

Minutes of Regular Board of Public Works Meeting
Thursday, May 20, 2010
6:00 PM 1st Floor Meeting Room – City Hall

Members Present: Mayor Arthur Ward, 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:

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

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

2) Employee Recognition

3) Concerns & Petitions From The Public

4) Committee Reports

a) Street Committee Report

STREET COMMITTEE REPORT
MONDAY, MAY 3, 2010, 4:00 P.M.
1ST FLOOR MEETING ROOM, CITY HALL

Attendance: Commissioner Laviero, Chairman
Councilman Mills

Absent: Councilman Block

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

4A.1 Lots 8, 9 & 10 Northmont Road – request to access house via private driveway located within an existing roadway right of way

The committee reviewed the request by Mr. Eric Wiehrauch to use the Beecher Road right-of-way to build a driveway for a single family home, rather than construct the road to City standard as required by the street ordinance. Staff pointed out that there are other undeveloped properties

along the paper road that may require access some day. Mr. Wiehrauch pointed out that several of them are owned by the Environmental Learning Center and by CL&P and are unlikely to be developed.

Staff recommended that, due to the circumstances, it would be acceptable to allow a common driveway in this instance, provided that the applicant constructs a turnaround for City snow and rubbish removal vehicles. Mr. Wiehrauch was directed to work out the details for the turnaround with the staff.

Motion was made by councilman Mills to approve the request to construct a private driveway within Beecher Road as requested subject to construction by the applicant of a turnaround for City service vehicles acceptable to the public Works staff. Motion was seconded by Commissioner Laviero and passed 2-0.

4A.2 Discussion of the Major Road Maintenance plan for 2010-11

The committee reviewed the 2010-2011 major road maintenance plan submitted by the Engineering Division. Mr. Rogozinski explained the categories of maintenance activities and the streets proposed to be resurfaced, surface treated, crack sealed and curbed. He also explained that the proposed program was significantly impacted by the reduction in funding proposed for 2010-2011.

Motion was made by Councilman Mills to recommend approval of the Major Road Maintenance plan for 2010-11 as presented. Motion was seconded by Commissioner Laviero and passed 2-0.

Councilman Mills asked about the schedule for completing work on the Route 72 and Route 229 projects. Commissioner Laviero discussed cleanup of the leaf composting site and the sealing of pavement cuts.

The meeting adjourned at 4:55 PM.

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

Commissioner Laviero is concerned with the sealing of cracks in the roads. He feels that the City should not make unnecessary cuts in the road if they are not planning on sealing it at that time. Director Veselka told him that there is no money in the budget to complete the sealing. Mayor Ward informed him that there are efforts underway with Fire Department arbitration that should allow extra money that he will approve for road repairs. This should be resolved by the

b) Sewer Committee Report

SEWER COMMITTEE REGULAR MEETING MINUTES

May 5, 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. May 5, 2010, in the Public Works Conference Room, on the ground floor of City Hall.

4B.1 Lot #50 Wildwood Run, Daniel Sutula, Attorney Perley Grimes, request for common service lateral

MOTION: was made by Commissioner Stawski to:

Authorize the applicant to connect to the public sanitary sewer in Wilderness Way through a private easement across 150 Wilderness Way and approve a waiver of the requirement for a dedicated service lateral for each building due to the following conditions specific to this site and application:

The lateral route to Wildwood Run contains shallow ledge that may require blasting, which could result in damage to abutting property. Route also crosses a natural spring. The spring and steep grades would introduce excessive groundwater flow in to the mainline pipe bedding in the public street creating the potential for long term pavement settlement, frost damage and other ongoing maintenance issues to the public infrastructure.

The proposed lateral route across 150 Wilderness Way currently has multiple underground utility conduits which prevent the installation of a second lateral without significantly impacting the abutting property owner. A new air tested lateral has previously been installed to the property line with the intent to service Lot 50.

Approval is subject to filing all necessary easements and a private maintenance agreement binding to all current and future property

owners in the City Land Records. The easement and maintenance agreement shall also be included in the property deeds. No sewer connection permit shall be issued until proof of compliance is submitted to the Public Works Department. Standard Connection Fee will be due at the time the connection permit is issued.

VOTE: The motion carried 3-0.

4B.2 Allentown Road Pump Station, request for acceptance

MOTION: was made by Commissioner Stawski to:
Forward a recommendation to the City council to accept Lot 13-4 as shown on map titled PROPERTY SURVEY Lots 13-4 Allentown Road Bristol, Connecticut dated May 17, 2010 prepared by R.R. HILTRIBRAND ENGINEERS and SURVEYORS, 575 NORTH MAIN STREET BRISTOL, CONNECTICUT proposed for filing on the City's Land Records.

The Sewer Authority accepts the pump station into the City's sanitary sewer collection system pending completion of the land transfer.

VOTE: The motion carried 3-0.

4B.3 25 West Street – For the Team Laundromat – sewer usage metering

MOTION: was made by Councilman McCauley to:

Apply the average consumption of 50,330 CF per quarter as the basis for sewer usage billing for the current fiscal year July 09 to June 10. The account is to be billed based on an average consumption for similar metered uses in the City in accordance with the City Ordinance. The average will be recalculated annually prior to each fiscal year.

VOTE: The motion carried 3-0.

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

Discussion: Staff presented copies of the tentative easement agreement to allow the City's proposed 24" forcemain to be installed along the southerly side of Lot 36-2 Emmett Street. The Committee reviewed the terms and conditions of the easement and endorsed the agreement. Staff will submit the agreement for further discussion and recommend final endorsement by the Sewer Authority at its May meeting.

4B.5 Status update and discussion of changes or modifications to the Infiltration & Inflow Project

Discussion: The City's consultant is finishing modification to the report of findings for the first year Sanitary Sewer Evaluation Study (SSES), developing the scope of the field work to be performed in the summer of 2010 and will begin preparation of a contract for rehabilitating portions of the collection system.

The meeting was adjourned at 5:45 p.m.

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

Motion made by Commissioner Padlo and seconded to forward a recommendation to the City Council to accept the land parcel on which the pump station is located, on the southerly side of Allentown Road as shown on the map entitled "Saddlebrook Lot 14 Allentown Road, Dated April 7, 2005, prepared by R.R. Hiltbrand", being a portion of Lot 13, Assessor's map 9.

The Sewer Authority accepts the pump station into the City's sanitary sewer collection system pending completion of the land transfer.

- c) Miscellaneous Matters Report – No April meeting
- d) Solid Waste Committee Report

BOARD OF PUBLIC WORKS
SOLID WASTE COMMITTEE
REGULAR MEETING MINUTES

ATTENDANCE:

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

Staff Present: Walter Veselka, P.E., Director of Public Works
David Clark, Superintendent of Solid Waste & Recycling Operations

The Meeting was called to order by Council Representative Mills at 8:00 a.m. May 5, 2010 in the Public Works Conference Room, on the ground floor of City Hall.

4D.1 Update on staff work on the development of a operations plan and fee structure for the Transfer Station once the City completes the installation to the two new scales and RIFD system – Director Veselka updated the Committee on the status of the scale replacement project. The Engineering Division is looking at technology that used visual recognition software to read vehicle license plates to insure that is not a better option to the RFID system presently planned. Staff is also looking into hydraulic load cells and will likely have them bid as an alternate to the conventional electronic load cells normally provided for this type of scale.

The Director and Superintendent Clark discussed the results of their testing and survey information regarding the weight of materials taken to the transfer station and fees charged by other communities. Looking at the weight of common electronics, bags of leaves and household trash staff recommended and the Committee is evaluating setting a no fee threshold of 80 lbs per visit. Depending on the scale increments the City's fee will be based on 10x the minimum registered unit of weight to comply with CT Consumer Protection regulations. Staff is doing additional research and calculations regarding our daily operational and disposal costs at the station and will present the Committee with a proposed price/unit at next months meeting.

No action taken on this item.

4D.2 Update from staff on the shopping cart ordinance in relation to its effectiveness and impact on the City – Director Veselka updated the Committee on discussions and actions taken within the Code Enforcement Committee regarding both amending the current ordinance and assigning responsibility to visit the stores. A copy of the draft amended ordinance was distributed for Committee review. The Committee asked staff to investigate the possibility of a change in the ordinance that would impose a penalty on any person found with a cart outside the immediate area of the store; placing some responsibility on individuals taking the carts. Staff will review with the Code Enforcement Committee and Corporation Counsel. The Committee was requested to provide any additional desired changes to the Director so that they could be incorporated into the draft that is presented to the Code Enforcement Committee. The Code Enforcement Committee will forward a recommendation for an amended ordinance to the City Council.

4D.3 Adjustment in Solid Waste and Recycling collection days with Single-Stream Recycling – Director Veselka updated the Committee on the status of the Single-Stream initiative as a 5-year CIP project and the City's planned action to amend a grant application to reprogram funds remaining from the City Hall boiler replacement project to purchase additional automated barrels.

With the likelihood of funding in the 2010-11 budget we will be able to expand the program to 20-25% of the City. This expansion requires that the City consider a possible shift splitting solid waste and recycling collection days. In the areas of the City with multi-family homes in the residential solid waste program we will not have sufficient space at the curb to allow residents to put out both the solid waste and recycling barrels on the same day. Staff recommended shifting recycling collection to the next working day after the scheduled solid waste collection. Staff and the Committee discussed how to get the information regarding the shift out to the public and the best time to make the shift in the collection schedule. Staff felt that through news releases, information of the City's web page and flyers placed on solid waste barrels the residents would have sufficient notification of this adjustment.

Commissioner Stawski moved: **I recommend the Board of Public Works revise the collection schedule for solid waste and recycling for residential homes within the City to shift the normal collection of recycling material to the next working day following the scheduled solid waste collection day** [i.e. Monday solid waste would have Tuesday recycling collection]. **I further move that this shift be implemented beginning with recycling collections the first week of August 2010.** the motion was seconded and approved.

The meeting was adjourned at 8:50 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.

5) Correspondence

- a) Letter to Kryzysztof and Bozena Slemp from Walter Veselka concerning solid waste services and transfer station access

Director Veselka mentioned that Mr. and Mrs. Slemp paid for their solid waste barrels.

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

- b) Letter from Dan Quick concerning sewer connection on 1660 Stafford Avenue

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

- c) Letter from Walter Veselka to Cynthia St. Hilaire concerning backyard tree at 19 Joseph Street

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

- d) Memo from Mayor Ward concerning proposed traffic signal box public art
Mayor Ward said that this item has gone to the Police Board who owns the
signal boxes.

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

2. Garage Division Report

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

- c) Engineering Division Report

Concerning the Memorial Boulevard Pedestrian Bridge Director Veselka said
that the DEP has indicated that it will not approve the permit because the
volume is in the 100 year flood plain. The DEP has too many restrictions and
they won't budge. Councilman McCauley said that this item is going to be
heard at the next City Council meeting.

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

- d) Land Use Division Report

Commissioner Stawski would like a date set to have the West End Study
completed. Mayor Ward will discuss this with Mr. Weiner.

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

- e) Street Maintenance Division Report

Councilman Mills questioned how many times the City roads have been swept
this spring and Director Veselka replied that the entire City has been done at
least once with some sections done more than that such as the downtown
area.

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

- f) Solid Waste Division Report

Director Veselka informed Commissioner Stawski that we screen our own high
quality compost which is available to residents.

Councilman Mills would like Director Veselka to provide him with the cost for
picking up trees, leaves, etc.

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

5) 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 Stawski and seconded to accept and place on file. Motion passed.

8) Director's Verbal Report

We made it through April without any significant rain but did have several wind storms that downed trees throughout the City. Spring maintenance activities are in full swing. We are in the Friday solid waste routes sweeping and should complete our spring program tomorrow; we will then go back and re-sweep some trouble spots. Interim patching of potholes is complete; we have crews preparing areas of damaged curbing and will begin repairing driveway aprons within the next two weeks. Once we get ahead of these repairs we will be going back to our pavement repairs and do final patching of potholes and other distressed areas.

Final budget was approved by the Joint Board on May 17th; we were not able to achieve any measurable increase in funding in Major Road Maintenance, Fleet Replacements and Snow Removal. I was told the Board of Finance plans to make supplemental appropriations into Major Roads and Fleet in the late summer/early fall. We also lost funding for four positions currently vacant in the final budget approved by the Joint Board.

Construction projects, City and State of CT, have crews back working towards completion. There was a late start on the East Road project and then a lengthy gap with Greystone torn up and no contractor work but that has now been addressed. Manafort and the utility companies are working on the new CT Rt 72 alignment on Pine Street.

Continuing with our I & I work, Water Pollution Control will be sending out letters to 20 property owners having sump pumps connection into our system directing them to remove their discharge. We modified the letter but it is still somewhat direct based on the subject. We will also be sending letters to 23 other property owners that we suspect have roof drains connected into the system informing them that we will be accessing their property to conduct dye testing.

We are still waiting for Connecticut DOT to give us the release necessary to award the Mix Street reconstruction project.

The Engineering Division is scheduling a meeting next week to lay out our schedule for spring paving and road maintenance with Public Works staff and other

Departments that might be impacted.

We completed the spring leaf collection and several sweeps through the City for bags put out late. We are not beginning to tag bags that we see at the curb telling the resident they either need to deliver the leaves to the Transfer Station or hold until our fall collection.

We received a verbal disapproval of our resubmitted application for the pedestrian bridge over the Pequabuck River from CT-DEP. Waiting on City Council and Park Board decision on an alternative route; have proposed an enhanced pedestrian walkway on the East Street Bridge.

As staff hours allow, we continue to work on interior painting of the City Yard and also touching up our vehicles and equipment.

Have some initiatives in process that will improve our resource allocations and work flow, but still are not making a significant dent on our backlog of needed vehicle and equipment repairs. Hopefully we will turn the corner on this matter and decrease the wait time for our seasonal, front line vehicles and equipment.

I will be happy to answer any questions the Board may have concerning our operations or activities over the past month.

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

9) Review of the Public Works Budgets

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

10) Unfinished Business

a) Board Monthly Calendar

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

11) New Business

a) Memo from Brian Fowkes to Walter Veselka concerning WPC Forcemain Easement – Lot 36-2 Emmett Street

Motion made by Councilman McCauley and seconded to forward a recommendation to the City Council to approve the easement agreement, and accept the easement associated with the proposed WPC forcemain across Lot 36-2 Emmett Street. Additionally, authorize the Mayor or Acting Mayor to sign any and all documents necessary. Authorize Public Works Staff and Corporation Counsel to make minor revisions to the agreement as necessary to finalize the easement. Motion passed.

- b) Board of Finance request for \$61,500 for miscellaneous transfers within the PW Street Division accounts
Motion made by Commissioner Padlo and seconded to forward to the Board of Finance for their approval. Motion passed.
- c) Board of Finance request to transfer \$1,500 from the WPC contingency account to the authorized refunds account
Motion made by Councilman Block and seconded to forward to the Board of Finance for their approval. Motion passed.
- d) Board of Finance request to transfer \$56,500 from the regular wages account to the motor vehicle services and overtime accounts
Motion made by Councilman Block to forward to the Board of Finance for their approval. Motion passed.
- e) Board of Finance request to transfer \$20,000 from the Building Maintenance regular wages and heating fuels accounts to the Other Buildings repair and maintenance account
Motion made by Councilman McCauley and seconded to forward to the Board of Finance for their approval. Motion passed.

12) Addendum

- 1) Board of Finance request to transfer \$40,595 from two truck purchase accounts along with an additional appropriation of \$12,567 to the slope mower account
Director Veselka said that they would like to use the appropriation from next years budget instead
Motion made by Councilman McCauley and seconded to withdraw this item from the addenda. Motion passed.
- 2) Letter from Walter Veselka to Ernest Lipka concerning his neighbor's backyard tree
Motion made by Councilman McCauley and seconded to accept and place on file. Motion passed.

13) Adjournment

Motion made by Commissioner Stawski and seconded to adjourn. Motion passed.
Meeting adjourned at 6:47 p.m.

This meeting was recorded

Respectfully submitted,

Walter Veselka P.E.
Director of Public Works