

Town of Ellington  
Department of Public Works  
Quarterly Report

Agenda Item # VII. I

**TO:** Lori Spielman, First Selectman  
**FROM:** Timothy M. Webb, Director of Public Works   
**RE:** Quarterly Report July - September, 2018  
**DATE:** October 9, 2018

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Outlined below are the activities and projects the Department of Public Works has been active with during the past three months of July, August and September of 2018.

**ADMINISTRATIVE:**

- 1) Coordinated the monthly W.P.C.A. meetings and attended both Stafford and Vernon meetings.
- 2) Advertised for On-Call Engineer Firms for the WPCA, vetted 9 firms and interviewed four firms. The Ellington WPCA entered in to contract with Fuss & O'Neill of Manchester, CT.
- 3) Attended regional CRCOG meetings - Transportation Board.
- 4) Attended the monthly meetings for the American Public Works Association.
- 5) Attended monthly Board of Selectmen's Meetings and weekly coordination as needed.
- 6) Advertised and solicited bids for the Hall Memorial Library Roof replacement, Silktown was the lowest and qualified contractor that was presented to the Board of Selectman. The BOS passed along to the Board of Finance to address in October 2018
- 7) Held weekly Supervisor Meetings for DPW Supervisors.
- 8) 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.
- 9) Met with Turf Fertilizer Contractor, review applications for the summer and fall.
- 10) Continue to work on MS4 permit.
- 11) Oversaw 2 evictions within the community.
- 12) Attended UCONN T2 Advisory Committee meetings.
- 13) Strawberry Road Culvert - continue to work with State in the Local Bridge Program.
- 14) Reviewed small culvert report from the State, Webster Road and Burbank noted in their report and discussed action plan with Russo Engineers.
- 15) Attended CIRMA Advisory Committee meeting.
- 16) Meeting monthly with Town Engineer, JR Russo, to review various projects, the Middle Butcher Road sidewalk and road rehab project, unimproved road improvements, Newell Hill & School House Roads, Fire access onto RT 286 from Sub-station and culvert repairs.
- 17) Lenny Descheneaux submitted his letter of retirement, worked with the Human Services Coordinator, Marie Sauve, to prepare job description and advertising.

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- 18) Advertised and solicited bids for tree services, removal, trimming and planting, awarded the bid to Mountain Tree Services of Somers, CT.
- 19) Advertised and held pre-bid meeting for snow removal at all school facilities.
- 20) Participated in the interview process for the hiring of the New School Maintenance Supervisor.
- 21) Met with Town staff to start the Sustainable Ellington CT project.
- 22) Met with floor contractor, State Bid, to replace flooring in the Town Hall Annex.
- 23) Meet with Sarah and Steve Poulin, Lori Spielman and staff to review the Jacob Poulin Project on Middle Road.
- 24) Meet with members of the Community United Methodist Church of Crystal Lake to review access and exit issues they have with the existing parking and traffic flow.
- 25) Attended Public Hearing on the 8-24 Planning and Zoning action taken on the High School turf field.
- 26) Attend P&Z 8-24 meeting on the Middle Road recreation fields, meeting moved to October.
- 27) Meet with State DOT to review the flashing light beacon at 140 and Webster Road, potential removal of the flashing light.
- 28) Attend the fall Tree Warden's Workshop in West Hartford.
- 29) Met with the Trail Committee members, Brookside Halloween and trails off of Hopkins Road.

**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) Roadside mowing continued.
- 7) Relocated liquid Calcium tank and constructed lean-to over it.
- 8) Paved Ellington Center Fire/ DPW parking lot and Nutmeg Drive Station.
- 9) Catch basin repairs and new tops completed on Geraldine and Hillside roadways.
- 10) Paved Geraldine, Hillside, Overview, South Geraldine, Pinewood, Woodside and Nile roadways.
- 11) Screened top soil.
- 12) Rebuilt sidewalk and replaced 120 feet of drainage pipe and rebuilt three catch basins on Ellsworth Lane.
- 13) Installed new flag poles at the Veterans Memorial at Crystal Lake.
- 14) Completed plow damage repairs, lawn and curb collection town wide.
- 15) Worked with Eversource on various tree removals.

**GROUNDS & FACILITIES:**

- 1) Continued maintenance of all Town Facilities and minor repairs.
- 2) New carpet installed within the Town Hall Annex.
- 3) Seasonal equipment repairs of mower and parks equipment.
- 4) Inspected the Pinney House.
- 5) Dismantled the Crystal Lake beach set up, washed buoys and stored for the winter.
- 6) AED and Fire Extinguisher monthly inspections completed.
- 7) Continued field preparations for all spring sports, lacrosse, soccer, baseball and softball at all facilities, Brookside, Pinney Street, and school fields.

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- 8) Safety data sheets for all facilities continues to be monitored.
- 9) Playscape inspections and repairs made as needed.
- 10) Weekly mowing of all turf areas.
- 11) Third fertilizer application made on all fields.
- 12) Aerated, top-dressed and over seeded turf playing areas.

**FLEET:**

- 1) Serviced and maintained rolling stock and equipment, keeping summer equipment in operation status.
- 2) Winter preparations and services on all snow removal equipment.
- 3) Received new 3500 GMC truck with dumping flatbed body.
- 4) Replaced pump and PTO and turbo charger on Truck #8.
- 5) Rebuilt motor on Parks Sand Pro.
- 6) Replace radiator and oil cooler on Loader 16.
- 7) Rebuilt plow frame on Truck #3.
- 8) Upgraded hydraulic hose and crimper system and inventory
- 9) Senior Center new Dodge Caravan in service, Chev. Malibu taken out of service.
- 10) Weekly generator and police vehicles inspections completed.
- 11) Annual inspections of Senior Center Bus.
- 12) Monitored and maintained vehicle fuel supply, unleaded gas and diesel.
- 13) Continued the Spill Prevention Plan with monthly inspections and containment measures.

**WATER POLLUTION CONTROL:**

- 1) Daily and weekly inspection of the collection system including our 7 Pump Stations.
- 2) Responded to 4 grinder pump alarms on overtime.
- 3) Responded to 0 grinder pump alarms during normal working hours.
- 4) Serviced 49 grinder pumps, replaced 7 pumps
- 5) 15 call out for pump station alarms, RT 140 (2), High School, Meadow Brooks (2) and Crystal Lake, (10)
- 6) Marked out Call Before You Dig Requests, 0 Emergency CBYD mark out.
- 7) Received camera truck training on the operation of software training.
- 8) Inspected construction of Phase 6 Windermere Village.
- 9) Oversight of Manholes excavations along Route 83, State paving project.
- 10) Serviced grinder pumps within the Crystal Lake district.
- 11) Flushed the force main at the Meadow Brook Pump Station.
- 12) Flushed sewer lines within the Crystal Lake service area.
- 13) Replaced transducer at the Crystal Lake Pump Station.
- 14) Worked with Stafford to insure proper flow reading, new Modem installed at Crystal Lake Pump Station.

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