



Department of Public Works | 860.584.6125

Board of Public Works – Admin Report – September 2020

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4847
Number of Bulk Collections	354

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 105 abandoned shopping carts, resulted in \$3,780.00 dollars in fines.
- Welcome packets have been going out Monthly including recycle magnets and any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 42 complaints in September that resulted in 5 fines.
- Yard Waste is continuing we have 4211 completed applications. And we have picked up 12 barrels from non-renewing residents this month.
- Still working with Solar for All we have about 3 weeks left with 48 people signed up. Our 1st annual walk audit has ended at the end of September and we are going to start working on the complaints and issues.
- Held our annual shredding event at the farmers market and we had over 300 residents take advantage and over 10,000lbs kept out of the waste stream.
- Electronic recycling has also been a huge hit we have collected around 12,000lbs so far.

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.
- 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 complaints, Outdoor Classroom installations and Solar For All finishing up.
- Installing recycling billboards on three recycling trucks.

Administration staff or concerns: OT \$133.46

Engineering Division current month activities:

- 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 completed.
- 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 completed.
- Louisiana Avenue bridge coordination with State/Contractor/Inspector.
- Riverside Ave road diet construction & coordination (Laviero).
- Signal timing study ongoing by VHB.
- Louisiana Bridge construction underway – Bridge Scheduled to be open 11/30/20
- Community Connectivity Grant – additional funds available – apply for funding.
- Consultant selection interviews Wolcott St RFP’s.
- Storm drainage school project – Northeast School
- Brook Street retaining wall replacement- review contract/bid (fall construction.)
- Reclaim Lawndale and Atkins

Engineering Division next month activities:

- Prepare spring 2021 paving list.
- Maple Ct design.
- Training with VHB Engineering regarding signal timing.
- Pine Lake final design of sed chamber
- Eversource gas main installation coordination for new mains and replacements – winter work.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Prepare 2021 paving list.
- Drainage work for spring 2021 paving lists.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on 2021 paving list.
- Huntington Woods final detention pond storm drain replacement design.
- Schedule Collins Rd drainage improvements for fall.
- Pequabuck River sediment / repair project – Consultant design review/coordination.

Engineering Division staff or concerns:

Vacancy –Construction inspector
Overtime for Major Roadway Improvements Milling & Paving (Streets & Engineering Staff) \$5,445.74

Land Use current month activities:

Zoning Commission

Special Permit for removal and processing of earth materials between south of Barnum Road and north of Farrell Avenue – APPROVED WITH STIPULATIONS.

Inland Wetlands & Watercourses Commission

Wetlands Application to construct a 16 ft. by 24 ft. shed, basketball half court and above ground pool; 7 Royal Drive – PUBLIC HEARING CLOSED.

Wetlands Application to install a pipe extension within the existing brook (traverses along the rear property line); proposed pool located within 100' upland review area; 5 ft. high black vinyl coated chain link fence proposed along the rear property line and replace existing pedestrian crossing with new pedestrian crossing over brook; 105 Maxine Road – APPROVED WITH STIPULATIONS.

Zoning Board of Appeals

Front yard variance at 277 Old Orchard Road – APPROVED.

Side yard variance at 112 Oak Hill Drive – APPROVED.

Certificate of Approval for general repairer’s license at 101 Park Street – APPROVED.

Certificate of Approval for general repairer’s license at 115 Pine Street – APPROVED.

Historic District Commission

The Commission did not meet in September.

Planning Commission

Conditional Approval – 1 year extension request: Subdivision (Laurentide Glen), south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, north of Farrell Avenue (92 lots) – CONDITIONAL APPROVAL GRANTED TO OCTOBER 24, 2021.

Land Use staff or concerns:

- o Monthly overtime costs (Board/Commission Secretaries at meetings)
September: \$496.38

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 30th
- Staff responded to damaged fire sprinkler issue in Police Holding on 9/8, report provided to Police staff to seek reimbursement from responsible party
- Staff assisted in Farmers to Families events at Centre Square on 9/3 and 9/10 and weekly Saturday Farmer’s Market set-ups, support and breakdowns
- Coordination 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. Staff assisted 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, lighting improvements (bulb and ballast replacements) and ballot box installations at City Hall

- Building Maintenance staff initiated vestibule restoration rebuild at entrances serving 9 & 11 Bellevue Avenue (aka 51 High Street)
- Building Maintenance staff provided support at Saturday Farmer’s Market Shred-It event hosted by Public Works Department on 9/19
- Police Complex Custodian Keith Rondini started on 9/21, with very positive feedback on the new hire from Police Department staff to date
- On 9/26, the Public Works Department hosted the Solar For All & PosiGen team at the Saturday Farmer’s Market to meet local Residents and promote the ongoing energy savings campaign
- Facilities Manager met with Purchasing Agent Rousseau and Library Director Prozzo on 9/30 to discuss the logistics related to the restoration of deteriorated plaster and how to keep Library collections open while also providing a safe environment to the patrons
- AVT Construction began Fire House #2 roof replacement on 9/23
- Evening Custodians are facing increased workloads/demands due to the presence of Election workers in the former Court House and expanded child care services provided by Community Services at 51 High Street

Building Maintenance next month (October 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
- Fill vacant 2nd Shift Evening Custodian vacancy
- Continue coordination 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
- Coordinate with Engineering Department on replacement of sidewalks at Beals Community Center
- Provide support to Emergency Management Director Graime regarding a shipment of soap, which entailed receiving, storage and delivery to local shelters

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during October
- (1) Second shift custodian vacancy in Building Maintenance Division
- Building Maintenance has had at least one vacancy since January 1, 2020 on 2nd Shift
- Staff to complete annual safety training at City Hall at the end of October and early November

Building Maintenance OT Costs:

\$4,846.70: Staffing coverage for after-hour maintenance issues (Police Complex chiller shutdown due to power interruption, fire panel fault at Police Complex, basement flooding at 51 High Street), overtime fill-ins at Police Complex (due to extended vacancy of 1st shift Police Complex Custodian, ending on 9/21 with new hire in place), provided staff for Shred-It event at 9/19 Farmer’s Market

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 damaged during hurricane Isaias)
 - Take downs (Douglass, Andrews, Boivon 5, Concord)
- Continuing small road repair
- Curb repair
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Finished constructing PPE (sneeze guards) for city hall
- Continued assembling Outdoor Classrooms
- S6 made several trips for Health Department (PPE)
- Storm Drainage
 - Completed Basin Repairs (Judson Ave, Woodchuck Lane, Ashley Rd, Bristol Eastern H.S)
 - Installing new poles and signage
 - Created signs for Park Department
- Winter Operations
 - Mailbox Repairs
- Depot Square Parking Lot
 - Curbed parking lot at Depot Square
 - Backfilled all islands and curb with top soil
 - Planted trees
 - Finished grading walkway/ Paved 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

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- 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. OT: \$3,904.64

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 42 letters and picked up 5 illegal bulk stops.
- The bulk crew picked up 354 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 29 new and renewed customers for the month of March.
- There are currently 4,211 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 245 tons of yard waste for the month.
- Received a shipment of 500 new barrels, 250 rubbish, 200 yard waste and 50 recycling.
- 2 new automated trucks arrived R-10 and R-15
- WeCare Denali came in to grind the 2019-2020 Yard Waste and Leaf piles.
- Annual Storm Water Prevention inspection at the Transfer Station.
- New Solid Waste Laborer, Anthony Maki.
- Final mowing of the landfill for the season.

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.
- Cut high vegetation at the landfill.
- Start curbside leaf collection of October 13th.
- Hold Trash to Treasure event at the Framers Market on October 17th.
- WeCare Denali to come in and grind the storm debris.

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Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$4,924.44
Transfer Station OT =	\$4,198.40
TS Revenue (PAYT) =	\$34,944.20
Residential Permits =	\$4,465.00
Commercial Permits =	\$200.00
Yard Waste Revenue =	\$2,610.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$4,342.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$307.00
Electronics Take Two =	\$1,836.00
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 =	\$49.12
Simple Recycling =	\$0.00
Special Pick up – 2 nd	\$1,600.00

Fleet Maintenance current month activities:

- Solid Waste Div. (GR39) automated rubbish truck is getting rear brakes and a new fuel shutoff installed.
- Building Dept. vehicles are being outfitted with front and rear strobe lights.
- Streets Div. transfer water tank is being up fitted with a fill and a pump for watering.
- Solid Waste Div. (R23) automated rubbish truck was sent out for a busted lift chain in the arm. Estimated cost of about \$3,064.89.
- Solid Waste Div. (R9) automated rubbish truck was sent out for 2 rebuilt packer cylinders. Estimated cost was
- Streets Div. (S9) Ford mason dump. Truck was sent out for motor work because of an upper oil pan leak and rear seal replacement. Estimated cost of work was \$2695.00. Truck is scheduled to be back in service on 9/15/2020.
- Solid Waste Div. (R8) is in for a fault in the proxy switch. Will not allow driver to use the arm. Repaired and back in service.
- Solid Waste Div. (R7) automated truck is currently still at Peterbilt. Cam went bad in the motor. Extensive repair job. Price to be determined in October when completed.

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- Streets Div (S14) 10 wheeled dump truck is in for a hydraulic tank replacement. Price of tank was \$5,500.00. Job is being done in house and is schedule for return to work in October.
- Streets Div (S9) mason dump, is out for a major oil leaks on the motor. (common Ford Issue). Truck is scheduled to return to work by early to mid-October.
- Trucks are being brought into shop and prepped for winter operations.
- Sanders are being gone through and serviced for winter operations.
- Plow blades for trucks were ordered for winter operations.
- Streets Div (S25) 10 wheeled dump trucks fuel tank was sent out to be internally sandblasted as to lining was falling off inside tank.
- Mechanics service truck G2 (old water truck) is in service.
- Old serive truck and automated truck was put out to auction.

Fleet Maintenance next month's activities:

- Prepare snowplows for winter operations.
- Prepare snow operations small equipment.
- Replace silt sacks in City Yard.
- Continue scheduled services to our Fleet vehicles and equipment.
- Continue scheduled service to our Police Dept.
- Continue COVID protocols.

Fleet Maintenance staff or concern:

Mechanic's position was posted externally.

Rob Smith passed mechanics test.

Overtime expenditures and totals \$1,770.80 (Holidays, Dispatch and Mechanic).