



Department of Public Works | 860.584.6125

**Board of Public Works
Public Works Department Activity Report: Administration – May 2023**

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4863
Number of Bulk Collections	293

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 5,639 users.
- Pursued 127 abandoned shopping carts, \$10,440.00 in fines were written.
- 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. 41 complaints were received in April, resulting 18 fines.
- The 2023 Yard Waste season has begun. We have about 4478 residents have signed up for the season so far.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, Shopping cart enforcement 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 working with David Oakes on Equity Tool kits for Sustainable CT. Meeting with other departments to see all the activities they are doing which can help check off points towards gold.
- Litter kits are still popular I have given over 300 kits away and we still have many residents and businesses calling to help. Social Media is really moving these kits and I have seen many residents cleaning up. Lots of positive feedback on facebook.

Administration staff or concerns: Our new AR/AP clerk began on May 30th. She will be training for the next couple of weeks.

Administration Monthly OT Costs: \$498.24

Engineering Division Monthly Report June 2023 BPW Meeting

(Summary of May Activity):

- Prepare work orders/ oversee misc. storm drainage work in support of DPW 2023 Fall Paving program (Contract awarded Tabacco/Laviero)
- N. Main Street Streetscape – FD expected mid June
- Park St/Riverside Ave Streetscape – Design awarded to GM2 – survey/study progressing
- Spring paving completed.
- Divinity culvert waiting on roadway classification modification with state.
- Lake Ave culvert final design by consultant. Water main relocation design
- Wolcott St reconstruction design coordination & review. Third party review and utility coordination. Coordinate ROW easements – appraisals received/offers made.
- ADA transition plan – Consultant completing report and recommendations
- Eversource gas main installation coordination meeting for new mains and replacements, roadway repairs by ES or fee in lieu. Inspect roadways for FIL.
- Mem Blvd Bridge Replacement Project –granite install continue through June
- Inspect pavement for roadway patching program/bid
- Coordination ongoing with CTDOT for West End 69/72 project (awarded to Richards Corp .) Utility work to begin in March/April overheads completed by end of July.
- Coordination ongoing with consultant Shrub Road Sidewalks design and road diet
- Review PE design Field St culvert award of contract for design (field survey and recommendation complete) Applied for State/Local Bridge Program Recommendation for full replacement – ROW coordination
- Work orders/encroachment permits for ADA ramps/paving/drainage for 2023 paving list.
- PD Memorial coordination with North Main Streetscape
- Coordinate/permits for Eversource gas
- Reward contract for Wetlands Map revision (BL Companies) Work ongoing. Field work being scheduled.
- City awarded participation in Complete Streets Academy – workshops through spring Encroachment permit submitted and review comments addressed
- Survey Edgewood School for 319 Grant – design plans by end of June
- Mellen St bridge awarded to Arborio – Contract for CEI under review (WMC) Auth to Award issued
- CMAQ award issued.
- Parking garage construction coordination ongoing
- Railroad contract to replace ties and Pequabuck Golf Course crossing – work complete

Engineering

- Inspect DPW facilities – Storm water control program
- Line striping updates for paving and faded markings
- Consultant preparation of Storm water Pollution Prevention Plan – DPW JPC Road site
- Eversource Gas coordination for 2023 projects
- Memorial Blvd coord with contractor for granite/signs Memorial Day reveal
- Maple Ct reconstruction design.
- Update street light inventory for Eversource and Fiber for City
- Arrange install of additional lights on Barlow St –lights delivered
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Community Connectivity final design bid 2022/grant application for 2023 funds
- Inventory bituminous sidewalks
- Utility coordination for Downs St bridge (Eversource Gas/electric & Frontier)
- Utility coordination for Mellen St bridge (Eversource & Water)
- Perm patch and Misc storm drainage bids

Engineering Division staff or concerns:

Vacancies - Assistant City Engineer - Part time Engineer
Survey Technician/Party Chief starting June 12

Facilities – May 2023

Building Maintenance current month (May 2023) activities:

- AB-MEE completed installation of new stand-by generator and Mitsubishi start-up of air conditioning mini-splits at Fire House #2, new generator will be cut over at the beginning of June
- Facilities Manager scheduled with the Nature Conservancy to hold a Community Resilience Building workshop with City Departments and community organizations and non-profits for proper planning of emergency services and strengthening of critical assets within the Bristol community (workshop date is June 21st)
- Millennium Builders/Yield Industries completed wood work repairs and full exterior painting of 51 High Street, final closure documentation will be submitted to the State Historic Preservation Office to secure 50% funding for this project, which was awarded previously
- Conducted investigation into alleged mold complaint filed with CONN OSHA by Police Dispatch staff, including environmental sampling by Eagle Environmental and response letter with findings was sent to CONN OSHA on 5/23 (no adverse conditions were found from the sampling)
- Senior Maintenance Technician Luis Lorenzo began the UCONN Technology Transfer Center Leadership Program on 5/24
- Conducted semi-annual fire suppression system testing for Police Complex (Dispatch Center and IT Server Room)
- Staff completed mulching, new plantings and other landscaping tasks with the onset of warm weather, finished sheetrock wall repairs in the basement of 51 High from a former flooding issue, seasonal filter changes, belt replacements/adjustments, motor lubrication on HVAC equipment, Transfer Station exterior spigot replacement, provided Bristol Police Traffic Division support on temporary signage request while Police Traffic Technician was out on personal leave

Building Maintenance next month (June 2023) activities:

- Develop SustainableCT Equity Toolkits with BPRYCS staff and others in regard to actions related to Kern Park redevelopment outreach, Beautify Bristol and Community Resilience Building workshop
- Conduct Community Resilience Building Workshop on 6/21 with the Nature Conservancy
- Facilities Manager to work with SustainableCT Fellow Cole Burnham to update the application in advance of August 15th filing date
- Initiate work on FY23-24 Facilities Project List funded items, including discussion with Purchasing Agent on bid specifications as required
- Facilitate the surplus sales and pick-up of three former Fire House generators recently replaced at Houses 2, 4 and 5 with the Purchasing Department
- Assist Economic & Community Development Staff with the seasonal transition of stored items needed weekly at Farmer Market events, which will include coordination with Bristol Rotary Club members
- Facilities Manager to conduct site visits with staff at Fire Houses, Police Complex, Libraries, Beals Center, Animal Control and City Yard to determine current and future needs
- Provide support to Mayor's Office on 6/12-6/14 for staff lunch events at City facilities for all City Departments, as required

Building Maintenance Staff or concerns:

- Anticipate moderate to elevated levels of Vacation/Miscellaneous time off during June
- Groundskeeper to Bristol Water Department on 6/12 to fill a vacant position, which may result in a vacancy if the employee passes probationary period and meets job requirements
- Holiday overtime staffing on 6/19 (Juneteenth)

Building Maintenance OT Costs: \$1,461.23

Staffing coverage for after-hour maintenance issues, custodial coverage for Police Complex when dedicated Custodian was on personal leave, provided access to 51 High Street to renovation contractor completing work on Saturday (5/13) to expedite work schedule, Memorial Day holiday custodial coverage at Police Complex

Fleet Maintenance Current Activities:

- Solid Waste Div. (R35) 2004 Rear loader rubbish truck was brought in for rear brakes and packer issue. Packer rail was jammed with debris. Truck was gone through and put back in service.
- Solid Waste Div. (R29) AEBl slope mower was brought back in for damage to the mower belt and pulleys as well as damage to the braking system. Parts are on order and machine is down until arrival.
- B.O.E groundsmaster mower had an extensive fuel leak. Machine was picked up by Fleet and brought to the yard. Unit was diagnosed with a faulty fuel pump. Parts are ordered and fuel pump was sent out for a complete rebuild due to specialty tools needed. Unit is expected to be back in service by early June.
- Engineering Dept. (E7) Sedan was brought in for a charging issue. A new alternator was installed. A/C system was also charged.
- Engineering Dept. (E6) 2016 Ford SUV was sent to Ford for a catalytic convertor warranty. Unit was also diagnosed with a cracked and leaking front differential. Unit is back in service.
- Streets Div. (S12) 2009 10 Wheeled dump truck was brought in for new brakes on both rear axles. Upon inspection, the truck was also diagnosed with a cracked rear spider axle for the wheel studs. Repairs were made and truck is back in service.
- Streets Div. (S21) 2006 10 wheeled dump truck was brought in for a PTO failure. A new PTO was installed with some new hydraulic lines and the truck is back in service.
- Streets Div. (C41) 2008 Vactor was outfitted with a freshly rebuilt water pump. Water system works great and truck is back in service.
- Streets Div. (GS3) 2006 pickup truck was brought in for a no start. Truck was diagnosed with a faulty starter. Upon inspection, rear brakes and rotors were replaced along with the emergency brake system.
- Streets Div. (S26) 2018 10 wheeled dump truck was brought in for a leaking air can. Upon further inspection, the forward rear axle brakes were replaced as well.
- Streets Div. (GC2) 2000 L90 front end loader was brought in for a new A/C condenser. Upon our inspection of the unit, the side window frame was completely rotted out and falling off. Items were ordered and replaced. Machine is back in service.
- Streets Div. Bagella (asphalt reclaimer) was getting bound up. Unit recived a new roller chain and sprocket system. Rollers were adjusted and drum was completely cleaned out of all old baked on asphalt stuck to it. Unit is back in service.
- Fleet removed a good flatbed and lift gate off an auction truck and completely restored it for future use.

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 keep Streets & Solid Waste Ops. Running strong.
- Working on Capital Equipment bids and budgets.
- Working on all upcoming seasonal equipment.
- Overhead crane wireless remote repairs.
- Working on our UST repairs.
- Working on replacing PC1 unit

Fleet Maintenance Staff or Concerns:

- Solid Waste Div. transfer station truck GS5 needs to be replaced.
- Streets Div. S4 Crew leader pickup needs to be replaced.
- Fleet garage heaters need to be replaced/Repaired
- Overtime expenditures and totals \$3,655.83 (Holiday, Dispatch and Mechanic).

Land Use activities for May 2023:

Inland Wetlands & Watercourses Commission

Wetlands application for restoration of an excavation upgradient and removal of pile of woodchips and construction of a plate arch over a watercourse at 109 Moody Street; Assessor's Map 37, Lot 14 – APPROVED.

Wetlands application for the installation of an in-ground pool at 205 Penwood Place; Assessor's Map 64, Lot 19 – APPROVED.

Zoning Commission

Special Permit and Site Plan for housing for the elderly (74 units) at east of French Street, north of Seminary Street, and west of Camp Street, Lot 62-1 Camp Street; Assessor's Map 45, Lot 62-1; R-15 (Single Family Residential) zone – APPROVED WITH STIPULATION.

Zoning Board of Appeals

Variance for maximum building coverage at 390 Lake Avenue; Assessor's Map 05, Lot 34C; BN (Neighborhood Business) zone; Bristol Adult Resource Center, applicant – APPROVED.

Planning Commission

Capital Budget – FY 2023-2024 – RECOMMENDED APPROVAL.

Subdivision (Ridgeview) – Request for extension of subdivision expiration date from May 30, 2023 to May 30, 2028 – Perkins Street (8 lots); Assessor's Map 58, Lot 14; R-25/OSD (Single-Family Residential/Open Space Development Overlay) zone – FIVE YEAR EXTENSION APPROVED.

Land Use Commissioner Training pursuant to C.G.S. Sec. 8-4c:

The Commission completed 1.5 hours of Land Use Commissioner Training facilitated by staff.

Historic District Commission

The Commission did not meet in May.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$473.01

Solid Waste May 2023 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 41 letters and picked up 18 illegal bulk stops.
- Continued curbside bulk collection, we collected 293 scheduled pick up.
- We currently have 4,478 residents enrolled in our yard waste program.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Mowed the landfill.
- Cut high vegetation at the transfer station.
- Deployed event barrels for Memorial Day activities.
- Cleaned up areas with high amounts of litter - Clark Ave, Minor Rd, Shrub Rd, Stevens St Peacedale, North Main St, Main St, North Pond area.
- Finished spring leaf bag collection.

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.
- Patrol known dumping areas for illegally dumped items.
- Continue cleaning up areas with high amounts of litter.
- Add Mondays to the scheduled bulk pick up days.
- Schedule grinding of brush, leaves and yard waste at the transfer station.
- Look at applicants for job openings.

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 =	\$3,311.89
Transfer Station OT =	\$2,666.29
TS Revenue (PAYT) =	\$28,936.00
Residential Permits =	\$4,030.00
Commercial Permits =	\$50.00
Yard Waste Revenue =	\$34,900.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$6,163.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$0.00
Electronics NewTech =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$85.96
Clothing Recycling =	\$0.00
Barrel Sale =	\$310.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$1,125.00

Streets May 2023 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
- Finished painting jersey barriers and installing new signage at the transfer station
- Installed 25 new catch basin tops for engineering
- Finished First round of maintenance on all city detention ponds
- Installed driveway aprons for engineering on new paved roads
- Finished Mulching city properties
- Preparing for winter with salt deliveries
- Serviced trees, including pruning, removals, and testing
 - **Take downs** (Crestwood La, Beech Ave, Waterbury Rd, Shrub Rd)
- **Major Roads Engineering- OFF SEASON**
- **Permanent Patch for Engineering- OFF SEASON**
 - Stump Removals/ Loam
- Continuing small road repair
- Addressing street signs
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes-** (Owens Way-25 Tops, Round Hill Rd, El Toro,)
- Installing new poles and signage
- Winter Operations- **OFF SEASON**

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Milling and Paving
 - Catch basin repair
- Permanent Patch List
- Milling and paving
- Winter Operations- **OFF SEASON**
 - 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.

May OT Totals: \$ 3,287.97 Streets