



## DEPARTMENT OF PUBLIC WORKS ANNUAL REPORT

**July 1, 2018 – June 30, 2019**

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 0.27 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 Permits, we are scheduled to clean the 3,000 catch basins every three years (at 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. 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 1,944 regulatory signs, 642 warning signs, 12 directional signs and 715 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 FY19, we processed 850 gallons of waste oil, 45.07 tons of electronics, 3185 pounds of fluorescent bulbs, 709 units containing Freon, 775 tires, 129 propane tanks, 1,514 mattresses and 206.73 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 and Lisbon, CT. During FY19, 7,326.18 tons of MSW were delivered to SCRRRA by the Town and 5,267.11 tons by contractors for a total of 12,593.29 tons, a 7% increase from the previous year.

Our Single Stream Recycling Program continues to be a success. We collected 2171 tons of recyclables curbside last year. Every ton of recyclables removed from the waste stream resulted in a \$58/ton avoided cost, or a savings of \$125,918 during FY19 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 \$12,008.15 of revenue realized from single stream recycling in FY19. 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. The Town is also working in conjunction with SCRRRA and Willimantic Waste on new methods of raising resident awareness of what should be included with recycling materials.

Our crews made 1,664 yard waste pickups as well as 35 paid brush stops during FY19. We also continue to accept brush at our transfer station, collecting \$13,550 during FY19. Total revenue collected for brush is \$14,250.00. We have SCRRRA grind it with their tub grinder and we offer the resulting mulch free to the residents.

Public Works is continuing its curbside Bulky Waste Collection, with 268 stops last fiscal year for appliances, sofas, tires and other oversized materials for revenue of \$7,926.00.

### **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 equipment and vehicles. 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 FY19 the 5 mechanics have done 1,378 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 FY19 are as follows:

#### **LED Streetlights**

This project is saving the town substantial money in just the purchase of the streetlights. The lights will be switched over throughout the summer of 2019 for even more savings for the Town of Waterford

#### Milling & Paving

The following roads were completed with milling and paving utilizing the State Contractors:

Westwood Drive  
West Neck Road  
Mullen Hill Road  
Myrock Avenue  
Stoneheights Drive  
Ellen Ward Road  
A small Section of Niles Hill Road

#### Pepperbox Road

The Town of Waterford secured a LOCIP grant for the mill and pave of Pepperbox Road.

#### Green Hills Road

This small road was reclaimed and paved to bring the condition back up to better standards.

#### 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 secured funding and awarded the bid. Construction began in the spring of 2019.

### **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 the 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.

The staff in the office processes excavation permits throughout the town. The software system that was implemented for the purpose of tracking this information seems to be working well. Muncity 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 FY19 we processed 200 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, the Town wide Municipal Separate Storm Sewer Systems Permit, and all of the MS4 permits. 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.

A handwritten signature in blue ink, appearing to read 'Gary Schneider', is positioned above a horizontal line.

Gary Schneider  
Director of Public Works