclosed chalkboard.
- Lindsey and Jason met with ESPN to partner with the building of the enclosed chalkboards.
- Working with Seamless docs to create forms for all documents in Admin Division.

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.
- Yard Waste renewing for the 2020 season we have renewed over 500 so far.
- Working with Parks and Rec and the Pre-K’s/Kindergarten with planting for the upcoming spring gardens.

Administration staff or concerns: OT \$240.25

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:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal and online posting.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Pipe repair/replacement Redwood
- Pine Lake preliminary design of sed chamber
- Tilcon meeting regarding spring paving and reclamation.
- Map areas of sidewalk replacement per grant funds.
- Spring paving list.
- RFP for signal timing & road diet Riverside Ave bids accepted 1/31.

Engineering Division next month activities:

- Eversource gas main installation coordination for new mains and replacements – winter work.
- MS4 report.
- Misc Storm Drainage contract
- Coordination meeting DOT – Rte 69 & 72
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge.
- Storm drainage school project – Northeast School.
- Work on paving list for fall.
- 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.

Engineering Division staff or concerns:

- Vacancy – Assistant City Engineer (Excavation inspector retirement 3/31/20)
- Monthly overtime \$926.60 (926.60-CBYD(4))

Land Use activities for:

- **Zoning Commission**

The Commission made the following decisions:

Special Permit for a home-based business at 46 Willow Brook Road; R-15 (Single-Family Residential) zone – APPROVED.

Site Plan for environmental remediation activities at: 410 Emmett Street (Forest Glen); Emmett Street (Pine Lake Commons); 511 Emmett Street (Pinewood Terrace); 155 Redstone Hill Road (Pond Ridge); 295 Redstone Hill Road (Redstone Commons); Pine Lake Park – APPROVED WITH STIPULATIONS.

The Commission held two abbreviated public hearings on a Zone Change application that was proposed for several properties fronting on Redstone Hill Rd. The initial opening of the public hearing took place at City Hall with an overflow crowd. The hearing was then continued two weeks later to the BCHS auditorium in order to provide proper seating for the public. The applicant ultimately withdrew the application.

- **Planning Commission**

The Commission made the following decisions:

The Planning Commission reviewed proposed amendments to the Zoning Regulations within the context of a Zoning Referral from the Zoning Commission: to (1) add a definition for “adult day care centers” (Section II.B); (2) add “adult day care centers” as a permitted use in the BD (Downtown Business) zone (Section VI.C.2.); Bristol Development Authority, applicant.
RECOMMENDED APPROVAL.

City Council and Other Referrals 3.8-24 Referral–Potential Acceptance of Graham Street –
RECOMMENDED ACCEPTANCE.

- **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. The public hearing was continued to March.

Variances of 1) minimum lot area of two acres for a horse; 2) 75 foot setback for any barn, shelter or other building used for housing a horse or for the storage of supplies or waste material at 312 Old Wolcott Road; Assessor’s Map 9, Lot 2; R-15 (Single-Family Residential) zone. The public hearing was postponed until March.

- **Historic District Commission**

The Commission held a brief business meeting.

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

The Commission cancelled the January meeting.

Land Use staff or concerns:

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)
September: \$424.65

Building Maintenance current month activities:

- American Plant Maintenance completed steam trap surveys at 111 and 131 North Main Street on 1/2/20 and documented and provided cost estimate to repair or replace defected steam traps
- CT GreenBank Staff attended Energy Commission meeting on 1/16 to discuss potential for Solar PV installations at City and BOE facilities via the Solar Municipal Assistance Program (MAP) and the potential to run a Solar For All campaign, which focuses on assisting lower income households install solar to offset rising utility rate costs
- Compiled Eversource billing records (City, BOE and Water) for Utility Audit review and provided documents to ARC Document Solutions to collate and scan into PDF document format, as required by American Utility
- Assisted Studio Q Architects, Gilbane and Loureiro Engineering with obtaining City Hall building prints and site access/escort to provide design documents for renovations of City Hall structural and mechanical improvements
- Staff removed holiday decorations at City Hall, including wreath for façade along North Main Street
- Eagle Environmental conducted Indoor Air Quality Assessments of Fire HQ and Fire House #5, based on employee safety concerns
- Staff installed door frame/door and wall in Parks Department for Deputy Parks Director’s office
- Oakland Mechanical replaced sink faucet hardware and completed repairs to rectify hot water cross connections in the area of BBHD to eliminate hot water loss, thereby saving costs on hot water generation
- Staff replaced restroom exhaust fan unit at Fire House #2
- Air Temp repaired and replaced parts on Transfer Station Scale House HVAC unit
- Provided staffing coverage for snow removal operations as required at City Hall, Police Complex and 51 High Street and other City Buildings

Building Maintenance next month activities:

- Work with Purchasing Department to generate RFP for Police Complex mechanical improvements/bid for emergency lighting system upgrades and 51 High Street flat roof replacement bid document
- Coordinate with Library staff and the State of CT Historic Preservation Officers to facilitate plaster wall abatement and repairs in the historic

section of 5 Main Street (seek to obtain potential grant funding to complete the project)

- Jeff Holley and John Moderacki to replace the failing high bay lighting fixtures in the Beals gymnasium with efficient LED fixtures to improve site conditions and reduce energy costs
- Shaffer Mechanical to install a Mitsubishi AC system at Fire House #3 in Forestville
- Complete seasonal filter and belt changes on HVAC systems at City Hall, Police Complex, 51 High Street and other City Buildings
- Coordinate and schedule LED lighting upgrade project with ELC and Library staff
- Conduct interviews on 2/11 for the position of Groundskeeper/Building Technician, which is currently vacant.
- Continue to respond to winter weather events as required

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during February 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:

Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, removal of damaged concrete leveling course and deteriorated floors tiles in Police southern employee entrance vestibule, frozen pipe on dry sprinkler system in Police parking garage, after hours snow operations, (1/18, 1/19). OT: \$ 9,650.56

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
 - Stump grinding
- Snow Crews out cleaning City owned properties
 - Sidewalks and Parking lots
 - Mailboxes
 - Banner repairs
- Continuing small road repair
- Patched Potholes
 - Hand curb repairs
- Sign Shop
 - Installing new poles and signage
 - Created new signage for Park Department

- Created new signage for Police Department
- Winter Operations
 - Plowing, treating roadways
 - Washing equipment after storms
- Constructed and installed outdoor classroom at Stafford School

Streets next month activities:

- Continue with roadside maintenance
 - Work with Water Department to supply with hot asphalt patch
- 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 for other Departments
- Maintenance of City properties (Snow Removal)
 - Sidewalk Snow Clearing
 - Bridge Snow Clearing
- Patch potholes
- Catch basin and sinkhole repairs (weather permitting)
- Continue stump grinding
- 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

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 one laborer.

Monthly overtime cost \$38,710.76 for call ins, and emergency responses and Winter Operations.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 47 letters of violation, which resulted in 8 illegal bulk collections.
- The bulk crew picked up 212 scheduled bulk stops, working on a Tuesday-Thursday schedule.

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- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 385 new and renewed customers.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside Christmas tree collection, collecting a total of 20.87 tons of trees.
- Came in at 5:00am on the 16th and 17th to dump rubbish trucks due to Covanta being backed up.
- Chainsaw training class put on by a representative from STIHL.
- Started cutting the overgrown brush/trees at the 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 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 Trash to Treasure program.
- Continue cutting the overgrowth of brush/trees at the transfer station.
- Go through all spare rubbish/recycling trucks, report any issue to the garage.
- Clean solid waste garage at the yard.

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 =	\$16,223.44
1363016 OT TS =	\$7,771.04
TS Revenue (PAYT) =	\$20,089.60
Residential Permits =	\$1,920.00
Commercial Permits =	\$475.00
Yard Waste Revenue =	\$25,380.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$22,919.00
Aluminum Liberty Rec =	\$732.00
Batteries Liberty Rec =	\$1,109.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$50.00
Misc. Revenue =	\$70.00

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Border Street =	\$940.00
Illegal Bulk Fines =	\$147.36
Simple Recycling =	\$0.00
Special Pick up – 2 nd	\$175.00

Fleet Maintenance current month activities:

- Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated trucks R5, R16, R17, and GR41, and conventional rear loader trucks 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 S11, S13, S16, and S23 were repaired as part of our winter season maintenance. Heavy equipment, 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 to 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 \$5,218.80 includes daily scheduling and vehicle repairs.