



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3861
Number of Bulk Collections	279

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 4,897 users.
- Pursued 69 abandoned shopping carts, resulted in zero 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. 65 complaints were received in August, resulting 5 fines.
- Preparing Yard Waste for 2022. Six barrels were retrieved from non-renewing residents this month.
- Preparing Budget documents for all divisions.

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 Boxing up all files in engineering to be scanned. Also scanning all current files so we have no paper and everything is on the O drive.

- Begin selling 2022 Rubbish and Yard Waste renewals January 1, 2022

Administration staff or concerns:

Administration Monthly OT Costs: \$197.57

Engineering Division Monthly Report January 2022 BPW Meeting

(Summary of December Activity):

- Utility coordination meetings for bridges on East St, Mellen St and Downs St.
- Shrub Rd RFP for sidewalks. N Main RFP for streetscape imprint after paving
- Issue work orders/ oversee misc. storm drainage work in support of DPW 2022 Spring Paving program
- Pine Sed Chamber Construction scheduled with contractor for March.
- N. Main Street Streetscape – Concept Design
- Coordination meetings Eversource/ Water/City Departments regarding Paving Program.
- Signal timing study complete – Staff training pending
- Divinity St culvert coordination and research for drainage. LOTCIP application and roadway classification modification with state.
- Lake Ave culvert coordination and design by consultant. Wetlands approval in Bristol & Southington
- Wolcott St reconstruction design coordination & review
- ADA transition plan – Consultant completing field inspection of HC Ramps
- Pavement Management – Consultant roadway rating increase to s.
- Eversource gas main installation coordination for new mains and replacements, roadway repairs by ES or fee in lieu.
- Mem Blvd Bridge Replacement Project –construction ongoing
- Memorial Blvd Wall Replacement Project –construction ongoing
- Inspect DPW facilities – Storm water control program
- Complete Louisiana Ave Bridge – Waiting on utility company to move wires then complete fencing for neighbors. (Frontier shifted wires 1/13/22)
- Inspect pavement markings on roadways.
- Coordination ongoing with CTDOT for West End 69/72 project
- Initial coordination with consultant Shrub Road Sidewalks design (survey starting)
- Issue street light bid
- Field St culvert award of contract for design

Engineering Division next month activities:

- Fire House 3 drainage resolution
- Memorial Blvd Bridge open
- Utility coordination for Jerome Ave bridge
- Oversee storm drainage upgrades / repairs for Fall/Spring Paving program.
- Consultant preparation of Storm water Pollution Prevention Plan – DPW James P Casey Road site
- Eversource Gas coordination for winter projects
- Louisiana Ave coord with Eversource to move pole and install remaining fence
- Issue permanent patch bid
- Award street light bid and coordinate with new contractor
- Maple Ct reconstruction design.
- Update CT DOT roadway mapping, update street light inventory for Eversource
- Training with VHB Engineering regarding signal timing. Review report to schedule repairs. (Report to be complete)
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.

- Work orders for ADA ramps at roads on 2022 paving list.
- Huntington Woods final detention pond storm drain replacement design/bid
- Community Connectivity bid.
- Award Permanent Patch bid
- Miscellaneous Storm Drainage bid
- Schedule Collins Rd & Maheu St drainage improvements.

Engineering Division staff or concerns:

Overtime for Retaining Wall (Engineering Staff) \$155.62
Construction Inspector and Environmental Pr

Land Use activities for December 2021:

Zoning Commission

Special Permit for environmental services facility at Emmett Street; Assessor's Map 4, Lot 6-4; IP-1 – APPROVED.

Site Plan for fast food restaurant and drive-up facilities at 454 Farmington Avenue; Assessor's Map 37, Lot 79 – APPROVED WITH STIPULATIONS.

Inland Wetlands & Watercourses Commission

Permit determination for operation and use "as of right" in accordance with wetland regulations Section 4.1 e of Bristol Inland Wetland Regulations for the removal of two underground storage tanks and replace with one above ground storage tank and a temporary above ground storage tank during construction at 1080 Terryville Avenue; Assessor's Map 67, Lot 28 – APPROVED.

Wetlands application for the clearing, filling, grading, and footing drain discharge in conjunction with a new single-family residential home and 12x14' shed at 150 Nelson Farm Road; Assessor's Map 55, Lot 8 – APPROVED WITH STIPULATIONS.

Wetlands application for the maintenance of an existing drainage facility in conjunction with a subdivision application at 1444 Farmington Avenue; Assessor's Map 46, Lot 75A – APPROVED WITH STIPULATIONS.

Zoning Board of Appeals

The Board did not meet in December

Historic District Commission

Request for a Certificate of Appropriateness for new solar panels on the roof at 225 Grove Street; Assessor's Map 24, Lot 102 – APPROVED.

Planning Commission

Subdivision (Perkins Meadow), west of Perkins Street, south of James P. Casey Road (9 lots); Assessor's Map 62, Lots 7 & 8; R-25 (Single-Family Residential) zone – PUBLIC HEARING SCHEDULED FOR JANUARY 26, 2021.

Resubdivision, 1444 Farmington Avenue (2 lots); Assessor's Map 46, Lot 75A; BG (General Business) zone – PUBLIC HEARING POSTPONED TO JANUARY 26, 2021.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries at meeting; Assistant City Planner at meetings):
\$1816.53

Facilities – December 2021

Building Maintenance current month (December 2021) activities:

- Staff provided ongoing support to Van Zelm, Downes/D'Amato and others for site access, building systems review and other tasks associated with the repurposing of the former Court House space for the future renovation of City Hall
- Facilities Manager attended Underground Storage Tank Class A Operator training, as required by CT DEEP UST program requirements
- Provided assistance to Emergency Management in the delivery of 25 cots to the shelter at First Congregational Church on Federal Hill
- Offshore Construction completed roof inspections on City Buildings prior to snow season
- Supported City Departments as required in any manner related to seasonal events, including food donation collections/deliveries, events and functions
- Accurate Insulation completed minor ceiling mold abatement at Fire HQ, including cleaning, disinfection and application of a mold-resistant paint to the ceiling of the apparatus bay
- Synergy Fire replaced heat/CO detector heads at Fire House #5, which have a 6 year operational life cycle
- Tabacco & Sons repaired a collapsed underground storm water drain line at Fire House #3
- Facilities Manager participated in a SustainableCT Climate Leadership Designation focus group on 12/10, as the City of Bristol is a Silver certified community in the State program
- Obtained an Eversource equipment rebate for the newly installed condensing boiler at 51 High Street in the sum of \$5,982.00
- Snow operations responses on 12/8, 12/24 and 12/25

Building Maintenance next month (January 2022) activities:

- Facilities Manager to complete annual review of existing Lockout-Tag Out procedures with Senior Maintenance Technician and make changes as necessary. Blood Borne Pathogen policies will also be reviewed/updated and staff training to be completed, fulfilling OSHA required guidelines
- Oakland LLC to complete plumbing modifications to support the move of an ice machine into the boiler room to better aid Fire Department staff for emergency response events and decontamination processes
- Sunglass Window Films to complete installation of window tinting on new Fire HQ overhead door windows and transoms
- Assist City Hall Departments and Bristol Police in preparation for transition to former Court House swing space related to City Hall renovation activities and provide access/assistance to Downes/D'Amato staff to begin demolition of existing conditions for build-out of new office spaces
- Staff to complete painting of the ceilings throughout the Animal Control Facility, provide support to BPD Traffic Division due to the long term loss of Traffic Technician Wadowski, respond to winter storm operations as required
- Submit Eversource equipment rebates for Police Basement LED parking lot lighting and City Yard roof-top HVAC unit

Building Maintenance Staff or concerns:

- Anticipate low to moderate levels of Vacation/Miscellaneous time off during January
- Several employees required to quarantine or provide support to family members impacted by COVID Delta variant
- Long term loss of Groundskeeper/Building Technician due to worker's comp injury sustained on 1/11/21 (temporary Custodian Giovanni Antonio taking on the landscaping during this absence)

Building Maintenance OT Costs:

\$5,059.60: Staffing coverage for after-hour maintenance issues, staffing coverage for shift vacancies due to vacations/earned time off/observed holidays and snow removal operations

Streets December 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
- Preparing for winter with salt deliveries as well as liquid mag
- Installed under drain at Stafford School with 5 catch basins(loam and seed in the fall)
- Started making our own asphalt with Bagela with Tilcon closed
- Serviced trees, including pruning, removals, and testing
 - Take downs (Nueman Place -2, Surrey Dr, Matthews St, Andersen Ave, Walnut St-2, Jamaica Ave)
 - Cut planks for benches from Boulevard Trees
- Pine Lake Parking Lot- (Waiting on sewer lateral to top coat)
- Milling and Paving- (Willis St)
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - Completed Basin Repairs (Stafford School-5, Oakwood Circle, Collier Ave)
 - Installing new poles and signage
 - Created signs for Farms to Families as well as several for ECD projects.
- Winter Operations-
 - Had several storms throughout the month which resulted in snow removal (Intersections, dead ends, sight line issues)
 - Mailbox Repairs

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Pine Lake Parking Lot
- Winter Operations
 - Plowed and treated roads
 - 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- \$2,957.46

Solid Waste December 2021 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 64 letters and picked up 5 illegal bulk stops.
- The bulk crew picked up 279 scheduled bulk stops.
- Returned to Tuesday-Thursday bulk schedule.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Continued curbside yard waste collection.
- We currently have 6 active yard waste residents.
- Finished curbside yard waste collection, collecting 2,620 tons of material.
- Finished up fall curbside leaf collection, collection 620 tons of leaf bags.

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.
- Start curbside collection of Christmas trees.
- Start auditing curbside recycling barrels.
- Receive shipment of new rubbish, recycling and yard waste barrels.

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 =	\$13,302.58
Transfer Station OT =	\$7,721.44
TS Revenue (PAYT) =	\$19,337.85
Residential Permits =	\$7,955.00
Commercial Permits =	\$50.00
Yard Waste Revenue =	\$540.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$641.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$318.50
Electronics Take Two =	\$1,341.78
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$705.00
Illegal Bulk Fines =	\$110.52
Simple Recycling =	\$0.00
Barrel Sale =	\$3,875.00
Special Pick up – 2 nd	\$1,050.00

Fleet Maintenance Current Activities:

- Streets Div. (C41) 2008 Vactor had a bad engine oil leak. Both EGR's were replaced on the vehicle as well as a rigorous inspection done to the rest of the truck. Vehicle was repaired and is currently back in service.
- Solid Waste Div. (R23) 2015 Automated rubbish truck was called in for no hydraulics. Outcome was a broken PTO shaft that took out the vehicles engine fan as well. Broken shaft and fan were repaired in house. Truck during inspection also needed a main hydraulic line replaced. Finally a service was done and unit is back in service.
- Streets Div. (S4) 2011 1 ton pickup was brought in for multiple check engine lights. After running a diagnostic program on it, it turned out to be 2 cracked spark plugs. A full engine tune up was done. Truck is back in service but will require some body attention. Body is rotting out as well as bed of vehicle. Will request a replacement in budget.
- B.O.E backhoe was finished up. 2 lift cylinders for front bucket were repacked as well as a rear boom cylinder. Main control valve body was pulled and fitted for new o rings due to a bad leak and blow by. Faulty control levers were also replaced for the main bucket controls. Unit is repaired and back in service.

- Building Maint. Unit (A4) 2008 ¾ ton pickup was brought in for a service. Upon inspection, vehicle needed tranny lines and power steering lines replaced. Vehicle was repaired in house and is back in service.
- Building Maint. vehicle (A5) 2000 ½ ton pickup was evaluated and should be in the budget to replace. Extensive frame rot to vehicle.
- Streets Div. (S22) 2007 10 wheeled dump truck was brought in for hard steering and a faulty sander control box. New power steering pump and box were installed as well as a new control box for the sander body. Truck is back in service but still has to be bleed after some use to get the rest of the air out of the lines.
- Solid Waste Div. (GR35) 2004 rear packer rubbish truck was diagnosed with having a bad intercooler. Awaiting on parts to repair unit.

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 Streets Ops. Running strong.
- Continue to keep our Solid Waste running strong.
- Fleet will be going through rear loading Solid Waste trucks to prepare for tree collections.
- Fleet will continue to prepare vehicles for winter ops.

Fleet Maintenance staff or concerns:

- Michael Dinice was hired as our new Mechanic's Helper.
- Dave Porter is back on light duty with a 25lb restriction.
- I still would like to put together a procedure to buy used equipment.
- Concerned about vehicle availability for 2022-23 capital budget due to Covid related non production issues.
- Overtime expenditures and totals \$5,747.57 (Holiday, Dispatch and Mechanic).