Board of Public Works
Regular Meeting
Thursday, January 16, 2020
6:00 p.m. City Hall, Council Chambers

1. Call To Order
2. Board Of Public Works Minutes Of The Previous Meeting
   A. Board Of Public Works Minutes Of November 21, 2019

      Documents:

      BPW Minutes21NOV19.Draft.pdf

   B. Board Of Public Works Minutes Of December 19, 2019

      Documents:

      BPW Minutes19DEC19.Draft.pdf

3. Employee Recognition
   A. January Work Anniversaries
      Peter English - 30 Years
      Joseph Colangelo- 26 Years
      Jeff Bashaw- 14 Years
      Lee Kusinski- 7 Years
      Raymond Rogozinski- 23 Years
      Jeff Gargano- 3 Years
      Richard Anderson - 15 Years

   B. Streets Employee Recognition-English & Moriarty
      On January 10, 2020 the resident from 87 Boy Street called to thank the employee's who went out and repaired his mailbox. The City was not responsible for the mailbox being down on the ground, but the employees took initiative and straightened and secured the bracket holding the post in the ground and reinstalled the resident's mailbox.

   C. Employee Recognition - Jeff Gates

      From: Lexie Fulton
      Date: December 27, 2019 at 12:46:30 PM EST
      To: Lindsey Rivers <lindseyrivers@bristolct.gov>
      Subject: Great City Worker

      Hi there,

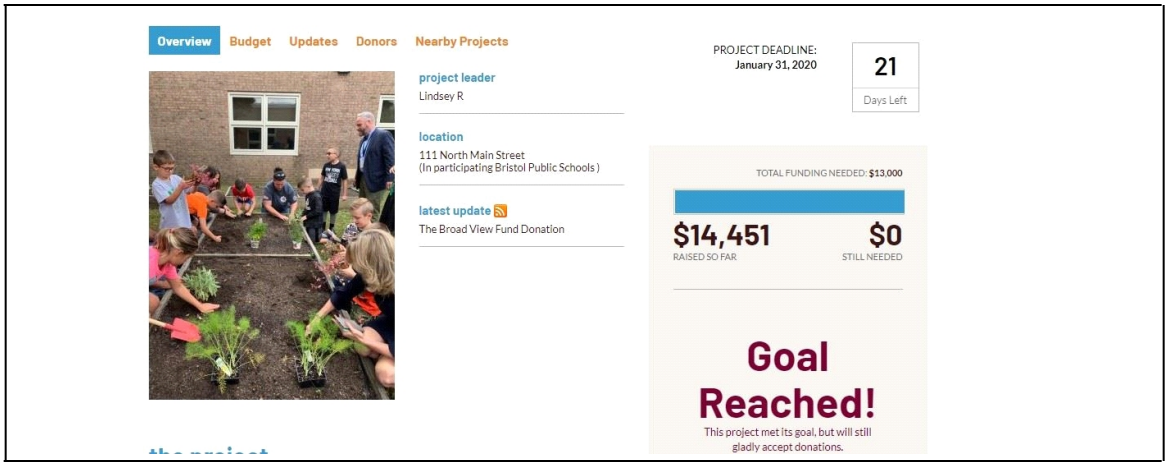
      I'm not exactly sure who I'd have to email this to but I just wanted to give a huge amount of appreciation to the city worker who picks up the garbage on Fox Den Road. He noticed my cans weren't out (...) and before a holiday came up and took it out for us. He's wonderful and much appreciated. Please tell Jeff we say thank you!

      Best wishes,

      Lexie Fulton

4. Concerns And Petitions From The Public
5. Correspondence
   A. Outdoor Classrooms

      We have reached and exceeded our goal with the outdoor classrooms match funding grant! We have started the process on building the model for the 13 locations and we will be working with ESPN on getting all of the enclosed chalkboards built. We will be installing everything on National Outdoor Classroom day May 21st.



B. Trex Challenge

We have met and exceeded our goal with the Trex challenge of collecting 500lbs. We will start another challenge on April 1st for another bench.

C. MEMO-DPW Eversource Project Update 10JAN20

Documents:

MEMO_DPWEversourceProjectUpdate10JAN20 (2).pdf

D. MEMO-DPW Recycling Cost 7JAN20

Documents:

MEMO_DPW Recycling cost 7JAN20.pdf

6. Public Works Divisions Reports

A. December Division Report

Documents:

PublicWorksDivisionReportDecember 2019.pdf

7. Public Works Project List

A. Project Report

Documents:

ProjectReport.pdf

8. Director's Verbal Report
9. Review Of Public Works Budgets
   A. Financials

      Documents:

      FinancialReport.pdf

10. Unfinished Business
11. New Business
   A. BOF Transfer

      Documents:

      BOF Transfer.pdf

   B. Mailbox Claim 200 Baldwin Drive, Reid 5DEC19

      Documents:

      MailboxClaim200BaldwinDriveReid5DEC19.pdf

   C. Mailbox Claim 21 Jay Lane, Alderieri 8Jan20

      Documents:

      MailboxClaim21JayLaneAlderieri8Jan20.pdf

   D. Mailbox Claim 324 Glendale Drive, Riker 24Dec19

      Documents:

      MailboxClaim324GlendaleDriveRiker24Dec19.pdf

   E. MEMO-Mailbox Claims 9JAN20

      Documents:

      MEMO_MailboxClaims9JAN20.pdf

   F. Memo-DPW Mission Statement 10Jan20

      Documents:

      Memo_DPWMissionStatement10Jan20.pdf

12. Addendum
13. Adjournment
14. Signature

_____
Raymond A. Rogozinski, P.E.
Director of Public Works

Minutes of Board of Public Works
Regular Meeting
Thursday, November 21, 2019
6:00 p.m. City Hall, Council Chambers

Members Present:

Ellen Zoppo-Sassu, Chair
Council Member, Mary Fortier
Council Member, Gregory Hahn
Council Member, Peter Kelley
Commissioner Michael Dumas
Commissioner Frank Stawski
Commissioner Donald Padlo

Absent:

Staff Present:

Raymond A. Rogozionski, Director of Public Works

1. Call to Order

Mayor Ellen Zoppo-Sassu, Chair called the meeting to order at 6:01 p.m.

2. Board of Public Works Minutes of October 17, 2019

Motion made by Commissioner Padlo and seconded to accept and place on file. Motion passed.

One abstention, Council Representative Fortier.

3. Employee Recognition

A. November Work anniversaries were recognized.

4. Concerns & Petitions from the public

A. Illegal Bulk Appeal, Mr. Makuchi, 12 Sylvester Street

Motion made by Commissioner Padlo and seconded to not refund his illegal bulk payment. Motion passed.

B. Illegal Bulk Appeal, 170 Newell Ave

Motion made by Council Representative Hahn and seconded to waive the Illegal bulk fees. Motion passed.

DRAFT

5. Committee Reports

A. Misc. Matters Committee- Meeting Canceled
B. Street Committee- Meeting Canceled

No motions made.

6. Correspondence

A. MEMO_DOT Project Status Update 13NOV19

No motions made informational only.

7. Public Works Division Reports

A. October 2019 Division Report

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

8. Public Works Project List

A. Project Report

Motion made by Council Representative Fortier and seconded to accept as presented and place on file. Motion passed.

Mayor Zoppo-Sassu stated that the 1338 labor contract was settled and voted upon and was ratified at City Council.

9. Director's Verbal Report

Director Rogozinski gave a verbal report to the board. No motions made.

No motion made.

10. Review of Public Works Budgets

A. Financials

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

11. Unfinished Business

A. December Meeting Dates
    1. Street Committee–December 2, 2019 5:15 p.m.
    2. Misc. Matters Committee - December 4, 2019 5:30 p.m.
    3. Board of Public Works – December 19, 2019 6:00 p.m.

DRAFT

12. New Business

A. BOF Transfer 15NOV19

Motion made by Commissioner Padlo and seconded to transfer $ 12,000. Motion passed.

B. MEMO_DPW Solar Landfill 13NOV19

Motion made by Council Representative Fortier and seconded to **authorize the Department of Public Works to issue a request for proposal to install solar photovoltaic panels on a portion of the City's closed landfill farm.** Motion passed.

C. MEMO_DPW Asset Management 13NOV19

Motion made by Commissioner Stawski and seconded to **authorize the Department of Public Works/ Purchasing Department to solicit request for proposals associated with an Asset Management system for the Department of Public Works.** Motion passed.

D. MEMO_DPW Leaf Collection

Motion made by Council Representative Kelley and seconded to **authorize the Department of Public Works to request a City Council revision to City Ordinance section 21-48 to indicate "Property owner's maintenance of the tree border shall include the removal of leaves located within the City road right of way. Failure to remove leaves or the act of depositing leaves within the right of way shall result in the issuance of fines and/or citations.** Motion passed.

13. Addendum

A. MEMO_DPW Shrub Rd 19NOV19

No motion made.

14. Adjournment

Motion made by Council Representative Fortier and seconded to adjourn. Motion passed.

Meeting adjourned at 7:07 p.m.

This meeting was recorded.

Respectfully submitted,

_____

Raymond A. Rogozionski, P.E.
Director of Public Works

DRAFT

Minutes of Board of Public Works
Regular Meeting
Thursday, December 19, 2019
6:00 p.m. City Hall, Council Chambers

Members Present:

Ellen Zoppo-Sassu, Chair
Council Member, Mary Fortier
Council Member, Gregory Hahn
Council Member, Peter Kelley
Commissioner Michael Dumas
Commissioner Frank Stawski
Commissioner Donald Padlo

Absent:

Staff Present:

Raymond A. Rogozionski, Director of Public Works

1. Call to Order

Mayor Ellen Zoppo-Sassu, Chair called the meeting to order at 6:00 p.m.

2. Employee Recognition

A. December Work anniversaries were recognized.

B. SW Employee Recognition –Ron Siemiatkoski

C. Several Employees were recognized with a letter and Fleece
   a. Josh Corey
   b. Carlos Dacruz
   c. Daniel Raspardo
   d. Ronald Siemiatkoski
   e. Richard Anderson
   f. Sean Harris
   g. Perry McCormack
   h. Janet Letourneau
   i. Lindsey Rivers

Item 5A. Memo_ DPW RRAR Program was moved to be discussed by Lindsey Rivers. Explanation of all Reduce, Reuse, Recycle programs that were implemented in 2019. Also discussed the Bristol Gardens a work of Heart program and items that were repurposed from the transfer station.

Mayor Zoppo-Sassu recognized Lindsey Rivers as the December 2019 Employee of the month.

D. Employees Recognized by the Board of Ed

DRAFT

3. Concerns & Petitions from the public

None

4. Correspondence

A. Memo_ DPW RRAR Program

B. Memo_ Maple Court Reconstruction

C. Memo_ Graham Street Reconstruction

Motion made by Commissioner Dumas and seconded to accept all three memos as presented and place on file. Motion passed.

5. Public Works Division Reports

A. November 2019 Division Report

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

6. Public Works Project List

A. Project Report

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

7. Director's Verbal Report

Director Rogozinski gave a verbal report to the board.

Motion made by Commissioner Dumas and seconded to accept as presented and place on file. Motion passed.

8. Review of Public Works Budgets

A. Financials

Motion made by Council Member Fortier and seconded to accept as presented and place on file. Motion passed

DRAFT

9. Unfinished Business

A. January Meeting Dates
   1. Board of Public Works – December 19, 2019 6:00 p.m.

10. New Business

A. 2020 Meeting Calendar

Motion made by Commissioner Padlo and seconded to accept. Motion passed.

B. Mailbox Claim, 55 Warner Street, Mr. & Mrs. Levesque

Motion made by Commissioner Padlo and seconded to accept and place on file as the resident agreed to the terms and stated they will install it. Motion passed.

C. MEMO_DPW DOT Downtown

Motion made by Commissioner Padlo and seconded to **authorize the Director of Public Works to request that the DOT initiate a project to re-align Route 72 in the area of Brackett Park. Said project shall include reconfiguring Brackett Park to accommodate proposed roadway geometry and shall include all local, state and federal permits/approvals.** Motion passed.

Motion made by Council Member Fortier to **authorize a change in project scope for the reconstruction of the Memorial Blvd and Downs Street Bridge from replacement to bridge rehabilitation.** Motion passed.

D. BOF Transfer_13DEC19

Motion made by Council Member Fortier and seconded to transfer $10,300.00. Motion passed.

E. BOF Transfer_4DEC19

Motion made by Commissioner Padlo and seconded to transfer $21,155.00 to Solid waste Regular wages.. Motion passed.

F. BOF Transfer_19Dec19

Motion made by Commissioner Dumas and seconded to transfer $8,000.00 for Household Hazardous Waste Disposal. Motion passed.

11. Addendum

None

DRAFT

12. Adjournment

Motion made by Council Member Fortier and seconded to adjourn. Motion passed.

Meeting adjourned at 7:30 p.m.

This meeting was recorded.

Respectfully submitted,

_____

Raymond A. Rogozionski, P.E.
Director of Public Works

DRAFT

Department of Public Works | 860.584.6125

DATE: January 7, 2020

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Eversource Project Update

The Department of Public Works has been contacted by Eversouce Energy regarding replacing of gas mains and proposed tree trimming within the City.

Gas main replacement / City road restoration

Eversource's gas main replacement work will require excavation of City roads. In accordance with City requirements Eversource will install a temporary roadway patch at the time of the initial installation and is required to install a permanent pavement patch at the completion of work. Based on a review of the current condition of the roadway pavements, the roads in question are scheduled to be milled and paved by the DPW. In lieu of Eversource installing a permanent patch they have agreed to provide payment to the City that will cover a portion of the Department's resurface cost (mill & pave road curb to curb).

The DPW will require a meeting with representatives of Eversource, Bristol Police and Board of Education to review traffic control prior to the start of any work. Eversource has also been permitted to start work on the project in the Divinity Street/Peck Lane area subject to using hot reclaimed asphalt (cold patch asphalt is not allowed).

It should also be noted that a portion of the Eversource's work is proposed on the section of Riverside Ave scheduled to be milled and paved by the DOT. The work will require DOT authorization and may impact the schedule to mill and pave Riverside Avenue.

A copy of the submitted Eversource correspondence indicating the location of the proposed gas main replacement is attached for your reference. The Information will be forwarded to the Water/WPC Department and posted in the Department's website.

Tree Trimming/ Cutting

Eversource Energy has requested authorization to cut and remove trees in the area indicated on the attached maps to prevent fallen trees from disrupting electrical service. As indicated in the attached email Eversource policy consist of notifying the City's Tree Warden and communicating directly with property owners in the affected area.

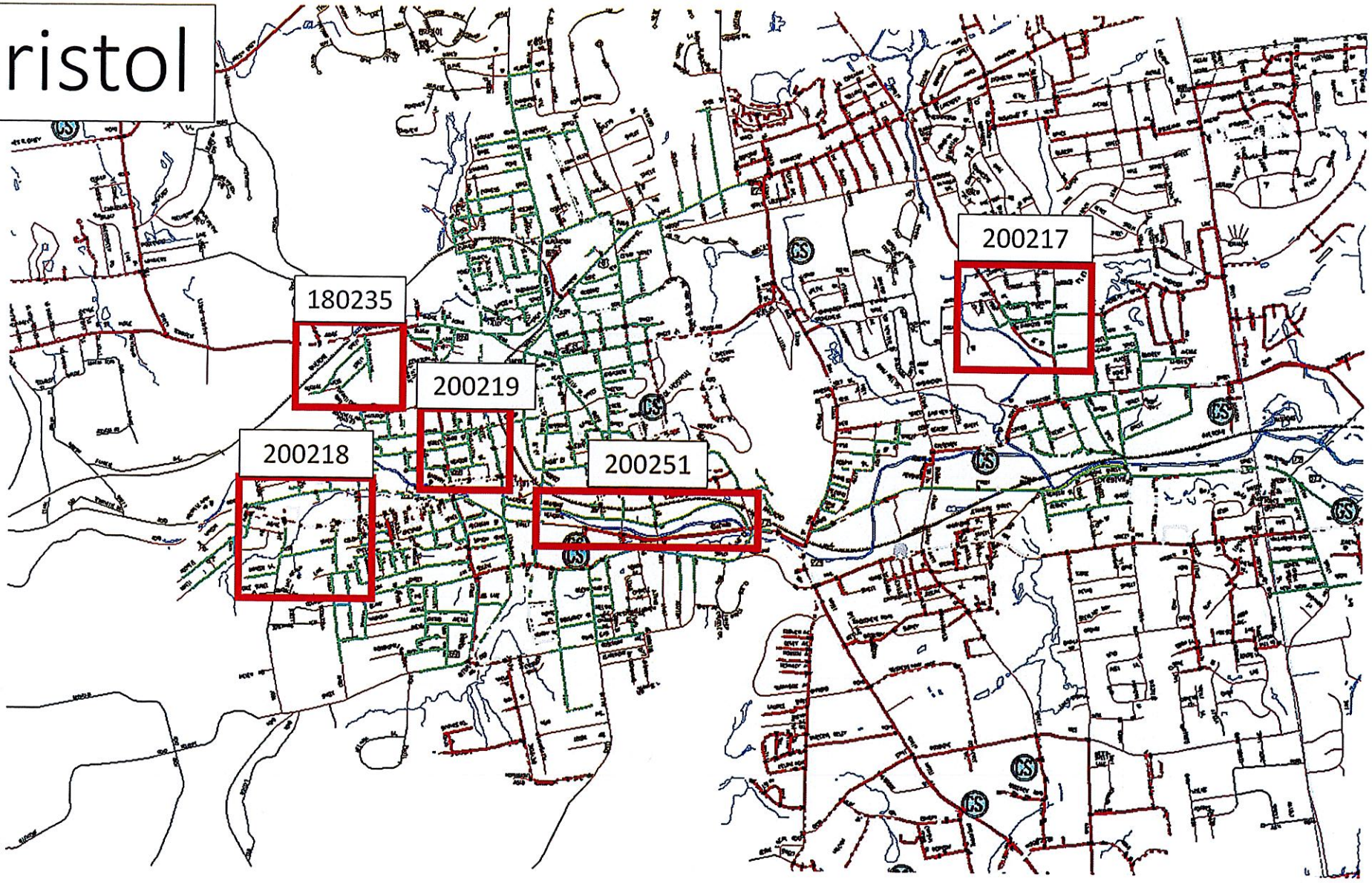
The Department is in the process of scheduling a meeting with Eversource to reviewing the proposed trimming areas and will provide an update to the BPPW at its January 16, 2020 meeting. A copy of the submitted Eversource information will be posted on the Department's website.

Please feel free to contact me with any questions / concerns at 860-584-6113.

EVERSOURCE

Central Region 2020 Replacement Bristol

Bristol

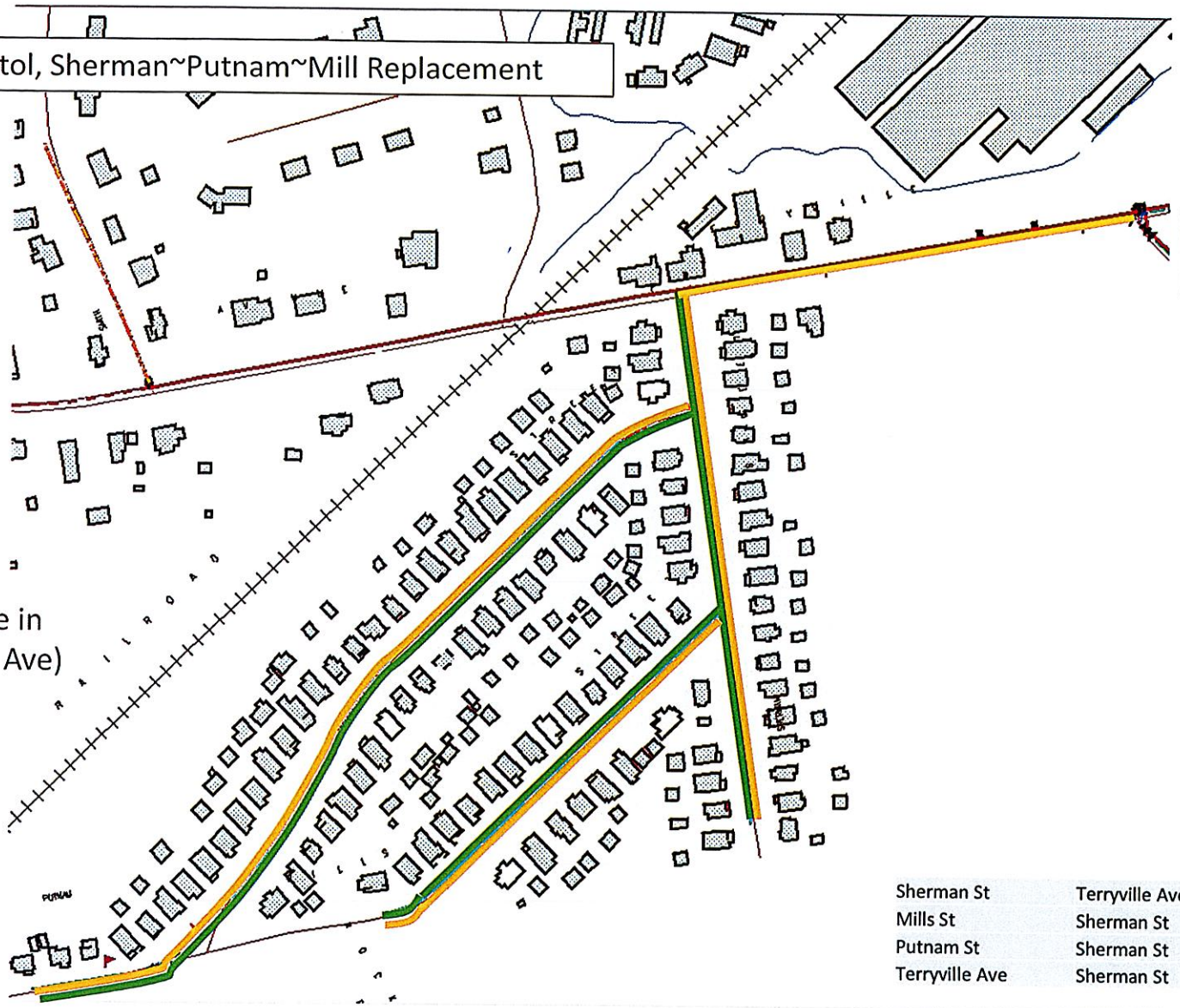


180235_Bristol, Sherman~Putnam~Mill Replacement

Note: 2020 Plan: Road Crossing only on Rt. 6

Install 6" PL

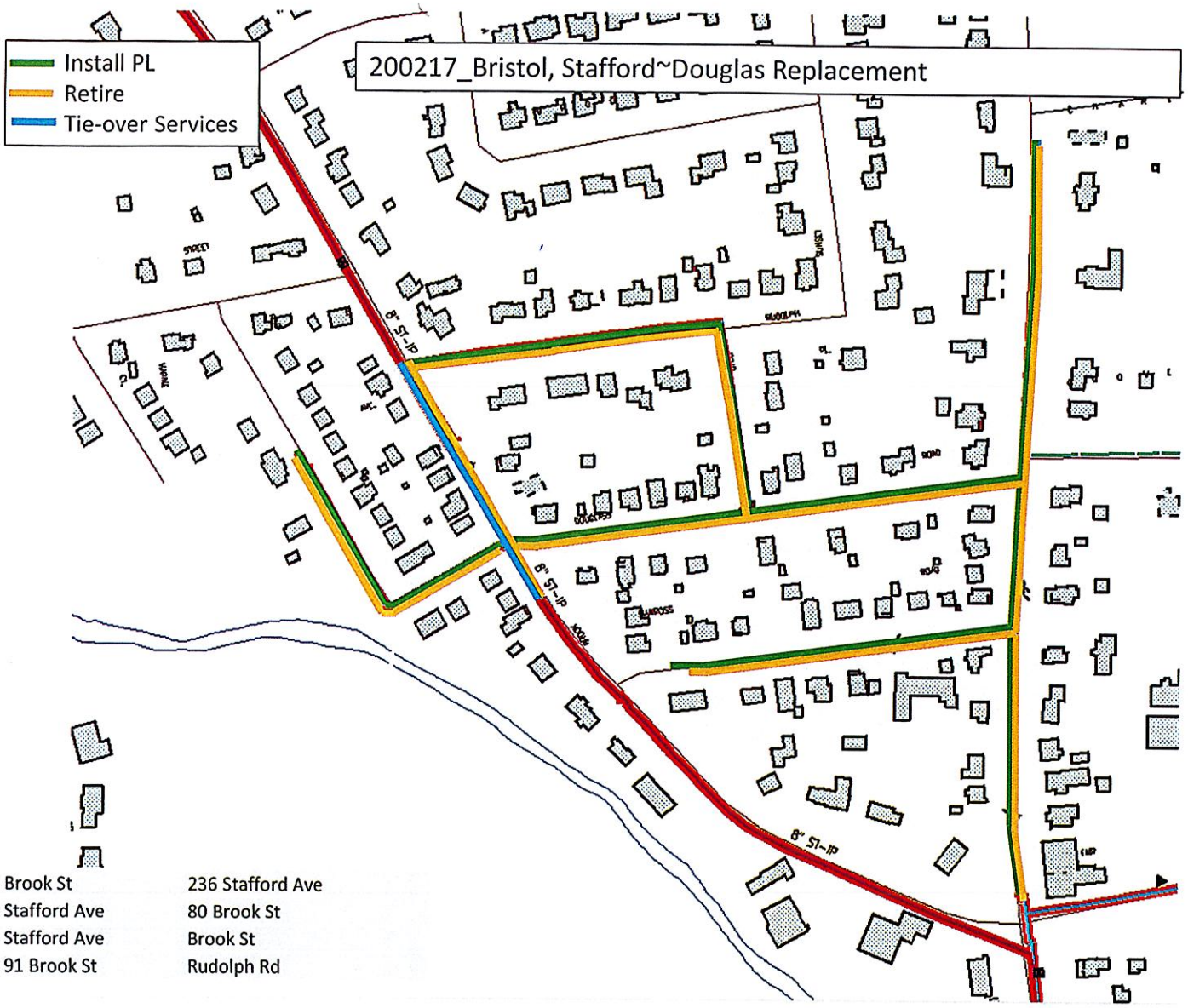
Retire



Notes:

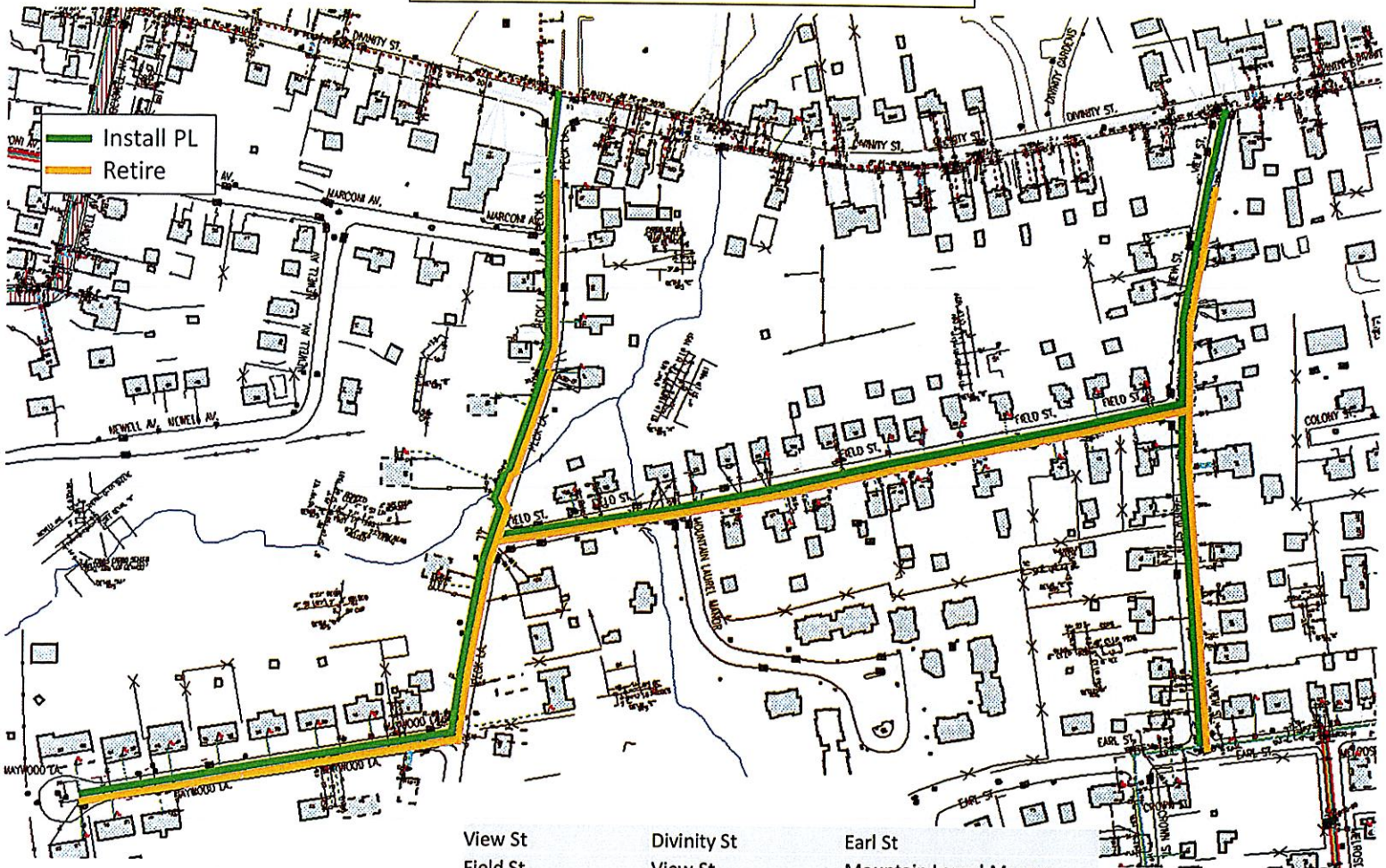
- Route 6 tie in (Terryville Ave)

Sherman St	Terryville Ave	#92/94 Sherman St
Mills St	Sherman St	#70/72 Mills St
Putnam St	Sherman St	#136 Putnam St
Terryville Ave	Sherman St	Pound St



Stafford Ave	Brook St	236 Stafford Ave
Manross Rd	Stafford Ave	80 Brook St
Douglas Rd	Stafford Ave	Brook St
Brook St	91 Brook St	Rudolph Rd

200218_Bristol, Field~View Replacement



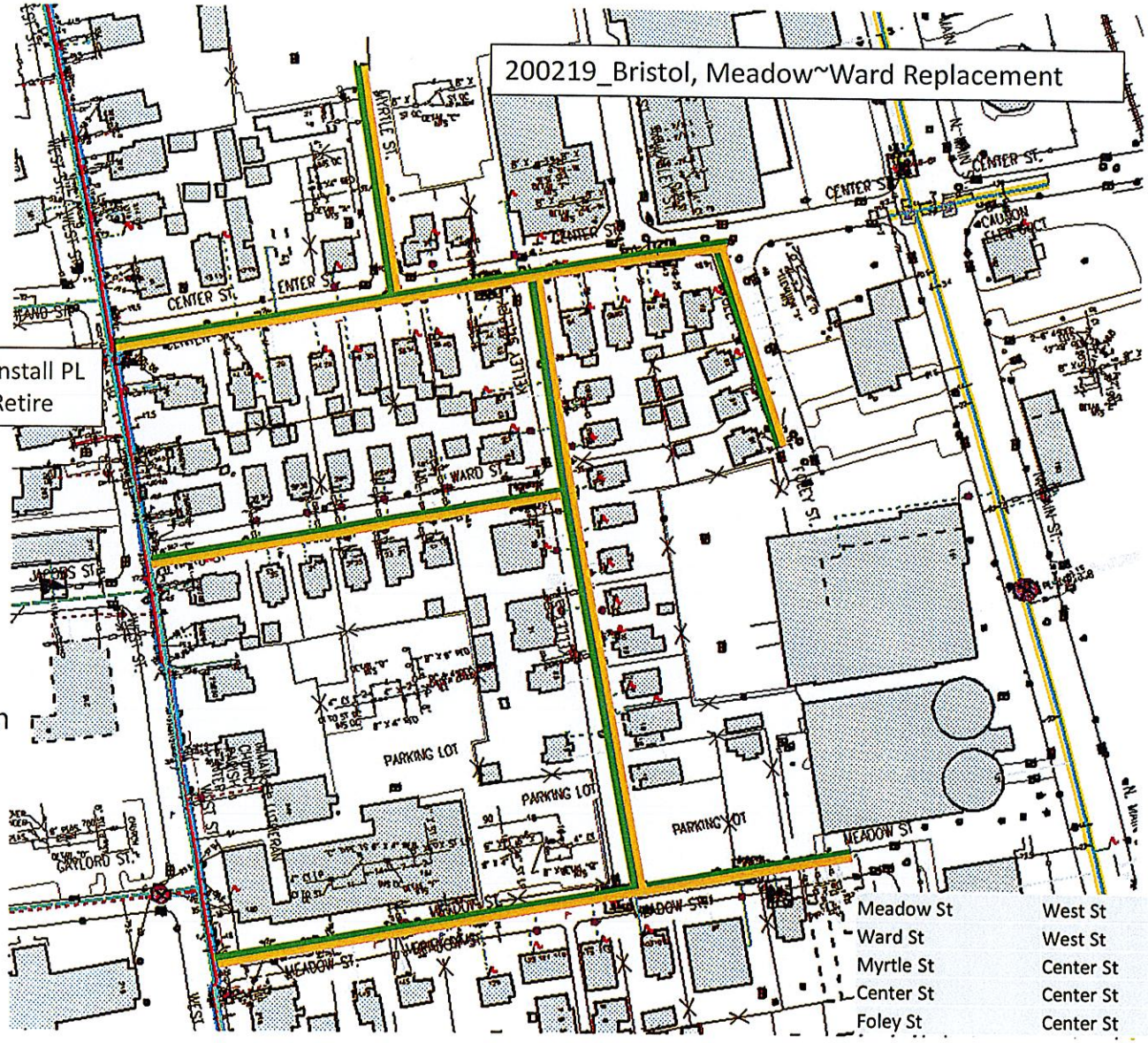
View St	Divinity St	Earl St
Field St	View St	Mountain Laural Manor
Peck Ln	Divinity St	41 Peck Ln

Notes:

- Culvert

200219_Bristol, Meadow~Ward Replacement

Note: 2021

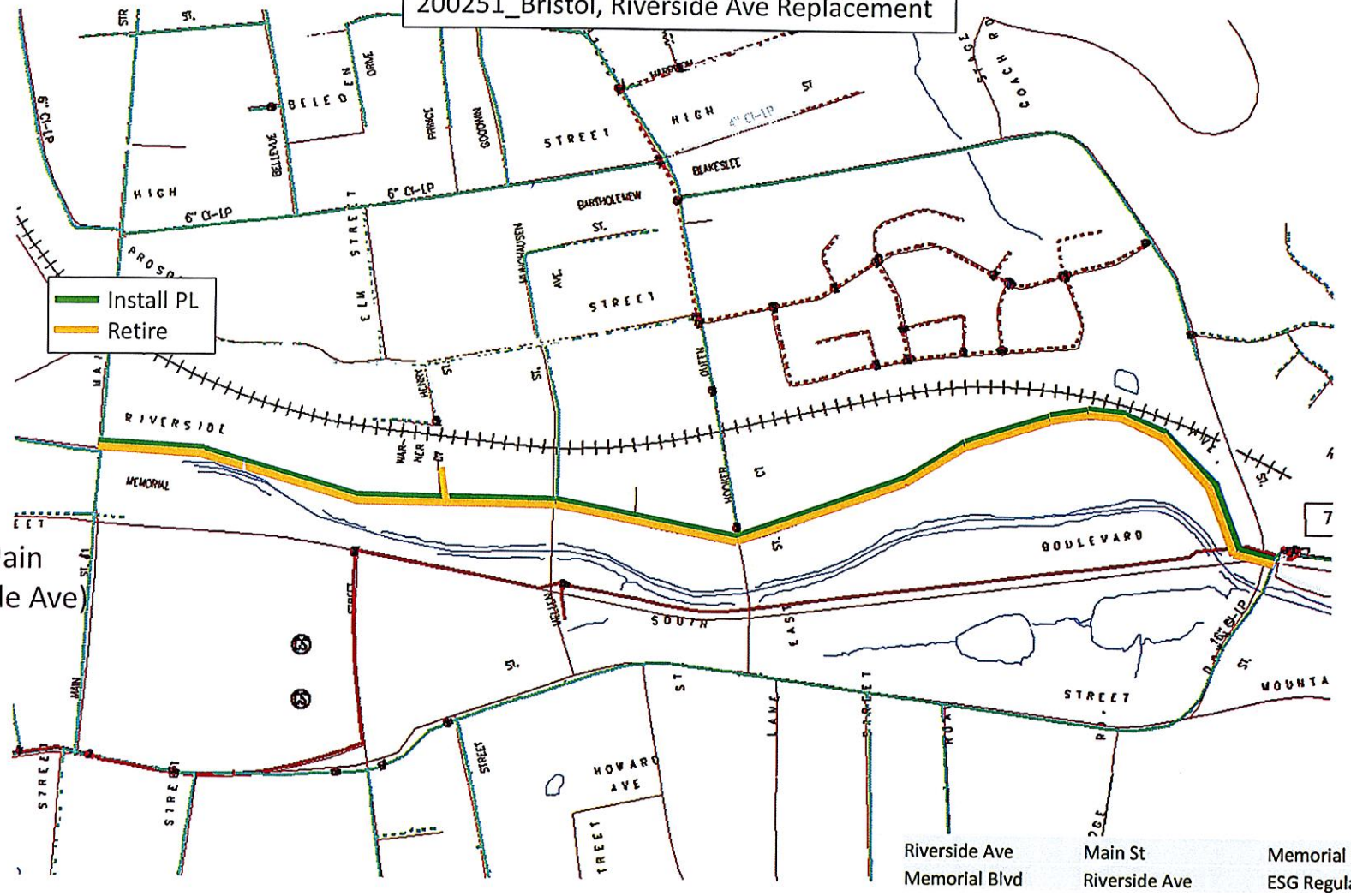


Meadow St	West St	73/75 Meadow St
Ward St	West St	Kelley St
Myrtle St	Center St	Mytrle St
Center St	Center St	Velley St
Foley St	Center St	51 Foley St

Notes:

- Route 69 tie in (West St)
- Reliability portion

200251_Bristol, Riverside Ave Replacement



Notes:

- CT-72 Main (Riverside Ave)

Riverside Ave	Main St	Memorial Blvd
Memorial Blvd	Riverside Ave	ESG Regulator Station

Raymond Rogozinski

From: Pantalone, Robert V <robert.pantalone@eversource.com>
Sent: Monday, January 6, 2020 3:45 PM
To: Nancy Levesque; Raymond Rogozinski
Cc: Guite, Alan D; Simard, David M; Disher, Ronald; Tralli, Christopher J
Subject: 2020 Replacement Projects- Bristol
Attachments: 2020 ARP Central_Bristol.pptx

Good Afternoon,

Thank you again for your time to meet this afternoon. Just to recap, these are the replacement projects that we had discussed:

- Field/View- 2020
- Stafford/Douglas- 2020
- Riverside- 2020
- Sherman/Putnam/Mills- Only Road Crossing on Rt. 6 in 2020. Remainder of the project will be completed in the future.
- Meadow/Ward- Postponed from 2020. Will be completed in the future.

Please see attached for the proposed replacement projects in the City of Bristol.

Let me know if you have any questions.

Thanks,

Rob

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EVERSOURCE

EVERSOURCE
Vegetation Management Department
P. O. Box 270
Hartford, CT 06141-0270
1-800-286-5000

Date: January 7, 2020

RE: Permit to Cut and Remove Trees

Dear **Ray Rogozinski**:

EVERSOURCE is working to improve reliability of service to its customers by clearing trees and brush surrounding the distribution lines throughout its system. We are required by law to obtain a written permit for such clearance from the tree warden of each town in which we work.

To facilitate this work, which is essential to reliable electric service in your town, EVERSOURCE requests you to issue a permit authorizing EVERSOURCE or its agent to cut and remove trees and brush within the limits of the public roads and grounds in the Town of **Bristol**, Connecticut. For your convenience, we have included a permit form at the end of this letter. You can grant the permit by signing on the line provided below and returning it to us.

If before granting the necessary permit, you would like to discuss EVERSOURCE'S trimming activities in your community and any other questions you may have, we would be pleased to meet with you. We have found that our work goes most smoothly when there is cooperation between the Company and the town, and we will make every effort to accommodate your concerns.

If you would like to discuss EVERSOURCE's tree trimming program further, please call me at 860-665-3657.

Sincerely,

Stan Bartkowiak
EVERSOURCE ARBORIST

EVERSOURCE

EVERSOURCE
Vegetation Management Department
P. O. Box 270
Hartford, CT 06141-0270
1-800-286-5000

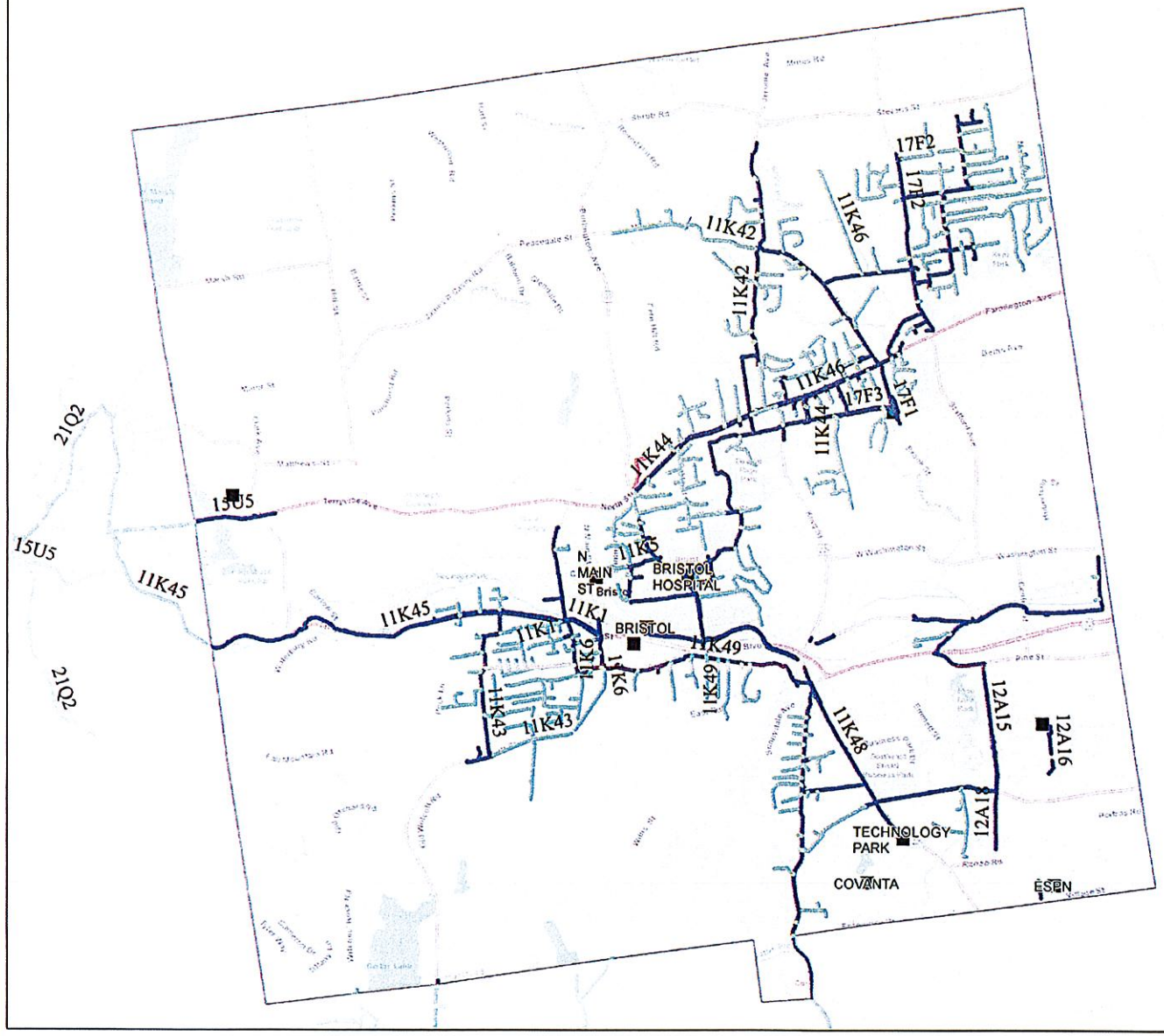
EVERSOURCE

TOWN TREE TRIMMING PERMIT

I hereby grant a permit to cut or remove trees and brush in the Town of Bristol, Connecticut in accordance with Connecticut General Statutes, Section 23-65.

By: _____ Date _____

_____, Tree Warden



BRISTOL

OH Primary 2020 Trimming

- Enhanced Tree Trimming
- Backbone Maintenance Trimming
- Scheduled Maintenance Trimming
- Substations
- Town Boundary

Town Mileage Summary

ETT:	0.25
BB METT:	37.23
SMT:	38.43
Total:	75.91

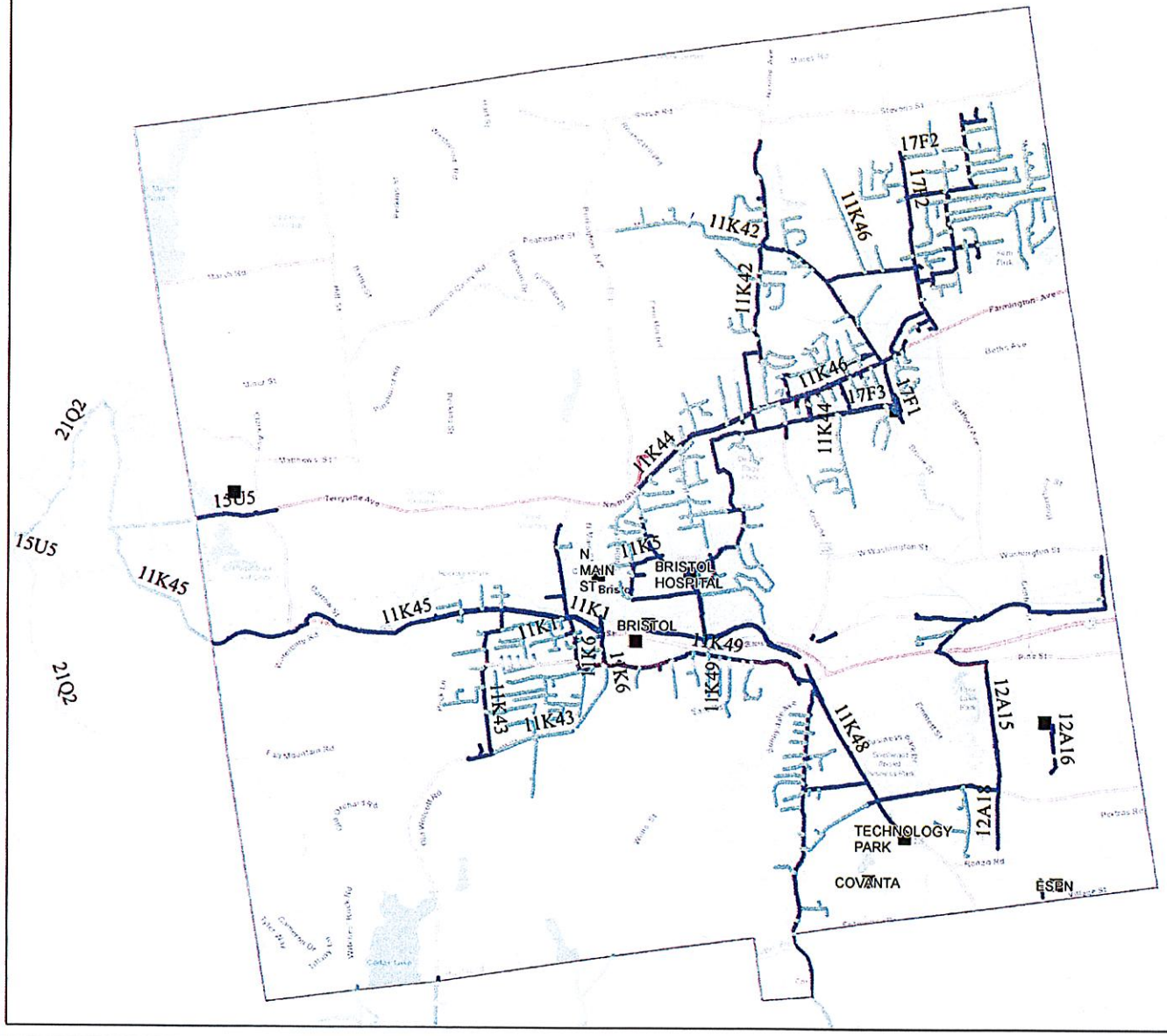
N

EVERSOURCE

0 0.275 0.55 1.1 1.65 2.2 Miles

PROPRIETARY INFORMATION: The material contained on the Overhead Distribution Circuit Map shall be considered proprietary to Eversource (ES), and Users (which shall be defined as any person or entity who has received the Map through sale, purchase, exchange gift, or otherwise) shall keep it in confidence and shall not furnish or disclose it to any third party without the prior written permission of Eversource.

Date: 10/19/2019



BRISTOL

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Date: 10/19/2019

BRISTOL

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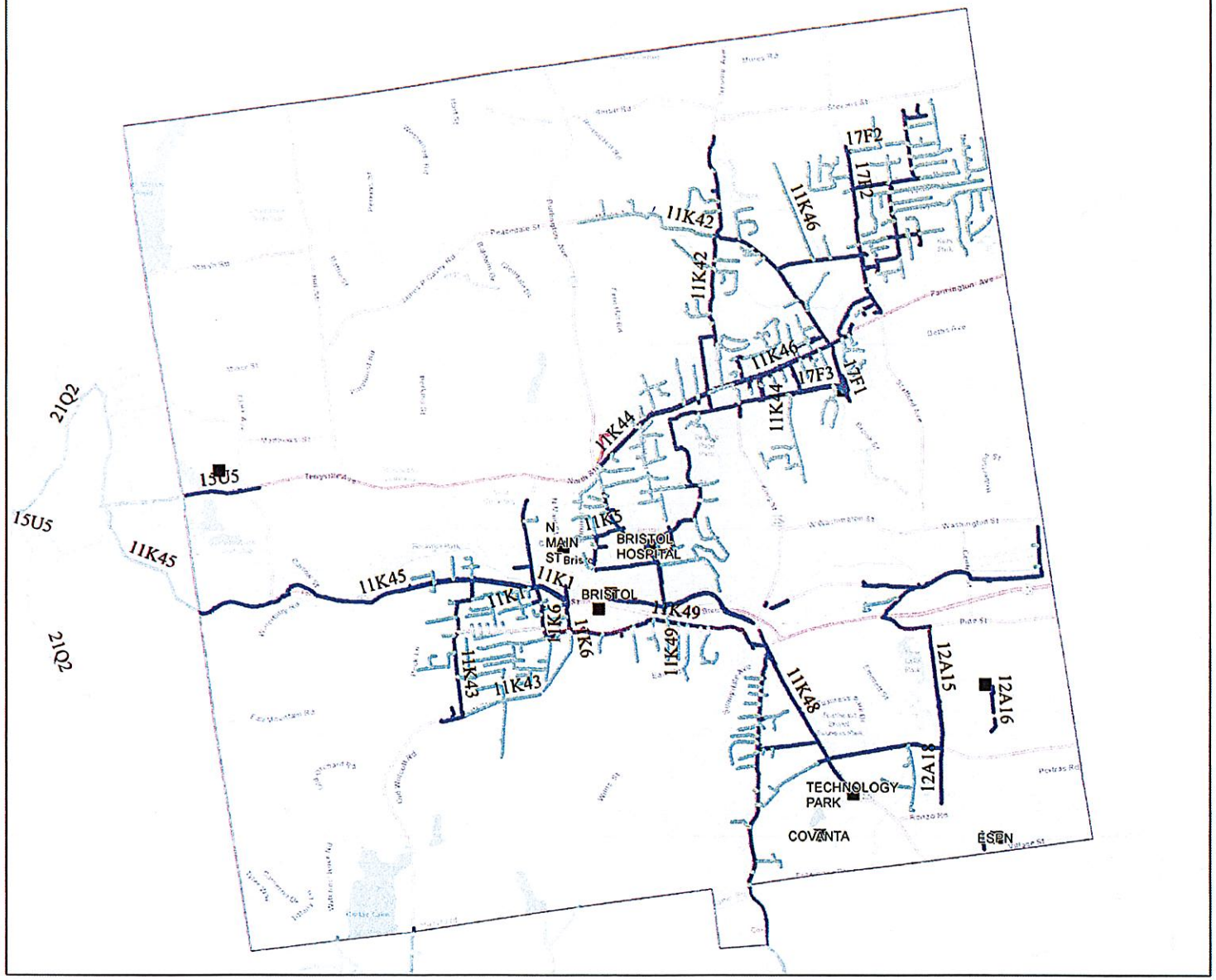

BRISTOL

OH Primary 2020 Trimming

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EVERSOURCE

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Date: 10/19/2019

Raymond Rogozinski

From: Bartkowiak, Stanley M <stanley.bartkowiak@eversource.com>
Sent: Tuesday, January 7, 2020 1:28 PM
To: Raymond Rogozinski
Subject: RE: Bristol Town Permit - Eversource

Ray –

As a follow up to our phone conversation, here is a short description of the protocol for contacting the tree warden and Bristol residents for tree trimming:

I will initiate a meeting with the tree warden to go over the town trimming maps and see if there are any issues or conflicts with planned road work. The town permit gives permission for trimming town trees. The tree warden, or their appointed deputy/assistant, will be the primary point of contact to get permission for removing tree hazards in close proximity to the electric conductors.

In addition to the town permit, Bristol residents will receive a door hanger at properties that require tree trimming or removal of private trees. The hanger will contain a consent form and a packet describing the reason for trimming and the trimming specification at that property along with the contact information of the Asplundh work planner. The property owner must provide consent for the trimming to commence, unless the vegetation is in contact with the conductors (CT General Statute 16-234-E). If the trees in front of a property are on town property, and not private property, the property owner will receive a notification of the trimming specification because the town permit covers the trimming of town trees. If they have an issue with the proposed tree trimming on town trees they are given a grace period of 15 days to provide a written objection to the tree warden (indicated in the door hanger information), which we would typically meet with the resident to discuss the trimming and possible solutions or have a town hall if necessary. Please let me know if you have any further questions or concerns.

Best,

Stan Bartkowiak
Eversource Arborist
Cheshire District

Phone: (860)665-3657
CT: S-6734 (3D,6)
ISA: NE-7213A

From: Bartkowiak, Stanley M
Sent: Tuesday, January 7, 2020 1:04 PM
To: RaymondRogozinski@bristolct.gov
Subject: Bristol Town Permit - Eversource

Ray –

Thank you for the call earlier today! Attached you will find the Bristol Town Permit addressed to yourself rather than Jason Morocco. As I mentioned over the phone, I was under the impression that Jason Morocco the tree warden for Bristol and have unsuccessfully been attempting to get in touch with him since mid-December through the public works phone line. Asplundh Tree is currently getting permission from Bristol residents for trimming trees on private property

Department of Public Works | 860.584.6125

DATE: January 7, 2020

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Recyclables Processing Cost

As indicated at a previous meeting, the cost to process City collected recycling increased dramatically from a $9/ton credit in FY 2018-19 to a current market cost of approximately $87/ton in FY 2019-20. The City's disposal contract is through a regional BRFFOC bid and as typical of most current recycling processing contracts, the cost is based in part on the commodity price of the recyclable components within the recycling stream.

In accordance with the contract there is an $80/ton base fee that is adjusted based on the market price of individual components indicated below:

Commodity	Recyclable Stream % (per contract)	June-Nov Ave Unit Cost ($/tons)	June – Nov Ave Cost Adjustment ($/tons)
OCC (cardboard)	13.40	29.0	3.88
Mixed Paper	50.00	-5.0	-2.50
Glass	18.00	-70.0	-12.60
Steel Cans	2.00	122.4	2.16
Aluminum	0.25	1017.0	2.54
Natural HDPE	0.60	640.0	3.84
Colored HDPE	0.75	228.0	1.71
PET	2.00	220.0	4.14
Residue (Rubbish)	12.00	-85.0	-10.20

Average Monthly Adjustment (June – November) is -$7.03, therefore Bristol's Recyclable Processing fee is $87.05/ton

The cost to dispose of glass and residual (rubbish) is fixed. The commodity with the highest value is aluminum at $1,000/ton, however due to the small volume by weight it does not generate the highest revenue. The highest revenue generating commodity is from PET (polyethylene terephthalate), plastic packaging – bottles at $280/ton or natural HDPE at $400/ton.

The commodities that represent the largest components of the City recyclable stream are mixed paper (50%) and glass (18%). Both commodities decrease the value of the recyclable stream (mixed paper -$2.50/ton) and (Glass -$12.60/ton). State law designates the items that the City is required to recycle. BRRFOC has

advocated revisions to state law that would remove glass from the recycling stream. There is no indication at this time that a revision to the state eliminating glass as a recyclable will be approved. If it was approved if would reduce City processing cost by approximately $80,000. One of the major issues with glass in the recycling stream is that it breaks during single stream collection and contaminates the recycling stream, in particular mixed paper.

The value of the recycling components do fluctuate. The price of natural HDPE (type of plastic) increased from $400/ton in July to $1,080 in November. The increase in value reduced City processing cost by approximately $4.00/ton (estimated annual saving of $21,000).

The City's total recycling cost is a function of both the total weight of recycled material processed and the unit cost (currently $87/ton). A comparison of recyclables process weights reveals that although the processing tonnage has varied from month to month, a year to year comparison indicates no change in recyclable collection tonnage. The total amount of collected recyclables from June to November FY2018-19 and FY2019-20 was 1,816.85 ton and 1,815.93 respectively. The City's recycling rate has stayed the same, approximately 180 pounds per year per resident.

The current budget is based on $70/ton recycling processing rate. The current cost of $87/ton creates a budget deficit of approximately $86,600. The DPW will continue to monitor this budget items but anticipates that's the deficit can be addressed through internal transfer within the department.

Please feel free to contact me with any questions / concerns at 860-584-6113.

Board of Public Works – Division Report – December 2019

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2341
Number of Bulk Collections	173

Division Recaps:

Administration current month (December 2019) activities:

- 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. Promoting Take Two Electronics at the farmers market. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3016 users of the app.
- Pursued 17 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including our new recycle magnets or any events we have scheduled. Also we have added a new residents tab to the website with all the info.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 27 complaints in December that resulted in 7 fines.
- We have met our goal for the 500lbs and working with TREX on receiving our bench.
- The Outdoor classroom match funding grant is almost fully funded. We are about $3,000.00 away from our $13,000.00 goal. All donations will be match 100% through sustainable CT. We received a $1,000.00 donation from the Broadview Fund.

Administration next month (January 2020) activities:

- Enforcement of Shopping cart ordinance, 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.
- Continued marketing on the Outdoor Classroom match funding grant. It has been extended to 1/31/20.
- Yard Waste will begin selling for the 2020 season.
- Continuing to work with Streets department on our plan to create the outdoor chalkboards that will launch in the spring.

Administration staff or concerns: OT $284.85

Engineering Division current month activities:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Collins St survey for drainage.
- Drainage repair on Sheffield & Maywood.
- Pipe repair/replacement Rambler
- Loop detector replacement – State hwy intersection
- Pine Lake preliminary design of sed chamber
- Public Information Meeting DOT - Rte 69 & 72.
- Utility coordination meeting DOT – Rte 69 & 72

Engineering Division next month activities:

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Tilcon meeting regarding spring paving and reclamation.
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge.
- Map areas of sidewalk replacement per grant funds.
- Storm drainage school project – Northeast School.
- Muzzy parking lot lighting installation.
- Finalize paving list for spring.
- Drainage work for spring & fall paving lists.
- School Street retaining wall – complete associated restoration in spring.
- 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 (spring construction.)
- Coppermine Brook re-alignment construction (downstream of Stevens Street Bridge). Remove sediment from under bridge. Additional sediment removal in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- Drainage on Redwood for icing prevention
- LotCIP applications for Wolcott St and Downs St.
- RFP for signal timing, Riverside Ave.

Engineering Division staff or concerns:

- Vacancy – Assistant City Engineer
- Monthly overtime $777.14 (777.14-CBYD(4))

Land Use activities for current month (December 2019) activities:

- ***Zoning Commission***

The Commission made the following decisions:
Special Permit and Site Plan for the display or sale of used motor vehicles and motor vehicle repair and service facilities at 137 School Street; BG (General Business) zone was approved with stipulations.

Site Plan for a high technology business without a manufacturing component at 3 North Street; BD-1 (Downtown Business) zone was approved with stipulations.

Change of Zone from R-10 & R-15 (Single-Family Residential) zone to A (Multi-Family Residential) zone at 560, 594 & 644 Redstone Hill Road had the public hearing postponed until January.

Site Plan for municipal parking lot at North Main Street (Lots 5 & 6) and Main Street (Lot 9); Assessor's Map 30, Lots 5 & 9, Map 26, Lot 6; BD-1 (Downtown Business) zone was approved with stipulations.

Change of Zone from R-10 (Single-Family Residential) zone to BG (General Business) zone at
448, 454 & 460 Farmington Avenue; Assessor's Map 37, Lots 78, 79, and 80, was approved and is effective upon merger.

Special Permit for an accessory dwelling unit at 106 Berkshire Drive; Assessor's Map 59, Lot
68; R-25 (Single-Family Residential) zone was approved

Special Permit & Site Plan for general medical or surgical hospitals for an expansion of Bristol
Hospital at 41 Brewster Road; Assessor's Map 25A, Lots 214 and 104; R-15 (Single-Family
Residential) zone was approved.

Proposed amendments to the Zoning Regulations: to establish requirements associated with
environmental remediation activities was approved, effective December 3, 2019.

- ***Planning Commission***

The Commission made the following decisions
Change of Zone from A (Multi-Family Residential) zone to BHC (Route 72 Corridor Business) zone at 280 Pine Street; Assessor's Map 3, Lots 43A and 43A-1, was recommended for approval.

- ***Inland Wetlands & Watercourses Commission***

The Commission conducted a business meeting and did not review any development applications.

- ***Zoning Board of Appeals***

The Board made the following decisions on the applications listed below:
Appeal of the Zoning Enforcement Officer's (ZEO) November 12, 2019 decision at 312 Old Wolcott Road; Assessor's Map 9, Lot 2; R-15 (Single-Family Residential) zone was continued to January.

Variances of: 1) parking within five feet of any side lot line, and 2) access aisle minimum width of 20 feet for two-way traffic at 137 School Street; Assessor's Map 29, Lot 76; BG (General Business) zone, was approved with stipulations.

- ***Historic District Commission***

The Commission did not schedule a meeting for this month.

Land Use staff or concerns:

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)
  September: $517.88

Building Maintenance current month (December 2019) activities:

- Installed holiday decorations at City Hall, including wreath for façade along North Main Street
- Completed floor tile stripping, cleaning and waxing due to the removal of the former counter in Parks Department
- Eagle Environmental conducted lead analysis of historic plaster at the Main Library, in regard to a potential State of CT historic grant to repair minor areas of plaster degradation
- Provided staffing coverage for snow removal operations as required at City Hall, Police Complex and 51 High Street
- Conference call with CT GreenBank Staff on 12/10 to discuss potential for Solar PV installations at City and BOE facilities via the Solar Municipal Assistance Program (MAP)
- Silver-Petrucelli Associates staff conducted site condition assessment survey at Fire Headquarters on 12/12
- Provided support to Department holiday functions as requested
- Compiled Eversource billing records (City, BOE and Water) for Utility Audit review with American Utility Consultants of Stamford, CT
- Assisted Studio Q Architects with obtaining City Hall building prints and site access/escort to provide design documents for renovations of City Hall structural and mechanical improvements
- Meetings with Department Heads to determine capital improvement needs and other site considerations for proper budgeting in the coming years

Building Maintenance next month (January 2020) activities:

- American Plant Maintenance to complete steam trap surveys at 111 and 131 North Main Street on 1/2/20
- Eagle Environmental to conduct Indoor Air Quality Assessments of Fire HQ and Fire House #5, based on employee safety concerns
- Continue to provide building prints/documentation, site access and escort to Studio Q Architects for the preliminary design work associated with City Hall renovations
- Energy Commission to discuss Solar MAP as well as hosting a Solar For All campaign with CT GreenBank staff on 1/16/20

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during January 2020
- Groundskeeper/Building Technician vacancy, due to the retirement of Mark Bentivengo on 12/27/19. Staffing shortage will require daily overtime to provide minimal 4 hour coverage due to the vacancy, until the position is permanently filled.

Building Maintenance OT Costs:

$ 7,449.86: Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, after hours snow operations (12/1, 12/2, 12/11, 12/16, 12/17, 12/30 and 12/31)

Streets current month (December 2019) activities:

- 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
- Snow Crews out cutting City owned properties
    - Sidewalks and Parking lots
    - Took down banner and flags
- Continuing small road repair
- Patched Potholes
- Assist Engineering Division during major road repairs
    - Completed West End lot Curbing and Paving
- Sign Shop
    - Installing new poles and signage
    - Created new signage for Park Department
- Winter Operations
    - Shake down of Winter Operations Equipment

Streets next month (January 2020) activities:

- Continue with roadside maintenance
- Winter Operations
    - Service Requests
        - Curbing
        - Mailboxes
- Driveway apron replacements
    - General service requests (weather permitting)
- Continue addressing street road name signage replacement
    - Installing new poles and or signage
    - Look into printing other road signage of other Departments
- Maintenance of city properties (Snow Removal)
    - Sidewalk Snow Clearing
    - Bridge Snow Clearing
- Patch potholes
- Catch basin and sinkhole repairs (weather permitting)
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required
    - Start planning for new parking lot on Depot Square
    - Repair block walls at Transfer Station

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 through designated areas.

The Division is currently fully staffed.

Monthly overtime cost $97,530.76 for call ins, and emergency responses and Winter Operations.

Solid Waste current month (December 2019) activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 27 letters and pick up 20 illegal bulk stops.
- The bulk crew picked up 173 scheduled bulk stops, working on Tuesday-Thursday.
- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 103 new and renewed customers.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside leaf collection, collecting a total of 778 tons of leaf bags. Also no overtime expenses were used for the leaf collection.
- Finished curbside yard waste collection for the season, collecting a total of 2,283 tons of yard waste.
- Worked overtime for Christmas and New Year's.
- Christmas pizza party for employees.

Solid Waste next month (January 2020) 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.
- Wash used barrels to be put back into circulation.
- Continue the collection of reusable items for our Trash to Treasure program.
- Start the curbside collection of Christmas trees.
- Repair the wall at the transfer station where the brush is disposed of.
- Hold a chainsaw training class with a representative from Stihl.
- Start cutting overgrown brush at the transfer station.
- Hire new Solid Waste Laborer.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Train laborers as driver/collectors.

OT Costs/Revenue Generated:	
3016 OT =	$7,234.87 ***W/Retro $9,314.72***
1363016 OT TS =	$4,878.02 ***W/Retro $6,449.21***
TS Revenue (PAYT) =	$15,212.41
Residential Permits =	$1,610.00
Commercial Permits =	$0.00
Yard Waste Revenue =	$9,270
Murphy Road Rebate =	$0.00
Iron Liberty Recycling =	$8,662.00
Aluminum Liberty Rec =	$1,211.00
Batteries Liberty Rec =	$647.00
Electronics Take Two =	$1,571.16
Compost Sale =	$0.00
Bulk Pick-Up Revenue =	$0.00
Clothing Box =	$0.00
Misc. Revenue =	$140.00
Border Street =	$705.00
Illegal Bulk Fines =	$171.92
Simple Recycling =	$30.96
Special Pick up – 2nd	$250.00

Fleet Maintenance current month activities:
Fleet Maintenance Division most costly/greatest time work for the month involved repairs to dump trucks and equipment for maintenance. There was warranty and maintenance work performed on the automated trucks during the month. The newer automated trucks are providing steady service with only minor repair/service needs. Dump trucks S10, S13, S16, S20, GS26, S21, S28, S29, and S30 were repaired as part of our winter season maintenance. Heavy equipment, C6, C45, C47, GC2, GC18, and light equipment, and light duty vehicle repairs will continue throughout the season.

Fleet Maintenance next month activities:
Proceed with review of fleet inspections, identifying equipment conditions, building list for post winter repairs. Will continue maintaining Street Division seasonal equipment. We will prioritize service needs on this equipment with those of the solid waste collection fleet in insure both divisions are able to meet their operational needs. As time allows, we continue cycling in the solid waste tipper trucks for collection activities and schedule street sweepers for spring sweeping program. As courses/workshops are identified, we are continuing to provide staff training opportunities for growth and professional development.

Fleet Maintenance staff or concerns:
Continue to strengthen procedures for operators to complete vehicle report form and document daily, identifying malfunctions of assigned equipment, eliminate unanticipated maintenance, and minimize safety risks. We will pursue fleet maintenance software next budget cycle to help manage fleet maintenance.

Overtime expenditures for fleet performance totals $7,012.35 includes daily scheduling and vehicle repairs.

Public Works Project List

Div	Project Name/Location - Bid Project	Budget	Date Project Added to List	Estimated Completion Date	% Complete	Start Date	Current Status	Next Steps	Phase Start Date	Phase Completion Date
Projects in Scoping/Design Phase										
ENG	Louisiana Ave Bridge Design	$300,000	12/1/17	12/3/20	90%	11/1/2016	Final plans submitted	DOT review & bidding	2/22/2018	03/15/20
ENG	Andrew Street Bridge - Sediment Removal		11/12/17	7/15/19	35%	1/18/2017	Inland Wetland Commission Permit Pending	Construction	11/15/2018	12/18/20
ENG	Divinity Street Culvert design	$350,000	10/10/17	12/12/19	25%	2/16/2017	Design	Design Review	12/15/2018	07/15/20
ENG	Downs St Bridge	$320,000	4/11/16		20%	8/15/2016	Project on hold coordinating with DOT Route 72 intersection project.	Apply for LotCIP per State suggestion/ Hydraulic Study	2/14/2019	11/15/20
ENG	Memorial Blvd Bridge	$300,000	3/11/16		20%	8/15/2016	Project on hold coordinating with DOT Route 72 intersection project.	Design/Hydraulic Study	2/14/2019	11/15/20
ENG	ADA Compliance Study	$200,000	5/6/10		90%	7/15/2012	On hold pending City Hall Office renovations / offfice relocations	Design		

Public Works Project List

Div	Project Name/Location - Bid Project	Budget	Date Project Added to List	Estimated Completion Date	% Complete	Start Date	Current Status	Next Steps	Phase Start Date	Phase Completion Date
ENG	Lake Street Culvert design	$400,000	2/14/19	9/30/19	5%	1/16/2019	Design	Design Review	2/15/2019	07/15/20
ENG	Mellen Street Bridge design	$350,000	2/14/19	9/30/19	5%	1/16/2019	Consultant Selection	Design/Hydraulic Study (Finalize Scope)	2/14/2019	11/15/20
ENG	East Street Bridge design	$350,000	2/14/19	9/30/19	5%	1/16/2019	Consultant Selection	Design/Hydraulic Study (Finalize Scope)	2/14/2019	11/15/20
Active Construction & Other Projects										
ENG	West End Retaining Wall	$150,000	2/14/19	9/30/19	90%	11/1/2018	Wetlands Approval Granted	Completion of sidewalks	8/15/2019	03/15/20
ENG	Lexington Street Storm Drainage Phase II	$300,000	7/1/17	6/6/2019	95%	3/7/2017	Construction	Completion/seeding/loam	6/17/2019	03/15/20
ENG	Coppermine Brook - Richard Court Berm	$42,000	3/11/10	6/6/19	98%		Construction	Additional Sediment removal	10/20/2018	03/15/20

1/9/2020

TRANSFER STATION DECEMBER 2019

FOR 2020 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422020 DOG PENALTIES	-45,000	0	-45,000	-16,955.00	.00	-28,045.00	37.7%
TOTAL REVENUES	-45,000	0	-45,000	-16,955.00	.00	-28,045.00	
422021 COMMERCIAL PERMITS	-2,400	0	-2,400	-1,125.00	.00	-1,275.00	46.9%
TOTAL REVENUES	-2,400	0	-2,400	-1,125.00	.00	-1,275.00	
450303 WOLCOTT RECYCLING	-12,000	0	-12,000	-11,274.69	.00	-725.31	94.0%
TOTAL REVENUES	-12,000	0	-12,000	-11,274.69	.00	-725.31	
450350 CLOTHING SALES	-300	0	-300	-150.00	.00	-150.00	50.0%
TOTAL REVENUES	-300	0	-300	-150.00	.00	-150.00	
450351 ALUMINUM SALES	-5,500	0	-5,500	-1,211.00	.00	-4,289.00	22.0%
TOTAL REVENUES	-5,500	0	-5,500	-1,211.00	.00	-4,289.00	
450352 IRON/METAL SALES	-56,000	0	-56,000	-8,784.00	.00	-47,216.00	15.7%
TOTAL REVENUES	-56,000	0	-56,000	-8,784.00	.00	-47,216.00	
450353 BATTERIES	-2,100	0	-2,100	-647.00	.00	-1,453.00	30.8%
TOTAL REVENUES	-2,100	0	-2,100	-647.00	.00	-1,453.00	
450356 PAYT REVENUE	-225,000	0	-225,000	-93,602.60	.00	-131,397.40	41.6%
TOTAL REVENUES	-225,000	0	-225,000	-93,602.60	.00	-131,397.40	
460000 INTEREST INCOME	-1,400	0	-1,400	-1,500.90	.00	100.90	107.2%
TOTAL REVENUES	-1,400	0	-1,400	-1,500.90	.00	100.90	
480023 RECYCLING REBATES	0	0	0	-222.27	.00	222.27	100.0%
TOTAL REVENUES	0	0	0	-222.27	.00	222.27	
490001 TRANSFER IN GENERAL FUND	-356,285	0	-356,285	-356,285.00	.00	.00	100.0%
TOTAL REVENUES	-356,285	0	-356,285	-356,285.00	.00	.00	
514000 REGULAR WAGES & SALARIES	287,660	0	287,660	144,829.86	.00	142,830.14	50.3%
TOTAL EXPENSES	287,660	0	287,660	144,829.86	.00	142,830.14	
515100 OVERTIME WAGES & SALARIES	58,000	0	58,000	32,007.35	.00	25,992.65	55.2%
TOTAL EXPENSES	58,000	0	58,000	32,007.35	.00	25,992.65	
517000 OTHER WAGES	0	0	0	1,151.20	.00	-1,151.20	100.0%
TOTAL EXPENSES	0	0	0	1,151.20	.00	-1,151.20	
520100 LIFE INSURANCE	500	0	500	105.00	.00	395.00	21.0%
TOTAL EXPENSES	500	0	500	105.00	.00	395.00	
520500 DISABILITY INSURANCE	150	0	150	27.00	.00	123.00	18.0%
TOTAL EXPENSES	150	0	150	27.00	.00	123.00	
520700 F.I.C.A.	21,150	0	21,150	10,016.38	.00	11,133.62	47.4%
TOTAL EXPENSES	21,150	0	21,150	10,016.38	.00	11,133.62	
520750 MEDICARE INSURANCE	5,100	0	5,100	2,342.55	.00	2,757.45	45.9%
TOTAL EXPENSES	5,100	0	5,100	2,342.55	.00	2,757.45	
531000 PROFESSIONAL FEES & SERVICES	10,000	0	10,000	500.00	350.00	9,150.00	8.5%
TOTAL EXPENSES	10,000	0	10,000	500.00	350.00	9,150.00	
534200 ENVIRONMENTAL MONITORING	1,400	0	1,400	.00	1,000.00	400.00	71.4%
TOTAL EXPENSES	1,400	0	1,400	.00	1,000.00	400.00	
541000 PUBLIC UTILITIES	6,500	0	6,500	2,157.45	4,342.55	.00	100.0%
TOTAL EXPENSES	6,500	0	6,500	2,157.45	4,342.55	.00	
541100 WATER & SEWER CHARGES	400	0	400	136.35	163.65	100.00	75.0%
TOTAL EXPENSES	400	0	400	136.35	163.65	100.00	

TRANSFER STATION DECEMBER 2019

FOR 2020 06

542101 DISPOSAL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
542101 DISPOSAL	2,500	0	2,500	1,132.50	317.50	1,050.00	58.0%
TOTAL EXPENSES	2,500	0	2,500	1,132.50	317.50	1,050.00	
542105 TIRE DISPOSAL	3,500	0	3,500	.00	3,300.00	200.00	94.3%
TOTAL EXPENSES	3,500	0	3,500	.00	3,300.00	200.00	
542110 HAZARDOUS WASTE COLLECTION	2,200	0	2,200	664.00	1,536.00	.00	100.0%
TOTAL EXPENSES	2,200	0	2,200	664.00	1,536.00	.00	
542115 BULK WASTE DISPOSAL	25,000	0	25,000	8,043.39	6,956.61	10,000.00	60.0%
TOTAL EXPENSES	25,000	0	25,000	8,043.39	6,956.61	10,000.00	
542120 SOLID WASTE TIP FEES	120,000	0	120,000	47,707.94	62,292.06	10,000.00	91.7%
TOTAL EXPENSES	120,000	0	120,000	47,707.94	62,292.06	10,000.00	
543000 REPAIRS & MAINTENANCE	15,000	0	15,000	6,697.69	.00	8,302.31	44.7%
TOTAL EXPENSES	15,000	0	15,000	6,697.69	.00	8,302.31	
544400 RENTS & LEASES	5,000	0	5,000	1,738.75	.00	3,261.25	34.8%
TOTAL EXPENSES	5,000	0	5,000	1,738.75	.00	3,261.25	
561400 MAINT SUPPLIES & MATERIALS	400	0	400	.00	.00	400.00	.0%
TOTAL EXPENSES	400	0	400	.00	.00	400.00	
561800 PROGRAM SUPPLIES	2,000	32,210	34,210	33,066.53	1,071.15	72.32	99.8%
TOTAL EXPENSES	2,000	32,210	34,210	33,066.53	1,071.15	72.32	
581120 CONFERENCES & MEMBERSHIPS	150	0	150	.00	.00	150.00	.0%
TOTAL EXPENSES	150	0	150	.00	.00	150.00	
581135 SCHOOLING & EDUCATION	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL EXPENSES	2,000	0	2,000	.00	.00	2,000.00	
589000 CONTINGENCY	15,300	-7,919	7,381	3,862.90	137.10	3,381.00	54.2%
TOTAL EXPENSES	15,300	-7,919	7,381	3,862.90	137.10	3,381.00	
591500 TRANSFER OUT INTERNAL SERVIC	122,075	0	122,075	28,446.54	.00	93,628.46	23.3%
TOTAL EXPENSES	122,075	0	122,075	28,446.54	.00	93,628.46	
GRAND TOTAL	0	24,291	24,291	-167,124.08	81,466.62	109,948.46	-352.6%

** END OF REPORT - Generated by Gerri Montambault **

DECEMBER 2019 PUBLIC WORKS

FOR 2020 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422011 LANDUSE SURCHARGE	0	0	0	-3,120.00	.00	3,120.00	100.0%
TOTAL REVENUES	0	0	0	-3,120.00	.00	3,120.00	
442008 PW EXCAVATION PERMITS	-12,500	0	-12,500	-5,040.00	.00	-7,460.00	40.3%
TOTAL REVENUES	-12,500	0	-12,500	-5,040.00	.00	-7,460.00	
442009 LAND USE FEES & PERMITS	-18,000	0	-18,000	-14,278.00	.00	-3,722.00	79.3%
TOTAL REVENUES	-18,000	0	-18,000	-14,278.00	.00	-3,722.00	
450003 PWD SERVICES FEES	-355,600	0	-355,600	-20,851.50	.00	-334,748.50	5.9%
TOTAL REVENUES	-355,600	0	-355,600	-20,851.50	.00	-334,748.50	
450113 PATCHING CHARGES	0	-3,295	-3,295	.00	.00	-3,295.00	.0%
TOTAL REVENUES	0	-3,295	-3,295	.00	.00	-3,295.00	
450208 OTHER LOCAL GOVTS RECYCLING	0	0	0	-12,576.66	.00	12,576.66	100.0%
TOTAL REVENUES	0	0	0	-12,576.66	.00	12,576.66	
450300 ENGINEERING RECEIPTS & MAPS	-500	0	-500	-129.75	.00	-370.25	26.0%
TOTAL REVENUES	-500	0	-500	-129.75	.00	-370.25	
450303 WOLCOTT RECYCLING	-7,000	0	-7,000	-6,579.86	.00	-420.14	94.0%
TOTAL REVENUES	-7,000	0	-7,000	-6,579.86	.00	-420.14	
450324 SALE OF BARRELS	-4,000	0	-4,000	-2,135.00	.00	-1,865.00	53.4%
TOTAL REVENUES	-4,000	0	-4,000	-2,135.00	.00	-1,865.00	
450400 MISC CHARGES FOR SERVICES	-300	0	-300	-1,495.00	.00	1,195.00	498.3%
TOTAL REVENUES	-300	0	-300	-1,495.00	.00	1,195.00	
490700 TRANSFER IN TRUST & AGENCY F	0	0	0	-5,907.91	.00	5,907.91	100.0%
TOTAL REVENUES	0	0	0	-5,907.91	.00	5,907.91	
514000 REGULAR WAGES & SALARIES	5,250,835	-74,435	5,176,400	2,368,462.06	12,173.07	2,795,764.87	46.0%
TOTAL EXPENSES	5,250,835	-74,435	5,176,400	2,368,462.06	12,173.07	2,795,764.87	
515100 OVERTIME WAGES & SALARIES	473,050	-4,410	468,640	230,840.52	.00	237,799.48	49.3%
TOTAL EXPENSES	473,050	-4,410	468,640	230,840.52	.00	237,799.48	
515200 PARTTIME WAGES & SALARIES	21,550	0	21,550	13,325.78	.00	8,224.22	61.8%
TOTAL EXPENSES	21,550	0	21,550	13,325.78	.00	8,224.22	
517000 OTHER WAGES	22,340	0	22,340	9,049.98	.00	13,290.02	40.5%
TOTAL EXPENSES	22,340	0	22,340	9,049.98	.00	13,290.02	
518000 WORKERS' COMP SALARY	0	0	0	21,024.81	.00	-21,024.81	100.0%
TOTAL EXPENSES	0	0	0	21,024.81	.00	-21,024.81	
531000 PROFESSIONAL FEES & SERVICES	178,300	106,011	284,311	43,188.21	104,418.39	136,704.40	51.9%
TOTAL EXPENSES	178,300	106,011	284,311	43,188.21	104,418.39	136,704.40	
534200 ENVIRONMENTAL MONITORING	35,000	0	35,000	10,822.00	15,563.50	8,614.50	75.4%
TOTAL EXPENSES	35,000	0	35,000	10,822.00	15,563.50	8,614.50	
534450 ROAD REPATCHING	0	3,295	3,295	.00	25,000.00	-21,705.00	758.7%
TOTAL EXPENSES	0	3,295	3,295	.00	25,000.00	-21,705.00	
541000 PUBLIC UTILITIES	309,300	0	309,300	126,934.17	157,330.83	25,035.00	91.9%
TOTAL EXPENSES	309,300	0	309,300	126,934.17	157,330.83	25,035.00	
541100 WATER & SEWER CHARGES	18,500	0	18,500	8,218.18	5,281.82	5,000.00	73.0%
TOTAL EXPENSES	18,500	0	18,500	8,218.18	5,281.82	5,000.00	
541200 STREET LIGHTING	150,000	0	150,000	58,501.26	81,498.74	10,000.00	93.3%
TOTAL EXPENSES	150,000	0	150,000	58,501.26	81,498.74	10,000.00	

FOR 2020 06

542110 HAZARDOUS WASTE COLLECTION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
542110 HAZARDOUS WASTE COLLECTION	9,000	0	9,000	5,299.71	.00	3,700.29	58.9%
TOTAL EXPENSES	9,000	0	9,000	5,299.71	.00	3,700.29	
542120 SOLID WASTE TIP FEES	1,182,450	0	1,182,450	1,182,450.00	.00	.00	100.0%
TOTAL EXPENSES	1,182,450	0	1,182,450	1,182,450.00	.00	.00	
543000 REPAIRS & MAINTENANCE	1,906,000	3,186,738	5,092,738	1,849,138.66	621,583.96	2,622,015.82	48.5%
TOTAL EXPENSES	1,906,000	3,186,738	5,092,738	1,849,138.66	621,583.96	2,622,015.82	
543050 STREETSCAPE MAINTENANCE	10,000	0	10,000	996.08	4,376.92	4,627.00	53.7%
TOTAL EXPENSES	10,000	0	10,000	996.08	4,376.92	4,627.00	
543100 MOTOR VEHICLE SERVICE & REPA	360,000	9,985	369,985	170,156.73	119,823.12	80,005.25	78.4%
TOTAL EXPENSES	360,000	9,985	369,985	170,156.73	119,823.12	80,005.25	
544400 RENTS & LEASES	35,000	0	35,000	7,200.00	.00	27,800.00	20.6%
TOTAL EXPENSES	35,000	0	35,000	7,200.00	.00	27,800.00	
544410 SNOWPLOWING FEES	300,000	0	300,000	82,382.50	138,108.50	79,509.00	73.5%
TOTAL EXPENSES	300,000	0	300,000	82,382.50	138,108.50	79,509.00	
553000 TELEPHONE	500	0	500	64.07	.00	435.93	12.8%
TOTAL EXPENSES	500	0	500	64.07	.00	435.93	
553100 POSTAGE	4,200	0	4,200	1,336.15	.00	2,863.85	31.8%
TOTAL EXPENSES	4,200	0	4,200	1,336.15	.00	2,863.85	
554000 TRAVEL REIMBURSEMENT	150	0	150	.00	.00	150.00	.0%
TOTAL EXPENSES	150	0	150	.00	.00	150.00	
555000 PRINTING & BINDING	300	0	300	.00	.00	300.00	.0%
TOTAL EXPENSES	300	0	300	.00	.00	300.00	
557700 ADVERTISING	9,200	0	9,200	6,645.89	2,354.11	200.00	97.8%
TOTAL EXPENSES	9,200	0	9,200	6,645.89	2,354.11	200.00	
561400 MAINT SUPPLIES & MATERIALS	38,000	0	38,000	19,939.98	7,656.96	10,403.06	72.6%
TOTAL EXPENSES	38,000	0	38,000	19,939.98	7,656.96	10,403.06	
561800 PROGRAM SUPPLIES	625,000	-2,176	622,824	324,917.45	127,612.00	170,294.26	72.7%
TOTAL EXPENSES	625,000	-2,176	622,824	324,917.45	127,612.00	170,294.26	
562100 HEATING OIL	100,000	0	100,000	.00	50,500.00	49,500.00	50.5%
TOTAL EXPENSES	100,000	0	100,000	.00	50,500.00	49,500.00	
562200 NATURAL GAS	22,500	0	22,500	6,763.26	15,236.74	500.00	97.8%
TOTAL EXPENSES	22,500	0	22,500	6,763.26	15,236.74	500.00	
562600 MOTOR FUELS	330,000	0	330,000	160,692.75	20,608.62	148,698.63	54.9%
TOTAL EXPENSES	330,000	0	330,000	160,692.75	20,608.62	148,698.63	
563000 MOTOR VEHICLE PARTS	390,000	0	390,000	160,742.88	219,226.01	10,031.11	97.4%
TOTAL EXPENSES	390,000	0	390,000	160,742.88	219,226.01	10,031.11	
563100 TIRES	166,000	0	166,000	93,853.82	1,146.18	71,000.00	57.2%
TOTAL EXPENSES	166,000	0	166,000	93,853.82	1,146.18	71,000.00	
569000 OFFICE SUPPLIES	2,700	0	2,700	448.78	915.61	1,335.61	50.5%
TOTAL EXPENSES	2,700	0	2,700	448.78	915.61	1,335.61	
570400 MACHINERY & EQUIPMENT	0	1,500	1,500	.00	.00	1,500.00	.0%
TOTAL EXPENSES	0	1,500	1,500	.00	.00	1,500.00	
570500 VEHICLES	1,098,000	95,000	1,193,000	76,879.85	641,236.00	474,884.00	60.2%
TOTAL EXPENSES	1,098,000	95,000	1,193,000	76,879.85	641,236.00	474,884.00	

DECEMBER 2019 PUBLIC WORKS

FOR 2020 06

581120 CONFERENCES & MEMBERSHIPS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
581120 CONFERENCES & MEMBERSHIPS	10,105	0	10,105	1,665.00	.00	8,440.00	16.5%
TOTAL EXPENSES	10,105	0	10,105	1,665.00	.00	8,440.00	
581135 SCHOOLING & EDUCATION	11,000	0	11,000	2,139.50	50.00	8,810.50	19.9%
TOTAL EXPENSES	11,000	0	11,000	2,139.50	50.00	8,810.50	
581145 EMPLOYEE RECOGNITION	2,000	0	2,000	264.24	1,080.00	655.76	67.2%
TOTAL EXPENSES	2,000	0	2,000	264.24	1,080.00	655.76	
581150 ANNUAL BOND	800	0	800	.00	.00	800.00	.0%
TOTAL EXPENSES	800	0	800	.00	.00	800.00	
589100 MISCELLANEOUS	30,000	20,040	50,040	3,225.00	6,775.00	40,040.00	20.0%
TOTAL EXPENSES	30,000	20,040	50,040	3,225.00	6,775.00	40,040.00	
589200 SIGNS	5,500	5,700	11,200	12,904.34	296.59	-2,000.93	117.9%
TOTAL EXPENSES	5,500	5,700	11,200	12,904.34	296.59	-2,000.93	
590000 OPERATING TRANSFERS OUT	-1,182,450	0	-1,182,450	-1,182,450.00	.00	.00	100.0%
TOTAL EXPENSES	-1,182,450	0	-1,182,450	-1,182,450.00	.00	.00	
GRAND TOTAL	11,526,930	3,343,953	14,870,883	5,805,909.93	2,379,852.67	6,685,120.50	55.0%

** END OF REPORT - Generated by Gerri Montambault **

CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: January 8, 2020
(Submission Date)

For the January 28, 2020 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

	Additional Appropriation	$
☐	Transfer from Contingency	$
X	Transfer(s)	$ $30,022.00
☐	Grant	$
☐	Carry-over(s)	$
☐	Other	

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on January 18, 2019.
(date)

(Department Head's signature)

Board of Finance Agenda Request Form

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Reason for request:

1) Additional meetings by the senior admin. A/P employee out on W/C and A/R employee is covering for her with OT.
2) Engineering Dept. Wireless connections for Tablet
3) Building repair in lieu of using contractors
4) Anticipation of OT being used in Lieu of contractors
5) DPW Garage emergency generator re-wiring
6) Anticipation of streets emergency call-ins
7) Citywide sign replacement program
8) Employee buyback vacation week

Transfer(s) complete the following:

From:	0013010-514000	**To:**	0013010-515100	**Amount:**	$2,000.00
From:	0013011-531000	**To:**	0013010-531000	**Amount:**	$2,000.00
From:	0013013-543000	**To:**	0013013-515100	**Amount:**	$3,870.00
From:	0013021-543000	**To:**	0013013-515100	**Amount:**	$10,000.00
From:	0013016-561800	**To:**	0013017-543000	**Amount:**	$3,000.00
From:	0013015-514000	**To:**	0013015-515100	**Amount:**	$5,000.00
From:	0013015-543000	**To:**	0013015-589200	**Amount:**	$3,000.00
From:	0013017-515100	**To:**	0013017-517000	**Amount:**	$1,152.00

12/5/19

Mail Box Claim

Date and Time of incident is unknown. I noticed missing mailbox at 8:30am on 12/4/19. I believe the City is responsible for the damage due to the fact that there are many like incidents on my street. My exact location is 200 Baldwin Drive, Bristol, CT 06010.

My name is Karen Alison Reid, I reside at 200 Baldwin Drive, Bristol, CT 06010. My telephone number is 860 249 6726.

Thank you for your kind consideration on this matter. I look forward to hearing favorable news.

Sincerely

Karen J. Reid

RECEIVED
2019 DEC -5 AM 9:01
TOWN AND CITY CLERK
BRISTOL, CT

Previous | Next | New | Delete | Find | Find All | Print | Task List Last Find | Task List | Assessor Card | Street Lights Export

ID Number	Date	Time	Call Taker	Completed Date	Due Date	Closed By	Scheduled Date
19-5133	12/5/2019	9:03:33	Schaffrick, Lindsey				

Task	Department	Sub Task	Status
Snow Damage - Mailbox	Streets		In Progress

St Num	Street Name	Resident First Name	Resident Last Name	Phone
200	BALDWIN DR	Karen	Reid	860-249-6726

Intersection

VIEW MAP

Description

Mailbox got hit by plow. Post and mailbox are missing. Will need a new mailbox.

Resolved Description

PW had to plow the sidewalks per PD because the resident did not shovel, unsure if the street plow of sidewalk plow caused the damage.

Project Info | Notes | Parcel | Photos/Attachments

Info (Does not print on list)

can they still get mail? Temp mailboxes MAY be installed in 1-2 days after STORM

0%

eMail To	eMail CC
Admin	Admin
Building Maintenance	Building Maintenance
Director	Dispatch
Dispatch	Engineering
Engineering	Solid Waste
Solid Waste	StreetLight Contractor
StreetLight Contractor	X Streets
X Streets	WPC
WPC	

Task Specific Email

CraigKasparian@bristolct.gov

Send | Cancel | Re-Send

Body

Sent Additional Em

eMail Address (Separate Multiple ema

Body

Send Additional Email

City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010
(860) 584-6200 ext. 0

January 8, 2020

Bernice R. Aldieri
21 Jay Lane
Bristol, Connecticut 06010

Dear Ms. Aldieri:

My office received your mailbox claim against the City of Bristol and forwarded it to the Claims Division and the Board of Public Works for further investigation.

Please note that my office's only responsibility is to refer the claim. We are not involved in its resolution or disposition. Any future communications will arrive from the Claims Division or the Public Works Department.

If you require additional information concerning your claim, please contact:

Department of Public Works
111 North Main Street
Bristol, Connecticut 06010
Telephone: (860)584-6125

Very truly yours,

Therese Pac, MCTC, MMC
Town and City Clerk

TP/po

cc: Claims Division
Corporation Counsel
Public Works

BERNICE R. ALDIERI
21 JAY LANE
BRISTOL, CT 06010
860-582-5553

RECEIVED
2020 JAN -8 AM 10: 44
TOWN AND CITY CLERK
BRISTOL, CT

January 7, 2020

Town Clerks Office
Bristol Public Works Department
111 North Main Street
Bristol, CT 06010

RE: Claim for damaged mailbox

INFORMATION REQUESTED:

Name: Bernice R. Aldieri
Address: 21 Jay Lane
Phone: 860-582-5553
Date/Time of incident: Evening of December 10, 2019
Location: At curbsite
Description of damage: Everything was knocked off including mailbox, newspaper receptacle, strut holding the box. This was observed by Peter from your department.
Date reported: December 11, 2019
Cost estimate: I requested an estimate from Walpole in Farmington and just received it. It is included with this letter.

The structure holding the mailbox was installed consistent with the US Post Office requirements. The damage was done not with the truck going forward, but in backing up not once but twice as recorded by a neighbor's security camera.

If there is any further information you may need to facilitate this request, please let me know.

Sincerely,

Bernice R. Aldieri

Bristol
CONNECTICUT
Public Works

Mailbox Damage Process

The City of Bristol Public Works Department has investigated your report of damage to your mailbox caused by our winter operations. We apologize for any inconvenience this has caused. We try to maintain an adequate distance from the curb, but it can be hard to judge on snow covered roads.

If you are unable to receive mail, we will ensure that your mailbox is repaired to allow mail delivery. If more permanent repairs are needed, you have two options:

The City can repair/replace your mailbox as weather allows, typically after the spring thaw. We can replace your mailbox with a standard metal mailbox (in either white or black) on a 4x4 post if needed. Please contact us at 860-584-6125 to notify us that you wish to have Public Works repair/replace your mailbox.

OR

If you wish to repair/replace the mailbox yourself, you may submit a claim to receive payment of $75.00 towards the expenses. To file a claim, please submit a letter in writing and include the following:

- Your name, address and phone number
- The date and time of the incident when damage occurred and the exact location
- A description of the damage
- Include any cost estimates/receipts or invoices
- The date the damage was reported to Public Works.

Mail or deliver your letter with an original signature (no copies accepted) to the Town Clerks Office (111 North Main Street, Bristol, CT 06010).

If neither of these options is satisfactory, you may appeal in writing to the Board of Public Works (111 North Main Street, Bristol, CT 06010). The Board meets on the third Thursday of each month. Appeals will be acted upon at the next meeting following receipt of the appeal.

Bristol Public Works
860-584-6125
Email: publicworks@bristolct.gov

www.bristolct.gov/publicworks
www.facebook.com/BristolPW
www.Twitter.com/BristolPW

SINCE 1933 Walpole Outdoors™

WALPOLE OUTDOORS LLC
100 RIVER RIDGE DR, STE 302
NORWOOD MA 02062
(781) 349-4911

Your local store for inquiries:
1079 FARMINGTON AVENUE

FARMINGTON, CT 06032
860-677-9690

Order Number: 0665689
Customer Number: 07-5825553

Sold To:
CHARLES + BERNICE ALDIERI
21 JAY LANE
BRISTOL, CT 06010

Ship To:
CHARLES + BERNICE ALDIERI
21 JAY LANE
BRISTOL, CT 06010

Confirm To: **E-Mail:** blaldieri@sbcglobal.net **Customer P O:**

Order Date:	Salesperson:	Phone:	Ship VIA	Terms
12/30/2019	0751 CHARLENE EASTER	(860) 582-5553	SHOWRM PICKUP	upon receip.

Item Number	Unit	Ordered	Price	Disc %	Amount
79540108	EA	1.000	136.00	0.00 %	136.00
TWIN STAR CV REPAIR KIT				Unit Price	0.00

Card Name: CHARLES + BERNICE ALDIERI
Card No: XXXXXXXXXXXXXXXX
Signature: _____

Net Order:	136.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	8.64
Order Total:	144.64

Customer Satisfaction, Refunds and Exchanges
We stand behind the quality of out products. If a product fails to meet your expectations, return it to the store where purchased within 30 days in its original packaging and we will refund, replace or exchange it for you. Mail Order customers must call 800-343-6948 for a Return Authorization Number. Shipping charges are not refundable. Custom work cannot be returned.

Janet Letourneau

From: Jason Morrocco
Sent: Thursday, January 9, 2020 10:13 AM
To: Janet Letourneau
Subject: RE: 21 Jay ST

We backed into the mailbox during a storm, we offered to replace the box with one of our standard boxes (4 x4 wood post with a white or black metal box). They refused and we told them about the claims process to get reimbursed for the new set up.

From: Janet Letourneau
Sent: Thursday, January 9, 2020 7:56 AM
To: Jason Morrocco <JasonMorrocco@bristolct.gov>; Dispatch <Dispatch@bristolct.gov>
Subject: 21 Jay ST

Please give me an update on this mailbox as a claim was put in.

Janet Letourneau
Senior Administrative Assistant

Bristol CONNECTICUT Public Works

Public Works Department
City of Bristol
111 North Main Street
Bristol, CT 06010
860-584-6125
www.bristolct.gov/publicworks

City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010
(860) 584-6200 ext. 0

December 24, 2019

Jay & Eleanor Riker
324 Glendale Drive
Bristol, Connecticut 06010

Dear Mr. & Mrs. Riker:

My office received your mailbox claim against the City of Bristol and forwarded it to the Claims Division and the Board of Public Works for further investigation.

Please note that my office's only responsibility is to refer the claim. We are not involved in its resolution or disposition. Any future communications will arrive from the Claims Division or the Public Works Department.

If you require additional information concerning your claim, please contact:

Department of Public Works
111 North Main Street
Bristol, Connecticut 06010
Telephone: (860)584-6125

Very truly yours,

Dawn M. Labella
Asst. Town and City Clerk

DL/po

cc: Claims Division
Corporation Counsel
Public Works

RECEIVED
2019 DEC 24 AM 11:45
TOWN AND CITY CLERK
BRISTOL, CT

12/3/2019

Dear Public Works Department,

I am writing to submit a claim for a damaged mailbox. It was damaged early on Monday, 12/2. As you can see from the attached photo, it is a total loss. We believe the plow blade struck the mailbox and severed it from the post. It was found at least 15 feet from the base of the mailbox.

We are purchasing the same mailbox from Lowes, and a receipt is also attached. Fortunately the post seems to be fine!

Thank you for your continued service to the city of Bristol. We appreciate how hard you work year round. Our very best wishes for a happy and healthy new year.

Sincerely,

Jay and Eleanor Riker
324 Glendale Dr.
Bristol, CT 06010

LOWE'S HOME CENTERS, LLC
246 NEW BRITAIN AVENUE
PLAINVILLE, CT 06062 (860) 793-1500

- SALE -

SALES#: S0650MA4 3057719 TRANS#: 21749022 12-07-19

965129 STEP2 EXPRESS MAILBOX +PO	30.00
SUBTOTAL:	30.00
TAX:	1.91
INVOICE 12542 TOTAL:	31.91
VISA:	31.91

VISA:XXXXXXXXXXXX1955 AMOUNT:31.91 AUTHCD:02013D
CHIP REFID:065012275002 12/07/19 15:01:58
APL: CHASE VISA TVR: 0080008000
AID: A0000000031010 TSI: E800
STORE: 0650 TERMINAL: 12 12/07/19 15:04:06

 # OF ITEMS PURCHASED: 1

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER: JOHN DERENCHES

LOWE'S PRICE MATCH GUARANTEE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

```
*******************************************************
*            SHARE YOUR FEEDBACK!                     *
*            ENTER FOR A CHANCE TO BE                 *
*      ONE OF FIVE $500 WINNERS DRAWN MONTHLY!        *
*            ¡ENTRE EN EL SORTEO MENSUAL              *
*    PARA SER UNO DE LOS CINCO GANADORES DE $500!     *
*                                                     *
*        ENTER BY COMPLETING A SHORT SURVEY           *
*      WITHIN ONE WEEK AT: www.lowes.com/survey       *
*          Y O U R   I D # 125429 065093 411271       *
*                                                     *
*       NO PURCHASE NECESSARY TO ENTER OR WIN.        *
* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. *
*  OFFICIAL RULES & WINNERS AT:  www.lowes.com/survey *
*******************************************************
```

STORE: 0650 TERMINAL: 12 12/07/19 15:04:06

Previous | Next | New | Delete | Find | Find All | Print | Task List Last Find | Task List | Assessor Card | Street Lights Export | Bulk Pr

ID Number	Date	Time	Call Taker	Completed Date	Due Date	Closed By	Scheduled Date
19-5401	12/23/2019	11:54:03	Oparowski, Emily				

Task: Snow Damage - Mailbox
Department: Streets
Sub Task:
Status: In Progress

St Num: 324
Street Name: GLENDALE DR
Intersection:
Resident First Name: Jay & Eleanor
Resident Last Name: Riker
Phone: not provided

Description: Received a letter from the Rikers on 12/23/19 regarding mailbox damage that occurred on 12/2/19. There was not a service request in the system. The letter states that they believe the plow blade struck the mailbox and

Resolved Description: resident had already replaced it, new one within code.

Project Info | Notes | Parcel | Photos/Attachments

Info (Does not print on list)

can they still get mail? Temp mailboxes MAY be installed in 1-2 days after STORM

0%

eMail To
- Admin
- Building Maintenance
- Director
- Dispatch
- Engineering
- Solid Waste
- StreetLight Contractor
- x Streets
- WPC

eMail CC
- Admin
- Building Maintenance
- Dispatch
- Engineering
- Solid Waste
- StreetLight Contractor
- x Streets
- WPC

Task Specific Email
CraigKasparian@bristolct.gov

Send | Cancel | Reset

Body

Sent Additional Email
eMail Address
(Separate Multiple email addresses w

Body

Send

Location History

Streets	Snow Damage -	12/23/2019	19-5401	In Progress

Bristol CONNECTICUT All Heart ™

Department of Public Works | 860.584.6125

MEMORANDUM

DATE: January 10, 2020

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Snow Operation Mail Box Claims

The City current procedure for processing snow operation mail box damage claims includes Board of Public Works approval of all request for payments. The Boards' standard policy is to approve request up to $75.00, therefore DPW request the following action:

> **Authorize Director of Public Works to approve / process mail box claims request up to the amount of $75.00. All claim request for payment above $75.00 will be forwarded to the Board of Public Works for processing.**

A copy of DPW's existing policy/procedure is attached.

Please feel free to contact me with any question/concerns at 860-584-6113.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

CITY OF BRISTOL – PUBLIC WORKS POLICY

25.14 Mailbox Damage Policy

1. **Policy Name**
   25.14 Mailbox Damage Policy

2. **Responsible Division and effective date**
   Public Works Streets Division, effective date

3. **Rationale or Purpose**
   This policy establishes the formal Mailbox Damage plan for the City of Bristol. The policy also defines the policies and procedures for mailbox damage.

4. **Policy Statement**
   In the course of winter operations, occasionally a resident's mailbox may sustain damage from either contact with a City operated plow truck or the force of snow/ice being thrown during plowing. The City of Bristol will investigate mailbox damage reports and if it is determined that the report is feasible either a repair will be performed or the resident may receive compensation of $75.00 to replace their mailbox.

5. **Scope**
   This policy applies to all rural (at the street) mailboxes on streets within the City of Bristol, with the exception of State-maintained roads.
   State-maintained roads within the City are Route 72, Route 69, Route 6 and Route 229. The State is responsible for snow removal and ice control on these roads.

6. **Procedures**
   A Service Request is opened and assigned to the Streets Division. Streets will investigate the damage. Streets will either repair the mailbox or offer to provide a temporary one if needed.
   Upon completion of the investigation, it will be determined if the damage is the responsibility of the City or another party:
   If the damage was caused by a private accident, the resident will be advised to contact the appropriate insurance carrier.
   If the damage was caused by the City and not a private accident. A letter will be left with the resident advising them of the following:
   The resident can opt to have Public Works provide a basic replacement mailbox on a 4x4 post or the resident can opt to file a claim to take a payment to replace the mailbox themselves. The damage amount will be set by the Public Works Board.

   Claim Procedure:
   The resident must submit a letter in writing. The letter must include:

   1. The residents name, address and telephone number.
   2. Provide the date and time of the incident; if unknown - date and time noticed and reason why City is responsible for damage.
   3. Description of damage.
   4. Provide the exact location.
   5. Include any cost estimates, receipts, or invoices, if applicable.
   6. The resident must inform the Town Clerk, in writing, if they have contacted the Public Works Department regarding the problem.

7. The letter must have an **original signature** (no copies accepted). Claim letters must be mailed or hand delivered to the Town Clerk's Office.

The Town Clerk will send acknowledgement to the resident and copies of the request to the Director of Public Works and Claims.

Upon receipt of letter or notification, Public Works will verify that the Mailbox Damage Report Procedure was followed.

If not, a Service Request will be opened to begin the procedure.
If the Mailbox Damage Report Procedure was followed:

- If the resident accepts the reimbursement offer, Public Works will print the Service Request and forward to Claims to process the payment.
- If the resident does not want either the replacement mailbox, or the reimbursement, they can appeal to the Board of Public Works in writing.

7. Roles/Responsibilities

It is the responsibility of residents to properly locate and maintain mailboxes and other personal property in the City's right-of-way to avoid damage from snow plowing.
It is the responsibility of the resident to promptly report mailbox damages to Public Works. Damage reports more than 45 days after the occurrences will be denied.
It is the responsibility of Public Works staff to enter service requests for all damage reports. It is the responsibility of the Public Works Streets Division to investigate all mailbox damage reports and determine if the damage was caused by winter operations and that the mailbox was properly installed and in good condition prior to the damage.
It is the responsibility of the Board of Public Works to act on all resident appeals.
It is the responsibility of the Claims Department to pay claims as approved by Public Works. Claims shall process a Purchase Order Request to have a check issued and delivered to Corporation Counsel.
It is the responsibility of Corporation Counsel to notify the resident that a check is ready to be picked up and to have a hold harmless release signed by the resident prior to receiving the check.

8. Definitions

N/A

9. References

See also Policy 25 Snow Removal and Ice Control.

10. Consequences of Non-Compliance

N/A

Approval authority: Board of Public Works

Approved date: May 17, 2018

Review cycle: Annually

CLAIMS

GENERAL DAMAGE CLAIMS

To file a claim against the City, you must submit a letter in writing that includes the following information:

- Date and time of the incident
- Description of damage
- Provide the exact location (name of street and closest house / business number)
- Reason for your claim and how the incident occurred
- Submit any estimates / paid invoices with your letter
- Whether or not you have contacted the Police, Public Works, or another appropriate department
- Your name, address, and telephone number

Note: Your letter must have an original signature (no copies or faxes are accepted).

To Submit Your Claim, please mail or hand-deliver your letter and documents to:

City Clerk
City of Bristol
111 N. Main St.
Bristol, CT 06010

MAIL BOX CLAIM PROCEDURES

If your mailbox was damaged by a City truck, call the Public Works Department at (860) 584-6125 and ask to be placed on a repair list. When weather permitting, a standard post and galvanized mailbox will be installed.

If you prefer to repair/replace your damaged mailbox and/or post, a claim needs to be filed against the City by submitting a letter in writing which includes the following information:

- Date and time of the incident (if unknown - date and time noticed and why you believe the City if responsible for the damage)
- Provide the exact location
- Whether or not you have contacted the Public Works Department regarding the problem
- Your name, address, and telephone number

Please mail or hand-deliver your letter and documents to the City Clerk's Office (see address above). Your claim will be addressed by the Miscellaneous Matters Committee of the Public Works Board.

CONTACT US

BARBARA KASHUBA
Senior Administrative Assistant

111 N. Main St.
Bristol, CT 06010

Ph: (860) 584-6155
Fx: (860) 584-6211

HOURS
8:30 am - 5:00 pm
Monday - Friday

Bristol CONNECTICUT All Heart ™

Department of Public Works | 860.584.6125

Mailbox Damages

Address: _____ Date: _____

The City of Bristol Public Works Department has investigated your report of damage to your mailbox caused by our winter operations.

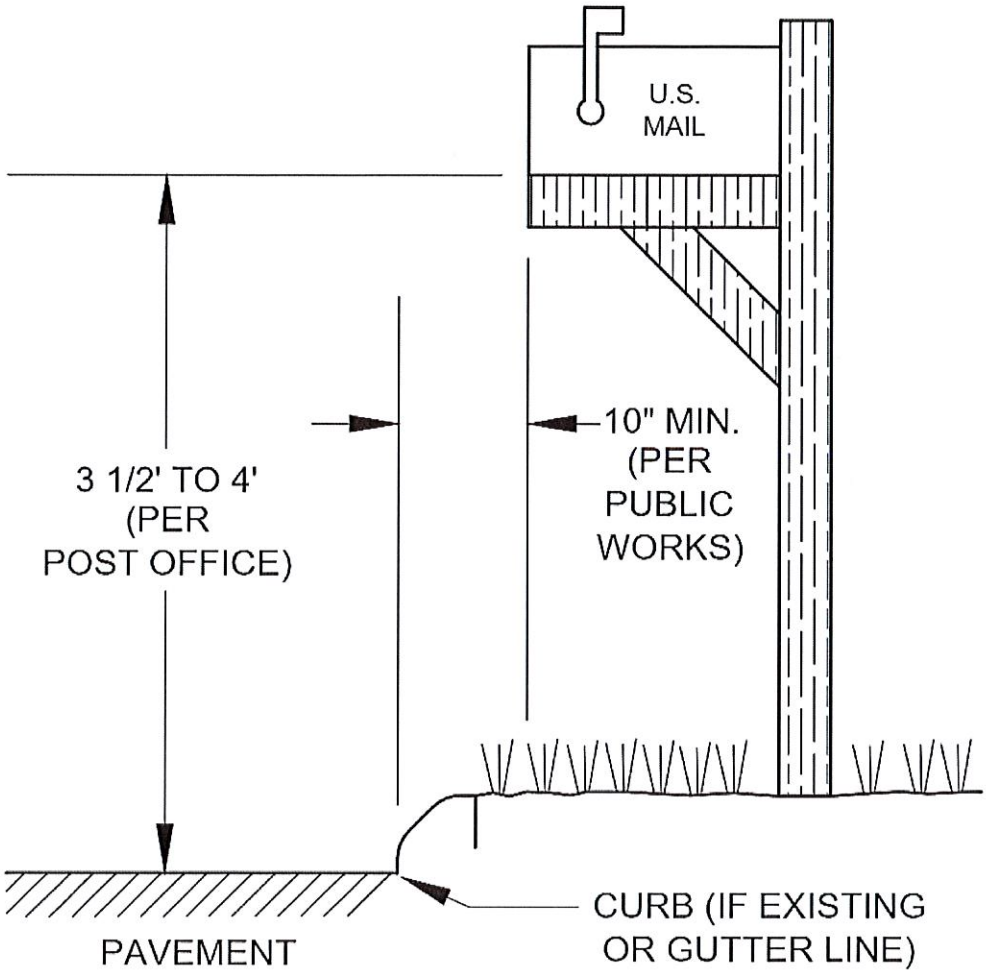
The City will only approve claims for mailbox damages when our plow/truck has made contact with the mailbox/post. We do not cover damage caused by snow/slush movement. Mailboxes that are found to have been structurally unsound prior to the damage will also not be repaired/replaced by the City or approved for a claim. Mailboxes should be placed where approved by the US Postal Service/Public Works specifications and be in good condition.

Our investigation has determined that the City is not liable for the damage for the following reason(s):

- There is no proof of impact between the mailbox/post and our plow/vehicle.
- The mailbox was found to have been in a weakened condition or was in disrepair prior to the damage.
- The mailbox was placed too close to the curb per specifications from the US Postal Service and Public Works (see reverse).
- The mailbox/ post was installed too low. (see reverse)

If you wish to dispute this assessment, you may appeal in writing to the Board of Public Works (111 North Main Street, Bristol, CT 06010). The Board meets on the third Thursday of each month. Appeals will be acted upon at the next meeting following receipt of the appeal.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov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MAIL
3 1/2' TO 4'
(PER
POST OFFICE)
10" MIN.
(PER
PUBLIC
WORKS)
PAVEMENT
CURB (IF EXISTING
OR GUTTER LINE)

Bristol CONNECTICUT All Heart ™

Department of Public Works | 860.584.6125

Mailbox Damage Process

The City of Bristol Public Works Department has investigated your report of damage to your mailbox caused by our winter operations. We apologize for any inconvenience this has caused. We try to maintain an adequate distance from the curb, but it can be hard to judge on snow covered roads.

If you are unable to receive mail, we will ensure that your mailbox is repaired to allow mail delivery. If more permanent repairs are needed, you have two options:

The City can repair/replace your mailbox as weather allows, typically after the spring thaw. We can replace your mailbox with a standard metal mailbox (in either white or black) on a 4x4 post if needed. Please contact us at 860-584-6125 to notify us that you wish to have Public Works repair/replace your mailbox.

OR

If you wish to repair/replace the mailbox yourself, you may submit a claim to receive payment of $75.00 towards the expenses. To file a claim, please submit a letter in writing and include the following:

- Your name, address and phone number
- The date and time of the incident when damage occurred and the exact location
- A description of the damage
- Include any cost estimates/receipts or invoices
- The date the damage was reported to Public Works.

Mail or deliver your letter with an original signature (no copies accepted) to the Town Clerks Office (111 North Main Street, Bristol, CT 06010).

If neither of these options is satisfactory, you may appeal in writing to the Board of Public Works (111 North Main Street, Bristol, CT 06010). The Board meets on the third Thursday of each month. Appeals will be acted upon at the next meeting following receipt of the appeal.

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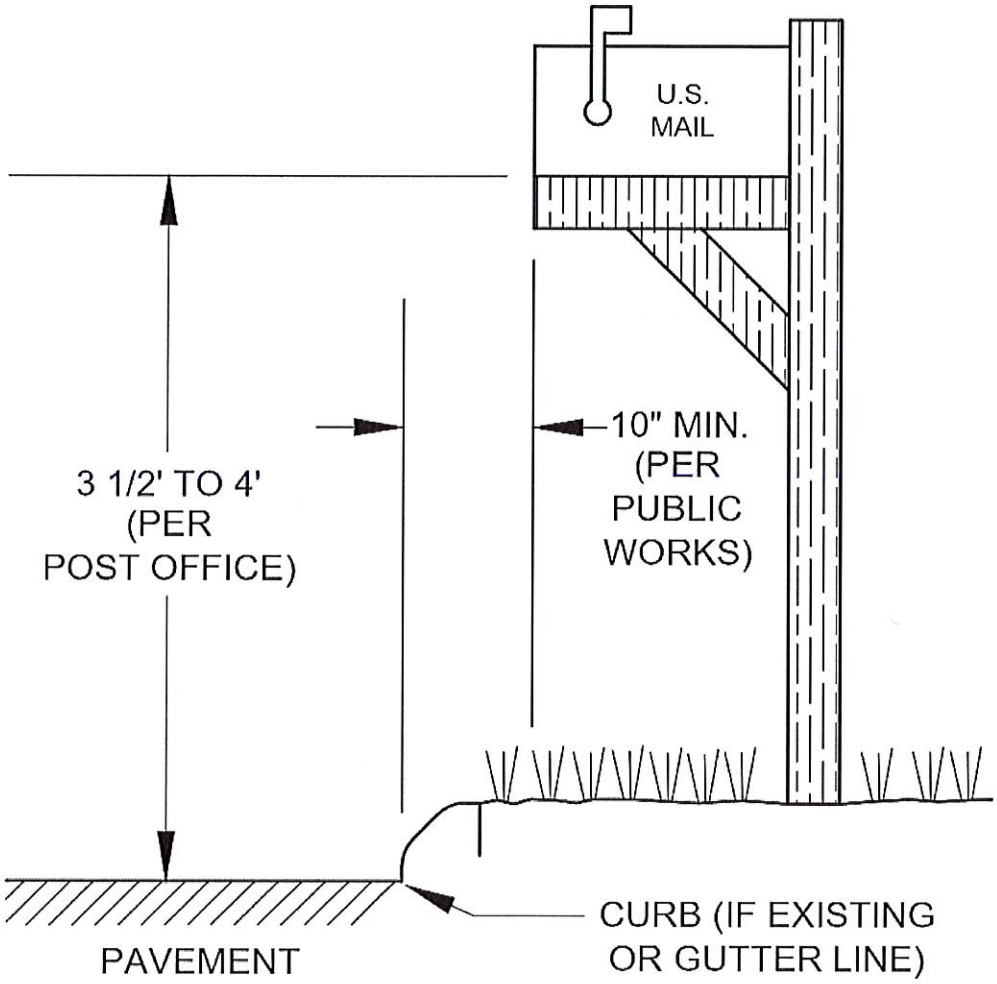
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POST OFFICE)
10" MIN.
(PER
PUBLIC
WORKS)
PAVEMENT
CURB (IF EXISTING
OR GUTTER LINE)

Department of Public Works | 860.584.6125

MEMORANDUM

DATE: January 10, 2020

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Department of Public Works – Mission Statement

Mission statements are often very esoteric and abstract and do not speak to the organization's purpose. The Department of Public Works mission statement should communicate to both the community and its employees the Department's overall goals and identity.

The Department's existing Mission Statement is indicated below:

> The Public Works Department endeavors to preserve and enhance the social and environmental quality of life in the City of Bristol. This is accomplished through the delivery of services designed to safeguard the health, safety, and welfare of its citizens and to maintain and improve the city's infrastructure in an effective, efficient, and professional manner.

A draft of the proposed / revised Department of Public Works Mission Statement is provided below:

> **The Public Works Department will work to maintain the City's infrastructure, environment and assets to optimize community investment and customer satisfaction through the efficient and courteous delivery of services to residents and businesses.**

The proposed Mission Statement indicates the primary focus of the Department of Public Works is to maintain existing DPW infrastructure (roads, bridges, building, vehicles, street lights, sidewalks, curbs and storm drainage). It also references managing community investment both public (DPW infrastructure) and private (plans approved by Land use and Engineering).

I also feel that a DPW Mission Statement would not be complete if it did not mention DPW's commitment to providing a high level of customer service that includes residents and businesses. DPW customers are the end users of the infrastructure and services provided by DPW.

Please feel free to contact me regarding any proposed revisions to the Department's Mission Statement.

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