

Minutes of Regular Board of Public Works Meeting
Thursday, August 19, 2010
6:00 PM 1st Floor Meeting Room – City Hall

Members Present: Councilmen Clifford Block, Kevin McCauley and David Mills, Commissioners Morris Laviero, Donald Padlo and Frank Stawski and Director of Public Works, Walter E. Veselka

Absent: Mayor Arthur Ward

Councilman Clifford Block chaired the meeting

1) Board Of Public Works Minutes Of July 15, 2010

Motion made by Councilman McCauley and seconded to accept and place on file. Motion passed.

2) Employee Recognition – Public Works Department

Councilman Block read a letter from Mayor Ward commending the Public Works Department on their swift cleanup after the tornado on July 21.

3) Concerns & Petitions From The Public

Steve Donaghy of 94 Frederick Street is concerned about trees blocking the Coppermine Brook that came down during the tornado on July 21. There are downed trees at Black Bear Auto and downstream across the river and the train trestle is clogged. He is afraid that there will be more trees down if there is a severe hurricane season ahead. Mr. Donaghy passed around pictures of the trees in the river. He doesn't want backing up and flooding of the area and feels it will be better to clean it out now during low tide. Inland Wetland Enforcement Officer David Clout is currently working with the property owners to clear their areas. Mr. Donaghy left a few messages with Mr. Clout and would like him to get back to him. The railroad company is responsible for the rails. There was a long animated discussion on how to get the trees removed as quickly as possible.

Motion made by Commissioner Laviero and seconded to get legal direction from Corporation Counsel on who's responsibility it is to clean the waterway. Motion passed.

Lisa Wargo-Leger of 71 James P Casey Road would like to know the status of the agreement on maintenance of Neuman Place. She feels that the millings will end up in the ditch when the snow is plowed. Director Veselka informed her that the city will take care of the road. She will contact Director Veselka to make an appointment to meet with him.

4) Committee Reports

a) Street Committee Report

STREET COMMITTEE REPORT
MONDAY, AUGUST 2, 2010, 4:00 P.M.
1ST FLOOR MEETING ROOM, CITY HALL

Attendance: Councilman Block

Councilman Mills

Absent: Commissioner Laviero (chairman)

Staff: W.E. Veselka, PE, Director of Public Works

Paul Strawderman, City Engineer

Councilman Mills chaired the meeting in Commissioner Laviero's absence. The meeting was called to order at 4:05 PM.

4A.1 28 Center Street, Derek Platts, extension of the width of driveway apron

Mr. Platts requested a waiver of the 30 foot maximum curb cut provision of the street ordinance. The request is in order to provide access to the parking area in front of his house.

Staff identified two concerns with the request. The sidewalks in front of the property were recently replaced under the City's residential repair program, but the sections proposed for the new access were not reinforced for vehicle traffic. Also, the current parking area in the front yard may be in violation of the City's zoning regulations. The committee felt that the lack of reinforcing will lead to early deterioration of the sidewalks, but felt that maintenance and repair would be the responsibility of the property owner. Councilman Block said that he could not support the request if it would involve a zoning violation. Staff reported that the zoning enforcement officer has inspected the property but has not yet issued a finding.

Motion was made by Councilman Block, seconded by Councilman Mills, to postpone action to the full Board meeting on August 19 in order to receive a report from the zoning enforcement officer. Motion passed, 2-0.

4B.2 Ronzo Road, referral from City Council regarding a request to discontinue a portion of the road

The committee reviewed ESPN's request to discontinue a portion of Ronzo Road extension in order to provide better security for their campus. The portion of the road proposed for discontinuance only accesses the ESPN east campus. A turnaround will be provided for City maintenance vehicles on the remaining portion of the road.

Staff pointed out issues to be resolved concerning the exact limits of the discontinuance, disposition of the abandoned roadway, and maintenance of the roadway between the turnaround and the discontinuance limit.

Motion was made by Councilman Block, seconded by Councilman Mills, to request an opinion from the Corporation Counsel's office regarding the method of disposition for a City-owned road upon discontinuance and the potential liability involved in the portion of the public road beyond the proposed turnaround. Motion passed, 2-0.

Councilman Mills pointed out items of concern on the State's Route 6 drainage project and asked staff to investigate.

The meeting adjourned at 4:35 PM.

Director Veselka said that Councilman Mills's concerns on the Route 6 sidewalk have been brought to the state.

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

- b) Sewer Committee Report – No August meeting
- c) Miscellaneous Matters Report – No August meeting
- d) Solid Waste Committee Reports

BOARD OF PUBLIC WORKS
SOLID WASTE COMMITTEE
REGULAR MEETING MINUTES
August 4, 2010

ATTENDANCE:

Members Present: Council Representative Mills – Chair
Commissioner Padlo
Commissioner Stawski
Commissioner Laviero - absent

Staff Present: Walter Veselka, P.E., Director of Public Works

Others:

Mark Austin, P.E. Environmental Engineer
David Clark, Superintendent of Solid Waste & Recycling

The Meeting was called to order by Council Representative Mills at 8:00 a.m. August 4, 2010 in the Public Works Conference Room, on the ground floor of City Hall.

4D.1 Update on Regional Single Stream Recycling Project Bristol/Plainville

– Director Veselka and Superintendent Clark updated the Committee on work done on this project over the past month. After confirming that the apparent low bidder, OTTO Environmental Systems, LLC, barrels hinge did not comply with the purchase specifications the Purchasing Agent award the procurement to Rehrig Pacific Company. Staff confirmed with the State of Connecticut grant administrator that the communities could use the remaining funds to purchase additional barrels because of the advantageous bid pricing. An order of 928 barrels for each community was completed on August 2nd. Awaiting on delivery date confirmation but it is likely that Bristol will receive their barrels for distribution in 4 weeks. Plainville's delivery may be delayed due to the vendor having to deliver and distribute a large quantity of barrels in MA in early September. No action taken on this item; continued to the next meeting of the Committee.

4D.2 Update on the bid results for the new scales and access management system for the Transfer Station. Possible action to forward a recommendation to the Board of Public Works regarding awarding of contracts

– Director Veselka and Engineer Austin updated the Committee on the status of bid results for the new scales and access management system. Unfortunately with project delays and changes to the access management system the project now needs a supplemental appropriation in order to award. In light of the need for additional funding the Committee discussed the benefits and payback period for this project. No action taken on this item; continued to a August 9 meeting of the Committee.

4D.3 Discussion regarding fee structure at Transfer Station after installation of new scales

– Discussion on this item was merged into item 4D.2. No action taken on this item; continued to a August 9 meeting of the Committee.

4D.4 Update on request for legal opinion regarding providing curbside service to trailer parks within the City

– Director Veselka informed the Committee that a request for a legal opinion was submitted to Corporation Counsel and staff is awaiting an answer to the request. No action taken on this item; continued to the September meeting of the Committee.

4D.5 Discussion of Tunxis Recycling Operating Committee single-stream recycling initiatives - Director Veselka and Superintendent Clark discussed recent Tunxis Recycling Operating Committee action to expand single-stream recycling throughout the region because our processing facility is not handling all materials as single-stream. Staff's concern is that expanding single-stream throughout the City right now with homes that only have 18 gallon bins or buckets will result in a run on our supply of bins. We presently have a limited supply of new and recently new bins available for distribution. Staff's recommendation was that that the Board of Public Works acknowledges the ability to begin single-stream collection and encourage residents to do so with their issued recycling bin(s). In order to preserve the existing stock of containers residents will be asked to use any container less than 20 gallons owned by the resident and able to be used to store recycling materials until they are transitioned to the 95-gallon barrel as their recycling route goes automated. With the City committed to purchasing new barrels for each residential home over the next three budgets it would be a financial loss to purchase additional new bins that may be needed for resident's use. The Committee endorsed this idea by consensus; no vote taken.

The Committee will meet with staff for a workshop meeting to discuss matters related to the Transfer Station Scale and Access Management project at 8 a.m. on Monday, August 9, 2010.

The meeting was adjourned at 9:02 a.m. on a motion by Commissioner Padlo. Motion seconded and approved.

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

BOARD OF PUBLIC WORKS
SOLID WASTE COMMITTEE
WORKSHOP MEETING MINUTES
August 9, 2010

ATTENDANCE:

Members Present: Council Representative Mills – Chair
Commissioner Padlo
Commissioner Stawski
Commissioner Laviero

Staff Present: Walter Veselka, P.E., Director of Public Works

Others:

Mark Austin, P.E. Environmental Engineer

David Clark, Superintendent of Solid Waste & Recycling

The Meeting was called to order by Council Representative Mills at 8:00 a.m. August 9, 2010 in the Public Works Conference Room, on the ground floor of City Hall.

4D.1 Discussion regarding costing and payback of operation of the Transfer Station using new scales and access management system. Possible action to forward a recommendation to the Board of Public Works regarding awarding of contracts for new scales and access management system in addition to a request for additional funding to the Board of Finance – Director Veselka, Engineer Austin and Superintendent Clark updated the Committee on work done to answer questions raised by the Committee at their August 4th meeting. The City funded the two projects at \$260,000. Staff has expended funds to print plans and advertise the project twice. Current bids are \$298,060 for the scales and \$219,400 for the access management system, passes and service agreement. Current available funds are insufficient to purchase even the two new scales. As requested, Staff provided payback information to assist in justification for necessary additional appropriation to fund the total project. Commissioner Padlo moved: **Adjust scale replacement and access management system analysis to set a fee of \$5 for the first 200 lbs each visit and additional material charged at \$2/20 lb. Calculate payback of project and present new analysis to the Board of Public Works. Recommend the Board of Public Works endorse submitting a request for a supplemental appropriation in the amount of \$270,000 from the LOCIP program to the Board of Finance for the additional funds needed to purchase the new scales and access management system. Recommend the Board of Public Works forward a recommendation to award a contract for the installation of two new scales at the Transfer Station to Fairbanks Scales, Inc. in the amount of \$298,060 and the award of a contract for an access management control system for the Transfer Station to P.C. Scale in the amount of \$219,400; both awards contingent on the approval of the request for additional funding by the Board of Finance and Joint Board.** Motion seconded and approved.

4D.2 Discussion regarding fee structure at Transfer Station after installation of new scales and access management system –No action taken on this item; Committee discussed possible fee structures as part of 4D.1 formal recommendation on fee structure continued to a future meeting of the Committee.

The meeting was adjourned at 9:30 a.m. on a motion by Commissioner Stawski.
Motion seconded and approved.

Motion made by Councilman Mills and seconded to accept the workshop meeting minutes and place on file. Motion passed.

5) Correspondence

- a) Letter from Walter Veselka to Nancy Roy concerning groundwater problem at 8 Glendale Drive

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

- b) Letter from Walter Veselka to Marta Dabrowska concerning Touch-A-Truck Festival at the Imagine Nation Museum

Commissioner Laviero would like a dollar figure presented to the commission when something like this comes up in the future for a non profit organization. He feels that we should be able to find the money to fund something like this.
Motion made by Commissioner Padlo and seconded to accept and place on file. Motion passed.

- c) Letter from Walter Veselka to Terry and Oscar Burgeson concerning single-stream recycling

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

- d) Letter from Walter Veselka to Kevin Johnson concerning water ponding on Indian Trail

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

- e) Letter from Walter Veselka to Gerry Brick of Lake Compounce concerning GPS directions to their parking lot

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

- f) Letter from Jeremi Bauer concerning his sewer bill at 518 Lake Avenue

Motion made by Commissioner Padlo and seconded to refer to the Sewer Committee. Motion passed.

6) Written Monthly Reports

- a) Administration Division Report

Motion made by Councilman Mills and seconded to accept and place on file. Motion passed.

- b) Facilities and Fleet Manager Summary Report

1. Building Maintenance Report
2. Garage Division Report

Councilman Mills is concerned with trucks being checked out every day and

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Director Veselka informed him that they are. If there is a discrepancy the truck will be repaired.

Commissioner Stawski said that there are inconsistencies with the mileage reporting and Director Veselka said that this has been addressed with staff.

Director Veselka informed Commissioner Stawski that they have a program to train the new mechanic's helpers.

Motion made by Commissioner Padlo and seconded to accept items b1 and 2 and place on file. Motion passed.

c) Engineering Division Report

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

d) Land Use Division Report

Motion made by Councilman Mills and seconded to accept and place on file. Motion passed.

e) Street Maintenance Division Report

Motion made by Councilman Mills and seconded to accept and place on file. Motion passed.

Councilman Mills said there is a need for weed control on North Main Street because they are growing up between the bricks. He has mentioned it a couple of times but it is not being done. He feels that maybe this task could be turned over to the Garden Club or perhaps the business owners could adopt a sidewalk.

Motion made by Commissioner Padlo and seconded to refer the matter of getting rid of weeds in the downtown area to the Miscellaneous Matters Committee. Motion passed.

f) Solid Waste Division Report

Motion made by Councilman Mills and seconded to accept and place on file. Motion passed.

g) Water Pollution Control Division Report

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

7) Public Works' Project List

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

8) Director's Verbal Report

Minutes

August 19, 2010

Summer maintenance and construction operations continue in full swing. As the end of August nears we are coming to the end of our vacation period and our staff in all Divisions will return to normal absentee levels.

All of our work planning was altered due to the storm on July 21st. The Street Maintenance Operations and Solid Waste Divisions had a very busy month dealing with storm clean-up and resident support. I take this opportunity to recognize the efforts of David Clark, Superintendent of Solid Waste who was wearing the hats of both Divisions beginning just before the storm that afternoon. Dave did an outstanding job managing work crews for clean-up and keeping the Transfer Station open on extended hours both of which greatly assisted in the quick recovery. I also add my thanks to those expressed by the Mayor to the Public Works staff in all Divisions for their work to serve the City in the clean-up.

We have completed the immediate work but will be posting several trees for removal throughout the City that suffered extensive damage during the storm. They are all currently safe and stable but will need to be removed before they become a liability to the City.

We also suffered a sewer main break due to the storm. The early 1900's clay tile gravity main that runs through Veterans Memorial Park, across the Trudon property and then parallel to Middle Street failed when a tree that was growing over the line fell taking a section of the pipe with it. We did not have any spill but did repair the line. We had worked to clear the trees in this right-of-way as time allowed over the past two years but had not cleared many in this area due to accessibility issues. We have since cut down all these trees and will be stumping the area this fall.

We received our new heavy duty F-550 dump truck yesterday and will be bringing it into service for use as our Mason's truck.

We are awaiting confirmation of the delivery date for our barrels for the Regional Single-Stream Recycling program. Anticipate it will be the second week of September but cannot get confirmation. We will set a date and begin the educational efforts once we receive a confirmed date. We may be able to receive and distribute the barrels and get our phase of the program in operation before the end of September but in any case we would like to start our program prior to October 18th when we begin our fall leaf collection. Once we confirm a date we will continue our education program. The barrels for Plainville will be delivered to the residents the week of October 11th with the first collection anticipated to begin on Tuesday, October 26th. The route Plainville had set up abuts our Tuesday solid waste collection routes on Redstone Hill.

Contractor to restart work on Mix Street today but I did not see anyone at the site. Other projects including the Sanitary Sewer Force Main are progressing.

The consultant selection committee for the WPC Odor Control Study was not able to complete their work prior to tonight's meeting. Staff requests that you consider

delegating your authority to recommend award of the study to the City Council as an added item under Unfinished Business.

Commissioner Laviero would like to see the trees taken away from the Coppermine Brook on Frederick Street.

Councilman McCauley would like a copy showing what trees are to be taken down.

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

9) Review of the Public Works Budgets

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

10) Unfinished Business

a) Board Monthly Calendar

The Solid Waste Committee meeting has been moved from September 1 to September 8th at 8 a.m.

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

b) Request of Corporation Counsel from Walter Veselka for legal opinion concerning services to trailer parks

The legal opinion will be discussed at the next Solid Waste Committee meeting in September

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

c) Contract #2009-045 0 Infiltration/Inflow Sanitary Sewer Evaluation Study (I/I SSES), Amendment #3

Motion made by Councilman Mills and seconded to forward a recommendation to the City Council to approve Amendment No. 3 to the Agreement for Engineering Services by and between the City of Bristol and Weston & Sampson Engineers, Inc. for the Infiltration/Inflow Sanitary Sewer Evaluation Study Contract 2009-045 in the amount of \$238,733; and to authorize the Mayor or Acting Mayor to sign and execute any and all necessary documents to enact the Contract Amendment. Motion passed.

d) WPC Odor Control Study

Motion made by Commissioner Padlo and seconded to move that the Board of Public Works authorize the Consultant Selection Committee for the WPC Odor Control Study complete their selection process and then forward a recommendation directly to the City Council regarding the awarding of the contract to the consultant selected. Motion passed.

11) New Business

- a) Board of Finance Request to transfer year end funds in the amount of \$440,513.00

Commissioner Stawski is concerned about the funding for next year because it will be lower. There will be no money to cover year end funds for other accounts. Director Veselka stated that the short falls will have to be covered outside of the Public Works Department.

Motion made by Councilman McCauley and seconded to forward to the Board of Finance for their approval. Motion passed.

- b) Board of Finance Request for supplemental funding in the amount of \$270,000 for the award of contracts for the transfer station scales and access management system.

Motion made by Commissioner Padlo and seconded to forward to the Board of Finance for their approval. Motion passed.

- c) Service agreement for GPS system through the Purchasing Department

Commissioner Laviero feels that there are only costs for the GPS system and the City is not saving any money by using it. Director Veselka mentioned that they get daily reports on 10 vehicles and would like to have it put in more vehicles. The new vendor will be able to tell if a truck has been on a street where the old system did not. Commissioner Laviero still feels that it is a waste of money and the Mayor and City Council should not accept the bid. Director Veselka informed him that this will not go to the Mayor or City Council but will be a service agreement through the Purchasing Department.

Councilman Mills said with the GPS system they will know where the snow plows are so there should be no need for supervisors or group leaders to be on the clock.

Motion made by Commissioner Padlo and seconded to get a report evaluation of intent, goals and cost of the new GPS system and have Director Veselka report back to the Commission with his findings. Motion passed.

Motion made by Commissioner Laviero and seconded to request that the Mayor and City Council not approve spending the money to purchase a new GPS system. Vote was 3 for the motion and 3 against. Motion denied.

Commissioner Laviero will either have the Bristol Press look into this matter or will look into it himself. Councilman Block informed him that this Commission approved the money for the GPS system 4 years ago but was only carried forward this year.

Director Veselka said that the new solid waste and recycling barrels will have embedded chips in them so that when multiple barrels are picked up they will know where they belong.

12) Addendum

- a) Board of Finance Request to transfer \$53,024.00 from regular wages and maintenance supplies and materials accounts to other wages, tipping fees and water and sewer charges accounts.

Motion made by Councilman McCauley and seconded to forward to the Board of Finance for their approval. Motion passed.

- b) Letters to Ivy Drive border property residents from Walter Veselka concerning their rubbish and recycling collection services.

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

- c) Letter from Therese Pac to Walter Veselka concerning "Traffic Signal Box Art".

Motion made by Councilman McCauley and seconded to take a neutral position on the matter. Motion passed.

- d) Emmett Street road closure for the Greater Bristol Soap Box Derby.

Motion made by Commissioner Laviero and seconded to accept and place on file pending receiving certificate of insurance. Motion passed.

13) Adjournment

Motion made by Councilman Mills and seconded to adjourn. Motion passed.

Meeting adjourned at 8:00 p.m.

This meeting was recorded

Respectfully submitted,

Walter Veselka P.E.
Director of Public Works