


Town of Ellington
Department of Public Works
Quarterly Report

Agenda Item #

VII-H

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

Outlined below are the activities and projects the Department of Public Works has been active with during the past three months of April, May and June of 2018.

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 and the annual Spring Conference 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) Meet with Earth Day Committee and supported as needed.
- 8) Meet with Turf Fertilizer Contractor, review applications.
- 9) 2018-19 Budget presentation at the Senior Center.
- 10) Coordinated CONNOSHA consultation inspection of Town Facilities.
- 11) Continue to work on MS4 permit
- 12) Oversaw 2 evictions within the community.
- 13) Attended UCONN T2 Advisory Committee meetings.
- 14) Strawberry Road Culvert - continue to work with State in the Local Bridge Program.
- 15) Review small culvert report from the State, Webster Road and Burbank noted in their report.
- 16) Attended CIRMA advisory Committee meeting.
- 17) 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.
- 18) Lenny Descheneaux attended the annual EPPI Exercise.
- 19) Attend CIRMA Workshop, Sexual Harassment in the Work Place.

Town of Ellington
Department of Public Works
Quarterly Report

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) Catch basin repairs and new tops completed on Geraldine and Hillside roadways
- 8) Paved Lanz Lane, David, Deborah and Overhill roadways.
- 9) Screened top soil.
- 10) Installed new flag poles at the round-about, 5 corners.
- 11) Continued plow damage repairs, lawn and curb collection town wide.

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) Continued field' preparations for all spring sports, lacrosse, soccer, baseball and softball at all facilities, Brookside, Pinney Street, and school fields.
- 6) Installed new score boards at the High School Baseball and softball fields.
- 7) Safety data sheets for all facilities continues to be monitored.
- 8) Playscape inspections and repairs made as needed.
- 9) Weekly mowing of all turf areas.
- 10) First and second fertilizer applications made.
- 11) Aerated, top-dressed and over seeded turf playing areas.

FLEET:

- 1) Serviced and maintained rolling stock and equipment, keeping summer and winter equipment in operation status.
- 2) Replaced tires on Loader 69.
- 3) New front foam filled tires on Roadside Mower.
- 4) Replaced sander floor on Truck #71.
- 5) Order new vehicles per CIP Budget.
- 6) Replace ECM on truck 3.
- 7) Purchased new Parks trailer and sweeper broom for the Steiner.
- 8) Weekly generator and police vehicles inspections completed.
- 9) Annual inspections of Senior Center Bus.
- 10) Monitored and maintained vehicle fuel supply, unleaded gas and diesel.
- 11) 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 2 grinder pump alarms on overtime.
- 3) Responded to 5 grinder pump alarms during normal working hours.
- 4) 4 call out for pump station alarms, Vernon Pump Station, Ketchbrook and Crystal Lake, (2)
- 5) Marked out Call Before You Dig Requests, 1 Emergency CBYD mark out.

Town of Ellington
Department of Public Works
Quarterly Report

- 6) Received camera truck training on the operation of software training.
- 7) Inspected construction of Phase 6 Windermere Village.
- 8) Marked out Manholes along Route 83, State paving project.
- 9) Repaired manhole broken by the milling crew on Route 83.
- 10) Serviced grinder pumps within the Crystal Lake district.
- 11) Attended the PACP.MACP, LACP class held in Stafford.
- 12) FOG inspection at Cold Creek.
- 13) Replaced mixer at the Meadow Brook Pump Station.
- 14) Completed GIS mapping, Storm water outfalls and systems.

ljs