



Board of Public Works – Division Report – February 2020

<b>Public Works Monthly Metrics:</b>	
Number of Residential Transfer Station Visitors	2294
Number of Bulk Collections	167

**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. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3126 users of the app.
- Pursued 45 abandoned shopping carts, resulted in fines of \$1,800.00.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 74 complaints in February that resulted in 15 fines.
- We are getting ready for our Sports Equipment collection which starts March 1<sup>st</sup>.
- The Outdoor classroom project is working behind the scenes with ESPN and PW employees on getting all of them built for the May 21<sup>st</sup> ribbon cutting date. We are also meeting with all principals on chalkboard location.
- Continuing 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 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 1000 so far with our digital application.
- Working with Parks and Rec and the Pre-K's/Kindergarten with planting for the upcoming spring gardens.
- Getting ready for Read across America day where DPW is reading to 6 local schools.
- Working with Dave Oakes on new workshops for the residents. Such as Vegetable gardens 101, Pollinating and Hydroponics.

**Administration staff or concerns:** OT \$175.64

**Engineering 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.
- Pine Lake preliminary design of sed chamber
- Parking lot design for Parks (Pine Lake Adventure Park)
- Tilcon meeting regarding spring paving and reclamation.
- Map areas of sidewalk replacement per grant funds.
- Spring paving list updates.
- RFP for signal timing & road diet Riverside Ave bids accepted 1/31.
- MS4 report.
- Huntington Woods survey request.
- Misc. Storm Drainage contract awarded to Tabacco with Laviero as second.
- Riverside Ave road diet awarded to Laviero.

**Engineering next month activities:**

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Training at Tilcon.
- Permanent patch contract.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte. 72 & downtown area.
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- 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 Final restoration in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- LotCIP applications for Wolcott St and Downs St.

**Engineering staff or concerns:**

Vacancy – Assistant City Engineer (Excavation inspector retirement 3/31/20)  
Monthly overtime \$538.02 (538.02-CBYD(3))

**Land Use current month activities for:**

**• Zoning Commission**

The Commission made the following decisions:

- Special Permit for a home-based business at 120 Steele Road; R-15/RM zone – APPROVED.
  
- Special Permit and Site Plan for earth removal at 134 and 142 Terryville Road; I (General Industrial) zone – APPROVED WITH STIPULATIONS.
  
- Site Plan for a contractor’s yard at Lot 3PT5 Terryville Road; I (General Industrial) zone – APPROVED WITH STIPULATIONS.
  
- Special Permit and Site Plan for other sports related activities, entirely enclosed, and shared parking at 51 Wooster Court; I (General Industrial) zone – APPROVED.
  
- Change of Zone from A (Multi-Family Residential) zone to BHC (Route 72 Corridor Business) zone at 280 Pine Street – APPROVED; ZONE CHANGE EFFECTIVE UPON MERGER OF LOTS.
  
- Proposed amendments to the Zoning Regulations: 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.) – APPROVED; EFFECTIVE DATE: MARCH 9, 2020.
  
- Review of Soil Erosion and Sediment Control Plan – (Section IX.A.5.) – between Barnum Rd. and Farrell Ave. – R-15 (Single-Family Residential) zone – APPROVED WITH STIPULATIONS.

**Planning Commission**

The Commission made the following decisions:

- Proposed amendments to the Zoning Regulations to modify the definition of shopping centers by decreasing the minimum square footage of gross building floor area to: (Option #1): 20,000 sq. ft. of gross building floor area; (Option #2): 15,000 sq. ft. of gross building floor area; (Option #3): 10,000 sq. ft. of gross building floor area; (Section II.B.) – RECOMMENDED APPROVAL OF OPTION #2.
  
- 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; R-15 (Single-Family Residential) zone – PUBLIC HEARING 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; R-15 (Single-Family Residential) zone – PUBLIC HEARING POSTPONED TO MARCH.

**Historic District Commission**

The Commission did not meet.

**Inland Wetlands & Watercourses Commission**

- Wetlands Application for the construction of an addition, above ground pool, planting 14 trees,excavation of stone infiltration area; 20 Beechwood Lane – APPROVED WITH STIPULATIONS.
- Wetlands Application to clean up piles left by previous owner and clean out the detention ponds; Barnum Rd. and Farrell Ave. – APPROVED WITH STIPULATIONS.
- Wetlands Application to construct parking area and related drainage structures adjacent to expansion of hotel and conference center; 42, 90, 112 and 150 Century Drive – CONTINUED TO MARCH 4, 2020.

**Land Use staff or concerns:**

Monthly overtime costs (Board Secretaries at meetings):\$248.11 Vacancy Assistant City Planner

**Building Maintenance current month activities:**

- Jeff Holley (Beals staff) and John Moderacki (Library staff) replaced all the high bay lighting fixtures in the Beals gymnasium with efficient LED fixtures to improve site conditions and reduce energy costs
- Staff met with Library Director and State Preservation Officers at 5 High Street on 2/7 to discuss potential grant funding for repairs to delaminating plaster in historic section of the Main Library, site visit to 51 High Street regarding exterior lead-paint project and future grant application
- Shaffer Company installed a Mitsubishi AC system at Fire House #3 in Forestville
- Shaffer Company replaced a corroded HVAC supply pipe on 2<sup>nd</sup> floor of City Hall
- Staff ordered and installed new signs for Economic & Community Development office at City Hall (formerly BDA)
- Conducted interviews on 2/11 for the position of Groundskeeper/Building Technician (filled by Patrick Palmese, 2<sup>nd</sup> shift custodian)

- Continue to work with Silver-Petrucelli and Bristol Fire Department staff in regard to developing a mechanical upgrade bid design and documents for site upgrade improvements
- Staff started to paint Public Works offices at City Hall, ceiling tiles will also be replaced in conjunction with painting operations
- Shaffer Company replaced mud drum on a boiler at Bristol Police Complex
- Building Maintenance staff completed CJIS training with Bristol Police Communications, as required by State law
- AB-MEE began work to install new electrical feed lines to the chillers at the Beals Center
- 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 documents
- 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 (seeking to obtain potential grant funding to complete the project)
- Complete seasonal filter, belt changes and motor lubrication on HVAC systems at City Hall, Police Complex, 51 High Street and other City Buildings
- ELC to start LED lighting upgrade project at the Main Street Library
- John Moderacki to replace 6 metal halide high bay light fixtures at the Transfer Station Quonset hut with LED fixtures
- Air Temp to repair unit ventilator in BECC at Beals Center on off-hours to eliminate any interference with students and daily operations
- Coordinate with Parks Department in regard to new lease agreement with Bristol Hospital at 51 High, and the movement of City staff to the 2<sup>nd</sup> floor at the facility
- Conduct interviews with Human Resources to fill Custodian vacancy on 2<sup>nd</sup> shift
- American Plant Maintenance to complete steam trap repairs/replacement at City Hall and Police Complex on 3/23 and 3/24
- Staff to continue DPW office painting and ceiling tile replacement at City Hall

**Building Maintenance Staff or concerns:**

- Anticipate moderate levels of Vacation/Miscellaneous time off during March 2020
- 2<sup>nd</sup> Shift Custodial vacancy (Tuesday – Saturday work schedule)
- Staffing shortage will require daily overtime to provide minimal 4 hour coverage due to the vacancy, until the 2<sup>nd</sup> shift Custodian position is permanently filled.

**Building Maintenance OT Costs:**

\$ 8,118.37: Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, daily 4 hour fill-in coverage for vacancy in Groundskeeper/Building Technician & Custodian position, replacement of flooring tiles/sheetrock repairs in Police South Employee entrance, DPW Office painting/ceiling tile replacement.

**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
  - Wind storm Emergency tree work (Brewster Road)
- Snow Crews out cleaning City owned properties
  - Mailboxes
- Continuing small road repair
- Patched Potholes
- Sign Shop
  - Installing new poles and signage
  - Created new signage for Park Department
  - Created new signage for Police Department
  - Installed signage for Police Department
- Winter Operations
  - Plowing, treating roadways
  - Washing equipment after storms

**Streets next month activities:**

- Continue with roadside maintenance
  - Sweeping
- 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
  - Litter clean up
  - Bridge clean ups
- 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 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.

Monthly overtime cost \$22,053.69 for call ins, and emergency responses and Winter Operations.

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities. We sent out 74 letters and pick up 15 illegal bulk stops.
- The bulk crew picked up 167 scheduled bulk stops, working Tuesday-Thursday.
- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 397 new and renewed customers for the month of February.
- There are currently 782 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Cleaned out storage units located on Mountain Rd and Vincent P Kelly Rd for Community Services.
- Cleaned used rubbish, recycling and yard waste barrels, putting them back into circulation.
- Started curbside recycling audits.
- Continued cutting the overgrown brush/trees located near the Lake Compounce and Covanta entrances 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.
- Continue the collection of reusable items for our Trash to Treasure program.
- Finish cutting the overgrown brush/trees at the transfer station.
- Go through all spare solid waste trucks, getting them ready for the spring leaf collection and the start of the yard waste season.
- Receive a shipment of 50 rubbish, 50 recycling and 100 yard waste barrels from Schaefer Systems.
- Assemble new barrels.
- Deliver barrels for the Shamrock Run.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.

Board of Public Works – Public Works Department Activity Report

- There is currently a solid waste laborer job opening.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Train laborers as driver/collectors.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$2,751.14
1363016 OT TS =	\$4,727.10
TS Revenue (PAYT) =	\$14,759.55
Residential Permits =	\$1,730.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$35,730.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$2,591.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$181.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$105.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Simple Recycling =	\$42.00
Special Pick up – 2 <sup>nd</sup>	\$550.00

**Fleet Maintenance Current Activities:**

- Ongoing repairs to Street Div. Bagela asphalt plant (C37). Motor being replaced by DPW. Cost of engine \$4760.00. Scheduled to be back in service 3/20/20
- Street Div. 6 wheeled dump truck (S15) was sent to Super Spring of Hartford to replace failed leaf springs. Estimated cost of repair \$3368.11. Scheduled to return to service 3/2/2020.
- New 18,000 pound lift installed/currently in service.
- Building Department vehicles (5 vehicles) inspected and preventative maintenance provided.
- 2008 automated garbage truck (GR 40) towed in to City yard and diagnosed with a faulty fuel pump solenoid. Truck was repaired on site and is currently having main hydraulic line replaced on site.
- Solid Waste Div. rear loader garbage trucks (6 vehicles) currently being inspected and repaired on site in preparation for leaf collections.

- Routine maintenance (oil changes etc.) for PD is currently ongoing and being completed.

**Fleet Maintenance next month's activities:**

- Complete repairs to Street Divisions two bucket Trucks (S24 & GS24) used by tree crew. Estimate cost of work \$12,333.00, required per safety inspection.
- Street Divisions mowing crew equipment will be examined and serviced.
- Solid Waste Division rear loaders inspection and service scheduled to be completed
- Street Divisions Sweepers scheduled to be inspected and serviced.

**Fleet Maintenance staff or concerns:**

Obtain A/B UST operator training. Retirement of Parts Coordinator Rick Centoni.

Overtime expenditures and totals \$1,981.47 (Holiday. Dispatch & Mechanic).