



Department of Public Works | 860.584.6125

**Board of Public Works
Public Works Department Activity Report: Administration – June 2021**

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4,953
Number of Bulk Collections	372

Current month activities:

- PAYT reporting and debt collection continues.
- Communications, press releases, social media, website maintenance and enhancements are ongoing.
- Management of Street Light repair requests and Shopping Cart ordinance compliance.
- Educational outreach for Reduce & Reuse and training for the Recycle Coach application, which currently has 4,198 users.
- Pursued 97 abandoned shopping carts, resulted in \$360.00 in fines.
- Welcome packets to new residents, which included recycling magnets and events we have scheduled, have been going out Monthly.
- Assisting Solid Waste with Illegal Bulk letters and fines. 53 complaints were received in May, resulting 5 fines.
- Yard Waste is in full swing for 2021. 4,376 residents have signed up. Five barrels were retrieved from non-renewing residents this month.

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 awareness of the Reduce & Reuse program and the Recycle Coach app., due to being closed to the public.
- Continue work on the Department’s webpage, Facebook, Instagram and Twitter accounts to enhance media 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 the Streets sign shop to print posters for the recycling trucks and working with Fleet on the final installation.

Administration staff or concerns:

Administration Monthly OT Costs: \$979.22

<p>Board of Public Works Public Works Department Activity Report: Engineering – June 2021</p>
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Current month activities:

- Complete DPW spring mill & pave program.
- Issue Requests for Proposals for: sidewalks on Shrub Rd.; North Main Street streetscape imprint, after paving.
- Riverside Ave: complete streetscape road diet.
- DPW Phase II Summer/Fall Paving program: issue work orders; oversee misc. storm drainage work in support; coordinate meetings with Eversource, Water/Sewer and City Departments.
- Initiate Roadway Pavement Marking program.
- Pine Lake: sediment chamber design
- Memorial Blvd. Bridge: retaining wall was award to Trademark, hold pre-construction meeting, inspect DPW facilities Storm Water Control program.
- North Main Street: streetscape concept design.
- Signal timing study complete, staff training pending.
- Brook Street: retaining wall replacement complete.
- Louisiana Ave Bridge: coordination with the State, Contractors and Inspector for semi.
- Divinity St.: culvert coordination, research for drainage, LOTCIP application and roadway classification modification with state.
- Wolcott St: reconstruction, design coordination.
- ADA transition plan: consultant completing field inspection of H.C. Ramps.
- Eversource Gas Main Installation: Coordination for new mains and replacements. Roadway repairs by Eversource or fee in lieu.
- Confined space training for Pequabuck River culvert sediment removal.
- Louisiana Ave. Bridge: paving taking place mid-June, completion late June.

Next month activities:

- Pequabuck River Conduit: sediment removal awarded to Schultz.
- Summer/Fall Paving: prepare list for pavement markings/traffic loops.

- Fall Paving Pre-Program: oversee storm drainage upgrades and repairs, procure encroachment permits.
- Riverside Ave Streetscape: punch list items.
- Mem. Blvd. Bridge Replacement Project: start of construction.
- Memorial Blvd. Wall Replacement Project: start of construction.
- DPW James P Casey Road site: consultant preparation of Storm Water Pollution Prevention Plan.
- Maple Ct.: reconstruction design.
- Update: CT DOT roadway mapping, street light inventory for Eversource.
- Training with VHB Engineering regarding signal timing. Review report to schedule repairs. (Report to be complete)
- Pine Lake: final design of sediment chamber.
- Frederick St bridge/Pequabuck culvert/floodway: sediment removal plans.
- Work orders for ADA ramps at roads on 2021 paving list.
- Huntington Woods: final detention pond and storm drain replacement designs.
- Collins Rd.: schedule drainage improvements for fall.
- Review RFP's for design services for: N. Main St. Streetscape, Shrub Road Sidewalks.
- Restoration (repair erosion): Pequabuck River/Rockwell Park River, Field St Culvert, Broad Street Retaining Wall.

Engineering Division staff or concerns:

Engineering Monthly OT Costs: \$388.10

Engineering Staff work on Major Roadway improvements and drainage.

<p>Board of Public Works Public Works Department Activity Report: Land Use – June 2021</p>

Current month activities:

Zoning Commission:

- Special Permit and Site Plan for fuel oil and heating fuel storage facility 351 Minor Street; Map 66; Lot 263-2 – APPROVED WITH STIPULATIONS.

Inland Wetlands & Watercourses Commission:

- Wetlands Application for construction of a 40,000 sq. ft. addition with associated parking, grading, drainage and detention/water quality basin at 360 Minor Street

Assessor's Map 65; Lots 13-3 and 13-2 – PUBLIC HEARING SCHEDULED FOR JULY 7, 2021

- Wetlands Boundary Change for actual field locations done for a more accurate area to develop at 360 Minor Street; Assessor's Map 65; Lots 13-3 and 13-2 – PUBLIC HEARING SCHEDULED FOR JULY 7, 2021.
- Wetlands boundary change per survey at 183 Fox Den Road; Assessor's Map 56; Lots 40 & 40-16 – PUBLIC HEARING SCHEDULED FOR JULY 7, 2021.
- Wetlands boundary change per survey at Southwest corner of Emmett Street & Broderick Road; Assessor's Map 4; Lot 6-4 – PUBLIC HEARING SCHEDULED FOR JULY 7, 2021.
- Wetlands Application for construction of an industrial building and associated parking at the Southwest corner of Emmett Street & Broderick Road; Assessor's Map 4; Lot 6-4 – PUBLIC HEARING SCHEDULED FOR JULY 7, 2021.

Zoning Board of Appeals:

- Variance of minimum front yard on a state highway for a generator at 780 King Street; Assessor's Map 48, Lot 112 – APPROVED.
- Variances of: (1) minimum lot area for the General Industrial zone; (2) minimum side yard abutting a Residential zone; (3) minimum front yard for the General Industrial zone at 16 Andrews Street; Assessor's Map 38, Lot 62-4/62/4A/61-5; R-10 (Single-Family Residential) zone – APPROVED.
- Certificate of Approval for a used car dealer license at 258 Riverside Avenue; Assessor's Map 30A, Lot 8; BHC (Route 72 Corridor Business) zone – APPROVED.
- Variance of minimum side yard for a deck at 56 Morris Avenue; Assessor's Map 48, Lot 48; R-10 (Single-Family Residential) zone – APPROVED.

Historic District Commission:

The Commission did not meet in June.

Planning Commission:

- Subdivision, 505-545 Redstone Hill Road (18 lots); Assessor's Map 2, Lots 133, 133-1, 133-2 & 133-3; R-15 (Single-Family Residential) zone – SCHEDULED PUBLIC HEARING FOR JULY 28, 2021.

Land Use staff or concerns:

Land Use Monthly OT Costs: \$846.59

Board/Commission Secretaries and Assistant City Planner at meetings.

Board of Public Works Public Works Department Activity Report: Facilities – June 2021
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Current month activities:

- Site Access System Conversion: finalize with Information Technology Department at City Buildings, Police Complex remains to final turnover.
- Fire HQ Mechanical Renovation Project: complete oversight of tasks, generate punch list of outstanding items prior to substantial completion of project.
- City Hall Renovation Project: assisted QA+M Architects in site reconnaissance.
- Boiler replacement at 51 High Street: Russell & Dawson MEP consultants submitted design documents, site pre-bid meeting scheduled for 7/14 with Purchasing Department.
- Main Library Plaster Restoration: Architectural Stone/DeMeo Construction completed the 2nd phase of plaster restoration and final painting of two reading rooms, State of CT Historic Preservation staff completed final site visit on 6/28/21.
- Remote Meeting Needs: staff installed TVs and mounts in 10 offices at City Hall and Fire HQ.
- Staff provided support for: 06/08/21, Pride Flag raising event; 06/23/21, Wellness Lunch with the Mayor's Office; document destruction and file moves for Comptroller and Tax Collector offices.
- Facilities Boiler Inspections: 06/09/21, staff provided escort and assist Travelers Insurance boiler inspections, for State of CT certification purposes.
- Fire Department Testing: assisted Human Resources in testing area set-up in former Courthouse at 131 North Main Street, on 06/22/21 and in City Hall on 06/24/21.
- Saturday Farmers Market Events: staff provided weekly support.
- Solar for All Campaign: 06/26/21, hosted PosiGen at Farmer's Market, continuing the campaign began in 2020.
- SustainableCT Program: 06/10/21, Facilities Manager met with SustainableCT Fellow to discuss Bristol's needs related to ongoing efforts within the program and what assistance they can provide over the summer months.
- 51 High Street: with the Streets Division, removed two trees to facilitate an area to install a small community garden in the future.
- Animal Control Facility Kennel: Roberge Painting completing diamond grinding and installation of heavy duty flooring system.
- Farmers to Families: transport a pallet of soap from Emergency Management to the City Yard to include with food distribution on 07/01/21.

Next month activities:

- Fire HQ Mechanical Renovations: finalize remaining punch list items with Silver Petrucelli & Associates and Millennium Builders to close out the project in full.
- Sidewalk Replacement: complete replacement of two sidewalk sections at the Beals Center, with B.O.E. and an abutting neighbor, who will have restricted access to their shed during work.

- Issue P.O.s for: rooftop unit replacement at the City Yard, vendor Air Temp Mechanical; roof gutter guard systems at the Beals Center, vendor Offshore Construction.
- Plumbing Repairs & Maint.: Oakland LLC to replace boiler room sump pump, including clean-out, at City Hall; grease trap cleanings at Fire HQ and the Beals Community Center.
- 51 High Street Boiler Replacement: 07/14/21, conduct pre-bid meeting.
- Farmer's Market Events: weekly support and assistance to continue through October 30, 2021.

Building Maintenance Staff or concerns:

- Moderate levels staff absences anticipate through July, as FY21-22 time paid time off accrues 07/01/21.
- 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 daily), which will require surgery and lengthy rehabilitation period.
- 1st shift Senior Building Technician to be off each Friday, for the months of July and August.
- Summer hours to continue through August 2021.
- Hiring of a temporary Custodian to offset the need for daily overtime staffing for grounds-keeping duties, in process with Human Resources.

Building Maintenance Monthly OT Costs: \$7,893.15

Staffing coverage for after-hour maintenance issues: BPD chiller lock-out issues, repairs to City Clerk vault emergency lighting.

Temporary 4-hour filling of Groundskeeper position on a daily basis.

Installation of 75" monitor/mount in 1st Floor Meeting Room.

Coverage for shift vacancies due to vacations/time off.

<p>Board of Public Works Public Works Department Activity Report: Streets – June 2021</p>
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Current month activities:

- COVID-19: continued provision of cleaning supplies, as well as, masks to all employees. to
- Roadside Maintenance of City Properties: maintenance continued, including litter and yard sign removal. This work will be on going throughout the seasons.
- Serviced trees: pruning, removals, and testing.
- Tree take downs: Ward St, Boulevard-6, Vernon, Mechanic, Lewis, Shrub.
- Pine Lake: drainage and binder installed for parking lot.
- Addressing Street Signs

- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Vactor Work
- Milling and Paving: North Pond, Puritan, Depot Square.
- Brown stone hauled to leaf dump.
- Driveway Aprons
- Patched potholes
- Street Sweeping
- Outdoor Classrooms: assembly continued.
- Storm Drainage: completed basin repairs on Daniels, Morris, Pilgrim; install new poles and signage.
- Sign Shop: created new signs for Farms to Families and several BDA projects.
- Winter Operations(OFF SEASON): mailbox repairs

Next month activities:

- Roadside Maintenance: street sweeping, potholes, curb repair, loam, driveway aprons, catch basin repair.
- Pine Lake: parking lot.
- Winter Operations(OFF SEASON): service requests, curbing, mailboxes
- Street Road Name signage replacement: install new poles and/or signage, signage printing requests from other Departments, repair and installation of signs on behalf of the Police Department.
- Maintenance of City Properties: litter clean up, lawn maintenance, bridge clean ups.
- Trees: take downs, trimming and stump grinding.
- Seasonal Maintenance Activities: to continue, including preparation of seasonal operation equipment.
- Provided assistance for other Public Works and outside Department's programs, as required.

Streets staff or concerns:

Street Monthly OT Costs: \$6,515.18

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

<p>Board of Public Works Public Works Department Activity Report: Solid Waste – June 2021</p>
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Current month activities:

- Illegal Bulk Inspection & Enforcement: activities continued, 53 letters were sent, pickups made at 15 illegal bulk stops.
- Bulk Collections: 372 scheduled bulk pickup were made, Monday-Thursday schedule continued.
- On-Site Barrel Management: Transfer Station staff has continued disassembling, cleaning barrels for reuse.
- Yard Waste: weekly curbside collections continue, 4,373 residence currently enrolled in the program.
- Trash to Treasure Program: continued collection of reusable items at the Transfer Station, an event was held at the Farmers Market.
- New Automated truck arrived, R-6.

Next month activities:

- Illegal Bulk: continue inspection and enforcement activities.
- Additional Barrels: monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers, on back order; receive shipment of 500 new barrels; delivery new barrels to residents on the waiting list.
- Yard Waste: continue on-site management activities at Transfer Station, delivery of yard waste barrels to new customers.
- Trash to Treasure Program: continue collection of reusable items.
- WeCare Denali to process/grind our brush, leaf and yard waste piles at the Transfer Station.
- Train new employees on rubbish and recycling trucks.
- Cut overgrown brush/grass at the Transfer Station.

Solid Waste staff or concerns:

<u>Solid Waste</u>	
<u>Monthly OT Costs & Revenue Generated:</u>	
Solid Waste OT =	\$4,813.82
Transfer Station OT =	\$4,481.83
TS Revenue (PAYT) =	\$30,330.75
Residential Permits =	\$6,100.00
Commercial Permits =	\$323.00

Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$11,053.50
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$571.50
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 =	\$235.00
Illegal Bulk Fines =	\$196.48
Simple Recycling =	\$0.00
Barrel Sale =	\$0.00
Special Pick up – 2 nd	\$1,355.00

Two new Solid Waste laborers were hired. Solid Waste Division staffing levels were managed. Division vehicle and equipment needs addressed. Cross training of Division employees continued.

<p>Board of Public Works Public Works Department Activity Report: Fleet – June 2021</p>
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Current month activities:

- Solid Waste Div. (R5) Automated Rubbish truck: 2 body camera cables replaced, awaiting delivery of the main distribution box for the relays, truck is still currently in service.
- Streets Div. (C13) 1994 Dozer: all front hydraulic lines replaced, old lines were original and starting to fail, machine is back in service.
- Streets Div. (C19) 2017 Morbark Wood Chipper: came in for a bad squeal, drum bearings and seals were replaced, machine is back in service.
- Solid Waste Div. (R21) 2000 Mack Rear Loading Rubbish Truck: came in for slack adjusters, exhaust work, a leaking rear packing cylinder. Cylinder is being refurbished and will be installed by mid July. Truck's body is in bad shape from rot and rust.
- Streets Div. (C8) J.D Roadside Mower: new mandrel cutting drum for the side mowing deck, cost of \$5,000. The new setup is more suitable for what we mow. Machine is back in service and more favored by the operators now.
- Solid Waste Div. (R16) 2012 Automated Rubbish Truck: complete side arm replaced, cost of \$15,000. Old side arm unit to be refurbished and kept as an emergency backup. Truck is back in service.
- Streets Div. (C2) 2017 Loader: came due to rough running issues. Mechanic found DEF fluid mixed with the fuel. Tank was drained, filters replaced. Machine was put back in service, shortly after issued resumed. Unit is currently down, awaiting a 2nd opinion from a Volvo technician.

- Solid Waste Div. (GR40) 2008 Automated Rubbish Truck: in the shop now for a misfire, truck is being diagnosed.
- Solid Waste (R6) New Automated Rubbish Truck R6: was received and is currently in service.
- Streets Div. (S13) 2019 6 Wheeled Dump Truck: sent to Mack for warranty work regarding the exhaust system, truck is now back in service.
- Solid Waste Div. (R23) Automated Truck: received back from outside repair of a failed packer system, cost of \$10,000.
- Capital Equipment bid specs were submitted.
- Mag. tanks were drawn out and ordered.

Next Month's Activities:

- Fleet Vehicles: continued scheduled services for all DWP divisions and P.D.
- COVID: continued adherence to protocols.
- Streets Ops: continue to keep running strong.
- Solid Waste: continue to keep running strong.

Fleet Maintenance staff or concerns:

- Overtime expenditures and totals \$4,346.24

Holiday, Dispatch and Mechanic.