



Department of Public Works | 860.584.6125

Board of Public Works – Division Report –August 2020

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	6698
Number of Bulk Collections	341

**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 3555 users of the app.
- Pursued 35 abandoned shopping carts, resulted in zero dollars in 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 48 complaints in August that resulted in 4 fines.
- Yard Waste is continuing we have 4182 completed applications. And we have picked up 19 barrels from non-renewing residents this month.
- Still working with Solar for All. Also getting the Walk Audit launched.
- Fielded calls from storm damage during Storm Isaias. Compiled data regarding damage and work during and after the storm.

**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.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- All Heart Walk audit, Outdoor Classroom and Solar For All is finished and submitted to Sustainable CT cross fingers for silver.

**Administration staff or concerns:**

July OT- \$246.84  
 August OT-\$281.00  
 Storm Isaias OT: \$77.44

**Engineering Division current month activities:**

- Community Connectivity Grant – (sidewalks & ADA ramp awarded and signs awarded.
- Selected consultant for Jerome Ave Bridge (WMC)
- Installation of storm drainage in preparation of spring/fall 2021 major roadway maintenance.
- Parking lot design for Parks (Pine Lake Adventure Park)
- Summer milling/paving.
- Riverside Ave Road Diet construction continuation.
- Additional drainage/ sidewalk work orders.
- Roadway line striping
- LotCIP applications for Wolcott St and Downs St.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte 72 & downtown area. Construction underway. (additional work scheduled)
- Permanent patch being performed.
- Louisiana Avenue bridge coordination with State/Contractor/Inspector.
- Riverside Ave road diet construction & coordination (Laviero).
- Signal timing study underway by VHB.
- Hope St parking lot oversight/survey
- Louisiana Bridge construction underway June 9. Road closing June 11. (on schedule)
- Review Wolcott St RFQ's.

**Engineering Division next month activities:**

- Community Connectivity Grant – additional fund available – apply for funding.
- Review Jerome Ave Local Bridge RFQ's. Schedule Consultant interviews.
- Spring 2021 paving list.
- Maple Ct redesign.
- Schedule training with VHB regarding signal timing.
- Pine Lake final design of sed chamber
- Schedule Consultant interviews for Wolcott St RFQ's.
- Eversource gas main installation coordination for new mains and replacements – winter work.
- 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 paving lists.
- 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 (fall construction.)
- Coppermine Brook re-alignment construction Final restoration in spring.

- Huntington Woods final detention pond storm drain replacement design.
- Milling & paving fall list underway.
- Road reclamation (October 5 tentative.)
- Schedule Collins Rd drainage improvements for fall.
- Rte 72 paving/milling (State)

**Engineering Division staff or concerns:**

Vacancy –Construction inspector

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

July OT- \$672.17

August OT-\$2,813.70

August Storms Isaias OT-\$211.38

**Land Use current month activities:**

**Zoning Commission**

Special Permit for removal and processing of earth materials at south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, and north of Farrell Avenue – APPROVED WITH STIPULATIONS.

Special Permit and Site Plan for parking at Lot 265 High Street; Assessor’s Map 26, Lot 265; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition) zone; The– APPROVED.

**Inland Wetlands & Watercourses Commission**

Wetlands Boundary Change Application to rectify the wetlands boundary to reflect the soil scientist findings; 172 – 176 East Main Street; Assessor’s Map 41, Lot 33 – APPROVED.

Wetlands Application for an addition (12 ft. by 22 ft. 6 inches) including bio-swale and plantings; 44 Nelson Farm Road; Assessor’s Map 55, Lot 1 – APPROVED WITH STIPULATIONS.

Wetlands Application to construct an in-ground 20 x 38 free form gunite pool; 16 Great Pyrenees Way; Assessor’s Map 58, Lot 26 – APPROVED WITH STIPULATIONS.

Wetlands Application for replacement of 60 inch deteriorating pipe with a 60 inch HDPE pipe; installation of a new manhole, removal and replacing of the existing sediment structure, removal of millings and re-stabilize sediment basin banks at 200 Blakeslee Street; Assessor’s Map 30A; Lot 2 – APPROVED WITH STIPULATIONS.

Wetlands Application for Pine Lake Storm Water Grit Chamber – to replace existing sedimentation basin, which is in poor condition, with a hydrodynamic separator at Assessor’s Map 03; Lot 38; – APPROVED WITH STIPULATIONS.

**Zoning Board of Appeals**

The Board of Appeals did not meet in August.

**Historic District Commission**

Certificate of Appropriateness to replace front porch floor boards and stair treads at 25 Broadview Street; Assessor’s Map 25A, Lot 79 – APPROVED.

Certificate of Appropriateness to replace wooden porch steps and cedar shingle slats on left side of porch at 140 Woodland Street; Assessor’s Map 25, Lot 131 – APPROVED.

**Planning Commission**

Request for Final Approval: Subdivision, Pine Street, south of Mitchell Street and east of Middle Street (5 lots); Assessor’s Map 3, Lots 8 and 21; R-10/BHC (Single-Family Residential/Route 72 Corridor Business) zone – FINAL SUBDIVISION APPROVAL GRANTED.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries at meetings)  
August: \$481.23

**Building Maintenance current month activities:**

- Public Works staff continued coordination with CT GreenBank and PosiGen on a community energy campaign, Solar For All, an initiative offered through the SustainableCT program, campaign will be completed on September 30<sup>th</sup>
- Building Maintenance Staff completed COVID disinfection at City Yard and associated vehicles on 8/3 and 8/26 (S6 and Tree Gang), provided support for Farmers to Families event at Centre Square on 8/7, staff completed air filter changes on HVAC equipment at City Buildings, minor repairs to HVAC systems at City Hall and Police Complex
- Coordinated with AmRamp and Registrar’s Office for the temporary rental of an ADA compliant ramp required for voting on August 11<sup>th</sup> at South Side School
- Premier Building Associates completed flat roof replacement at 51 High Street on 8/3, 30 year Firestone warranty issued on 8/17/20.
- Coordinating with AVT Construction on Fire House #2 roof replacement schedule and coordination with Fire Department Staff (pre-construction meeting held on 8/31)
- Conducted interviews on 8/19 for 1<sup>st</sup> shift BPD Custodian with Human Resources
- Accurate Insulation completed removal of asbestos vinyl floor tiles at Beals Center BBHD and Senior Center hallways, including installation of new tiles by North Haven Ceramic Tile
- Facilities & Energy Manager submitted 2020 SustainableCT application on 8/25, results will be known of the filing in October

- Staff completed seasonal air filters changes on HVAC equipment at City Buildings
- Coordinate with City Clerk and Registrar’s Offices on the use of the former Court House space at 131 North Main Street for mail-in voting headquarters for the November elections

**Building Maintenance next month (September 2020) activities:**

- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments needs and requests
- AVT Construction to completed roof replacement at Fire House #2
- Staff to initiate vestibule restoration rebuild at entrances serving 9 & 11 Bellevue Avenue (aka 51 High Street)
- 1<sup>st</sup> Shift Police Complex Custodian to start on 9/21
- Fill vacant 2<sup>nd</sup> Shift Evening Custodian vacancy
- Staff to assist City Clerk and Registrar with tasks related to setting up a mail-in voting work space including: IT cable pull, vault lock combination resetting, obtaining tables and chairs from Beals Senior Center and BOE warehouse, complete minor repairs to restrooms facilities and lighting improvements (bulb and ballast replacements)
- Coordinate with Purchasing Department to solicit bids for abatement of deteriorated lead-paint wall plaster and subsequent plaster repairs and painting, associated with a State Historic Preservation grant award
- Offshore Construction to install gutters system and snow guard installations at Transfer Station Recycling building
- Staff to assist in Farmers to Families events at Centre Square on 9/3 and 9/10
- Coordinate with Engineering Department on replacement of sidewalks at Beals Community Center

**Building Maintenance Staff or concerns:**

- Anticipate moderate levels of Vacation/Miscellaneous time off during September
- (1) second shift custodian vacancy in Building Maintenance Division
- Building Maintenance has had at least one vacancy since January 1, 2020 on 2<sup>nd</sup> Shift
- Staff to complete state-mandated sexual harassment online training due by 10/1

**Building Maintenance OT Costs:**

Staffing coverage for after-hour maintenance issues, sick time fill-ins at Police Complex (due to extended medical leave/vacancy of 1<sup>st</sup> shift Police Complex Custodian)

July OT-\$5,482.84:

August OT-\$5,362.97

**Streets current month activities:**

- 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
  - Storm Clean Up ( Take downs of several trees that were blocking city roads)
  - Worked with Eversource De-energizing power and cutting down trees
  - Stump grinding
- Completed brush pickups throughout the city from the storm damage
- 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 (Ashley Rd, Broad Street, Vance Dr, Morris Ave, Old Wolcott Rd, Royal Dr, Edrow Dr and Gridley)
  - Installing new poles and signage
  - Created signs for Park Department
- Winter Operations
  - Mailbox Repairs
- Depot Square Parking Lot
  - Installed light bases at Depot Square
  - Installed conduit for lights at Depot Square
  - Paved binder/top coat at Depot Square

**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.

July OT: \$2,633.50

August OT:\$5,500.90

August Storm Isaias OT:\$64,024.37

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities. We sent out 48 letters and picked up 4 illegal bulk stops.
- The bulk crew picked up 341 scheduled bulk stops, working Monday-Thursday.
- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 50 new and renewed customers for the month of August.
- There are currently 4,182 active yard waste residents.
- Continued Monday-Thursday curbside bulk collection.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Continued curbside Yard Waste collection, collection 247 tons of yard waste for the month.
- WeCare Denali came in to grind the 2019-2020 brush pile at the Transfer Station.
- Extended the hours at the Transfer Station for residents to bring in storm debris. Mon-Fri 7:15-6:00, Sat 7:30-5:00
- Worked overtime collecting curbside storm debris with conventional rubbish trucks and the bulk truck. 8/17, 8/18, 8/19 3:00-7:00

**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
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- 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.
- Cut high vegetation at the landfill.
- Have WeCare Denali grind 2019-2020 Yard Waste and Leaf piles.
- Shipment of 500 new barrels coming in, 250 rubbish, 200 yard waste and 50 recycling.
- Long awaited arrival of our 2 new automated trucks, R-10 and R-15.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- New Solid Waste laborer starting August 8<sup>th</sup>.

<u>OT Costs/Revenue Generated:</u>	
July SW OT =	\$3,173.35
July TS OT =	\$5,437.42
August SW OT=	\$1,534.50
August TS OT=	\$3,643.79
Aug. Storm Isaias SW OT=	\$8,407.55
Aug. Storm Isaias TS OT=	\$6,536.69
TS Revenue (PAYT) =	\$32,740.75
Residential Permits =	\$4,810.00
Commercial Permits =	\$75.00
Yard Waste Revenue =	\$4,500.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$5,647.00
Aluminum Liberty Rec =	\$289.00
Batteries Liberty Rec =	\$309.00
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 =	\$73.68
Simple Recycling =	\$0.00
Special Pick up – 2 <sup>nd</sup>	\$1,275.00

**Fleet Maintenance current month activities:**

- Solid Waste Div. (R7) automated rubbish truck is still at Peterbilt for engine repair. (Cam Shaft)

- Solid Waste Div. (GR39) automated rubbish truck had its ECM replaced and is still undergoing programming repair. Scheduled to be back in service by mid September.
- Solid Waste Div. (GR41) automated rubbish truck. Control stick was replaced and truck is currently back in service.
- Solid Waste Div. (R17) automated rubbish truck is still in for repair. Truck has been on hold due to other breakdowns and storm related repairs.
- Streets Div. (GG3) GMC truck came in for new brakes all the way around, new master cylinder and booster. Truck also had old tie rod ends replaced with new ones all in house.
- Streets Div. (S3) Chevrolet pickup truck had front brakes replaced.
- Engineering Dept. (E6) Ford Expedition had blower motor resistor replaced as well as light bar switch replaced. Truck is currently in for a fuel injection issue.
- Engineering Dept. (E7) Chevrolet Impala recently had the front end differential replaced.
- Streets Div. (S4) Ford pickup truck had front and rear brakes replaced.
- Streets Div. (C29) Chipper had a new clutch and flywheel installed in house. Total was around \$2300.00
- Building Dept. vehicles were up fitted with tablet holders and strobe lights.
- Streets Div. (GC18) JCB backhoe had master cylinder and brakes installed due to a failure in the system. Currently back in service.
- Garage Div. (G2) service truck, was painted for a cost of \$2500. Truck will be prepped for service and the old G2 will be put out for auction.
- Streets Div. recently rented a Cat 430 backhoe. Machine sustained some damage during storm cleanup and is being evaluated at H.O Penn.

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

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled service and support to our Police Dept.
- Continue to keep a safe work environment.
- Continue Covid protocols.
- Street Div bucket trucks had to be pushed out till September for repairs due to Storm Isias.
- Replacing silt sacks and cleanup around the City yard to be DEEP compliant.

**Fleet Maintenance staff or concern:**

Mechanic's position is still open

Overtime expenditures and totals (Holiday, Dispatch and Mechanic)

July OT= \$2,455.39

August OT= \$1,414.90

TS Isaias OT total was \$12,718.38.