DEPARTMENT OF PUBLIC WORKS ANNUAL REPORT

July 1, 2016 – June 30, 2017

The Public Works Department performs the duties of engineering, administration, highway maintenance; refuse collection and disposal as well as equipment maintenance for the Town. The Department operates out of facilities at 1000 Hartford Turnpike. This location houses the administrative offices, equipment storage, salt storage building, equipment maintenance facilities and the Bulky Waste Transfer Station.

HIGHWAY DIVISION

Highway Maintenance functions are provided for a total of 242 lane miles of improved Town roads and .27 miles of unimproved Town roads with a replacement value of over 430 million dollars. This includes sweeping, catch basin cleaning, roadway patching, resurfacing, tree maintenance and removal, brush cutting, mowing, drainage improvements, traffic sign installation, traffic sign maintenance, line striping and snow removal. It also includes the maintenance of all Town bridges, all Town drainage pipe, which includes approximately 3,000 catch basins, and 33 miles of sidewalks. In keeping in compliance with the Department of Energy and Environmental Protection Phase II Permit, we are scheduled to clean the 3,000 catch basins each three years (we do approximately 1,000 per year) and sweep all of the roads. Contractors are utilized for special projects that the department cannot complete because it doesn’t have the equipment required, i.e. microsurfacing, crack sealing, roadway milling, paving, line striping.

The highway division, with the help of a 65-foot aerial bucket truck, maintains approximately 8200 street trees, assists Recreation and Parks in maintaining their ballpark lights and maintains the Fire Department’s preemption devices at the major roadway intersections so that the emergency vehicles ensure safe passage through busy intersections.

All traffic signs and centerline striping are maintained by this department. There are approximately 1,900 regulatory signs, 600 warning signs and 700 street signs maintained by this division.

SOLID WASTE DIVISION

Refuse Collection and Disposal includes curbside collection of refuse, recyclables, bulky waste and yard waste along with the operation of the Bulky Waste Transfer Station located at 1000 Hartford Turnpike. At this location we also collect bulky waste, metal, yard waste, waste oil, anti-freeze, fluorescent bulbs, electronics, batteries, propane tanks and tires. In FY17, we processed 2960 gallons of waste oil, 53.62 tons of electronics, 2444 pounds of fluorescent bulbs, 597 refrigerator and air conditioning units containing freon, 356 tires, 63 propane tanks, 1153 mattresses and 221.15 tons of scrap metal.
Five full time sanitation employees provide refuse collection and disposal services to approximately 8,000 residences, small businesses and Town owned facilities. All Municipal Solid Waste (MSW) collected by Town crews from residences and by contractors from commercial sites is disposed of at the Resource Recovery Facility in Preston, CT. During FY17, 6591 tons of MSW were delivered to Preston by the Town and 5088.88 tons by contractors for a total of 11,680 tons.

Our Single Stream Recycling Program continues to be a success. Our municipal solid waste delivered to the Preston Plant was reduced again. Although a minimal decrease (6 tons), it is still effective. We collected 2259 tons of recyclables curbside. Every ton of recyclables removed from the waste stream resulted in a $58/ton avoided cost, or a savings of $131,019 during FY17 at the Preston SCRRRA plant. The recycling also nets a minimum $5/ton in revenue for each ton of recyclables taken to Willimantic Waste. There was $11,295 of revenue realized from single stream recycling in FY17. We continue to operate our own recycling compactor at the Bulky Waste Transfer Station and continue to transport our own recycling to Willimantic Waste for processing.

Our crews made 1475 yard waste pickups during FY17. We also continue to accept brush at our transfer station, collecting $11,395 during FY17. We then have SCRRRA grind it with their tub grinder and we offer the resulting mulch free to the residents. This service is provided in lieu of paying for the disposal of the brush.

Public Works is continuing its curbside Bulky Waste Collection, with 271 stops last fiscal year for appliances, sofas, tires and other oversized materials for revenue of $8,095.

**EQUIPMENT MAINTENANCE DIVISION**

**Equipment Maintenance** functions are performed at the Public Works Complex for all Public Works, Police, Waterford Utility Commission, Recreation & Parks, Town Hall and Fire Administration vehicles. This represents approximately 190 pieces of vehicles and equipment. The equipment maintenance staff provides full service, from preventative maintenance to major overhauls. In addition, much fabrication work is performed to customize equipment for specific functions. This is particularly beneficial when emergency repairs are required. In FY17 the 5 mechanics have done 1346 repairs on town equipment.

**ENGINEERING DIVISION**

**Engineering** – The engineering function performed at Public Works is to provide engineering reviews and recommendations for the Town. This division consists of the Director and Assistant Director, who perform design reviews and administer highway construction improvement projects. It also includes engineering services in the form of plan reviews and bond estimates for Town agencies such as Planning & Zoning, Conservation Commission and Zoning Board of Appeals.

**Highway Construction & Improvement** projects are designed to address roadway improvements. The repairs for FY17 are as follows:

**UST** –
The underground storage tank removal at the police dept began in February of 2017. This was a requirement of DEEP due to the 30 year life expectancy. They have been replaced with above ground tanks.
Gallup Lane Neighborhood -
This neighborhood, which includes Gallup, Longview, Johnson, Overlook, Wiemes, Hilltop and Maple were all milled and repaved.

Jordan Cove Road Bridge
This bridge rehabilitation is funded under the Local Bridge Program and the town will be reimbursed for 80% of the estimated bridge cost of $1,552,199.00. The project is scheduled to begin in FY18.

Oil Mill Road Culvert
The design and funding portion of this project was completed in FY17. Construction is scheduled to begin in FY18.

Fog Plain Road
This road was milled and repaved in FY17.

North Road
This road was reclaimed and repaved in FY17.

Bloomingdale Road
A portion of this road was reclaimed and repaved in FY17.

Rope Ferry Road – Pedestrian Bridge
The pedestrian bridge was replaced in FY17.

Chip Seal & Fog Seal
The following roads had chip seal surface: Parkway North, Parkway South (East & West sides).
The following roads had chip seal and fog seal surface: Bloomingdale Road, Spithead Road, Clark Lane, Old Colchester Road. This was a new process the Town tried this year to protect the roads as they age. We were very pleased with this process and how it worked out.

Crack Sealing
The following roads were crack sealed during FY17: Bloomingdale, Pilgrim, Chapman, Fog Plain, Mallard Lane, Scenic View Drive, Old Norwich Road

Municipal Complex Renovation
This project includes the proposed replacement of the Public Works garage and the Public Works and Utility Commission administrative offices. The committee continues with plans, pending approval of the project and funding.
ADMINISTRATIVE DIVISION

The Administrative Division, through the Director, Assistant Director, General Foreman, Office Coordinator and Clerk Typists, coordinate the Department functions to ensure the most reliable, cost effective service to the residents.

This office maintains the fuel records for the three fueling sites in Town. These sites are located at the Public Works Department, the Police Department and Cohanzie Firehouse. We also perform and oversee inspections at these locations and make sure that they are in DEEP compliance. The DEEP permit registrations for these sites are also handled by our Department.

Public Works also operates the Fairbanks Scale system at the Bulky Waste Transfer Station. Together, the scale and the software, Advanced Weighing System, weighs vehicles in and out, records the information, tracks revenues received and assists in the preparation of invoices. This system tracks information for the preparation of the quarterly reports for the transfer Station required by DEEP.

This office also uses the Work Manager Program, which tracks daily tasks for the divisions. This software is no longer supported and needs to be replaced with a better software.

The staff in the office processes excavation permits throughout the town. A new software system was implemented for the purpose of tracking this information better. Municity is used by many different departments throughout the town and will, at some point, offer Public Works the necessary information needed to replace the outdated software system currently in place. In FY17 we processed 145 excavation permits through this division.

This office is also responsible for keeping track of and implementing all DEEP mandates, such as the Stormwater Pollution Prevention Plans for the Miner Lane Landfill and the Municipal Complex, as well the Town wide Municipal Separate Storm Sewer Systems Permit. All of these involve sampling, monitoring, reporting, record keeping and permit renewals.

The functions of Public Works are constantly changing as new concepts, equipment and requirements are implemented. Continuously monitoring these changes, along with new and existing software, will allow our department to provide efficient, cost effective service.

Brian Long P.E.  
Director of Public Works