



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4967
Number of Bulk Collections	335

Current month 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.
- Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 4093 users of the app.
- Pursued 137 abandoned shopping carts, resulted in \$1,620.00 in fines.
- New welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 41 complaints in April that resulted in 4 fines.
- Yard Waste is in full swing for 2021. We have 4,299 residents signed up. We picked up 7 barrels from non-renewing residents this month.
- With school wrapping up for the year Lindsey has been delivering veggie plants to the schools and finishing up with the garden builds.
- Working with Bristol Housing Authority and Parks Department on a community garden within their buildings.

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.

Administration staff or concerns: OT \$304.20

**Board of Public Works
Public Works Department Activity Report: Engineering – May 2021**

Current month activities:

- Complete DPW spring mill & pave program.
- Complete pavement markings/traffic loops for spring paving.
- Complete Riverside Ave Street Scape road Diet
- Issue work orders/ oversee misc. storm drainage work in support of DPW Phase II Summer Paving program
- Initiate Roadway Pavement Marking program
- Pine Sed Chamber Design
- Mem Retaining Wall award to Trademark
- N. Main Street Streetscape – Concept Design
- Complete streetscape improvements upper Main Street, Completed as change order to Riverside Ave Street Scape
- Parking lot design for Parks (Pine Lake Adventure Park)
- Coordination meetings Eversource/ Water/City Departments regarding Paving Program.
- Signal timing study complete – Staff training pending
- Brook Street retaining wall replacement complete
- Louisiana Ave bridge, coordination with State/Contractor/Inspector.
- Divinity St culvert coordination and research for drainage. LOTCIP application and roadway classification modification with state.
- Wolcott St reconstruction design coordination.
- ADA transition plan – Consultant completing field inspection of H.C. Ramps
- Eversource gas main installation coordination for new mains and replacements, roadway repairs by ES or fee in lieu.
- Memorial Blvd Bridge pre-construction meeting.
- Pequabuck River Conduit sediment removal awarded to Schultz.
- Inspect DPW facilities – Storm water control program

Next month activities:

- Punch list items for Riverside Ave Streetscape
- Oversee storm drainage upgrades / repairs for Fall Paving preprogram.
- Mem Blvd Bridge Replacement Project – start of construction
- Consultant preparation of Storm water Pollution Prevention Plan – DPW James P Casey Road site
- Maple Ct reconstruction design 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)
- Confined space training for Pequabuck River culvert sediment removal.
- Pine Lake final design of sed chamber
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Work orders for ADA ramps at roads on 2021 paving list.
- Huntington Woods final detention pond storm drain replacement design.
- Schedule Collins Rd drainage improvements for fall.

- Complete Louisiana Ave Bridge – paving mid-June, complete late June.
- Prepare RFP for design services N. Main St Streetscape, Shrub Road Sidewalks, Requabuck River/Rockwell Park River restoration (repair erosion), Field St Culvert, and Broad Street Retaining Wall.

Engineering Division staff or concerns:

Overtime for Major Roadway Improvements Milling & Paving (Streets & Engineering Staff)
\$2,612.22

<p>Board of Public Works Public Works Department Activity Report: Land Use – May 2021</p>
--

Zoning Commission:

- Site Plan for multi-family dwellings at 370 Emmett Street (Thornberry Ridge); Assessor’s Map 3, Lot 36-2 – APPROVED WITH STIPULATIONS.
- Special Permit for drive-thru facility and Revision to an Approved Site Plan for renovations and revisions to buildings and parking area at 10 Main Street; Assessor’s Map 30, Lot 96-1; BD-1 (Downtown Business) zone – APPROVED.
- Special Permit for an accessory dwelling unit at 258 Brook Street; Assessor’s Map 45, Lot 19; R-15 (Single-Family Residential) zone – APPROVED.
- Proposed amendments to the Zoning Regulations: to add car or truck washes as a Special Permit and Site Plan use in the Route 72 Corridor Business (BHC) zone – APPROVED.

Inland Wetlands & Watercourses Commission:

- Wetland Application for Subdivision, 505-545 Redstone Hill Road (18 lots); Assessor’s Map 2, Lots 133; 133-1; 133-2 & 133-3 – APPROVED WITH STIPULATIONS.
- Wetland Boundary Change - Subdivision, Redstone Hill Road; Assessor’s Map 2, Lots 133 (505) & 133-3 – APPROVED WITH STIPULATIONS.
- Wetland Application Modification to construct a parking lot under new ownership; 71 Horizon Drive; Assessor’s Map 4; Lot 24 – APPROVED WITH STIPULATIONS.
- Wetland Application to construct a ranch house and grading for wetlands mitigation at Lot 44, Valmore Road; Assessor’s Map 53; Lot 44 – APPROVED WITH STIPULATIONS.
- Wetland Application for site to be used for 45 days annually to store mulch and top soil on site. The maximum material on site would be approximately 150 cubic yards; Downs Street parcel – APPROVED WITH STIPULATIONS.
- Wetland Application for a new in-ground swimming pool with approximately 500 sq. ft. of concrete decking with fencing; 35 Oaken Road; Assessor’s Map 56, Lot 4. Mary Cochran; applicant. – APPROVED.

Zoning Board of Appeals:

- Variance for finished grades for parking in excess of 3% at 71 Horizon Drive; Assessor’s Map 4, Lot 24; IP-1 (Industrial) zone – APPROVED.

- Variances for: (1) minimum front-yard; (2) maximum height of 4 ½ feet and 50% open fencing within a front yard setback for a new fence at 114 Cronin Street; Assessor’s Map 2, Lot 17-7; R-15 (Single-Family Residential) zone – APPROVED.

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

- 1 Divinity Street
- 9 Divinity Street
- 147 School Street
- 148 School Street
- 153 School Street
- 156 School Street

Historic District Commission:

- Request for Certificate of Appropriateness to replace an existing fence at 17 Broadview Street; Assessor’s Map 25A, Lot 80 – APPROVED
- Application #2021-05-01 – Request for Certificate of Appropriateness for a new fence at 38 Broadview Street; Assessor’s Map 25A, Lot 85 – APPROVED

Planning Commission:

- The Commission did not meet in May.

Land Use staff or concerns:

- Monthly overtime costs: Board/Commission Secretaries; Assistant City Planner at meetings. \$648.90

<p>Board of Public Works Public Works Department Activity Report: Facilities – May 2021</p>
--

Current month activities:

- 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.
- Completed replacement of warrantied sink disposal unit in the Fire H.Q kitchen.
- Assisted QA+M Architects in site reconnaissance, related to City Hall Renovation Project.
- Facilities Manager is working with Russell & Dawson MEP consultants on boiler replacement and natural gas service installation at 51 High Street. Design and drawing reviews, prior to releasing official bid, were completed with Purchasing.
- Architectural Stone/DeMeo Construction initiated and completed the first phase of plaster restoration, plaster repair and application, at the Main Library.
- 04/23/2021, Loureiro Engineering completed formal decommissioning of former gun range at City Hall.

- 04/29/2021, TRANE provided BMS training for new HVAC system and platform serving Fire H.Q.
- Staff assisted the Police Department in disposal of old, stored equipment from the basement area.
- Lodovico Masonry completed repairs, to alleviate water infiltration, on the fourth deck parking garage, and stairwell penthouses.
- Associated with Lodovico Masonry work scope, AB-MEE replaced a water-damaged, 277V electrical panel in the Police Complex.
- 05/11/2021, staff provided site escort for Long Engineering at City Hall, related to City Hall Renovation Project.
- 05/14/2021, staff participated in the United Way Day of Caring, making improvements to the BEHS courtyard/outdoor classroom.
- 05/20/2021, conducted a recycling presentation at Stafford School, with Public Works Analyst, Lindsey Rivers.
- Staff: painted new facility identification sign at 51 High Street; completed seasonal filter changes on HVAC equipment at City Buildings; prepared City Hall fountain for the summer season; replaced BPD chiller inlet connector for start-up.
- 05/17/2021, provided support to Salvation Army flag raising event.
- Offshore Construction performed semi-annual inspections, required to maintain manufacturer warranties, of facilities roofing systems.

Next month activities:

- Finalize remaining punch list for mechanical renovations at Fire H.Q., close out the project in full, with Silver Petrucelli & Associates and Millennium Builders.
- Staff to install TVs and mounts for remote meeting needs, in 10 offices at City Hall and Fire H.Q.
- Complete 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.
- 06/08/2021, Staff to provide support for Pride Flag raising event.
- 06/09/2021, Staff to provide escort to facilities and assist Travelers Insurance in boiler inspections, required for State of CT certification.
- Architectural Stone/DeMeo Construction to complete the second phase of plaster restoration at the Main Library, with plaster painting beginning 6/14/2021.
- Assist Human Resources setting up testing area for Fire Department testing, to be held on 06/22/2021, at former Courthouse area, 131 North Main Street.
- Beginning in June and continuing through October 30th, Staff to provide weekly support for Saturday Farmers Market events.

- Continue providing disinfection/cleaning of City buildings in relation to COVID-19 and support other departments needs and requests.
- Facilities Manager to begin coordination of numerous FY21-22 Building Project List items, as approved by Board of Finance. Funding made available July 1, 2021.
- 06/10/2021, Facilities Manager will meet with SustainableCT Fellow to discuss needs Bristol's related to the program and what assistance they can provide over the summer months.

Building Maintenance Staff or concerns:

- Anticipate elevated levels of Vacation/Miscellaneous time off during June, as staff must 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 (temporary filling by a 4-hour shift daily), which will require surgery and lengthy rehabilitation period.
- 2nd shift Building Technician will be off entire month of June, for vacation.
- 1st shift Senior Building Technician will be taking off each Friday, in the months of July and August.
- Shift to summer hours on June 7th for both 1st and 2nd shift employees

Building Maintenance OT Costs: \$6,003.64

Staffing coverage for after-hour maintenance issues (BPD chiller vendor assistance for start-up and shutdown lock-out issue, BPD air-handler duct smoke detector alarm), temporary 4-hour filling of Groundskeeper position on a daily basis

<p>Board of Public Works Public Works Department Activity Report: Streets – May 2021</p>
--

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 (Garden Street, River Street and several trees in the Birch Street parking lot)
- Started parking lot at Pine Lake- Finished tree removals and started grading of parking lot
- Completed Flagger Training
- Milled Vincent P. Kelly yard and paved
- Addressing Street Signs
- Swept and flagged for Tilcon
- 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 (Boy Street, City Hall, Castle Road, Peacedale Street, Claire Street-2, Matthews St, Beleden Gardens, Clark Ave)
 - Installing new poles and signage
 - Created signs for Farms to Families as well as several for BDA projects.
- Winter Operations- (OFF SEASON)
 - Had several storms throughout the month which resulted in snow removal (Intersections, dead ends, sight line issues)
 - Mailbox Repairs

Next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Pine Lake Parking Lot
- 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.

Streets May OT Cost: \$8,268.52

Board of Public Works
Public Works Department Activity Report: Solid Waste – May 2021

Current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 41 letters and picked up 4 illegal bulk stops.
- The bulk crew picked up 335 scheduled bulk stops.
- Continued Monday-Thursday bulk schedule.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Continued curbside yard waste collection.
- We currently have 4,299 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside leaf collection.
- Assisted Brian's Angels with the cleanup of the railroad tracks on Prospect St.
- Placed an order for 500 new barrels.

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.
- Arrival of new automated truck, replacement for R-8.
- Get a quote from WeCare Denali for the processing of our brush, leaf and yard waste piles.
- Hire two solid waste laborers.

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 =	\$0.00
Transfer Station OT =	\$0.00
TS Revenue (PAYT) =	\$34,258.72
Residential Permits =	\$5,765.00
Commercial Permits =	\$50.00
Yard Waste Revenue =	\$26,460.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$9,790.65
Aluminum Liberty Rec =	\$374.85
Batteries Liberty Rec =	\$304.50
Electronics Take Two =	\$1,319.28
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 =	\$0.00
Special Pick up – 2 nd	\$1,150.00

Board of Public Works Public Works Department Activity Report: Fleet – May 2021
--

Current month activities:

- Solid Waste Div. (S9) Automated Rubbish truck was brought in for a broken PTO shaft. Shaft was replaced along with a radiator that sustained damage when the shaft broke. Truck is back in service.
- Streets Div. (GS8) 1 ton mason dump was brought in to repair the towing hitch, new rear shocks as well as a replaced cooler hose. Truck is back in service.
- Solid Waste Div. (GR40) Automated rubbish truck was brought in for an EGR replacement as well as a new hydraulic to run the body. Truck is repaired and back in service.
- Street Div. (S14) 10 wheeled dump truck was finally finished as we received the new radiator setup. Truck was cleaned out properly and put back in service.
- Street Div. (C9) Pelican street sweeper received new back skids for the rear broom assembly. Machine is back in service.
- Streets Div. (C8) John Deere roadside mower is getting an upgraded side mower system. The old system was costly to keep replace cutting hammers. New system will utilize same cutters as we use on the other machine and will be more user friendly. Waiting on mandrel to arrive for installation.
- Streets Div. (R12) Automated rubbish truck was sent out to be converted to a rear loading body. Due back by July.
- Streets Div. loam conveyor was repurposed to fit on a front end loader to make backfilling curb more efficient.
- Grease gun and hydraulic pumps were installed in the Fleet garage.
- Public Works Streets Div. received their new 6 and 10 wheeled dump trucks. Now labeled S31 and S32. Rubbish truck is awaiting a radio and will be delivered the week of June 4th.
- Auction vehicles will include GR41, GR38, GC15 and S10.
- Mag tanks will be purchased for a cost of \$58,060.

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.
- Continuing to keep our leave pickups in full operation.

Fleet Maintenance staff or concerns:

- Overtime expenditures and totals \$4,037.55 (Holiday, Dispatch and Mechanic).