

Minutes of Regular Board of Public Works Meeting
Thursday, December 16, 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

Also present: Acting Mayor Councilman Ken Cockayne who asked Councilman Mills to Chair the meeting

Councilman McCauley left the meeting at 6:01 pm and returned at 6:10 pm

1) Board Of Public Works Minutes Of November 18, 2010

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

2) Employee Recognition

3) Concerns & Petitions From The Public

Paul D'Aprile of 126 Frederick Street is concerned with street patching. Director Veselka informed him that they do not use a small portable torch when they are just trying to patch small areas.

Steve Donaghy of 94 Frederick Street would like to thank the Commission for helping to get trees out of the Coppermine Brook. He also had concerns with the Frederick Street Bridge replacement. Director Veselka informed him that test borings were done but there is nothing to see right now because there is no design for the bridge replacement yet. When the City has something to report the residents will be informed.

*Motion made by Councilman Block and seconded to move to the addenda next.
Motion passed.*

12) Addendum

a) Letter from Susan Kalt Moreau to Therese Pac concerning sidewalk deferral on portions of Clark Avenue and Matthews Street.

Director Veselka showed a map of the connecting sidewalks to the commission. There are already sidewalks on one side of Matthews Street.

Councilman McCauley reentered the meeting at 6:10 p.m.

Motion made by Commissioner Padlo and seconded to vote on sidewalks for Matthews Street and Clark Avenue separately. Motion passed.

Motion made by Councilman Cockayne and seconded to waive the installation of sidewalks on portions of Matthews Street. Motion passed.

Motion made by Councilman Cockayne and seconded to waive the installation of sidewalks on portions of Clark Avenue.

Commissioner Padlo said that Clark Avenue is a major thoroughfare with a lot of traffic and he feels this is a disservice to the children to defer the sidewalks.

Those voting for the waiver are Councilmen Block, Cockayne, McCauley and Mills. Those opposed to the waiver are Commissioners Laviero, Padlo and Stawski. Motion passed.

4) Committee Reports

a) Street Committee Report

STREET COMMITTEE REPORT

MONDAY, DECEMBER 6, 2010, 4:00 P.M.

1ST FLOOR MEETING ROOM, CITY HALL

Attendance: Commissioner Laviero, Chairman
Councilman Block
Councilman Mills

Staff: W.E. Veselka, Director of Public Works
Paul Strawderman, City Engineer
Raymond Rogozinski, Asst. City Engineer

4A.1 138 Lexington Street – Michael Papapietro – storm drain pipe

Mr. Papapietro is in the process of building an addition to his garage, and his contractor has uncovered a City storm drainage line in the location of the proposed addition. He would like to build the addition on top of the pipe.

Staff and committee members expressed concerns about having the garage addition as proposed due to the potential for damage to the pipe and inability to access and maintain the pipe in the future. Staff suggested that Mr. Papapietro's contractor move the pipe and indicated that the City would be willing to provide the materials.

Motion was made by Councilman Mills, seconded by Councilman Block, to deny the request to construct an addition to the garage over the storm drainage line; the line

can be relocated at the owner's expense, subject to a plan to be approved by the engineering division, and the City will supply the pipe materials needed for the relocation. Motion passed, 3-0.

4A.2 Waterbury Road Reconstruction Design – WMC Consulting Engineers – proposed contract amendment

Staff reviewed the status of the consultant's design for the reconstruction of Waterbury Road. The preliminary design has been completed according to criteria identified by the City, and the current cost estimate of approximately \$4.4 million is in excess of the City's ability to fund. The consultant has submitted a proposal in the amount of \$28,500 to redesign the improvements, incorporating less stringent design criteria, in order to reduce the construction cost estimate to \$3.6 million.

Motion was made by Councilman Block, seconded by Councilman Mills, to recommend approval of an amendment in the amount of \$28,500 to the contract with WMC Consulting Engineers for design services related to the reconstruction of Waterbury Road to incorporate design changes necessary to reduce the construction cost of the project, and to request additional funds from the board of Finance. Motion passed, 3-0.

The meeting adjourned at 4:40 PM.

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

b) Sewer Committee Report

SEWER COMMITTEE REGULAR MEETING MINUTES

December 8, 2010

ATTENDANCE:

Members Present: Commissioner Padlo, Chairman
Councilman McCauley
Commissioner Stawski

Staff Present: Walter Veselka, P.E., Dir of Public Works
Brian W. Fowkes, P.E., Asst. Dir. PW/WPC Manager

The Meeting was called to order at 5:00 p.m. December 8, 2010, in the Public Works Conference Room, on the ground floor of City Hall.

4B.1 **173 Divinity Street #175** – Rodney Voisine – sewer bill reduction request

MOTION: was made by Commissioner Stawski to:

Approve an adjustment to use 4,800 CF as the basis for the sewer usage billing for fiscal year 2010-11.

VOTE: The motion carried 3-0.

4B.2 **Lot 16 Battle Street** – David Rock – variance for sewer lateral for subdivision

MOTION: was made by Commissioner Stawski to:

Authorize the applicant to reconnect the existing service lateral to the public sewer through a private easement across the proposed subdivision lot. The new lateral serving the existing building must be installed perpendicular to the mainline until it crosses the front property line. Approval is subject to the filing of all necessary easement on the City Land Records.

VOTE: The motion carried 3-0.

4B.3 Status update and discussion of changes or modifications to the Forestville SSO Project

Discussion: The new forcemain installation is proceeding as planned, the Generator replacement contract has been awarded and is awaiting signing. Bids are due this month on the upgrade to the Pump Station control. Staff will review the bids and forward a recommendation to the Sewer Authority.

4B.4 Status update and discussion of changes or modifications to the Infiltration & Inflow Project

Discussion: The consultant is continuing building inspections and is preparing a report of findings.

4B.5 **Other Business**

Discussions:

The Committee reviewed the status of the proposed connection of the small plaza located on the Burlington side of the town line at Stafford Avenue. The town of Burlington is in favor of allowing the property to connect to Bristol's system but prefers the issue remain between the property owner and the City of Bristol. The Corporation Counsel's Office is drafting a connection agreement for the property.

Staff distributed copies of the draft Odor Control Study for future discussion.

The meeting was adjourned at 5:48 p.m.

Motion made by Commissioner Padlo and seconded to accept and place on file with the exception of 4B5.

Motion made by Commissioner Padlo and seconded to approve the connection of Lot 28B Stafford Avenue to the City of Bristol's Sanitary Sewer subject to execution of an individual sewer connection agreement by the property owner to be filed on the City Land Records. The connection and use shall be made in accordance with the City of Bristol Ordinances and Standards. The Connection Agreement shall include requirements for the Standard Connection Fee, ongoing usage billing and compliance with the CT DEP's FOG General Permit. Authorize the Chairman, or Acting Chairman, of the Sewer Authority to execute the agreement on behalf of the Sewer Authority. Motion passed.

c) Miscellaneous Matters Report – No December meeting

d) Solid Waste Committee Report

BOARD OF PUBLIC WORKS
SOLID WASTE COMMITTEE
REGULAR MEETING MINUTES
December 1, 2010

ATTENDANCE:

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

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

The Meeting was called to order by Council Representative Mills at 8:05 a.m. December 1, 2010 in the Public Works Conference Room, on the ground floor of City Hall.

4D.1 Discussion on service fees for solid waste for Bristol group homes – Director Veselka shared a listing of not-for-profit agencies and group homes that receive solid waste services. All of the agencies and homes were previously approved for collection services and only six currently use more than one rubbish barrel. Staff recommended a continuation of the Board's policy to waive fees for these agencies. Commissioner Stawski moved: **Recommend the Board of Public Works endorse the continuation of providing solid waste, rubbish and recycling, services to the not-for-profit agencies and group homes previously approved by the Board of Public Works. Additionally recommend the Board waive the additional barrel fee for those agencies previously granted an additional barrel subject to their continuation providing the service(s) to the Bristol public the Board originally considered in granting the fee waiver.** Motion

seconded and approved. Any request for service or waiver of fees for new agency or request for an additional barrel from those currently receiving services would require action by the Board of Public Works.

4D.2 Staff update on expansion of single stream recycling – Director Veselka informed the Committee of the Department's efforts, problems encountered and lessons learned during the roll-out of the ten new automated collection recycling routes. Due to delays in the vendor receiving materials for the recycling instruction inlay the production and subsequent delivery of barrels was delayed. This delay was further compounded by the two holiday periods, Veteran's Day and Thanksgiving, in November. This resulted in a change to the curbside delivery of barrels from past distribution in that homes did not receive their new barrel on their recycling day. This resulted in several educational and program management problems that the Department is working through. Many residents in the new routes received the message that they can now put all materials, rubbish and recycling, in the new barrel. Staff is providing additional education and audits of recycling to insure the amount of contamination of these recycling materials is minimized. The Committee recommended that staff investigate the feasibility of distributing a flyer through the Board of Education using schools children in the new service areas. Staff is working to insure information on the City's web site is clean in addition to reaching out to the local press for a possible article on this issue. With the delivery of the new hybrid-automated truck the Department hopes to generate interest from the press and combine the two issues. No action taken.

The meeting was adjourned at 8:40 a.m. on a motion by Commissioner Stawski. Motion seconded and approved.

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

5) Correspondence

- a) Letter from David Japonis to the Board concerning fee for additional trash barrel

Motion made by Commissioner Padlo and seconded to forward to the Solid Waste Committee. Motion passed.

- b) Letter from Walter Veselka to Michael Monahan of Plymouth concerning solid waste services to border properties

Director Veselka said that Mr. Monahan came into City Hall to pay the fee for his solid waste collection services

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

- c) Guaranteed Tonnages for contract year 2012

December 16, 2010

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

- d) Memo to Glenn Klocko from Walter Veselka concerning Public Works Division Budgets

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

- e) Memo to Glenn Klocko from Walter Veselka concerning Fleet Capital Purchases and Public Building Projects

Commissioner Laviero wants to be on the record saying that he opposes the wing plow and wants to know how much it will cost. Director Veselka informed him that the wing plow was previously approved by the Board and some streets are wide enough to use it.

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

6) Written Monthly Reports

- a) Administration Division Report

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

- b) Facilities and Fleet Manager Summary Report

1. Building Maintenance Report

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

2. Garage Division Report

Commissioner Stawski has a problem with the mechanics having too much time off. Director Veselka informed him that the problem was illness and family issues out of town. He also did not like having to rent vehicles because our trucks were down. Councilman Block feels that a 7 week backlog to repair a vehicle is too long.

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

- c) Engineering Division Report

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

- d) Land Use Division Report

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

- e) Street Maintenance Division Report

Commissioner Laviero questioned the financial limitations and staff reductions mentioned in the report. Director Veselka informed him that we cannot do everything needed based on the money in the budget. There has also been a reduction in staff the past couple of years. Councilman Mills feels that there was an excessive amount of overtime and Director Veselka mentioned the

different reasons for the overtime.

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

Motion passed.

f) Solid Waste Division Report

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

g) Water Pollution Control Division Report

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

7) Public Works' Project List

Commissioner Stawski wants to know why nothing was done on the West End Study and feels it should be finished up. The same hold true with the Route 72 Corridor. The report always states little or no activity during the month.

Director Veselka informed him that they work on these projects when they have the time.

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

8) Director's Verbal Report

The weather has shifted and we are now into the winter season with all but one of our projects going into winter shut-down. Asphalt plants were to close last week but we received word on Friday that we would be able to receive hot material through tomorrow. We took advantage of this last week to complete some patching and apron repairs.

We received our new hybrid automated solid waste truck last week and have put it into service. We will need the body company to make some adjustments to the arm functions and we need to learn how to take advantage of the hydraulic assist hybrid feature. We expect to receive the hybrid dump truck next Wednesday, Dec. 22nd.

The late season roll-out of the ten additional automated collection single stream routes did not go as smoothly as we would have liked, but we are into our second collection on all of the routes.

We received very good pricing on the RFP for the additional automated collection vehicle funded through the 5-year Capital Improvement Program. We are able to take advantage of a build Peterbilt cab and chassis which provided us with good pricing and will also speed up our receipt of the vehicle.

In January staff will be discussing scheduling public informational meetings for our three road reconstruction/drainage projects funded through the 5-year Capital Improvement Program this year.

Commissioner Laviero feels that all our vehicles should be yellow. Commissioner Stawski informed him that the specification for the hybrid truck was green and Commissioner Padlo said they chose green to show that the City was "going green".

*Motion made by Commissioner Laviero and seconded to include in all specifications for ordered trucks that they be painted yellow.
Commissioner Laviero and Councilman Cockayne voted for the motion.
Commissioners Padlo and Stawski and Councilmen Block, McCauley and Mills voted against the motion.
Motion denied.*

9) Review of the Public Works Budgets

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

10) Unfinished Business

a) Board Monthly Calendar

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

b) Letter from Marcia Stemm of Mobilehome Parks, Inc. to Walter Veselka concerning municipal service to Mobilehome Parks

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

c) Letter from Jean Daigle of 482 Broad Street concerning municipal service to Mobilehome Parks

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

11) New Business

a) Board of Finance request to transfer \$17,200 from the maintenance motor vehicle service and repair account to the fleet maintenance rents and leases account

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

Director Veselka said that in order to get work done and access what has to be done in the Fleet Division they needed to arrange the rental of two solid waste automated collection trucks.

Commissioner Laviero would like to see the specs for the \$210,000 truck. Director Veselka said there are no final specs yet but will provide them to him when they are received.

Motion made by Commissioner Stawski and seconded to forward a request to the Personnel Committee for guidance on performance evaluation, by the mayor, of the Director of Public Works.

Commissioner Stawski withdrew his motion pending a report from the mayor on the process/procedure for performance evaluations of city department heads.

Motion made by Commissioner Stawski and seconded to require the Director of Public Works to do an annual review on his direct reports for their personnel file and advises him to seek opinion from Corporation Counsel and the Personnel Committee.

Commissioner Stawski would like to change his motion to require a ruling from Corporation Counsel or the Personnel Committee on reviewing the Director's direct reports. Motion passed.

Director Veselka will send a request for guidance to Corporation Counsel and the Personnel Director on behalf of the Commission.

b) Waste Delivery Schedule 4/Member Survey Request with Schedule 4's
Motion made by Councilman McCauley and seconded to accept and place on file. Motion passed.

Commissioner Padlo heard that the city will be busing 100% of students to school and would like the commission to reconsider the sidewalk plan. He feels that the city should have a policy to have more children walk to school.

13) Adjournment

*Motion made by Councilman Block and seconded to adjourn. Motion passed.
Meeting adjourned at 7:15 p.m.*

This meeting was recorded

Respectfully submitted,

Walter Veselka P.E.
Director of Public Works