



Department of Public Works | 860.584.6125

Administrator

Board of Public Works – Admin Report – March 2021

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4197
Number of Bulk Collections	226

Division Recaps:

Administration current month:

- 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.
- Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3967 users of the app.
- Pursued 72 abandoned shopping carts, resulted in \$750.00 in fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled. New welcome packets rolled out for December my staff has finished assembling them. They began going out in December.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 12 complaints in March that resulted in 0 fines.
- Yard Waste is in full swing for 2021 we will began renewals January 1st. We pushed on social media and through an email and we have had over 3300 residents renew so far. We picked up 1 barrel from non-renewing residents this month.

Administration next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, and monitor illegal dumping areas. Continue outreach to increase to Reduce and Reuse and the use of Recycle Coach app due to being closed to the public.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- Continue 2021 yard waste renewals.
- Working with Streets sign shop getting the Posters printed for the recycle trucks and working with Fleet on the final installation.
- We are short staffed New AR position has started and training is continuing.

Administration staff or concerns: OT \$493.63

Land Use activities for March 2021:

Zoning Commission

Revision to an Approved Site Plan for site improvements for fast food restaurant /drive-up window at 1235 Farmington Ave. – APPROVED WITH STIPULATIONS.

Revision to an Approved Site Plan for site improvements for parking lot/ bank drive-up window at 888 Farmington Ave. – APPROVED WITH STIPULATIONS.

Special Permit and Site Plan for a drive-up facility at 172-176 East Main Street – APPROVED.

Change of Zone from BG (General Business) zone to A (Multi-Family Residential) zone at Lot 71A Lincoln Avenue – APPROVED; ZONE CHANGE EFFECTIVE UPON LOT MERGER.

Inland Wetlands & Watercourses Commission

Wetlands Application for activity in the upland review area (excavation) of floodplain to compensate for floodplain filling related to the construction of drive thru at 172-176 East Main Street – APPROVED.

Floodplain Application for excavation of floodplain to create volume storage to compensate for filling associated with construction of a drive thru at 172-176 East Main Street – APPROVED.

Wetlands Application to construct a drive-through coffee shop at 1235 Farmington Avenue – APPROVED.

Wetlands Application for minor site modifications and re-grading to parking lot and sidewalk surrounding the building at 888 Farmington Avenue – APPROVED.

Floodplain Application for minor site modifications and re-grading to parking lot and sidewalk surrounding the building at 888 Farmington Avenue – APPROVED.

Zoning Board of Appeals

Variance of minimum lot area for land acquisition (CT DOT) to allow intersection improvements were all approved at:

- 150 School Street
- 157 School Street
- 163 School Street
- 165 School Street
- 171 School Street
- 176 School Street

Variance of minimum rear-yard at 177 Glendale Drive – APPROVED.

Historic District Commission

The Commission held a hybrid/virtual training seminar with members of the State Historic Preservation Office and Preservation CT. There were no pending applications at this meeting.

Planning Commission

The Commission processed C.G.S. 8-24 referrals from the Real Estate Committee for the addresses listed below and recommended the sale for all:

- 801 Burlington Ave.
- 43 East Main Street
- Lot #88 Kilmartin Ave.
- Lot#102 Kilmartin Ave.

- Lot#106 Kilmartin Ave.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries & Assistant City Planner at meetings)
\$582.77

Engineering Division Monthly Report March 2021

Engineering Division current month activities:

- Parking lot design for Parks (Pine Lake Adventure Park)
- Riverside Ave Road Diet construction continuation.
- Additional drainage/ sidewalk work orders.
- Coordination meetings Eversource/ Water/City Departments Sherman/Mills/Garden/Crown Construction underway.
- Signal timing study ongoing by VHB.
- Brook Street retaining wall replacement- one section left.
- Louisiana Ave bridge winter work, coordination with State/Contractor/Inspector.
- Divinity St culvert coordination and research for drainage. LOTCIP application and roadway classification modification with state.
- Spring paving list & reclamation list.
- Memorial Blvd and Broad Street retaining wall consultant coordination.
- Wolcott St reconstruction coordination.
- Consultant meeting re ADA transition plan
- Eversource gas main installation coordination for new mains and replacements – winter work.
- Memorial Blvd Bridge pre-bid meeting.
- Citation training.
- Sidewalk and ramp bid docs/plan for State review for Comm Connectivity Grant \$440,000 awarded for 2021.

Engineering Division next month activities:

- Wetlands approval for Memorial Boulevard retaining wall repair design by Benesch.
- Prepare spring 2021 paving list.
- Rte 229 public information meeting by NVCOG & BL Companies (4/14)
- Shrub Rd sidewalk public information meeting by DPW 4/16 & 4/17.
- Memorial Blvd Bridge out to bid – coordination with Eversource and State DOT.
- Riverside Road Diet completion in spring.
- Maple Ct design.
- Update CT DOT roadway mapping, update street light inventory for Eversource
- Training with VHB Engineering regarding signal timing. Review report to schedule repairs. (Report to be complete)
- Pine Lake final design of sed chamber
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Drainage work for spring/fall 2021 paving lists.
- Eversource coordination to start/continue 2021 projects
- Work orders for ADA ramps at roads on 2021 paving list.
- Huntington Woods final detention pond storm drain replacement design.

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- Schedule Collins Rd drainage improvements for fall.
- Pequabuck River sediment / repair project – Consultant design review/coordination.
- Brook St retaining wall construction (400 Brook St)
- Louisiana Ave closure and recommence work.
- Re-bid Pequabuck River culvert
- Award Memorial Blvd Bridge project.
- Main St streetscape.

Engineering Division staff or concerns:

Overtime for Major Roadway Improvements Milling & Paving (Streets & Engineering Staff)

February \$0

Facilities – March 2021

Building Maintenance current month (March 2021) activities:

- Distributed remaining Farmers to Families food boxes at City Hall, with a majority taken by Bristol Housing Authority
- Main Library wall plaster abatement coordination with State Office of Historic Preservation on submitted estimates and meeting SHPO guidelines to maintain 50% funding of the project
- Facilities Manger consulting with CONN-OSHA Consultants in regard to Lockout-Tag-out & Job Hazard Assessment policies and procedures related to a previous site inspection
- Continued site access system conversion with Information Technology Department at City Buildings (moving to an Avigilon platform to standardize systems throughout the City and BOE facilities)
- Continued oversight of Fire HQ tasks in regard to the Mechanical Renovation and generate punch list of outstanding items prior to substantial completion of project
- Staff completed installation of a portion of wall and door/frame for staff member in Park & Recreation offices at City Hall
- Loureiro Engineering to initiated formal decommissioning of former gun range at City Hall on 3/5
- Oakland LLC to installed sump pump installation in the basement of 51 High Street
- Provided support for Greek flag raising event on 3/23
- Completion of chiller preventative maintenance at Main Library and the Beals Center
- Conducted spring clean-up activities at all facilities and complete end of season maintenance/cleaning on snow operations equipment and store for the year
- Staff to adjusted lighting and HVAC schedules due to daylight savings change on 3/14
- Assisted QA+M Architects in various aspects related to City Hall renovation project
- Assisted Payroll/Health Insurance office to remove unwanted furniture, documents/recycling and Staff installed shelving unit in vault to increase storage space
- Staff removed/disposed of bushes at Fire HQ eliminated by their staff in relation to the future enhancement of Fire Fighter memorial at 181 North Main Street

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- Submitted building permit for future utility storage shed at Fire HQ for BFD Staff
- DPW Staff met with Tom Arcari to discuss Building Maintenance needs for inclusion of new City Hall floor design on 3/30
- Staff reviewed CAT-5 drop modifications with IT Staff in regard to new TV installation in 10 offices at City Hall and Fire HQ, for remote meeting needs

Building Maintenance next month (April 2021) activities:

- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments needs and requests
- Obtain proposal for wood trim repair/replacement and exterior painting of 51 High Street via the State ezIQC process, in conjunction with the Purchasing Department
- Prepare draft Lockout/Tag-out and Blood Borne Pathogen policies to comply with CONN OSHA requirements stemming from random compliance inspections in October 2020
- Identify and finalize remaining punch list items with Silver Petrucelli & Associates in regard to the Fire HQ mechanical renovations, to close out the project in full
- Complete chiller preventative maintenance at City Hall (Air Temp) and Police Complex (Johnson Controls year 2 of three year service agreement to maintain warranty)
- Schedule/complete replacement of warranty sink disposal unit at Fire HQ
- Formalize contract with DeMeo Construction for the plaster wall restoration at the Main Street Library
- Obtain the services of MEP Consultants for the boiler replacement and natural gas service installation at 51 High Street
- Staff to attend 4/22 OSHA training with HD Segur insurance consultant focusing on LO/TO, Bloodborne Pathogens and Hazard Communications
- Coordinate replacement of two sections of sidewalks at the Beals Center with BOE and an abutting neighbor (access to their shed will be restricted during work)
- Facilities Manger to assist Public Works Analyst Lindsey Rivers with the annual recycling outreach to BOE 3rd Grade classes

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during April, but staff will be taking more time off in May and June to deplete saved time not used due the COVID pandemic lockdown on travel
- Long term loss of Groundskeeper/Building Technician due to worker’s comp injury sustained on 1/11/21, currently on restricted light duty work only (temporary filling by a 4-hour shift)

Building Maintenance OT Costs:

\$6,204.96: Staffing coverage for after-hour maintenance issues, temporary filling of Groundskeeper position on a daily basis

Streets March 2021 Report

Streets current month activities:

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
 - Take downs (Hope St, Lewis St, Walnut St, Vincent Rd, Corbin Ridge, Sixth St.)
- Started parking lot at Pine Lake- Tree Removals
- Hung Banners up on RT. 72 pedestrian bridge as well as several others throughout the city
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Milling and Paving
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Continued assembling Outdoor Classrooms
- Storm Drainage
 - Completed Basin Repairs (Ivy Drive, Silo @ Village, Vincent P Kelly Rd, Lake Ave)
 - Installing new poles and signage
 - Created signs for Park Department , Youth Services, Covid testing and food distribution
- Winter Operations
 - Had several storms throughout the month which resulted in snow removal (Intersections, dead ends, sight line issues)
 - Mailbox Repairs

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Pine Lake Parking Lot
- Winter Operations
 - Plowed and treated roads
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up

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- 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.

March OT Total- \$1,442.66, Snow OT - \$9,974.52

Solid Waste March 2021 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 25 letters and picked up 1 illegal bulk stops.
- The bulk crew picked up 150 scheduled bulk stops.
- Continued Tuesday-Thursday curbside bulk collection schedule.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 2760 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Assembled and distributed new rubbish barrels.
- Worked on catch basins and water outflows at the Transfer Station.
- Audited curbside recycling barrels.
- Swept known illegal dumping and bulk spots.
- Performed maintenance on conventional trash trucks in preparation for the start of spring leaf 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.
- Continue the collection of reusable items for our Trash to Treasure program.
- Place order for new rubbish, recycling and yard waste barrels.
- Storm water pollution inspection at the Transfer Station.
- Start yard waste collection for the season, April 5th.
- Start spring leaf collection, April 5th.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

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(Some numbers are estimated for this March)

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$435.74
Transfer Station OT =	\$4,641.89
TS Revenue (PAYT) =	\$20,000.00
Residential Permits =	\$3,905.00
Commercial Permits =	\$150.00
Yard Waste Revenue =	\$90,000.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$4,316.70
Aluminum Liberty Rec =	\$700.00
Batteries Liberty Rec =	\$282.50
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Simple Recycling =	\$0.00
Barrel Sale =	\$3,720.00
Special Pick up – 2 nd	\$0.00

Fleet Maintenance Current Activities:

- Streets Div. (S14) 2012 10 wheeled dump truck came in for a new radiator setup as well as a PTO pump replacement. Parts for radiator are back ordered for Covid issues as well as a company buyout. Final cost will be around \$8,000.00. All work is being performed in house.
- Streets Div. (C6) 2011 Volvo backhoe had to have the transmission cooler replaced. Repair was done in house and machine is back in service.
- Solid Waste Div. (R14) 2019 6 wheeled automated truck had to have coolant lines replaced due to a rubbing on the frame. Lines were replaced as well as relocated so it won't happen again. Truck is back in service.
- Solid Waste Div. (R22) 1988 conventional rubbish truck had to have both driveshafts rebuilt as well as new carrier bearings. Truck is back in service.
- Solid Waste Div. (R16) 2012 automated rubbish truck was brought in for front brakes. Truck is back in service.
- Streets Div. (C36) 2006 Street sweeper was brought in to service as well as replacement of the elevator flights. Elevator also had some rot holes that were repaired as well. A new rear broom was also installed. Unit is back in service.
- Streets Div. (S17) 2016 10 wheeled dump truck had the hydraulic sensor inside the tank replaced. Truck also had an engine code that was diagnosed with some faulty exhaust sensors that were replaced. Truck is scheduled to be back in service early April.
- Streets Div. (S26) 2018 was outfitted with stainless coolant lines to prevent rot. Truck is back in service.

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- Streets Div. (C13) 1994 dozer had its leaking fuel tank repaired as well as service to the drive system. Machine also received a new water pump. Unit is back in service.
- Street Div. pickup truck units S3, S5 and S7 all received lift gates and are in service.
- Streets Div. (S7) pickup truck also received new tires and was outfitted with a snowplow.
- Kone Cranes inspected our overhead lifts as well as our straps and chains.
- All of Fleet was sent to forklift training class for a refresher course.

Fleet Maintenance Next Month's Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to follow Covid protocols.
- Continue to keep Streets Ops. Running strong.
- Continue to keep our Solid Waste running strong.
- Working on Capital Equipment budgets.
- Awaiting the arrival of our new dump trucks and Rubbish truck.
- Continuing to keep our leave pickups in full operation.

Fleet Maintenance staff or concern:

- Overtime expenditures and totals \$1,257.03 (Holiday, Dispatch & Mechanic)