



Department of Public Works | 860.584.6125

Administrator

Board of Public Works – Admin Report – January 2021

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2933
Number of Bulk Collections	188

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 3920 users of the app.
- Pursued 27 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled. New welcome packets rolled out for December my staff has finished assembling them. They began going out in December.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 25 complaints in January that resulted in 11 fines.
- Yard Waste is gearing up for 2021 we will began renewals January 1st. We pushed on social media and we have had 171 residents renew so far. We picked up 5 barrels from non-renewing residents this month.

Administration next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, and 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.
- Continue 2021 yard waste renewals.
- Working with Streets sign shop getting the Posters printed for the recycle trucks.
- We are short staffed with losing two key members of the admin staff. Still training new Senior Admin and testing for A/R, A/P position.

Administration staff or concerns: OT \$515.85

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)
- Riverside Ave Road Diet construction continuation.

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- Additional drainage/ sidewalk work orders.
- LotCIP applications for Wolcott St and Downs St.
- Coordination meetings Eversource/ Water/City Departments Judson & Grove Construction underway.
- Louisiana Avenue bridge coordination with State/Contractor/Inspector.
- Signal timing study ongoing by VHB.
- Community Connectivity Grant – additional funding granted.
- Brook Street retaining wall replacement- one section left.
- Louisiana Ave bridge winter work.
- MS4 report for online filing.
- Divinity St culvert coordination and research for drainage.
- Minor repair Field St culvert.
- Prepare Capital Improvement Project information for budget.
- Memorial Blvd and Broad Street retaining wall consultant coordination.
- Issue PO for AI for Wolcott St and to WMC for Jerome Ave Bridge.

Engineering Division next month activities:

- Sidewalk and ramp bid docs/plan for Comm Connectivity Grant \$440,000 awarded for 2021.
- Prepare spring 2021 paving list.
- Riverside Road Diet completion in spring.
- Maple Ct design.
- Update CT DOT roadway mapping
- Update street light inventory for Eversource
- Training with VHB Engineering regarding signal timing. Review report to schedule repairs.
- 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.
- Drainage work for spring/fall 2021 paving lists.
- Eversource coordination to start/continue 2021 projects
- 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.
- Brook St retaining wall construction
- Louisiana Ave winter work including bridge rail, sidewalks
- Memorial Blvd Bridge architectural coordination and bid package. Utility coord. Meeting with Veteran’s Council and Parks Board.

Engineering Division staff or concerns:

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

January \$0

Land Use activities for January 2021:

Zoning Commission

Special Permit for an accessory dwelling unit at 103 Martin Road – APPROVED.

Proposed amendments to the Zoning Regulations:

Proposed amendments to the Zoning Regulations – Created a procedure that authorizes the Zoning Enforcement Officer (ZEO) to provide assistance to persons with handicaps by allowing adjustments to the Zoning Regulations to meet the requirements of the Americans with Disabilities Act and Fair Housing Act – APPROVED.

Inland Wetlands & Watercourses Commission

Wetlands Application for rehabilitation of Bridge No. 04105, Memorial Boulevard over Pequabuck River, involving strengthening of retrofitting substructure elements and replacement of superstructure elements. Channel activities include using temporary cofferdam for removal of existing bridge pier, placement natural stream bed material and substructure repair; Memorial Boulevard over Pequabuck River – APPROVED WITH STIPULATIONS.

Floodplain Application for rehabilitation of Bridge No. 04105, Memorial Boulevard over Pequabuck River, involving strengthening, retrofitting substructure elements. Channel activities include partial removal of existing bridge pier; placement natural stream bed material over pier and temporary cofferdam – APPROVED WITH STIPULATIONS.

Zoning Board of Appeals

Variance of minimum rear yard at 84 Lardner Road; Assessor’s Map 20, Lot 17/14; R-15 (Single Family-Residential) zone – APPROVED.

Historic District Commission

Certificate of Appropriateness to replace two non-period casement windows with period windows; install matching sliding door at 17 Broadview Street; Assessor’s Map 25A, Lot 80 – APPROVED.

Planning Commission

The Commission did not meet in January.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries & Assistant City Planner at meetings)
September: \$404.48

Facilities – January 2021

Building Maintenance current month (January 2021) activities:

- Street Division Tree Crew assisted in removal of seasonal holiday wreath at City Hall
- Coordinate with Engineering Department and Laveiro Construction on the replacement of sidewalks at Beals Community Center
- Facilities Manager met with representatives from Eversource and Air Temp Mechanical in regard to natural gas service installation and boiler replacement at 51 High Street
- Van Zelm Engineering conducted site visit and inspection with staff on 1/15 for the installation of a dedicated air conditioning system at Fire House # 2 (151 Hill Street)
- Staff completed repairs at installed water filling station at Main Library
- SNE Fire conducted bi-annual testing of ancillary fire suppression systems at City Hall IT Department, Police Dispatch and Server Room and Fire House #5
- Main Library wall plaster abatement initiated by Accurate Insulation of Bristol(completed on 2/2), plaster restoration firms currently being engaged

to provide quote for wall plaster repair/replacement and subsequent painting of plaster

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Building Maintenance next month (February 2021) activities:

- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments needs and requests
- Obtain proposal for wood trim repair/replacement and exterior painting of 51 High Street via the State ezIQC process, in conjunction with the Purchasing Department
- Complete site access system conversion with Information Technology Department at City Buildings (moving to an Avigilon platform to standardize systems throughout the City and BOE facilities)
- Continue oversight of Fire HQ tasks in regard to the Mechanical Renovation and generate punch list of outstanding items prior to substantial completion of project
- Staff to install signage at 5 High Street, per State requirements, for the Historic Preservation funding of the wall plaster abatement and restoration at the Main Library
- Prepare draft Lockout/Tag-out and Blood Borne Pathogen policies to comply with CONN OSHA requirements stemming from random compliance inspections in October 2020

Building Maintenance Staff or concerns:

- Staff received 2nd round COVID vaccinations on ____ at City Hall
- Anticipate moderate levels of Vacation/Miscellaneous time off during January
- Long term loss of Groundskeeper/Building Technician due to worker's comp injury sustained on 1/11/21 (temporary filling by a 4-hour shift)
- Staff to participate in Asbestos Awareness Training on 2/18

Building Maintenance OT Costs:

\$3,823.83: Staffing coverage for after-hour maintenance issues (replacement of isolation valves on AHU-5 at City Hall, installation of electrical outlet in Payroll Office, replacement of isolation valves to 1st floor restroom to facilitate sink repairs), BPD Custodial staffing for observed holiday on 2/18, temporary filling of Groundskeeper position on a daily basis, snow operations 1/3, 1/26, 1/27

Streets January 2021 Report

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
 - Take downs (Marlene Street, Britton Road, Bracket Park, High Street, Lardner, Kenney Street, Hill Street)
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Milling and Paving

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- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Finished constructing PPE (sneeze guards) for Police Department
- Continued assembling Outdoor Classrooms
- Storm Drainage
 - Completed Basin Repairs (Hill Street, Pinnacle Road, Henry Place)
 - Installed block on the Boulevard to provide stability for existing tree border
 - Installed block on Boulevard river to provide stability to existing wall
 - Installing new poles and signage
 - Created signs for Park Department , Youth Services, Covid testing and food distribution
- Winter Operations
 - Mailbox Repairs
- Depot Square Parking Lot
 - Finished work at Depot Square, Installing electrical box next month

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Winter Operations
 - Plowed and treated roads for storms on 12/5, 12/16 and 12/20
 - 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 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.

December OT Total- \$1,457.84, Snow OT - \$28,081.42

Solid Waste January 2021 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 22 letters and picked up 3 illegal bulk stops.
- The bulk crew picked up 306 scheduled bulk stops, working Tuesday-Thursday.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Went back to Tuesday-Thursday curbside bulk collection schedule.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside Yard Waste collection for the season, collecting a total of 2,360 tons of yard waste.
- We had 4,223 residents this season participate in the Yard Waste program.
- Finished curbside leaf bag collection, collecting a total of 963 tons for the season.
- Laviero started hauling compost out of the Transfer Station.
- Hired a new Solid Waste laborer.

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.
- Start curbside Christmas tree collection.
- Cut overgrown brush at the Transfer Station.
- Put in an order for 200 new rubbish barrels.
- WeCare Denali to continue hauling out woodchips, storm debris.

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 =	\$9,552.01
Transfer Station OT =	\$4,760.55
TS Revenue (PAYT) =	\$0.00
Residential Permits =	\$0.00

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Commercial Permits =	\$0.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$0.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$0.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Simple Recycling =	\$0.00
Special Pick up – 2 nd	\$0.00

Fleet Maintenance Current Activities:

- Gone through Streets Div. plow trucks and adjusted auger chains for winter ops.
- Streets Div. (S19) Tanker truck. Was brought in to get pump operational as well as replacement of cab air springs.
- Solid Waste Div. (R40) Automated rubbish truck was brought in for multiple hydraulic leaks as well as oil. Main hydraulic pump line was changed as well as an oil pan replacement. Truck is back in service.
- Building Dept. (A4) Pickup truck was brought in for a faulty alternator. Old broken strobe lights were replaced with a new strobe system. Looking towards a plow for that truck.
- Streets Div. (C15) John Deere sidewalk machines snow blower came in with a broken auger. Repair was done here for a cost of \$1,800.00.
- Multiple Building Maintenance snow blowers were brought here for repairs ranging from broken belts to broken chutes.
- Solid Waste Div. (R23) Automated rubbish truck was brought to Sanitary Equipment for replacement packer and arm cylinders while still covered under warranty. Scheduled to be back in service by mid February.
- Streets Div. (S9) Ford mason dump went out for broken lifter bolts as well as injectors. Truck is back in service for a cost of \$1,900.00.
- Streets Div. (S10) 6 wheeled Hybrid dump truck blew a specialty coolant hose. We repaired the expensive replacement hose with an aftermarket cost effective one. Truck was back in service, it is now at Peterbilt for another hybrid issue.
- WPC (WP12) 6 wheeled plow truck was brought to us for a broken auger chain as well as multiple hydraulic lines that were ready to break. Truck was repaired here and is back in service.
- Streets Div. (S28) 6 wheeled dump was brought in for a new blower motor and resistor. Truck is back in service.

- Wrapping up our OHSa report.

Fleet Maintenance Next Month's Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to follow Covid protocols.
- Continue to keep our snow ops running strong.
- Continue to keep our Solid Waste running strong.
- Working on Capital Equipment budgets and presentations.
- Awaiting the arrival of our new backhoe and dump trucks.

Fleet Maintenance staff or concern:

- Overtime expenditures and totals \$5,223.43 (Holidays, Dispatch and Mechanic).