



Board of Public Works – Division Report – May 2020

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	5748
Number of Bulk Collections	255

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 3736 users of the app.
- Pursued 12 abandoned shopping carts, resulted in zero fines.
- 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 75 complaints in May that resulted in 8 fines.
- Working with parks department on fun earth activities to do during summer camp.
- Yard Waste season is in full swing, by 5/31 we have completed 3930 applications.

Administration next month activities:

- 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 due to being closed to the public.
- The Outdoor classroom project is being filmed by CPTV at the end of June. We are making a mock setup for the filming with some PW staff member's kids who are Bristol students, teachers from each school and principals will also be involved in the taping. We will be working with Edgewood and Ivy Drive for this
- Continue working on City website, Facebook, Instagram and Twitter accounts to enhance presence and help with the huge load of phone calls. Everything is on our website and social media for residents to fill out or have their questions answered.
- Working with Dave Oakes on launching Solar for All in June.
- Working with Dave Oakes finalizing our All Heart Walk audit which is our 3rd Tool kit to accomplish silver with Sustainable CT.

Administration staff or concerns: OT \$178.74

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) Grant received bid documents to be finalized.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring/fall 2020 major roadway maintenance.
- Parking lot design for Parks (Pine Lake Adventure Park)
- Summer paving list finalized.
- Riverside Ave Road Diet construction started.
- Misc Storm Drainage contract awarded to Tabacco with Laviero as second.
- Additional drainage/ sidewalk work orders.
- COVID schedules ended in May.
- Maple Ct survey received.
- LotCIP applications for Wolcott St and Downs St.
- Request for Graham St survey.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte 72 & downtown area. Construction underway.
- Permanent patch contract awarded to Laydon.
- Award Louisiana bridge Contract.

Engineering Division next month activities:

- Review Jerome Ave Local Bridge RFQ's. Schedule Consultant interviews.
- Pine Lake preliminary final design of sed chamber
- Review Wolcott St RFQ's. Schedule Consultant interviews.
- Eversource gas main installation coordination for new mains and replacements – winter work.
- Riverside Ave road diet construction & coordination (Laviero).
- Signal timing scope by VHB.
- Louisiana Bridge NTP issued and construction underway June 9. Road closing June 11.
- 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.
- 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 survey complete and detention pond storm drain replacement design.
- Milling & paving rescheduled for May 5 and May 18th.

- Schedule Collins Rd drainage improvements for fall.
- Battle St underdrain installation.
- Signal timing study underway by VHB.
- UST Class A/B Operator Training.

Engineering Division staff or concerns:

Vacancy –Excavation inspector

Overtime for Major Roadway Improvements Milling & Paving (Streets & Engineering Staff) \$3637.33

Land Use current month activities:

Zoning Commission

1. Special Permit for an accessory dwelling unit at 184 Diane Lane – APPROVED WITH STIPULATION.
2. Special Permit and Site Plan for an assisted living facility and small car parking at west of North Main Street and south of North Street (Route 6); BD-1 (Downtown Business) zone – APPROVED WITH STIPULATIONS.
3. Special Permit and Site Plan for motor vehicle filling station with a convenience store at 50 Terryville Avenue; Assessor’s Map 22, Lot 10; BG (General Business) zone; ZMA Real Estate, LLC/ ANZ Petroleum, Inc., applicants – APPROVED.
4. Special Permit and Site Plan for fast-food restaurant with drive-up window at 597 Farmington Avenue; BG (General Business) zone – APPROVED.
5. Special Permit for drive-up automated teller machine (ATM) at 597 Farmington Avenue; BG (General Business) zone; Federal Realty Investment Trust, applicant – APPROVED.
6. Special Permit for small car parking at 597 Farmington Avenue; BG (General Business) zone; Federal Realty Investment Trust, applicant – APPROVED.

Zoning Board of Appeals

7. Variances of 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, Anareliz Lebron and Victor Santiago, applicants – WITHDRAWN BY APPLICANT.
8. Variance of minimum front yard at 44 Inwood Lane; R-15 (Single-Family Residential) zone, Paul and Michele Maghini, applicants – APPROVED.

Historic District Commission

Commission conducted a business meeting.

Planning Commission

- 9. Revision to an Approved Site Plan for storage building for manufacturing facility at 425 Lake Ave.; I (General Industrial) zone; Architectural Building Services General Contractors, LLC, applicant – APPROVED WITH STIPULATION.

- 10. Subdivision (Ridgeview), Perkins Street (8 lots; proposed extension of Great Pyrenees Way); R-25/OSD (Single-Family Residential/Open Space Development Overlay) zone; Rock Builders, LLC, applicant – GRANTED FINAL SUBDIVISION APPROVAL.

Inland Wetlands & Watercourses Commission

- 11. Wetlands Application to construct a commercial building of 2,088 sq. ft. with gasoline pumps; 50 Terryville Avenue; ANZ Petroleum, Inc., applicant – APPROVED WITH STIPULATIONS.

- 12. Wetlands Application to install topsoil in low areas in front and back yard; construct 14 ft. by 14 ft. patio; cut down 5 trees - 132 Marcia Drive; Gary Dufresne, applicant – APPROVED WITH STIPULATIONS.

Land Use staff or concerns:

- o Monthly overtime costs (Board Secretaries at meetings)
May: \$619.05

Building Maintenance current month activities:

- Provided access and direction to Accurate Insulation for supplemental cleaning/disinfection activities at City Buildings in regard to COVID-19
- Conducted interviews with Human Resources to fill the first of two Custodian vacancies on 2nd shift (first round of interviews completed on 5/13)
- Streets Division Tree Crew completed tree trimming and dead tree removals at Fire House #4
- Public Works staff coordinated with CT GreenBank and PosiGen on a community energy campaign, Solar For All, an initiative offered through the SustainableCT program, campaign kickoff scheduled for June 10th
- Building Maintenance Staff initiated HVAC cooling systems and troubleshot various issues normally associated with the start-ups, replaced boiler relief valve at Fire House #3, replaced damaged window screens at Animal Control Facility, replaced lighting ballast and bulbs throughout facilities where required, cleaning, power-washed and painted City Hall fountain for seasonal use, repurposed Court House counter and partitions in Public Works offices for social distancing associated with COVID-19 re-opening of City Hall

- F.J. Hubeney completed annual preventative maintenance of MIS and City Clerk HVAC systems
- Millennium Builders selected as contractor for Fire Department Headquarters mechanical improvements based on bid results
- Streets Division creating countertop plexi-glass partitions for City Hall Department offices

Building Maintenance next month activities:

- Alarm New England coordinating with Facilities to transition fire and security monitoring systems for new contract on 7/1/20
- Conducted a pre-bid meeting with Purchasing Department on 6/2 in regard to 51 High Street flat roof replacement (Friar Associates), bids are due on 6/11
- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments in regard to preparations for re-opening to the general public
- Conduct pre-construction meeting at Fire Headquarters for site wide mechanical renovations on 6/5 with Millennium Builders, Fire Department Staff, Silver Petrucelli engineers and associated sub-contractors
- Facilities Manager to work with Van Zelm Engineers for Police Complex mechanical improvements study on obtaining site documents/prints, site access and conduct a site walk visit on 6/11
- Collaborating with AVT Construction on Fire House #2 roof replacement schedule and coordination with Fire Department Staff
- Conduct interviews with Human Resources to fill one Custodian vacancy on 2nd shift
- Host two informational webinars with CT GreenBank and PosiGen staff on 6/16 at 5:30PM and 6/18 at 10AM regarding the Solar For All campaign, which will run through September 30th
- Tenants at 11 Bellevue (51 High Street) vacated on 6/2/20, and remaining furniture and files must be disposed of prior to new tenants occupying
- Continue to improve and strengthen 2020 SustainableCT application with assigned Fellows and based on feedback from the reviewers of the early Spring application submission, final application filing date is August 28th
- Coordinate roof replacement project at 51 High Street with selected, winning contractors
- Conduct Class C UST Operator training with Building Maintenance staff and conduct annual UST compliance check with Atlas Environmental

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous/Sick time off during June 2020 due to COVID-19 concerns

- 2nd Shift Custodial vacancy filled by William Leon Pineda (Tuesday – Saturday schedule)
- 2nd Shift Custodian vacancy (Monday-Friday schedule), due to the promotion of Carlos Lorenzo to Computer Lab Supervisor at the Main Library

Building Maintenance OT Costs:

\$ 4,159.38: Staffing coverage for holiday overtime, after-hour maintenance issues, sick time fill-ins, installation of repurposed front counter with glass partitions in Public Works offices (from former Court House)

Streets current month activities:

Ended Bi-Weekly work weeks due to COVID-19 & Resumed normal hours

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- 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
 - Take downs during wind storm (Jerome Ave, Spring St. & Fire House #4
 - Removed 3 Trees At Depot Square Lot (Main Street)
 - Stump grinding
- Continuing small road repair
- Curb repair
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Finished constructing PPE (sneeze guards) for city hall
- S6 made several trips for Health Department (PPE)
- Storm Drainage
 - Completed Basin Repairs on Lexington Rd, Royal Dr, Clark Ave, Bristol Central H.S, Perkins St and Treble RD (2)
- Sign Shop
 - Installing new poles and signage
 - Created COVID-19 signs for Park Department
- Winter Operations
 - Mailbox Repairs
- Depot Square Parking Lot
 - Completed Drainage installation at Depot Square
 - Started installing walkway drainage as well as grading walkway

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping

- Potholes
- Curb repair
- Loam
- Driveway aprons
- Catch basin repair
- Winter Operations
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance
 - Bridge clean ups

- Continue tree take downs, trimming and stump grinding
- Continue work on Depot Square parking lot
- 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 throughout designated areas.

Monthly overtime cost \$885.79 for call ins, and emergency responses.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 75 letters and picked up 8 illegal bulk stops.
- The bulk crew picked up 255 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 479 new and renewed customers for the month of March.
- There are currently 3,860 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished spring curbside leaf collection, collecting a total of 242 tons of leaves.
- Continued curbside Yard Waste collection, collection 413 tons of yard waste for the month.

Board of Public Works – Public Works Department Activity Report

- Schaefer collected approximately 400 broken/reclaimed barrels from the transfer station.
- Returned to normal work schedule, with the Driver/Collectors working 6:30-3 to help with social distancing.
- Worked full Solid Waste operation on Saturday the 30th, due to the Memorial Day Holiday.
- Interview for Solid Waste laborer 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.
- 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.
- Continue curbside Yard Waste collection.
- Fill Solid Waste laborer position, new employee is starting on the 15th.
- Mow the landfill.
- Clean underneath the Transfer Station scales.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Currently have 2 Solid Waste laborer positions open.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$4,359.83
1363016 OT TS =	\$4,516.48
TS Revenue (PAYT) =	\$38,031.39
Residential Permits =	\$4,600.00
Commercial Permits =	\$100.00
Yard Waste Revenue =	\$
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$
Simple Recycling =	\$0.00

Special Pick up – 2nd \$

Fleet Maintenance current month activities:

- Solid Waste Div. (R17) Automated truck is in for a no start issue. Truck is being examined until we have a diagnosis of the issue.
- Solid Waste Div. (R9) Automated truck was in for routine maintenance as well as brakes on all back axles and a P.T.O pump shaft replacement. Truck is currently being tested for a check engine code.
- Solid Waste Div. (R8) Automated truck was in for a repair caused by two blown out hydraulic lines and is back in service.
- Engineering Div. (E1) was serviced. Winter tires were removed and summer tires were installed.
- Streets Div. (C36) Elgin sweeper was repaired due to a failed P.T.O bearing. Sweeper is back in service.
- Solid Waste Div. (R29) Aebi mower is down due to a failed pulley. Scheduled to be repaired and back in service by 6/5/2020.
- Streets Div. (S25) Mack 10 wheeled dump truck was down because of a blown out rear wheel seal. Truck was repaired and is now back in service.
- Streets Div. Scag zero turn mower is back in service.
- Routine monthly service to Police vehicles.
- Police Dept. riot vehicle is in to examine a hard steering issue.
- Making a list of equipment and vehicles for auction.

Fleet Maintenance next month’s activities:

- Continue scheduled service to our Fleet vehicles.
- Continue to service our Police Dept. vehicles.
- Continue to keep our work environment clean and keep our social distancing.
- Continue training and testing for our A/B/C UST classes.

Fleet Maintenance staff or concerns:

We started back to full duty on 5/26/2020.
We currently still have a Mechanic’s position open.
Dan Coveleski still needs to train in Dispatch.
Brenton Ecstrom started his trial as a Mechanic’s Helper on 6/1/2020.
Overtime expenditures and totals \$1,720.06 (Holiday, Dispatch and Mechanic).

