

Town of Ellington
Department of Public Works
Quarterly Report

TO: Lori Spielman, First Selectman
FROM: Timothy M. Webb, Director of Public Works 
RE: Quarterly Report October - December 2017
DATE: January 10, 2017

Outlined below are the activities and projects the Department of Public Works has been active with during the past three months of October, November and December of 2017.

ADMINISTRATIVE:

- 1) Coordinated the monthly W.P.C.A. meetings and attended both Stafford and Vernon meetings.
- 2) Attended regional CRCOG meetings - Transportation Board.
- 3) Attended the monthly meetings for the American Public Works Association.
- 4) Attended monthly Board of Selectmen's Meetings and weekly coordination as needed.
- 5) Held weekly Supervisor Meetings for DPW Supervisors.
- 6) Continued to be proactive in providing information to residents via website, textile recycling new to the collection, newsletter and handouts regarding our new Household Hazardous Contract with MidNEROC.
- 7) Oversaw 2 evictions within the community. Material sent to Golden Gavel for auction and sold.
- 8) Attended UCONN T2 Advisory Committee meetings.
- 9) Route 83 Sidewalk project application processed by CRCOG moved onto State DOT.
- 10) Worked with Buck & Buck Engineers on the following various WPCA Projects, Windermere Village sewers and closing out the Aberle Farms subdivision.
- 11) Kevin Gambacorta completed the UCONN T2 Leadership program, Shawn Bull and Dan Whitman completed the Public Works Academy. Attended Graduation event.
- 12) Strawberry Road Culvert - continue to work with State in the Local Bridge Program.
- 13) Held quarterly DPW Safety Committee meeting.
- 14) Attended CIRMA Advisory Committee meeting.
- 15) Meeting monthly with Town Engineer, JR Russo, to review various projects, the Middle Butcher Road sidewalk and road rehab project, unimproved road improvements, Newell & School House Roads, Fire access onto RT 286 from Substation and culvert repairs.
- 16) Awarded Bid for Snow removal from School facilities to Cooker Construction from Somers.
- 17) Meet and worked with the local boy and girls scouts to review projects at Batz Property and mini libraries at the Library and Senior Center.

Town of Ellington
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Quarterly Report

- 18) Continue to meet with the Jacob Poulin Project to review conceptual plans and how they would enhance potential development of fields on Middle Road.
- 19) Prepared Department's Capital Improvements Budget, submitted in December.
- 20) Started 2018-19 operating budget review.
- 21) Meet with the Towns of Somers and East Windsor to hold training on the new asphalt recycler, all towns ready to process material.
- 22) Meet with the Towns of Vernon and Stafford to confirm camera truck training in March 2018.
- 23) Attended T2 Special Event Planning Session with Emergency Director Joe Palombizio.
- 24) Meeting with security camera vendor to review additional security measures at Town Hall and the Human Services facilities.
- 25) Met with School Athletic Director and Facilities manager to review new score board installations at the High School baseball and softball fields.
- 26) Held Blood Borne and Haz-com training for staff with CIRMA trainer Steve Pendl.
- 27) First Aid CPR Training for staff also completed, trainer Peter Hany.
- 28) Rebecca O'Brien and Phil Kidney certified through New England Wastewater Association in the Collection System Operation.

ROADS:

- 1) Responded to various residents' concerns, pot holes, sign repairs, trees requests.
- 2) Monitored traffic control signs for mandated MUTCD requirements.
- 3) Continued to review and note roads for State Certification regarding Speed Limits.
- 4) Daily operation of the recycling drop off center, waste oil, electronics, etc.
- 5) Inspected and graded all unimproved roads, applied liquid calcium for dust control.
- 6) Sidewalks removed and re-poured on Maple Street.
- 7) Roadside mowing continued.
- 8) Catch basin repairs and new tops completed on Elderberry Lane, Lanz Lane and Deborah Drive and Overlook.
- 9) Windstorm damage to trees, clearing roadways, 4 days.
- 10) Guiderail installation Middle Road.
- 11) Guide Post replacement Town Wide.
- 12) Responded to oil spill Pinnacle Road.
- 13) Harvest New England in to chip brush and wood at brush drop off site.
- 14) Street light inspection and reporting, new LED fixtures.
- 15) Held Annual Snow Day, training equipment review and plow route inspections.
- 16) Winter weather events 10 callouts, 17 inches of snow.
- 17) Started annual Christmas tree collection.

GROUNDS & FACILITIES:

- 1) Continued maintenance of all Town Facilities and minor repairs.
- 2) Seasonal equipment repairs of mower and parks equipment.
- 3) Inspected the Pinney House.
- 4) AED and Fire Extinguisher monthly inspections completed.
- 5) Field preparations for all fall sports, lacrosse, soccer, baseball and softball at all facilities, Brookside, Pinney Street, and school fields.
- 6) Edge and groomed all baseball and softball fields, prep for spring.
- 7) Irrigation system shut down, inspected and repairs made.

Town of Ellington
Department of Public Works
Quarterly Report

- 8) Animal Control Facility rehab, asbestos removal and general painting and cage repairs.
- 9) Garden beds maintained, mulch, planting and weeding and fall clean up.
- 10) Safety data sheets for all facilities continues to be monitored.
- 11) Bleacher Inspections and all connections tightened as needed.
- 12) Aerate and over-seed all playing fields.
- 13) Playscape inspections and repairs made as needed.

FLEET:

- 1) Serviced and maintained rolling stock and equipment, keeping summer and winter equipment in operation status.
- 2) Weekly generator and police vehicles inspections done.
- 3) Started winter equipment inspections and services.
- 4) Annual inspections of Senior Center Bus.
- 5) Monitored and maintained vehicle fuel supply, unleaded gas and diesel.
- 6) Replaced engine on conveyor for salt shed
- 7) Sent School van to auctions, received \$2,400.
- 8) Surplus old Truck 18, received \$16,450.
- 9) Replaced transmission within the Senior Center Bus.
- 10) Put new Truck 18 into service along with new Selectmen's vehicle.
- 11) Continued the Spill Prevention Plan with monthly inspections and containment measures.
- 12) Inspected all plows, cutting edges ordered and repairs made.

WATER POLLUTION CONTROL:

- 1) Daily and weekly inspection of the collection system including our 7 Pump Stations.
- 2) Responded to 2 grinder pump alarms on overtime, West Shore Road and Elm St.
- 3) Responded to 4 grinder pump alarms during normal working hours.
- 4) 8 call out for pump station alarms, Vernon Pump Station.
- 5) Marked out Call before You Dig Requests, 4 Emergency CBYD mark outs.
- 6) Received camera truck training on the operation of the camera unit, software training scheduled for March of 2018.
- 7) Inspected construction of Phase 5 Windermere Village.
- 8) Cleaned sewer lines Longview area.
- 9) Cleaned and camera Windermere Village Phase 5.
- 10) Sewer lateral inspections, Gail Drive, Cider Mill Road and Kloter Farms.
- 11) GIS Mapping of all storm water outfalls in compliance with MS4 mandate.
- 12) Sampled all required outfalls for the Towns Storm Water testing.

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Type Expenditures Summary

Town of Ellington

Selected Date Range for Actual Completion Date: 10/1/2017 -

Type	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
1-Vehicle/Equip Repair	114.25	\$3,935.31	\$5,547.27	\$0.00	\$9,482.58	20	5.71	\$474.13
Administrative	230.75	\$8,198.58	\$0.00	\$0.00	\$8,198.58	82	2.81	\$99.98
Aerating and Overseeding	147.25	\$2,497.18	\$0.00	\$0.00	\$2,497.18	20	7.36	\$124.86
Asphalt Work	74.00	\$2,184.00	\$0.00	\$0.00	\$2,184.00	1	74.00	\$2,184.00
Bleacher Inspection	240.25	\$7,074.62	\$0.00	\$0.00	\$7,074.62	8	30.03	\$884.33
Brush and Wood Grinding	64.00	\$2,325.76	\$0.00	\$0.00	\$2,325.76	2	32.00	\$1,162.88
Building Inspections	9.50	\$299.09	\$0.00	\$0.00	\$299.09	15	.63	\$19.94
Cabinetry	74.50	\$2,217.66	\$0.00	\$0.00	\$2,217.66	3	24.83	\$739.22
Car	65.25	\$2,091.09	\$854.47	\$0.00	\$2,945.56	13	5.02	\$226.58
Carpentry	360.00	\$10,824.27	\$0.00	\$0.00	\$10,824.27	19	18.95	\$569.70
Catch basin repair/replace	603.00	\$17,124.50	\$0.00	\$0.00	\$17,124.50	8	75.38	\$2,140.56
Check run and service vehicl	153.00	\$4,939.46	\$0.00	\$0.00	\$4,939.46	1	153.00	\$4,939.46
CHIPPER	11.50	\$366.62	\$0.00	\$0.00	\$366.62	2	5.75	\$183.31
Christmas Tree Pick Up	221.00	\$6,400.84	\$0.00	\$0.00	\$6,400.84	3	73.67	\$2,133.61
Clean Garage	61.00	\$1,870.26	\$0.00	\$0.00	\$1,870.26	4	15.25	\$467.57
Clean out Oil Shed	1.00	\$33.09	\$0.00	\$0.00	\$33.09	1	1.00	\$33.09
Clean Storm Drains	96.00	\$2,678.40	\$0.00	\$0.00	\$2,678.40	4	24.00	\$669.60
Clean Waterways	328.00	\$9,206.95	\$0.00	\$0.00	\$9,206.95	5	65.60	\$1,841.39
Cleaning	26.75	\$843.27	\$0.00	\$0.00	\$843.27	5	5.35	\$168.65
Custodial	.50	\$17.76	\$0.00	\$0.00	\$17.76	1	.50	\$17.76
Debris Clean Up	565.50	\$19,004.63	\$0.00	\$0.00	\$19,004.63	9	62.83	\$2,111.63
Dirt Road Repair	8.00	\$289.68	\$0.00	\$0.00	\$289.68	1	8.00	\$289.68
Dirt Road Repair/Grading	48.00	\$2,176.32	\$0.00	\$0.00	\$2,176.32	3	16.00	\$725.44
Dirt Road/Calcium for Dust	29.50	\$984.64	\$0.00	\$0.00	\$984.64	3	9.83	\$328.21
Drainage repair	61.00	\$1,827.12	\$0.00	\$0.00	\$1,827.12	1	61.00	\$1,827.12
Dugout/Facility Repair	26.50	\$761.41	\$0.00	\$0.00	\$761.41	2	13.25	\$380.71
Emergency Vehicles	24.50	\$781.06	\$313.96	\$0.00	\$1,095.02	21	1.17	\$52.14
Equipment Show	88.00	\$2,879.76	\$0.00	\$0.00	\$2,879.76	2	44.00	\$1,439.88
Fall Take Down	126.75	\$3,654.10	\$0.00	\$0.00	\$3,654.10	19	6.67	\$192.32
Field Lining - BOE	240.25	\$6,929.62	\$3,665.18	\$0.00	\$10,594.80	33	7.28	\$321.05
Field Lining - P&R	147.25	\$4,288.49	\$2,359.11	\$0.00	\$6,647.60	22	6.69	\$302.16

Type Expenditures Summary

Selected Date Range for Actual Completion Date: 10/1/2017 -

Type	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
Fire Extinguishers	1.00	\$28.85	\$0.00	\$0.00	\$28.85	1	1.00	\$28.85
FOG Inspections	21.00	\$570.15	\$0.00	\$0.00	\$570.15	3	7.00	\$190.05
Grinder Pumps	57.75	\$1,870.43	\$137.58	\$0.00	\$2,008.01	11	5.25	\$182.55
Guide Poles Replacement	159.50	\$4,544.19	\$0.00	\$0.00	\$4,544.19	3	53.17	\$1,514.73
Haul Leaves/Asphalt from Br	26.00	\$844.90	\$0.00	\$0.00	\$844.90	1	26.00	\$844.90
Haul Materials to Job	31.00	\$1,105.18	\$0.00	\$0.00	\$1,105.18	3	10.33	\$368.39
Haul Wood Chips	120.00	\$4,218.40	\$0.00	\$0.00	\$4,218.40	1	120.00	\$4,218.40
Heavy Machinery	57.25	\$1,836.05	\$296.32	\$0.00	\$2,132.37	8	7.16	\$266.55
HHW/Electronics Shed	12.00	\$386.22	\$0.00	\$0.00	\$386.22	5	2.40	\$77.24
Landscape Work	218.00	\$7,077.72	\$0.00	\$0.00	\$7,077.72	5	43.60	\$1,415.54
Laterals	3.00	\$81.53	\$0.00	\$0.00	\$81.53	1	3.00	\$81.53
Lighting - Outdoor	3.00	\$96.56	\$0.00	\$0.00	\$96.56	1	3.00	\$96.56
Mail Run	2.50	\$75.46	\$0.00	\$0.00	\$75.46	5	.50	\$15.09
Misc CBYD and Other	399.75	\$11,281.03	\$0.00	\$0.00	\$11,281.03	31	12.90	\$363.90
Misc Paper Work	1.50	\$53.28	\$0.00	\$0.00	\$53.28	2	.75	\$26.64
Misc Repairs	1.75	\$62.16	\$0.00	\$0.00	\$62.16	2	.88	\$31.08
Misc Small Repairs/Tasks (s	220.25	\$7,121.27	\$0.00	\$0.00	\$7,121.27	17	12.96	\$418.90
Miscellaneous - Other	148.25	\$4,358.99	\$8.60	\$0.00	\$4,367.59	14	10.59	\$311.97
Mix and Put Away Street Dei	8.00	\$289.68	\$0.00	\$0.00	\$289.68	1	8.00	\$289.68
MOBIL	1.00	\$31.88	\$0.00	\$0.00	\$31.88	2	.50	\$15.94
Moving	8.50	\$278.58	\$0.00	\$0.00	\$278.58	1	8.50	\$278.58
Mow Right of Way	303.75	\$9,564.70	\$0.00	\$0.00	\$9,564.70	20	15.19	\$478.24
MOWER	1.75	\$55.79	\$0.00	\$0.00	\$55.79	1	1.75	\$55.79
Mowing	305.75	\$9,262.59	\$0.00	\$0.00	\$9,262.59	23	13.29	\$402.72
Mowing - Leaves	158.00	\$3,988.78	\$0.00	\$0.00	\$3,988.78	6	26.33	\$664.80
Painting	16.00	\$490.56	\$0.00	\$0.00	\$490.56	1	16.00	\$490.56
Paving	49.00	\$1,459.86	\$0.00	\$0.00	\$1,459.86	1	49.00	\$1,459.86
Pump Station - Call Out	36.50	\$1,685.05	\$0.00	\$0.00	\$1,685.05	8	4.56	\$210.63
Pump Station-Maintenance	491.25	\$13,812.60	\$0.00	\$0.00	\$13,812.60	195	2.52	\$70.83
Service and grease vehicle	221.00	\$6,796.06	\$0.00	\$0.00	\$6,796.06	4	55.25	\$1,699.02
Service Equipment	71.00	\$2,349.39	\$0.00	\$0.00	\$2,349.39	7	10.14	\$335.63

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Type	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
Sewer lateral - inspection	9.00	\$222.75	\$0.00	\$0.00	\$222.75	1	9.00	\$222.75
Sewer Lines - Flushing	175.00	\$5,082.91	\$0.00	\$0.00	\$5,082.91	1	175.00	\$5,082.91
Sewer Main - T.V.	13.00	\$425.30	\$0.00	\$0.00	\$425.30	1	13.00	\$425.30
Sidewalk - Repair	136.00	\$3,962.53	\$0.00	\$0.00	\$3,962.53	3	45.33	\$1,320.84
Sidewalks-Clearing Snow	31.00	\$847.64	\$0.00	\$0.00	\$847.64	2	15.50	\$423.82
Sign Installation	24.00	\$650.56	\$0.00	\$0.00	\$650.56	1	24.00	\$650.56
Snow Day (Annual)	68.00	\$2,066.04	\$0.00	\$0.00	\$2,066.04	2	34.00	\$1,033.02
Spray Undercoating	32.00	\$981.12	\$0.00	\$0.00	\$981.12	2	16.00	\$490.56
STAND-BY	10.25	\$326.77	\$0.00	\$0.00	\$326.77	18	.57	\$18.15
Street Signs - Repair	163.00	\$4,820.72	\$0.00	\$0.00	\$4,820.72	8	20.38	\$602.59
Street Signs - Replace	24.00	\$666.72	\$0.00	\$0.00	\$666.72	1	24.00	\$666.72
Tennis Court Nets	8.50	\$246.11	\$0.00	\$0.00	\$246.11	2	4.25	\$123.06
Time Off	1,252.25	\$40,536.62	\$0.00	\$0.00	\$40,536.62	13	96.33	\$3,118.20
TRAILER	7.50	\$239.10	\$109.91	\$0.00	\$349.01	2	3.75	\$174.51
Training	182.50	\$5,697.47	\$0.00	\$0.00	\$5,697.47	10	18.25	\$569.75
Trash	101.25	\$2,926.81	\$0.00	\$0.00	\$2,926.81	21	4.82	\$139.37
Tree Maintenance	140.00	\$4,483.96	\$0.00	\$0.00	\$4,483.96	2	70.00	\$2,241.98
Trim Bushes / Trees in Right	519.50	\$16,649.25	\$0.00	\$0.00	\$16,649.25	8	64.94	\$2,081.16
Truck	256.00	\$8,193.36	\$4,591.73	\$0.00	\$12,785.09	33	7.76	\$387.43
Vehicle Maintance	2.00	\$64.37	\$0.00	\$0.00	\$64.37	2	1.00	\$32.19
Washing Town Vehicles	48.25	\$1,463.49	\$0.00	\$0.00	\$1,463.49	5	9.65	\$292.70
Winter Storm Clean up	1,766.25	\$76,252.24	\$131,051.77	\$0.00	\$207,304.01	13	135.87	\$15,946.46
Winter Storm Prep	136.50	\$4,287.12	\$0.00	\$0.00	\$4,287.12	2	68.25	\$2,143.56
Work Field	7.00	\$214.62	\$0.00	\$0.00	\$214.62	2	3.50	\$107.31
Work in Grounds Maint Bldg.	74.25	\$2,469.69	\$0.00	\$0.00	\$2,469.69	11	6.75	\$224.52
Grand Totals	12,588.75	\$408,160.64	\$148,935.91	\$0.00	\$557,096.54	883	14.26	\$630.91