



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3616
Number of Bulk Collections	197

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 5,869 users.
- Pursued 56 abandoned shopping carts, \$1080.00 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. 33 complaints were received in December, resulting 5 tickets \$432.00.
- The 2023 Yard Waste season. We have about 4710 residents have signed up for the season so far. We are preparing for the 2024 Season.

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. DPW started posting new features and it is helping gain new app users.
- 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.

- Preparing the Rubbish and Yard Waste stickers for the 2024 season which starts on January 1st.
- Finishing up odds and ends issues with departments as they settle in.

Administration staff or concerns:

Administration Monthly OT Costs: \$346.56

Engineering Division Monthly Report December 2023 BPW Meeting

(Summary of November Activity):

- Prepare work orders/ oversee misc. storm drainage work in support of DPW 2024 spring/fall Paving program (Contract awarded Tabacco/Laviero)
- N. Main Street Streetscape – FD expected to go out to bid shortly
- Park St/Riverside Ave Streetscape – Design awarded to GM2 – survey/study progressing
- Divinity culvert waiting on LOTCIP funding awarded – construction can start spring 24
- Lake Ave culvert final design by consultant. Water main relocation design
- Wolcott St reconstruction design coordination & review. Third party review just completed and utility coordination. Coordinate ROW easements – easement marked out/ scope added.
- 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 –electric & last of granite -signal control taken back by DOT
- Inspect pavement for roadway patching program/bid
- Coordination ongoing with CTDOT for West End 69/72 project (awarded to Richards Corp .) Winter shutdown – utility work ongoing.
- 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 2024 paving list.
- PD Memorial coordination with North Main Streetscape
- Coordinate/permits for Eversource gas for winter work
- Reward contract for Wetlands Map revision (BL Companies) Work ongoing. Field work being scheduled complete.
- Survey Edgewood School for 319 Grant – design plans for tree wells and bioretention. Work scheduled for tree wells and bi
- Mellen St bridge awarded to Arborio – Scheduled for completion June 2024 (winter work being approved)
- Parking garage open and Hope St readying for bid
- North Main St Streetscape readying for bid
- Issue NTP for Arborio August 1 for Mellen St bridge
- Address flooding concerns
- Jerome Ave bridge funding adjusted for 2024 full bridge reconstruction
- Funding for Divinity St culvert in place
- 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 2024 projects
- Memorial Blvd coord with contractor for granite/traffic signal
- Maple Ct reconstruction design.
- Update street light inventory for Eversource and Fiber for City
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Community Connectivity out to bid 2022 Award to Laviero/grant application for 2023 funds awarded and PAL signed
- Inventory bituminous sidewalks
- Utility coordination for Downs St bridge (Eversource Gas/electric & Frontier)
- FIL invoices to Eversource
- Encroachment permit for signage on Rte 72 re Memorial Boulevard (no trucks)
- Assist Parks w/ARPA projects

Engineering Division staff or concerns:

Vacancy - Assistant City Engineer – (filled by Part time Engineer)

Land Use activities for December 2023:

Inland Wetlands & Watercourses Commission

Wetlands application for park renovations and improvements including stabilizing the dam, repair dam seepage, increasing flood storage, replacing the existing spillway, and replace existing wetlands in kind with improved plantings at Page Park; Assessor's Map 37, Lots 134 & 135 – APPROVED WITH STIPULATIONS.

Wetlands application for the replacement of Bridge No. 04104 on Downs Street, over the Pequabuck River; City of Bristol right-of-way – APPROVED.

Zoning Commission

Review, discussion and possible adoption of Phase 1 of the comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – APPROVED; EFFECTIVE DATE MONDAY, JANUARY 15, 2024.

Proposed amendments to the Zoning Regulations to allow for Unified Residential Developments by Special Permit and Site Plan in the R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; Attorney Timothy Furey and Charles Talmadge, applicants – (Public Hearing continued from October 16, 2023) – PUBLIC HEARING CONTINUED TO JANUARY 22, 2023.

Change of Zone from R-15 (Single-Family Residential) zone to BG (General Business) zone at 27 Matthews Street, Assessor's Map 19, Lot 24; 250 Terryville Avenue, LLC, applicant – PUBLIC HEARING CONTINUED TO JANUARY 22, 2023.

Planning Commission

Application #435 – Site Plan for renovations and improvements to Page Park, 641 & 649 King Street; Assessor's Map 37, Lots 134 & 135 – PUBLIC HEARING SCHEDULED FOR JANUARY 29, 2024.

Zoning Board of Appeals

Variance of minimum lot area required to allow for a three-family residential home at Lot 78 Lincoln Place; Map 23, Lot 78; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone – APPROVED.

Historic District Commission

A Commissioner Training session was facilitated by staff.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$963.15

Facilities – December 2023

Building Maintenance current month (December 2023) activities:

- Facilities Manager continued to work with SWI Glass & Metal to replace the damaged bullet resistant glass that was damaged during the 10/5 incident, installation date of 12/28 provided by SWI (delayed due to weather event, the heavy weight of Level 8 glass and the required mechanical equipment to install)
- Staff collected recyclable bottles from Bristol Eastern Environmental Club and delivered to Brian's Angels on a weekly basis
- Conducted City Hall staff training with D'Amato-Downes staff on various aspects of new equipment and technology at City Hall (transfer switch, generator, site access control and video surveillance)
- Staff hung holiday wreath at City Hall and provided an opportunity for ECD and the Mayor's Office to highlight our long partnership with Wojtusik Nursery & Garden Center
- Completed work required to move Police Department Training Division office to the former Comptroller office at "City Hall West" and then shifted Public Relations and Accreditation Officers to vacated areas precipitated by Training Division move on the 1st floor
- Public Work Analyst Lindsey Rivers, Facilities Manager David Oakes and Senior Maintenance Technician Luis Lorenzo participated in December 4th meeting and future Animal Control Facility Building Committee meetings for bid generation and request for proposals with Purchasing Agent Roger Rousseau
- Submitted initial FY24-25 budget worksheets and attend meetings as required for the Comptroller's Annual Budget
- Conducted annual load bank testing of the emergency generator serving the Police Complex to meet Police Accreditation requirements
- Provided support to Mayor's Office and other City Departments in regard to holiday events, food drivers and non-profit donation campaigns
- Provided guidance and support to PointMan Safety staff in relation to establishing Lock-Out/Tag-Out procedures for all new mechanical equipment at City Hall
- Conducted annual kitchen duct cleaning of exhaust systems at Fire Headquarters and Fire House #5 to meet Fire Code compliance with the Fire Marshal's Office
- Synergy Fire conducted quarterly fire systems testing at all City Buildings

Building Maintenance next month (January 2024) activities:

- SWI Glass & Metal completed the replacement of bullet resistant glass on January 2nd at the Police Complex
- AB-MEE to install exterior outlets and wall-pack lighting fixture to support Police Department Crime Scene and ERT vans at the City Hall Annex Garage, as current van location causing a sight line issue to motorists
- Conduct RFQ meeting with Purchasing Agent Rousseau on 1/9 for potential firms to submit qualification for the construction of the new Animal Control Facility, along with other member of the ACF Building Committee
- American Total Protection (ATP) of Hamden, CT won the bid for exterior security camera installations at 51 High Street in the sum of \$20,935.00
- Facilities Manager to work with Brightly and their consultant on set-up and data input for the new Asset Management system
- Complete final restoration of the Police Training Room at 131 North Main that was formerly used for Payroll and Treasurer's Offices
- Complete final punch list items at City Hall with D'Amato-Downes staff and subcontractors
- Provide access to Colliers Engineering Staff to conduct facility site condition assessment investigations at 131 North Main Street
- Conduct snow removal operations are required

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during January

Building Maintenance OT Costs: \$5,794.66

Staffing coverage for after-hour maintenance issues, City Hall Department occupancy and office adjustments per Staff requests, adjustments to 2nd floor office areas at 131 North Main Street for re-use by Training Division and re-establishment of the Police Training Room

Streets December 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
Installed driveway aprons for engineering on new paved roads
- Preparing for winter with salt deliveries
- Serviced trees, including pruning, removals, and testing
 - **Take downs** (Goodwin St, Matthew St-3, South St. EXT, Glen St-2, Lee St, Willis)
- **Major Roads Engineering- OFF SEASON**
- **Permanent Patch for Engineering-** (Page Ave, Transfer Station, Matthews St-2)
- Removed temporary mailboxes on Shrub Rd and installed 25 new ones
- Started making our own asphalt with our bagela plant for curb and potholes etc.
- 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-** (Edgewood-2 Drainage project)
Installing new poles and signage
- Winter Operations- **No Storms-** Had a few rain and wind storms which caused several icing issues that we treated

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-
 - 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 up

- Tilcon Closing for winter will start making our own asphalt with Bagela plant
- 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.

October OT Totals: \$ 3,647.39 Streets

Solid Waste December 2023 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 33 letters and picked up 5 illegal bulk stops.
- Continued curbside bulk collection, we collected 197 scheduled pick up.
- We ended the season with 4,710 residents enrolled in our yard waste program.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Finished curbside leaf bag collection, collecting 557 tons of leave for the season.
- Finished curbside yard waste collection, collecting 2,532 ton of yard waste for the season.
- Worked overtime to make up for Christmas curbside collections.
- Place order for 793 new rubbish, recycling and yard waste barrels.

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.
- Patrol known dumping areas for illegally dumped items.
- Start curbside Christmas tree collection.
- Work overtime to make up for New Year's curbside collections.
- Continue cleaning up areas with high amounts of litter.
- Continue to interview 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 =	\$4,630.16
Transfer Station OT =	\$3,449.46
TS Revenue (PAYT) =	\$21,333.45
Residential Permits =	\$1,240.00
Commercial Permits =	\$150.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$4,618.16
Aluminum Liberty Rec =	\$2,972.60
Batteries Liberty Rec =	\$214.41
Electronics NewTech =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$470.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Barrel Sale =	\$6,510.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$396.10

Fleet Maintenance Current Activities:

- Solid Waste Div. (R27) 2015 automated rubbish truck was brought in for new packer cylinders and a front pump hydraulic cartridge. Truck since then has been brought in for a laundry list of repairs. Truck is scheduled to return back to service early January.
- Solid Waste Div. (R15) 2020 automated rubbish truck was brought in for new lift arm chains as well as a new lift arm cylinder. Truck is currently back in service.
- Solid Waste Div. (R40) 2008 automated rubbish truck was brought in for a complete packer rebuild in the body. New guides, rails, slides and panels were installed. Truck is back in service.
- Solid Waste Div. (R4) 2004 front end loader radiator had to be ordered. Cost of replacement radiator was \$4,000. Unit is scheduled to be repaired early January of 24.
- Park Dept. (P8) 2020 6 wheeled dump truck was brought to Fleet to prep for winter ops. Brakes had to be installed all around as well as some hydraulic hoses and grease fittings that were never used. Truck was severely overdue for a service as well. Truck was completely gone through and is back in service for the park dept.
- Street Div. (C19) 2017 chipper was brought in for fabrication on broken engine housing brackets. Discharge chute was also repaired as it was dented up.
- Streets Div. (S30) 1985 Tractor trailer truck was brought in for a bad shake. Truck received new king pins and tie rod ends in the front. Clutch was also replaced as the plates were worn. Truck is back in service but should be looked at to replace.
- Streets Div. (S17) 2017 6 wheeled dump truck was brought in for rear brakes and a greasing.
- Streets Div. (S28 & S29) 2023 6 wheeled dump trucks were both brought in for battery shut off switches. Both units came in with out one. This is a safety issue and preserves the batteries when not in service.
- Fleet repurposed former Parks Dept vehicle (old p6) mason dump and converted it into a utility body from a Streets chassis that was sent out for auction. This unit is an asset for winter ops as well.

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 rear loaders for tree collection.
- Working on putting multiple units out for auction that are no longer in service.
- Working on some winter ops seasonal equipment and storing summer ops equipment till next season.
- Awaiting our skid steer and compact tractor purchases. Both units benefit our winter operations.

Fleet Maintenance Staff or Concerns:

- Streets Div. S4 Crew leader pickup needs to be replaced. (Ordered)
- **Fleet garage heaters need to be replaced/Repaired**
- Street Div. (S30) 1985 Tractor trailer truck needs to be replaced.
- Any way we can put our Fleet Auction proceeds back into our Fleet instead of the GF?
- Trailer needs to be purchased for new sidewalk unit.
- Overtime expenditures and totals \$2,831.16 (Holiday, Dispatch and Mechanic).