



DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS COMMITTEE OF THE COMMON COUNCIL

AGENDA

DATE: Tuesday January 5, 2010

TIME: 7:30 PM

PLACE: Norwalk City Hall, 1st Floor, Room 101

General Information

1. Project updates - See attached project status sheet.
2. Norwalk transfer station.
3. Additional information items.

Public Participation Portion

1. Public input (Visitors to the Committee meeting may speak to any item on the agenda. Comments shall be limited to no more than five (5) minutes per speaker.)

Business Portion

1. Approve the Minutes of the Public Works Committee meeting of Wednesday November 4, 2009 (tabled pending revisions from Diane Cece).
2. Approve the Minutes of the Public Works Committee meeting of Tuesday December 1, 2009.
3. Discussion – Public Works FY 2010-11 operating budget.
4. Discussion – Public Works FY 2010-11 capital budget.
5. Schedule a public hearing regarding the elimination of the "Three Tons Free" policy at the transfer station and yard debris site. Public hearing to be conducted on Tuesday February 2, 2010 at 7:30 PM in Room 101, Norwalk City Hall.

NEXT MEETING **Tuesday, February 2, 2010**
Room 101, Norwalk City Hall

DPW Project Review

	Project	PM	Status
Bridges			
1	James Street over Silvermine River	BS	URS. Design in progress. Public info meeting held December 16.
2	Perry Avenue over Norwalk River	BS	URS. Design in progress. Public info meeting held December 16.
3	Westmere Bridge over Farm Creek	BS	Design in progress. Schedule public info meeting. (January/February)
4	Old Tokeneke Bridge - removal	BS	On hold. Mayor letter to Darien.
5	Reed Str. Ext. (N. Water St. @ MN)	BS	98% Complete. Ribbon Cutting held on Oct. 16. Pump Station to Complete.
6	DOT coordination on Cedar, Taylor, Scribner	BS	DOT anticipated Advertisement for Project 5/5/2010
7	DOT coordination Rte 123 bridge replacement	BS	Estimated completion August 2010.
8	DOT coordination Rte 136 bridge repairs	BS	Major Repairs completed. DOT now working on Signal Arm Installations
9	Metro North coordination catenary B project	BS	Anticipated completion January 2011
10	DOT coordination - Rampart Road over I-95	BS	March 24 public info meeting.
11	DOT coordination - East Rocks over Merritt	BS	Work in progress. Contractor setting traffic pattern on Rt. 15
12	DOT coordination - Merritt over Silvermine	BS	Meeting held with stakeholders. DOT Considering just patching of Deck at River
13	DOT Coordination - Burnell Blvd. Bridge	DL	Public Info Meeting held.
14	DOT Coordination - Triangle Street Bridge	DL	Public Info Meeting held 10/2/09. Presentation now on Norwalk Web Site

Building Management

15	Public Works Center - roof repair	AL	Phil's Main Roofing. Contract executed. Work in spring due to avg mean temp.
16	Public Works Center - backup boiler	AL	Garage bay exhaust winter 2009.
17	Public Works Center - dispatch bldg gutters	AL	Spring 2010.
18	Public Works Center - furnace repl dispatch bldg	AL	After 2009-2010 heating season.
19	Public Works Center - bay door bollards	AL	Spring 2010.
20	Lighting retrofit-PWC/Marlt. Gar/SONO RR/WWTP	AL	Facilities are served by 2nd and 3rd District. Incentive from CMEEC is unclear
21	City Hall - Carpet replacement	AL	Bartholomew Co. Ph 4 complete. Some warranty/punch list stuff to do.
22	City Hall - cupola repair and painting	AL	Work to be done in spring due to avg mean temp.
23	City Hall - HVAC	AL	CL&P RX-Commissioning complete. Min eff work due to age. Stimulus funds to replace 1 chiller.
24	City Hall - IT Center	AL	Emergency AC done. Determine IT equip rm needs after co-location plan done.
25	City Hall - electrical upgrade	AL	New emergency generator design complete. Funding needed for installation.
26	Old police headquarters	AL	Phase I - interior haz. waste remediation contractor selected. Contract in development. Start Ph 2 plan.

Drainage/Sewer Extension

27	General Drainage 2009	DB	Various projects across City. Sasqua Road materials. CB tops.
28	Buckingham/Lockwood pipe replacement	MY	Advertise January. Easements required, plans finished and under review.
29	Olmstead Place drainage improvements	MY	Penna. Filters and shed remaining.
30	Noah's Lane drainage	MY	Penna. Final paving in spring.
31	Mary Austin drainage	BS	All pipe installation complete. Pavement scheduled for 1 to 2 weeks
32	Watercourse Maintenance	BS	Willow Street Drainage cleaned by DPW staff. Getting permits for Meadow Street
33	Drainage system map/GIS layer	MY	Additional areas were added this summer. QC being performed
34	Stormwater Management Plan	MY	Developing concept. Resource-dependent.
35	Highland Avenue sewer extension	PS	Jade HDD installing force main, laterals, and proceeding with construction.
36	Keeler Brook Watershed Project	MY	Design of Culvert on Rowayton 90% comp. - Permits, easements needed.
37	Metro-North Culverts - Bouton/Fitch	HA	Dependent on future funding.
38	Bouton Street	HA	All pipes cleared/operating. Structural solution not yet obvious.
39	Burlington Court	HA	Not supported in FY 2009-10 capital budget. Need downstream evaluation.
40	Five Mile River	HA	Monitor resident corrective actions.
41	Culvert repair 144 Silvermine Ave	BS	Bid Package Completed. City needs to obtain Conservation Permit. Winter Bid
42	Hazard mitigation - LPP engineered channel.	BS	Only hazard mitigation remains. Corps inspection 5/27/2009.

Traffic

43	Traffic Signal Upgrade	MY	Final documents submitted to CT DOT. Bid date of 3/10/10
44	Traffic signal - Osborne and van Zant	PS	STC permit received. Bid date to be scheduled when resources available
45	Traffic signal - Van Zant fire station	PS	STC permit received. Bid date to be scheduled when resources available
46	Traffic signal - Main Street and Wall	MY	STC permit received. Bid date to be scheduled when resources available
47	Traffic signal - Fox Run Road at Red Coat	MY	STC permit received. Bid date to be scheduled when resources available
48	Traffic signal - Ward Street at Senior Court	MY	STC permit received. Bid date to be scheduled when resources available
49	Strawberry Hill traffic calming	MY	Combined with SRS.
50	"Safe Routes to School"	MY	Combine with SH TC.
51	Traffic Management Plan	MY	RFP being prepared for CT DOT review
52	Pull fiber Riverside Avenue.	MY	Westport Electric to begin after Belden/RT 1 signal work is completed.
53	Washington Ave @ Water Street	MY	See Traffic Signal Upgrade - combined project

GENERAL INFO 1

JANUARY 2010

Roads

54	Pavement Management 2009	DB	FGB punch list. Sasqua Road to be completed in Spring 2010 (April)
55	Permanent Repair (Patch) 2009	DB	Fred N. Durante. Work in progress.
56	2009 Pavement Marking Contract	FE	Safety Marking Inc. Work in progress.
57	2009 Crack Sealing/Micro-surfacing Contract	DB	Asphalt Paving Systems punch list.
58	West Avenue Improvements (Reed/Putnam)	MY	Deering. Under Construction.
59	Crescent Street Improvements	MY	Deering. Under construction - 70% complete.
60	North Water Street Improvements	MY	Deering. Under construction.
61	Annual roadway consulting services.	DB	VHB. In progress.
62	East Avenue Improvements (I/95-Winfield)	BS	Resolution executed. Consultant start utility & Property mapping. Adv. 10/26/11
63	Rowayton Avenue widening	BS	Resolution executed. Waiting for DOT and SWRPA to give go ahead for FD.
64	Route 1 Improvements	MY	City to design when staff available.
65	Fairfield Avenue Improvements	MY	Project approved by ConnDOT. Subject to future funding
66	Scribner Avenue	MY	Concept plan proposed by ConnDOT PCU. Awaiting funding source
67	West Avenue Earmark	MY	Contract awarded to VHB - NTP to be issued.
68	ARRA project - \$1.9 M Pavement Preservation.	MY	Bid Date - March 2010
69	Cedar Street Improvements	MY	Design started - Integration with Fairfield Ave and I-95 projects

Sidewalks

70	Curbs and Sidewalks at Various Locations 2009	DB	Stuart, St John's and some Bouton done. More on Bouton Street, prior to winter.
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Water Pollution Control Authority

71	Phase 1 WWTP Upgrade	LB	Groundbreaking Oct 15.
72	SCADA/I&C	LB	Wireless survey completed. WPCA approved implementation.
73	Contract Monitoring	LB	Annual in progress. Final FY report is complete.
74	Third Taxing District Rate Proposal	LB	Evaluating w/ Black Veatch the TTD/CMEEC information.
75	Low Level N Removal	LB	Phase 2 WWTP upgrade to include low level nitrogen removal.
76	West Side Interceptor rehabilitation	LB	Final grouting and lining in progress.
77	Fort Point pump station rehabilitation	LB	OMI
78	Renewable energy study.	LB	Black & Veatch. Kick-off meeting September 22.
79	UST removals at pump stations.	LB	CRA. Additional remediation in progress.
80	Final clarifier investigation.	LB	CPE Services evaluating FSTs

Parking Authority

81	Yankee Doodle Garage	KH	Concrete repairs Spring 2010. Painting, lighting upgrade November 2009.
82	Webster Lot Reconfiguration Phase III	KH	Developing plan to change the method of operation to paystations.
83	Contract for parking operations	KH	Proposals being evaluated.
84	SoNo RR Station Improvements	KH	Lighting upgrade November 09. Public Art Spring/Summer 2010. Tunnel improvement 2009-10.
85	Maritime Garage	KH	Developing contract specification for bid process.
86	Wall Street Area Study	KH	Study complete. Meeting with RDA to discuss next step.

OTHER

87	GIS Master plan	MY	Web application developed. Common streets adopted City-wide.
88	LDA coordination - 95/7	DL	In progress.
89	LDA coordination - Waypointe	DL	In progress.
90	LDA coordination - POKO	DL	Temporary parking approved. Break ground in next few months.
91	LDA coordination - DiScala	DL	In progress.
92	DOT coordination - I-95 widening	DL	Public Info Mtg 11-24-08. Tentative bid date 5/10/2010.



To: Harold Alvord, Director of Public Works
 Lisa Burns, DPW Operations Manager
 Kathryn Hebert, DPW Administrative Services Manager
 Chris Okafor, DPW Superintendent of Operations
 Oswald Lewis, Director of Management & Budgets
 Weighmasters

From: Laura Panciera, Waste Programs Manager

Re: November 2009 Tonnage Report
 Solid Waste Disposal – Norwalk Transfer Station

Municipal Solid Waste	November 2009	FY Cumulative
MSW Tonnage	2,482.11	13,884.76
Transfer Station Operating Fee	\$61,780.00	\$308,900.00
Transport and Disposal Fee	\$185,860.40	\$1,039,690.83
Pass Through (Electronics)	\$858.00	\$8,127.21
Tip Fee Revenue	\$41,557.58	\$262,665.12
Net Operating Cost for Sept. 2009	\$206,940.82	\$1,094,052.91

Budget FY09-10	\$2,512,927.00
Special Appropriation	\$0.00
Balance Remaining	\$1,418,874.09
Percent used	43.54%

Recycling	November 2009	FY Cumulative
Curbside Recycling	399.36	2,095.52
Recycling Revenue	\$6,988.80	\$36,671.60

Recycling	November 2009	FY Cumulative
Transfer Station Roll-off	62.86	251.16
Revenue	\$1,100.05	\$4,385.30

Total Recycling	November 2009	FY Cumulative
Total Tonnage	462.22	2,329.94
Total Revenue	\$8,088.85	\$40,773.96



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Committee of the Common Council

FROM: Harold F. Alvord, P.E., Director

DATE: December 23, 2009

SUBJECT: Other Information Items

1. DOT Project 102-300 – Stroffilino Bridge – DOT has all the new signals installed and has installed two new bridge motors. They tested the motors early Friday morning (4:00 AM to 6:00 AM) December 18, 2009. The old motors will be shipped out to be rehabbed and retained as spares. DOT anticipates the project will be completed in Feb 2010.
2. DOT Project 102-303 – Rt. 123 Bridge over Norwalk River – The State has come to an agreement with CL&P regarding conduit installation on the bridge. Mohawk Northeast will be installing the next northernmost girder sometime within the month and then CL&P will install their conduits over the winter. Following the installation of the conduits, DOT will be able to complete the bridge. DOT anticipates completion in August 2010. It also thinks that the traffic patterns will improve when CL&P finishes their conduit work since following that the barriers will be able to be moved to provide more room for traffic.
3. DOT Project 102-302 - East Rocks Road Bridge over Rt. 15 – The state has done some manipulation of the traffic patterns on Rt. 15 and will be installing vertical clearance bars/signage and then the protective shield below the bridge. East Rocks Road will not be closed until around March 2010.

**CITY OF NORWALK
PUBLIC WORKS COMMITTEE
REGULAR MEETING
NOVEMBER 4, 2009**

ATTENDANCE: Laurel Lindstrom, Chair; Kelly Straniti, Christopher Potts
Andrew Conroy (8:54 p.m.)

STAFF: Hal Alvord, Director of Public Works

OTHERS: Carmine Dalacy, Diane Cece, Susan Lerow, Demtriu Arnone,
Paul Retter, Mr. Byrd

CALL TO ORDER

Ms. Lindstrom called the meeting to order at 7:35 p.m. A quorum was not present.

PUBLIC HEARING

**Public hearing on proposed revisions to Department of Public Works Rates
and Fees.**

*The following remarks by all speakers have been summarized and are not necessarily
verbatim.*

Ms. Lindstrom called the public hearing on the proposed revisions to Department of
Public Works Rates and Fees at 7:35 p.m. She then asked if there was anyone present to
speak to the item three times. No one came forward to address the Committee. Ms.
Lindstrom closed the public hearing on the proposed revisions to Department of Public
Works Rates and Fees at 7:36 p.m.

PUBLIC PARTICIPATION PORTION

*The following remarks by all speakers have been summarized and are not necessarily
verbatim.*

Mr. Byrd requested an update on Buckingham and Lockwood project. He said that it was
frustrating to hear about all the delays in the bidding process.

Ms. Carmen Dielsi of 45 Olmstead Place said that she would like to speak face to face to
everyone about Olmstead Place. She said that the project was not shown to the residents
in a clear manner. She said that she would like to have the pond back but realized that

was not possible. Ms. Diane Cece handed out a list of items that the residents felt could help mitigate the situation resulting from the pond being drained.

Ms. Cece said that she agreed with Ms. Dielsi and that if the residents had known what the project would end up looking like, they would have fought the City to prevent the changes. She said that Conservation officer was out to inspect the site twice and that the site was in compliance. She said that Mr. Alvord had been out to check the area and that it was in compliance. Ms. Cece then reviewed the items on the list she had handed out. Ms. Cece said that while the minutes reflect the Mr. Alvord's comment that the neighbor's property did not abut the pond, but their yards are just a few feet from the pond.

Ms. Cece said that when the Fitch School was open, the City had maintained the pond and had electric lights and was well cared for. After the school closed, the City stopped the maintenance.

Ms. Cece said that the pond debris was still there and along with a number of tree limbs that were broken when the cranes came in to remove the debris.

Ms. Cece said that even if the site is within compliance, it does not meet the needs of the neighbors who live around the pond. She said that she didn't want to have people ask where the neighbors were when these items were being discussed.

Mr. Paul Retter, of 2 Overlook Road, a Norwalk resident said that he was concerned with the public road, he wanted to make sure that when a road was turned over from a private entity to the City, the City should make sure that the road was in compliance with the City standards and that the City did not find itself in the position of having to make extensive repairs or upgrades to the road.

GENERAL INFORMATION PORTION

1. Project updates –

Regarding the Buckingham/Lockwood pipe replacement, Mr. Alvord said that on Buckingham, Yankee Gas is cleared to move forward on the project and he was not sure why they hadn't started yet. He pointed out that there was a easement issue on the corners of one of the streets. When asked if he felt that the easement would be granted, he replied that he did believe so, but that it would be a lengthy project.

Olmstead Wetlands

Mr. Alvord said that he was at the site recently and that the trash should have been hauled away by Penna. He said that he would have to have a meeting with the contractor about the issue.

Ms. Cece asked for a point of clarification. Mr. Alvord said that he would be meeting with Penna about the punch list and that he would have a meeting with the appropriate parties to review the items on Ms. Cece's list.

Mr. Arnone said that Penna had been out at his place to replant the area, but they had dropped off sand, not topsoil and that the area had been seeded. He pointed out that seeding lawns would normally be done in September, not November.

Ms. Cece stated that her list was for fixing the issues, and not the contractor's punchlist.

Ms. Lindstrom pointed out that this was the last time this particular committee would be meeting before the newly elected Council would convene.

BUSINESS PORTION

1. Approve the Minutes of the Public Works Committee meeting of Tuesday October 6, 2009.

The following corrections were noted.

Page 1, under OTHERS: please change "Andy Delsey" to "Danny Dielsi"

Page 2, paragraph 3, line 2: please change "Tige and Bond" to "Tighe and Bond"

Page 2, paragraph 5, line 1: please change "when the review the" to "when they review the"

Page 3, paragraph 1, line 1: please change "maintenance fess will be" to "maintenance fee will be"

Page 3, paragraph 4, line 3: please change "if it is a .net. Mr. Alvord" to "if it is a '.net'. Mr. Alvord"

Page 3, under Buckingham/Lockwood pipe replacement, paragraph 1, line 3: please change "down streak and" to "down stream and"

Page 5, under Agenda Item 5, line 1: please change "this will study will" to "this study will"

Page 5, under Agenda Item 5, line 3: please change “that member of the” to “that a member of the”

Page 7, under Roads: paragraph 4, line 2: please change “Hendrics” to “Hendricks”

2. Approve proposed revisions to DPW Rates and Fees

Ms. Lindstrom stated that as chairwoman, she would forward the Rate and Fees along with the Procedure for Accepting of a Private Street as backup to the Council for the next meeting because a quorum was not present.

3. Approve Procedure for City Acceptance of a Private Street

Mr. Alvord said that there had been a detailed discussion about this last month. He said that there were provisions in the code for the residents of a private road to gift their private road to the City. There are two roads whose residents would like to do this. Mr. Alvord then reviewed the certification process and the necessary record searches. The \$2,500 application fee would cover the core bores and other needed tasks, such as pulling the “as built” drawings. There are two stop points where the residents could elect not to proceed, which might be needed if the street did not have appropriate drainage or was not built in compliance to City standards. The residents would be responsible for bringing the road up to City standards and this could become a very costly venture for them if there were a number of issues to deal with in doing so.

Mr. Alvord explained that while he understood the idea of retaining a portion of the application fee for the work that was done up to the decision not to proceed. Mr. Alvord explained that it would take more time and effort to issue a partial refund so he felt it would be best just to refund the full amount. He added that there would not be many cases where the process would be limited to just pulling the drawings. Fieldwork always has to be done. The residents would be required to bring the street up to code and the City would give them a detailed estimate of what it would cost to bring the street up to the City standard.

Ms. Straniti then asked about the two stop points. Mr. Alvord reviewed these with her and answered the details questions related to this.

Mr. Potts asked about the cost of doing the field work. Mr. Alvord explained that the application fee was an average. He sat down with Mr. Linnartz and they calculated what it would cost to do the field work on routine tasks.

Mr. Alvord said that he had not heard back from the City Counsel on the questions regarding the Procedures for City Acceptance of Private Street until just before the

meeting. Mr. Potts had several questions about various details in the document, which the Committee then reviewed.

Mr. Retter then asked if these procedures had been checked with other cities that have done this before. Mr. Alvord said that the staff had checked and could not find other municipalities that actually had procedures in place. However, there are two of our neighboring towns that want to adopt Norwalk's procedure once they are finalized.

4. Approve proposed schedule of a Committee meeting for CY 2010

Because the new Council has not been sworn in yet, Mr. Alvord said that he would put this item back on the next agenda.

GENERAL INFORMATION PORTION Cont'd

Project Updates

Bridges:

Mr. Potts asked about the Reed Bridge. Mr. Alvord said that the two lane pavement will be opened to the public until Deering paving works on widening the street.

Building Management:

Mr. Potts asked about the elevator. Mr. Alvord said that there was a main piston failure on one of the elevators. This included a small fire in the elevator shaft. He explained that there wasn't an account for repairs to large items like the elevator in the budget, so they were involved emergency appropriations.

Mr. Potts asked about the painting of the cupola on City Hall. Mr. Alvord said that by the time the contracts were approved, the mean temperature was too low to have proper paint adhesion.

Mr. Potts asked about Maywood Avenue. Mr. Alvord said that there was no drainage on the Norwalk portion of Maywood. This would be a major capital project.

Ms. Lindstrom asked about the signal at East Avenue and Winfield Avenue. Mr. Alvord said that this particular signal was the last one that was replaced and he was not certain whether or not it had been completed. The synchronization will take a bit of work, but can not start until all the lights are installed.

Mr. Retter said that the traffic delineators were working well at the intersection of East Avenue and Hendricks. Mr. Alvord said that during the first few days, there were a few

drivers who made awkward turns around those delineators, but he had not seen these types of turns recently on the traffic monitor.

Ms. Straniti said that she had gotten a great compliment about the No Parking signs at Country Convenience. She said that the resident told her that it was a great improvement. Mr. Alvord then reviewed the procedure involved in putting a No Parking sign on a State Road.

Mr. Potts said that the residents of Beechwood had requested No Parking signs because of the Norwalk Community College enrollment increase. Mr. Alvord said that he has tried to cultivate a relationship with the State DOT and other State entities to enable this type of request to move forward smoothly. After a brief discussion, Mr. Alvord said that he would have the traffic analysis review the situation.

Ms. Lindstrom said that there had been a No Parking sign on East Avenue by Rowan Street. Mr. Alvord explained that the City is trying avoid sign pollution. He added that there were wooden No Parking signs nailed to telephone poles. These are illegal signs and the police can not enforce them.

Ms. Straniti asked if a particular resident had contacted DPW about patching potholes on Burlington Court. Ms. Lindstrom said that she had heard concerns expressed about the sidewalks under Strawberry Hill Avenue Railroad underpass. Mr. Alvord explained that the pavement was in the same condition as Burlington Court. Ms. Lindstrom said that there was a student who lives on Gregory Blvd. who had to walk to Nathan Hale and the parent was concerned about the lack of sidewalks and the poor condition of the sidewalks.

Mr. Conroy joined the meeting at 8:54 p.m. A Quorum was now present.

Mr. Alvord said that usually the department receives \$125,000 for sidewalks and curbs. He said that this would limit what the department could do. He said that he would like to have a five year plan for sidewalks.

Water Pollution Control

Mr. Potts asked what the result came from the meeting with Black and Veatch about the power generators. Mr. Alvord explained that there had been ongoing discussions with the Third Taxing District. The kick off meeting focused on the timeframes for meetings about the electrical plant.

2. Norwalk Transfer Station

Mr. Alvord distributed copies of the Tonnage Report to the Committee members. He said that the green bins have been selling quickly.

Mr. Alvord said that there is a Chief Custodian and he has been accompanying Mr. Gianitti and Ms. Panciera have been visiting each one of the schools to encourage the District to recycle.

Mr. Potts asked about the Special Appropriation line, which Mr. Alvord promptly reviewed. He also included the reasons for that budget line item in his remarks.

Mr. Alvord then handed out a packet of additional information to the Committee members that had arrived after the Committee agenda had been completed.

Studying Burnell Blvd bridge for No Parking restriction.

He said that the Burnell Bridge was not designed to have vehicles parked on both sides of it all day. He believes that most of these vehicles are from the construction workers at Avalon Bay.

2009 paving Program – all streets completed except for Sasqua Road.

Mr. Alvord said that all the streets had been paved except for one which had drainage issue.

Cost comparison – Drainage on Sasqua Road

Mr. Alvord said that this will work will be done in the spring.

Fleet Services winter prep completed without overtime.

DPW has been carefully planning the timing of the winter prep for the trucks and has now completed the task without requiring overtime. He added that the department was also training the drivers who would be plowing and reviewing their new routes with the drivers. Signs are now posted on the backs of those vehicles informing the public that the driver is in training.

DOT Updates on:

- a. Replacement of East Avenue Bridge**
- b. Walk Bridge Repair**
- c. Catenary Replacement Project**

Mr. Alvord said that the State was transferring budget allocations from various accounts to cover repairs to a major bridge. He felt that the three Norwalk projects would be put on hold because of the repairs needed to the other bridge.

Hiring freeze implemented October 27, 2009

Mr. Alvord explained that he was currently down 18 staff positions and that there was another job vacancy coming up that he would not be able to replace.

FY 2010-11 budget guidance and outlook

Mr. Alvord informed the Committee that he had received the memo from the Finance office and that the budget forecast for the next fiscal year was not good.

BUSINESS PORTION Cont'd

Ms. Lindstrom stated that there was a quorum present and that the Committee

Approve the Minutes of the Public Works Committee meeting of Tuesday October 6, 2009 - Cont'd

**** MS. STRANITI MOVED TO APPROVE THE MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING OF TUESDAY OCTOBER 6, 2009 AS CORRECTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Approve proposed revisions to DPW Rates and Fees – Cont'd

**** MR. POTTS MOVED TO APPROVE PROPOSED REVISIONS TO DPW RATES AND FEES.**

**** THE MOTION PASSED UNANIMOUSLY.**

Approve Procedure for City Acceptance of a Private Street – Cont'd

**** MR. CONROY MOVED TO APPROVE PROCEDURE FOR CITY ACCEPTANCE OF A PRIVATE STREET**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Alvord explained that the information would be included in the Council package as backup, but the Council did not need to approve the procedure since the Public Works Committee had already approved it.

Ms. Lindstrom said that she appreciated being the chair for the last six months and felt that progress had been made on a number project. She said that the committee had worked well together and that Mr. Alvord had worked well with everyone.

ADJOURNMENT

**** MS. STRANITI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

**CITY OF NORWALK
PUBLIC WORKS COMMITTEE
REGULAR MEETING
DECEMBER 1, 2009**

ATTENDANCE: Andrew Conroy, Chairman, Fred Bondi (7:45 p.m.); Douglas Hempstead; Nora King; Laurel Lindstrom; John Tobin; Kelly Straniti (8:15 p.m.).

STAFF: Hal Alvord, Director of Public Works

OTHERS: Diane Cece, Carmen DiElsi, Larry Ruttenberg

CALL TO ORDER

Mr. Conroy called the meeting to order at 7:35 p.m. and introduced the new members of the committee and welcomed all to the first Public Works Committee meeting with the City's newly elected officials. He stated that there would be a change in order of agenda items versus previous meetings to allow members of the public the opportunity to hear project updates prior to the public participation portion of the meeting.

General Information

1. Project updates –

Mr. Alvord distributed the DPW Project Review report and he outlined the status of the various projects.

Mr. Alvord stated that regarding the Buckingham/Lockwood pipe replacement, Mr. Alvord said that on Buckingham, Yankee Gas has moved forward on the project.

Regarding Olmstead Place drainage improvements, Mr. Alvord said that all budgeted amounts had been expended without lowering the structure but installed shrubs that will hide the unsightly areas as they mature. He added that the filters were being shipped and the shed had been replaced and restored and would be reinstalled. He stated that he was at the site recently, the maintenance had been done, including mowing, and his crew had to tag the small plants that had recently been planted in the area to avoid them being damaged by the weed-wacker. He stated that there was a tree with broken branches that had been damaged by a crane and would be evaluated by his engineers, and would be well taken care of. He added that the trash should have been hauled away by Penna.

Mr. Conroy asked about the East Avenue improvements and Mr. Alvord stated that there were delays with the DOT on I-95-Winfield bridge repairs.

Regarding the James Street Bridge and Perry Avenue, Mr. Alvord added that the public information meeting was recently scheduled for December 16 at 7 pm. He added that he

would be contacting the Silvermine Neighborhood Associations and Broad River Homeowners Associations to be sure they were aware of the meeting.

Mr. Hempstead mentioned Items 30-31, Noah's Lane and Mary Austin drainage, and asked why they were not paved, and Mr. Alvord stated that it is scheduled within the next one to two weeks.

Ms. King asked to discuss Item 40, Five Mile River, and questioned the reliance on the New Canaan and Darien reports due to the lack of a City of Norwalk study. Mr. Alvord responded that the New Canaan study was not a watercourse study done by the Corps of Engineers or a DEP endorsed study but was only a very limited study based upon a short section of the river. He added that the Norwalk Grants office had instituted a program through the EPA, and Ms. King responded that she disagreed with that statement because she had been involved with many meetings regarding this issue. She clarified that the program was actually done by the homeowner who procured a grant to raise the house, then sold when it became unaffordable.

Mr. Alvord reiterated that there was more to the issue and provided a background overview of a long-standing program. He stated that the EPA and FEMA had visited the site and put a package together based upon a 25/75 cost share, which after FEMA funds were exhausted, actually resulted in a much larger cost and a 60/40 share ratio. He summarized that the benefit cost ratio needs to be greater than the cost of the damages in order to secure federal funding.

Ms. King asked if the City's plan was to do nothing, and again asked what she should be prepared to inform the residents of the area. Mr. Conroy suggested the discussion of the item be added to next month's agenda, as the purpose of this was an update not a detailed review. Mr. Alvord agreed to provide more information and review for the next meeting.

Mr. Hempstead asked for an update on Item No. 59 – Crack Sealing/Micro-Surfacing Contract, and Mr. Alvord stated all was going well with Fallow Street, Hunter's Lane, Douglas Drive and Fox Run Road. Mr. Tobin asked about the reason for the new sealing and Mr. Alvord explained that the material is designed to extend the life of the city streets. Mr. Hempstead stated he was not thrilled with the resurfacing texture, and Mr. Alvord said the rough surface will smooth out over time, but his department would continue to monitor the Asphalt Paving Systems punch list and test the micro-surfacing program.

Ms. King asked about Item No. 3-Westmere Bridge over Farm Creek, and Mr. Alvord stated that they had met with Bell Island Association fourteen months ago, and is looking to schedule another meeting to update the project in January or February.

Mr. Conroy suggested that Mr. Alvord provide an outline of the street paving process for the benefit of the new members. Mr. Alvord explained that there is a procedure whereby streets are evaluated on a PCI measure of paving index based on every four years using a model that determines the benefit index weighing factors of traffic and asphalt conditions.

He added that they work closely with utility companies to coordinate projects that affect certain streets and then adjust the priorities to avoid delays and update their five-year plan for Norwalk streets.

Mr. Hempstead asked about Reed Street and Mr. Alvord answered that it would be open in the Spring from Crescent, Butler to the transfer station.

2. Norwalk Transfer Station.

Mr. Alvord stated that the October report was distributed at the November meeting and added that the operation runs efficiently along with the recycling center. He added that the November report would be available for the January.

3. Additional Information Items.

Mr. Alvord stated that they were in receipt of the \$8,000 Urban Forestry grant, which was based on the restoration project along Calf Pasture Beach Road.

He stated that applications have been submitted for re-certification as Tree City USA and Tree City USA Growth award, and they are hoping to qualify for both.

He stated that proposals were being evaluated for successor contract for parking operation and management and official RFPs had gone out to seven vendors, which has been evaluated down to interview two firms:
Haze Parking and Pro-Park.

Mr. Alvord stated that the eight SWRPA municipalities continue working together on Household Hazardous Waste collection Days. He stated that construction was beginning soon on wastewater treatment plant upgrade, Phase I, and contract negotiations on AFSME Local 2405 were in progress.

Mr. Alvord stated that there was a check in the amount of \$192,932.07 received from CRRA in closeout of 25-year solid waste contract, but that the Finance Department was not satisfied with the amount. He stated that other towns had received lower amounts, based on tonnage, but Mr. Hamilton has requested an audit the CRRA books in an attempt to claim an amount much larger, and perhaps in the millions. He added that there is a claim that CRRA kept too much in reserve for property claims due to land fill issues, and the Finance Department is hoping to place a claim on the money that is due to the City.

PUBLIC PARTICIPATION

The remarks by all speakers have been summarized and are not necessarily verbatim.

Mr. Conroy asked those members of the public who had signed up to speak to state their name, address, affiliation and he requested that remarks be concise and germane to agenda items, and kept to a maximum length of five minutes.

Ms. Carmen Dielsi of 45 Olmstead Place said that she would like to speak to follow up on last month's meeting during which she and others spoke about the Pond. She wanted everyone to know that the site is in horrible condition with weeds and logs filled with still water, bugs, and rodents.

She stated she now looks out at mud where there used to be a pond with ducks, and she had hoped that the fill would be deeper and added that the area represents a danger with an open hole near the bunker, where a worker recently fell. She would like the committee to reconsider the change of status with the maintenance and upkeep of the pond and surrounding areas.

Mr. Alvord responded that he would follow up to ensure that the area is cleared of debris and that filters are in shipment. Mr. Hempstead asked about the open area, and Mr. Alvord replied that grates were covered.

Ms. Diane Cece, of 37 Olmstead Place, Norwalk, handed out a list of items that the residents felt could help mitigate the situation resulting from the pond being drained, and asked for a point of clarification about meeting with Penna about the punch list. She added that weeds were still there after the mowing, and the plants were so small they should have been container grown for a long period of time prior to being planted in the ground. Ms. Cece stated that her list was for fixing the issues, and not the contractor's punchlist. She added that nothing on the list was cost prohibitive.

Ms. King asked where the pond was located and Mr. Hempstead clarified that it was behind the Fitch School. Ms. Cece said that the pond debris was still there and along with a number of tree limbs that were broken when the cranes came in to remove the debris. Mr. Alvord said that he was at the site recently and that the trash should have been hauled away by Penna. Mr. Conroy stated that he would prefer to have a separate meeting about the issue, and agreed to meet with Ms. Cece on Friday, December 4 at 2:00 in the DPW conference room. Ms. Cece stated that relative to City Hall parking problems, it should not be up to Mr. Moccia to reconfigure the park and based on deed restrictions the land was not intended to be used for parking. She added that this should come under the same constraints as Veteran's Park and Cranbury Park with public information sessions held to present any proposed changes.

Ms. Cece went on to question Item No. 22 on the project status list and asked why vinyl cupola was not being considered, as it would cost only \$5,000 not \$130,000 and would not cost the additional maintenance that wood would cost. Mr. Conroy stated that this was a good idea and should be discussed at the Land Use Committee meeting, and Mr. Bondi requested literature, and Ms. Cece stated that she would e-mail information to him.

Mr. Larry Ruttenberg, 38 Buckingham Place, Norwalk requested an update on Item No. 28, and Mr. Alvord stated that the easement had been secured.

Mr. Ruttenberg stated that the Yankee Gas had moved lines on Buckingham place but seems they have gone beyond the pipes and maybe something new is being done, and he would like an idea of the time frame of when work is being done. He added that he would like advance notice before the summer when residents plan picnics or neighborhood events. Mr. Alvord responded that he would get a schedule from Yankee Gas on what is being done.

Mr. Ruttenberg distributed a copy of an article from Harbor Watch/River Watch about the pollution along the Norwalk Harbor. He highlighted an article that reported on the potential source of pollution in the Moody's Lane storm drain system was a pipe along Lockwood Lane that was discharging high counts of CFU. Mr. Alvord responded that they did not concur with this report and they have discovered that much of the pollution was actually coming from animals and animal feces being dumped in the storm drains. Ms. King stated that she disagreed with Mr. Alvord and suggested the Committee pay closer attention to examining the sources of pollution and consider the Harbor Watch group as a valuable resource for the Norwalk Harbor.

Mr. Ruttenberg closed his comments with a statement that despite his frustrations over the last three years, he thanked the DPW for their response and support for these various City projects.

Ms. King asked why Penna is still being used by the City when he does an inadequate job with the final phase of projects, and Mr. Conroy responded that they do good work, but just take a while to clean up.

Mr. Conroy requested Mr. Alvord to address the points raised by the public participants and attend a special meeting with Ms. Cece to review her list on Friday, December 4, 2009.

With no further residents requesting to speak, Mr. Conroy closed the public participation portion of the meeting.

Business Portion

1. Approve the minutes of meeting of Wednesday, November 4, 2009.

Ms. Cece requested changes to correct the spelling of the names of public participants as follows: Carmen Dielsi, Mr. Larry Ruttenberg not Byrd.

**** MR. HEMPSTEAD MOTIONED TO APPROVE THE MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING OF NOVEMBER 4, 2009 WITH CORRECTIONS NOTED.**

**** THE MOTION PASSED WITH FOUR VOTES IN FAVOR, NONE OPPOSED, AND THREE ABSTENTIONS (TOBIN, KING, BONDI).**

2. Approve proposed schedule of committee meetings for CY 2010.

Mr. Bondi commented that there is a conflict with November 3 and suggested the second Wednesday. Mr. Conroy stated that he had a conflict with the second Wednesday, and Mr. Hempstead suggested the first Monday, November 1 for the November meeting.

**** MR. BONDI MOTIONED TO APPROVE THE CALENDAR OF THE
PUBLIC WORKS COMMITTEE MEETINGS FOR 2010, AS AMENDED.
** THE MOTION PASSED UNANIMOUSLY.**

3. Authorize the Mayor, Richard A. Moccia, to execute an amendment to the agreement with A. DiCesare Associates, PC, for Professional Engineering Services regarding the Reed Street Extension Project, to provide additional construction administration services and inspection services for a sum not to exceed \$50,000.00. Acct.No. 09020910-5777-C0241.

Mr. Alvord presented a letter from A. DiCesare Associates requesting extra work in connection with the provision of Resident Construction Engineering and Inspection services. Ms. King asked why this additional amount was requested and why it was not originally factored in. Mr. Alvord explained that the amount was part of the state contract and was a result in a downturn with the economy along with delays with 95-7. Ms. King asked what could be done to ensure that further delays in 95/7 would not impact the completion of the project with no further additional costs.

Mr. Hempstead suggested a breakdown of the contract costs be done to outline potential delays and the expected completion of the project. Mr. Alvord agreed to provide an e-mail to the committee members on the updated status, potential delays and the projected completion parameters.

**** MR. HEMPSTEAD MOTIONED TO AUTHORIZE THE MAYOR,
RICHARD A. MOCCIA, TO EXECUTE AN AMENDMENT TO THE
AGREEMENT WITH A. DICESARE ASSOCIATES, PC, FOR
PROFESSIONAL ENGINEERING SERVICES REGARDING THE REED
STREET EXTENSION PROJECT, TO PROVIDE ADDITIONAL
CONSTRUCTION ADMINISTRATION SERVICES AND INSPECTION
SERVICES FOR A SUM NOT TO EXCEED \$50,000.00 BASED ON THE
PROVISION OF FURTHER INFORMATION REQUESTED TO OUTLINE
THE COMPLETION PARAMETERS OF THE CONTRACT. ACCOUNT
NO. 09020910-5777-C0241.
** THE MOTION PASSED UNANIMOUSLY.**

4. Schedule a public hearing regarding the elimination of the "Three Tons Free" policy at transfer station and yard debris site. Public hearing to be conducted on Tuesday, January 5, 2010 at 7:30 PM in Room 101, Norwalk City Hall.

Mr. Alvord presented the proposal to eliminate the "3 Tons Free" Policy and provided a comparison of other municipality Transfer Station fees and copies of the City Ordinance of Rules and Regulations governing collection, transportation and disposal of solid waste.

Mr. Conroy asked if there were any proponents of this change and Mr. Hempstead answered yes, because any commercial vehicle should be charged. Mr. Alvord stated he had concerns with next budget year and the impact on the DPW budget. Ms. Straniti stated her concern was the impact on residents to have to pay to dump yard waste and was willing to compromise to reduce the tonnage to 1.5 tons. Mr. Alvord stated that there is new computer software that can combine site drop offs at the transfer stations and total the tonnage for residents.

Ms. King stated that she had a hard time with adding any additional financial burden to the citizens of Norwalk and asked for the significance of keeping it as it is. Mr. Alvord commented that as the budget is being re-examined, next year will be even more difficult to maintain operating expenses, and this is one area that could generate a source of revenue.

Mr. Hempstead asked what the total dollar impact and how many people would be affected compared to those who do not have City garbage pick up, and what would happen if they merely reduced the tonnage limit. Mr. Alvord suggested that he go back and have an analysis done to examine the total dollar impact for the proposed change and or reduction from three tons to 1.5 or one ton limits.

**** MS. LINDSTROM MOTIONED TO TABLE THE ELIMINATION OF THE
"THREE TONS FREE" POLICY AT TRANSFER STATION AND YARD
DEBRIS SITE AND DELAY SCHEDULING ANY PUBLIC HEARING
UNTIL THE NEXT MEETING PENDING FURTHER INFORMATION.
** THE MOTION PASSED UNANIMOUSLY.**

5. Discussion – the role of Malmquist Field in addressing parking changes at City Hall.

Mr. Alvord presented a letter from Diane Beltz-Jacobson with a copy of the dedication agreement pertaining to Malmquist Field. The letter stated that in the event that the land is used by the City for any purpose other than public recreation or open space, the City must provide comparable replacement land of equal or greater value and size/area to that which was converted. Also included was an opinion letter written by Corporation Counsel Walter Marcus to Jane Curville explaining the process for dedicating the property to park, recreational or open space purposes.

Mr. Alvord requested a discussion as to whether there was actually a problem during the day or just during special events and public information sessions at City Hall. Mr. Bondi stated that the size of the field is larger than high school size regulations and shortening the field or erecting a fence would accomplish the field size concerns along with providing the additional spaces for parking. Mr. Hempstead commented that making any changes to the field should go through the Parks & Recreation Department or Land Use Committee along with holding a public hearing.

Mr. Bondi stated that part of the problem is that the Board of Education should schedule meetings at the school locations rather than City Hall, because there is just not enough parking available. Ms. Lindstrom stated that perhaps a shuttle arrangement could be devised for employees to park at Veterans Park, and ride a van to and from City Hall. Mr. Alvord responded that would be another unbudgeted expense and would not care to pursue that idea.

Mr. Hempstead stated that employees should park at the Eversley building lot and visitor parking should be expanded for those residents who need to make a short trip to City Hall for permits, etc. Ms. King stated that there is a problem with parking as she has to come to City Hall for real estate records and many times she does have difficulty finding parking.

Ms. King asked about the possibility of acquiring a nearby building to convert into parking space, and Mr. Hempstead mentioned that this had been looked into over the past few years. He added that this something that could be re-visited, however not during these difficult budget times.

Mr. Conroy suggested the item be moved to the Land Use Committee for further review.

Mr. Conroy stated the next meeting would be Tuesday, January 5, 2010.

Adjournment

**** MR. BONDI MOTIONED TO ADJOURN.
** MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Committee of the Common Council
FROM: Harold F. Alvord, P.E., Director 
DATE: December 23, 2009
SUBJECT: FY 2010-11 Operating Budget Overview

The Department of Public Works (DPW) has submitted an operating budget for FY 2010-11. That submission does not reflect what is needed to accomplish all of the functions required and/or expected of the Department because departments were not allowed to submit such a budget. The submission was made in compliance with the issued budget guidance which was to "submit a budget that is less than the pro forma budget" (distributed by the Finance Department). This same guidance has applied for the past several years. Recent budget history is:

<u>Fiscal Year</u>	<u>Status</u>	<u>Budget</u>	<u>Labor Component*</u>	<u>Funded Positions</u>
2008-2009	Approved	\$16,672,063	\$6,758,945	126
Mid year reduction		-\$529,469		
2008 – 2009	Revised	\$16,142,594	\$6,758,945	126
2009-2010	Approved	\$16,153,259	\$6,376,234	116
2010-2011	Proforma	\$16,444,239	\$6,538,732	116
2010-2011	DPW Submitted	\$16,337,608	\$6,581,391	116
			Current staff	108

* Includes overtime

The majority of the DPW operating budget is comprised of such items as vehicle maintenance, solid waste disposal, recycling collection, building management, utilities and materials such as road salt, asphalt, plow blades, chains, tools, catch basin tops, etc.

Capabilities at various staffing levels

150 – Staffing level necessary to accomplish everything the Department is required to do by law, ordinance and/or regulation and those services and/or functions it is expected or directed to provide by the City. Capabilities include, but are not limited to:

- Cleaning entire storm drainage system annually (required by MS4 permit)
- Bulky waste collection program (assumes adequate OT funding)
- Yard waste collection from mid spring to late fall plus Christmas tree collection
- Marking of all City utilities IAW CBYD
- Yard debris site open year round
- Yard debris site open Saturdays (assumes adequate OT funding)
- Timely repair of failing manholes and catch basins (a major City problem)
- Ability to manage capital projects for which funding has been appropriated
- Ability to pursue a relatively wide range of grant opportunities
- Efficient and effective snow/ice removal using 3-platoon approach. Can clear schools and roads simultaneously

126 – Approved and budgeted staffing level in FY 2008-2009. Positions were effectively filled for most of the year. Functions impacted include, but are not limited to:

- Able to clean approximately one-third of storm drainage system annually
- Slightly reduced number of yard waste collections (14 to 13)
- Not marking City utilities IAW CBYD (marking fiber only)
- Backlog of failing manholes and catch basins awaiting repair
- Backlog of capital projects that have not been initiated or have been delayed
- Yard debris site closed January through March
- Some ability to pursue grant opportunities. Most grant opportunities have short response times. To be successful, we must have a design package already done or be able to pull dedicated engineering staff to complete a qualifying design. Had some opportunity to dedicate staff to grant pursuit
- Able to accomplish snow/ice clearance using 2-platoon approach. Must pull plows off the roads in order to clear schools at a time when should be prepping for morning rush hour

116 – Approved and budgeted staffing level for FY 2009-2010. Due to inability to recover from early retirements, this level has not been reached. Department currently has **108** personnel; there are eight (8) vacancies (all in operations) that cannot be filled due to hiring freeze. Functions impacted include, but are not limited to:

- Expect to clean approximately 15% of storm drainage system
- Yard waste collections reduced from 13 to 9 (no collections in June, July, August) and the Department struggled to accomplish this. Residents simply load up and it takes more time to do each collection. Fall 2009 collections got well behind, requiring weekday and weekend overtime to complete. Little other work was accomplished during collection weeks
- No City utilities being marked IAW CBYD

- Significant backlog of failing manholes and catch basins
- Unable to complete second annual street sweeping
- Growing backlog of capital projects that have not been initiated or have been delayed
- Very limited opportunity to pursue grants
- No longer able to use platoon approach to snow/ice clearance. When drivers are sent home for mandatory rest, there is no second shift to continue clearance operations. More time required to clear cul-de-sacs, dead end and smaller residential streets

Revenue generation opportunities

There are relatively few opportunities to generate significant revenues in the public works functional area. Fines for ordinance violations are at the highest level allowed by state law; because the resources do not exist for broad-based enforcement, violations generate little revenue. Increasing fees for permits typically encounter stiff resistance, as do items such as eliminating the free tonnage practice at the transfer station and yard debris site or charging event fees for the activities where DPW is required to provide traffic control measures.

The Department continually seeks opportunities to provide services in more cost effective ways and has found significant opportunities, such as in the management of solid waste disposal. Unfortunately these have not been adopted.

Looking toward FY 2010-2011

The Department has worked diligently to find more efficient and cost effective ways to accomplish its work. The fleet standardization program has resulted in the elimination of two mechanic positions, a reduction of nearly \$100,000 in repair parts inventory and a 20 point increase in fleet operability. The installation of GPS on vehicles has increased the efficiency of plow operations, more effectively managed the application of road salt and provided definitive defenses against frivolous claims. Refinements in work assignments, coupled with the implementation of Cityworks, has increased productivity by nearly 30 percent. New software packages at the transfer station and yard debris site have improved management of those facilities and software soon to be installed at the Public Works Center will soon do the same for managing the City's fleet and fuel. Unfortunately, computers and software cannot plow snow, patch potholes, trim trees or clean the storm drainage system. Planning and organizing the work is one thing – actually getting the work done requires people and materials. Both these resources are seriously deficient.

It is unknown at this time what approach the City will take in arriving at an operating budget for the next fiscal year. Budget guidance provides no insight as to what functions, programs and services are deemed essential and must be continued or suggest which are less than essential. An across-the-board percentage reduction will simply ensure that all things are done badly. The Department's principal mission is to operate, maintain and repair the City's critical infrastructure. It is this consideration that undergirds my guidance to the division managers (attached) for the coming year.



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Department of Public Works Employees
FROM: Harold F. Alvord, P.E., Director of Public Works
DATE: December 1, 2009
SUBJECT: Department Goals – CY 2010

The mission of the Department of Public Works is to provide the safest and most efficient operation of City infrastructure and services in the most courteous, professional and citizen-responsive manner.

Specific Department-wide goals include:

- Focus on the maintenance and repair of critical infrastructure in a seriously deficient resource environment
- Eliminate non-essential services, maximize current revenue opportunities and seek new revenue opportunities
- Continue a safety program that strives for zero accidents/incidents/ injuries, meets OSHA requirements and reduces risk management costs
- Continue to develop a cohesive and motivated workforce
- Maximize the productivity of assigned resources
- Maintain a work environment free of waste, fraud and abuse
- Provide effective staff support to the Committees, Commissions, Boards and Authorities for which the Department is responsible
- Insofar as resources allow, broaden the Department's face to the community and expand volunteerism

Specific goals for each division within the department are:

Operations Division

Highway Section

- Accomplish snow clearance in a manner that restores safe operation of City roadways and sidewalks at the earliest opportunity following the onset of a snow event
- Sweep all City roadways at least twice annually, completing the first cycle as early as possible following the end of the snow season
- Accomplish a comprehensive storm drainage maintenance program
- Accomplish a comprehensive annual pothole repair program

- Repair winter damage caused by City equipment at the earliest opportunity following the end of the snow season
- Keep City roadways, sidewalks and signage safely clear of vegetation
- Collect and dispose of all eligible solid waste in the Fourth Taxing District in the most efficient manner possible
- Collect and dispose of all eligible recyclable materials City-wide in the most efficient manner possible
- Operate a secure and efficient transfer station
- Provide fleet repair and preventive maintenance services that meet the needs of all supported departments
- Provide courteous, timely and organized response to resident concerns

Wastewater Systems Section

- Maximize the efficient operation of the wastewater collection and treatment system
- Ensure the operation of a wastewater collection and treatment system that is free of permit violations
- Efficiently and effectively prosecute the construction of Phase 1 of the wastewater treatment plant upgrade
- Encourage contractors to maintain a cohesive and motivated workforce
- Encourage contractors to conduct an effective safety program that achieves zero accidents/incidents/ injuries
- Within appropriate risk tolerances, maximize nitrogen trading credit revenues
- Implement an effective Asset Management Plan
- Provide effective staff support to the Water Pollution Control Authority

Engineering and Construction Division

- Work closely with CT DOT, CT DEP and SWRPA to obtain grants for transportation and environmental improvement projects
- While ensuring standards are met, issue permits within ten business days
- Conduct a pavement management program that maximizes streets rated "good" and minimizes streets rated "poor"
- Manage a bridge program that maximizes the safe life of City bridges
- In consonance with other City departments, accomplish timely and comprehensive plan reviews
- Develop, expand and maintain a GIS that continually enhances the efficiency of providing City services
- Efficiently design and construct infrastructure improvements and expansions
- Within the constraints imposed by history, accomplish a traffic management program that maximizes the safe and efficient flow of vehicular and pedestrian traffic
- Provide efficient oversight of the operation of City buildings and facilities
- Efficiently manage projects in support of authorities, commissions and other City departments
- Conduct a construction administration program that ensures city standards are met and maximum value is attained for each public dollar invested
- Provide effective staff support to the Land Use and Building Management Committee
- Provide effective staff support to the Norwalk Facilities Construction Commission
- Provide effective staff support to the Traffic Authority
- Provide effective staff support to the Tree Advisory Committee

Administrative Services Division

Department Administration

- Develop and submit well-substantiated budgets ahead of City schedule
- Maintain a comprehensive contract file
- Provide accurate monthly financial reports to account managers within 5 business days of the close of the previous month
- Provide timely, efficient personnel management support
- Achieve timely submission of worker compensation and general liability claims
- Execute procedures that ensure the efficient and transparent expenditure of funds
- Provide timely, efficient administrative support to all divisions within the department
- Execute procedures that ensure the efficient accomplishment of financial transactions
- Accomplish timely and accurate data collection in support of Department functions
- Provide timely and effective communication with the public
- Administer the Department professional development program

Parking Management

- Manage the public parking system in a business-like manner without subsidization
- Improve the method of operation in the Webster Lot and field Parking Ambassadors
- Introduce new technologies designed to enhance levels of service
- Upgrade the parking system physical plant as required
- Implement a wayfinding signage program to facilitate ease of parking
- Work technologically with the Police Department to reduce scofflaws, recover stolen vehicles and collect property taxes
- Provide opportunities within the system for other community enhancements
- Focus on enhancing the overall parking experience
- Expand technological security measures to all public parking facilities
- Collaborate on citywide development projects including transit oriented development, public parking components in private development and connectivity projects

Customer Service Division

- Maintain a highly professional and cohesive customer service staff
- Build and maintain responsive and professional working relationships with city departments
- Standardize a courteous and timely call-receiving process for all City departments
- Provide immediate, current and accurate responses to requests for information
- Accurately forward routine business calls to appropriate departments
- Immediately forward service requests/complaints to appropriate departments and ensure timely receipt and distribution of responses
- Ensure an appropriate response to every call
- Capture accurate data on all calls received
- Provide accurate and timely routine reports to the Mayor and department heads
- Provide accurate and timely one-time reports
- Expand services to under-resourced departments



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Committee of the Common Council

FROM: Harold F. Alvord, P.E., Director 

DATE: December 23, 2009

SUBJECT: DPW FY 2010-11 Capital Budget Submission

The DPW Capital Budget submission for FY 2010-11 is at Tab 1. The capital five-year plan is at Tab 2. The five-year plan for fleet replacement and productivity enhancement is at Tab 3.

The focus in the next several years will be to effectively manage and complete a number of projects that are in progress and to initiate work on projects for which funds have been appropriated but for which resources have not been entirely available.

Projects that will require increased involvement in the second half of the current fiscal year and in FY 2010-11 are:

- Buckingham/Lockwood Storm Drainage Improvements
- West Avenue Improvements (including Crescent and Reed Streets)
- Replacement of Perry Avenue Bridge over the Norwalk River
- Replacement of James Street Bridge over the Silvermine River
- Replacement of Westmere Bridge over Farm Creek
- Traffic Signal Upgrade, Phase I
- Removal of Old Tokeneke Bridge (now being approached on a more urgent basis)
- Numerous building projects for which construction could not be initiated in the past year

Previously-appropriated (or grant-funded) projects that we would like to begin (or, in some cases, re-energize) work on include:

- Watercourse Maintenance
- Safe Routes to School
- Traffic master Plan

The strategy underlying the FY 2010-11 submission is:

- Defer as much work as is safely possible
- Maintain focus on improving the general road conditions across the City
- Maintain focus on fleet standardization and productivity enhancement
- Address a number of smaller, but critical, projects that have public safety and/or liability aspects
- Begin a sustainable program to address sidewalk and footpath needs City-wide

Department of Public Works
FY 2010 - 11 Capital Budget Summary

		Priority	FY 2009-10 Approved	FY 2010-11 Requested
A BUILDING MANAGEMENT	City Hall Repairs/Improvements	1	240,000	425,000
	Old Police Facility	2	500,000	1,500,000
	General Capital Repairs	3		150,000
	Public Works Center Repairs/Improvements	4	211,000	51,000
	Roosevelt Senior Center Repairs/Improve	5	55,000	188,000
	Energy Conservation Various Buildings	6	25,000	50,000
	Ben Franklin Repairs/Improvements	7		190,000
	Nathaniel Ely Repairs/Improvements	8		16,000
	Asbestos Abatement Various Buildings	9		80,000
	Police HQ Repairs/Improvements	10		30,000
			1,031,000	2,680,000
B BRIDGES	East Avenue Roadway and Bridge	1	50,000	218,000
	Rowayton Avenue Widening	2		87,000
	Tokenke bridge removal*	3		340,000
	General Bridge Repairs	4		65,000
	MLK Culvert Reinforcement	5		25,000
	Crescent Street Wall Rehabilitation	6		150,000
	Perry Avenue Bridge over Norwalk River	7	165,000	50,000
			215,000	935,000
C FLEET	Vehicles/equipment	1	838,000	1,158,000
D MAPPING	GIS City Wide Applications	1	50,000	
E PAVING	Pavement Management	1	4,000,000	5,000,000
			4,000,000	5,000,000
F SIDEWALK	Sidewalks and Curbing - Citywide	1	125,000	300,000
	Walter Avenue Sidewalk and Curbs	2		100,000
			125,000	400,000
G STORM WATER	General Drainage	1	250,000	350,000
	Stormwater Best Management Practices	2		250,000
	Watercourse Maintenance	3	150,000	200,000
	West Main Street Drainage	4		300,000
	Cedar Street Drainage Replacement	5		175,000
			400,000	1,275,000
H TRAFFIC	Traffic Signals at Various Locations	1	250,000	250,000
	Traffic Sign Inventory	2		250,000
	System Enhancements	3		200,000
	Signal System Upgrade Phase 2	4		100,000
			250,000	800,000
I TREES	Tree Planting - General	1	25,000	30,000
J SAFETEALU MATCH	Fairfield/Cedar Construction Match	1	1,500,000	100,000
			1,500,000	100,000
K OTHER	Document Management System	1		
TOTALS			8,434,000	12,378,000

* Proposed amount is 50% of required. Darien should contribute 50%.

12/23/2009

TAB 1

Department of Public Works
Five Year Capital Budget Requirements Forecast

	Priority	FY 2009-10 Approved	FY 2010-11 Requested	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
A BUILDING	City Hall Repairs/Improvements	1	240,000	425,000	150,000	1,060,000	950,000
	Old Police Facility	2	500,000	1,500,000	500,000		
	General Capital Repairs	3		150,000	150,000	150,000	150,000
	Public Works Center Repairs/Improvements	4	211,000	51,000	170,000	69,000	440,000
	Roosevelt Senior Center Repairs/Improve	5	55,000	188,000	80,000	125,000	65,000
	Energy Conservation Various Buildings	6	25,000	50,000	25,000	25,000	25,000
	Ben Franklin Repairs/Improvements	7		190,000	86,000	23,000	238,000
	Nathaniel Ely Repairs/Improvements	8		16,000	25,000	250,000	
	Asbestos Abatement Various Buildings	9		80,000			
	Police HQ Repairs/Improvements	10		30,000		27,000	
			1,031,000	2,680,000	1,186,000	1,702,000	1,900,000
							1,268,000
B BRIDGES	East Avenue Roadway and Bridge	1	50,000	218,000			
	Rowayton Avenue Widening	2		87,000			
	Tokenke bridge removal*	3		340,000			
	General Bridge Repairs	4		65,000		65,000	65,000
	MLK Culvert Reinforcement	5		25,000			
	Crescent Street Wall Rehabilitation	6		150,000			
	Perry Avenue bridge over Norwalk River	7	165,000	50,000	395,000		
	Glover Avenue Bridge Railings	8			120,000		
	James Street Bridge over Silvermine	9			65,000		
	Westmere Bridge over Farm Creek	10			55,000		
			215,000	935,000	635,000	65,000	0
							65,000
C FLEET	Vehicles/equipment	1	838,000	1,158,000	1,053,000	1,223,000	858,000
D MAPPING	GIS City Wide Applications	1	50,000		50,000	50,000	300,000
E PAVING	Pavement Management	1	4,000,000	5,000,000	5,000,000	5,000,000	5,000,000
	City building parking rehabilitation	2				220,000	
	Norwalk River Valley Trail	3				1,500,000	1,500,000
			4,000,000	5,000,000	5,000,000	6,720,000	5,000,000
F SIDEWALK	Sidewalks and Curbing - Citywide	1	125,000	300,000	400,000	400,000	400,000
	Walter Avenue Sidewalk and Curbs	2		100,000			
	Sidewalks - City buildings	3			50,000		50,000
	Footpath Replacement	4			100,000	100,000	100,000
	Cudlip Sidewalks and Curbs	5			75,000		
	Roton Avenue Sidewalks and Curbs	6			100,000		
			125,000	400,000	725,000	500,000	550,000
G STORM WATER	General Drainage	1	250,000	350,000	400,000	400,000	400,000
	Stormwater Best Management Practices	2		250,000	200,000	200,000	200,000
	Watercourse Maintenance	3	150,000	200,000			1,500,000
	West Main Street Drainage	4		300,000			1,000,000
	Cedar Street Drainage Replacement	5		175,000			
	Water Street Outlet Maintenance	6			250,000		
	Culvert rehabilitation	7			280,000		400,000
	Keeler Brook Drainage Area	8			1,000,000	750,000	4,000,000
	Infrared Thermal Survey	9				140,000	2,000,000
	Burlington Court	10				150,000	165,000
	Buckingham/Lockwood	11				400,000	2,500,000
			400,000	1,275,000	2,130,000	1,640,000	6,900,000
H TRAFFIC	Traffic Signals at Various Locations	1	250,000	250,000	250,000	250,000	250,000
	Traffic Sign Inventory	2		250,000			
	System Enhancements	3		200,000		200,000	200,000
	Signal System Upgrade Phase 2	4		100,000			
	Transportation Master Plan Implementation	5				200,000	200,000
	Ward Street Traffic Calming	6				80,000	1,800,000
	Spring Hill Traffic Calming	7				100,000	
	Roton Middle School Crossing	8			75,000		1,200,000
			250,000	800,000	325,000	830,000	2,250,000
I TREES	Tree Planting - General	1	25,000	30,000	30,000	30,000	30,000
J SAFETEALU MATCH	Fairfield/Cedar Construction Match	1	1,500,000	100,000		600,000	
	Safe Routes to Schools	2			200,000		200,000
	Route 1 Widening	3				450,000	400,000
	Strawberry Hill Ave/Green Street Match	4				200,000	600,000
			1,500,000	100,000	200,000	1,250,000	650,000
K OTHER	Document Management System	1				150,000	
TOTALS			8,434,000	12,378,000	11,334,000	14,010,000	19,138,000
							21,326,000

* Proposed amount is 50% of required. Darien should contribute 50%.

12/23/2009

TAB 2

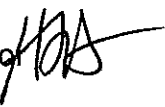
**Department of Public Works
Fleet Replacement and Production Efficiency Plan**

Equipment Description	FY 2009-2010 Approved			FY 2010-2011			FY 2011-2012			FY 2012-2013			FY 2013-2014			FY 2014-2015		
	Num	Amount	Total	Num	Amount	Total	Num	Amount	Total	Num	Amount	Total	Num	Amount	Total	Num	Amount	Total
Dump truck 37,000 lb GVW snow/ice app	3	\$ 176,000	\$ 528,000	3	\$ 190,000	\$ 570,000	2	\$ 190,000	\$ 380,000	2	\$ 190,000	\$ 380,000	2	\$ 190,000	\$ 380,000	2	\$ 190,000	\$ 380,000
Midsize truck, Ford F-750/plow				2	\$ 138,000	\$ 276,000	1	\$ 138,000	\$ 138,000	1	\$ 138,000	\$ 138,000	1	\$ 138,000	\$ 138,000	1	\$ 138,000	\$ 138,000
Compressor				1	\$ 30,000	\$ 30,000												
Tractor/mower				1	\$ 90,000	\$ 90,000	1	\$ 90,000	\$ 90,000	1	\$ 90,000	\$ 90,000						
All purpose body, F550/650				2	\$ 20,000	\$ 40,000												
Leaf vacuum/ shredder, GiantVac				1	\$ 9,000	\$ 9,000												
Traffic utility truck, E350				1	\$ 23,000	\$ 23,000												
Automatic Brine System				1	\$ 120,000	\$ 120,000												
Garbage truck, Mack/Leach	1	\$ 180,000	\$ 180,000				1	\$ 160,000	\$ 160,000	1	\$ 180,000	\$ 180,000	1	\$ 180,000	\$ 180,000	1	\$ 180,000	\$ 180,000
Street sweeper, Elgin Pelican P							1	\$ 165,000	\$ 165,000				1	\$ 160,000	\$ 160,000			
Bucket loader							1	\$ 165,000	\$ 165,000									
Crack/chip sealing trailer unit																		
Vacuum truck, Mack/AquaTech B-10										1	\$ 280,000	\$ 280,000						
Backhoe										1	\$ 155,000	\$ 155,000						
Bucket/chipper truck, F750	1	\$ 130,000	\$ 130,000															
Utility truck - fleet							1	\$ 120,000	\$ 120,000									
			\$ 838,000			\$ 1,158,000			\$ 1,053,000			\$ 1,223,000			\$ 858,000			\$ 698,000



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Committee of the Common Council
FROM: Harold F. Alvord, P.E., Director 
DATE: December 23, 2009

SUBJECT: Proposal to Eliminate "3 Tons Free" Policy

The backup material regarding this proposal that was provided at the December meeting is at Attachment 1.

Additional requested analysis

If the free tonnage limit is reduced to one and one-half (1-1/2) tons, the additional revenue to the City is **\$22,185**.

If the free tonnage limit is reduced to one (1) ton, the additional revenue to the City is **\$45,855**.

If the free tonnage limit is reduced to one-half (1/2) ton, the additional revenue to the City is **\$85,763**.

If the free tonnage limit is reduced to zero (no free tons), the additional revenue to the City is **\$305,000**.

Other revenue opportunities

Other possibilities for generating revenue at the Transfer Station and Yard Debris Site might include:

Annual sticker fee: It is estimated that 3000 households use the transfer station and/or yard debris site on a regular basis. Thus one might reasonably assume that 3000 stickers per year might be sold. Potential revenues at various sticker fee rates are (the cost of printing and distributing stickers has not been factored in):

Potential revenue at \$10 per year = \$30,000
Potential revenue at \$15 per year = \$45,000
Potential revenue at \$20 per year = \$60,000
Potential revenue at \$25 per year = \$75,000
Potential revenue at \$30 per year = \$90,000

Per trip entry fee: It is estimated that an average of 2000 vehicles enter the facilities per week. This equates to 104,000 vehicles per year. Potential revenues at various entry fee rates are:

Potential revenue at \$2 per trip = \$208,000

Potential revenue at \$3 per trip = \$312,000

Potential revenue at \$4 per trip = \$416,000

Potential revenue at \$5 per trip = \$520,000

Other considerations

Currently, accounts are established for residents who dump at the facilities using trucks, full-size vans and vehicles with trailers. Once they exceed three tons they are sent monthly invoices for amounts owed. The new scalehouse software has made invoicing (which is now done by the Comptroller) more efficient. Any scheme that entails some free tonnage will require continuation of resident accounts since tonnage will have to be tracked; lower free tonnage limits will increase the number of invoices that will have to be sent each month. If there are no free tons, payment could be done at the transfer station and/or yard debris site by credit card (both facilities are now equipped for this).

Significant effort has gone into minimizing the amount of cash that is involved in the day-to-day operation of the transfer station; cash is not accepted at the yard debris site. Per trip entry fees will create a cash management challenge. The layout of neither facility is conducive to an efficient cash collection function. Accounting, verification and security requirements will create a need for more personnel.

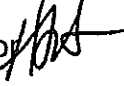
Simplicity will be a key aspect of any approach. Simpler systems are more effectively managed, more easily understood by the public and generally more cost effective. An approach that combines aspects of two or more of the above options will complicate management, inject confusion into the common understanding and generate added management costs.



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Committee of the Common Council

FROM: Harold F. Alvord, P.E., Director 

DATE: November 23, 2009

SUBJECT: Proposal to Eliminate "3 Tons Free" Policy

The City allows residents to drop off municipal solid waste (MSW), i.e., garbage, at the Transfer Station and yard debris at the Yard Debris Site. As far back as anyone can recall, the City has not charged residents for the first three (3) tons of MSW and/or yard debris self-delivered by residents to either facility.

In FY 2007-2008, residents self-delivered 3,425 tons of MSW to the Transfer Station that were exempted from payment under the "3 Tons Free" policy; without such policy in place, this tonnage would have garnered \$291,093 in revenues. During the same fiscal year, residents self-delivered 350 tons of yard debris to the Yard Debris Site under the policy; without the policy this tonnage would have garnered \$13,286 in revenues.

The cost of collection, disposal and transfer station operations is paid for by taxpayers of the 4th Taxing District (properties connected to the sanitary sewer system) who enjoy City collection of garbage and yard debris. Properties outside the 4th taxing District do not enjoy, or pay for through taxes, City collection of garbage or yard debris. All who self-deliver to the Transfer Station and/or Yard Debris Site are enjoying the benefits of those facilities, as well as final disposal, whether or not their properties lie within the 4th Taxing District. The average self-hauler (non-commercial trucks, full-size vans and vehicles with trailers) delivers 1.2 tons of MSW per year to the Transfer Station. An average of 2000 cars per week enter the Transfer Station. It is estimated that the average self-hauling household visits the Transfer Station three times per month.

For comparative purposes, the fee structure in neighboring communities for self-hauling residents is attached at Tab A.

Chapter 94, Solid Waste, of Norwalk code provides for the Director of Public Works to establish a set of Rules and Regulations by which the Chapter is implemented and the program is managed. Such a set of Rules and Regulations, which requires the approval of the Public Works Committee, does exist and will require change should the "3 Tons Free" policy be eliminated. Proposed revisions to the Rules and Regulations are attached at Tab B for information only at this time; approval of the revisions will be

required at a later meeting should the Committee elect to support and advance the elimination of the policy.

The Corporation Counsel has determined that waiving a fee, or eliminating the waiver of a fee, is a revision of a fee and that only the Common Council can approve revisions to fees. Thus eliminating the "3 Tons Free" policy requires a public hearing and Council approval.

This proposal is driven by the current economic and budgetary environment, particularly the expectation that the FY 2010-2011 operating budget will require significant service reductions and/or revenue generation.

Other Municipality Transfer Station Fees*

Fairfield Sticker required - \$18 per year. \$4.50 per trip entry fee to transfer station – all vehicles. Individual additional charges for everything from C&D, yard waste and recycling – printer = \$4, television = \$10.

Stamford Sticker required – no fee. Residents charged \$4.10 per 100 lbs MSW over 200 lbs.

New Canaan Sticker required – no fee. Residents no charged for MSW. Residents charged \$125 per ton (over 200 lbs) for C&D and \$100 per ton (over 200 lbs) for yard waste.

Darien Sticker required - \$110 per year for residents who do not have garbage pickup, \$34 per year for residents who have garbage pickup.

Westport Residents can bring six 30-gal bags of MSW or six 30-gal bags of yard debris free. Pickups, vans, 4WD vehicles and vehicles with trailers - \$30 per load. Larger resident vehicles - \$80 per ton.

Wilton Sticker required - \$35 per year first sticker, \$17.50 each additional sticker. Plus residents must purchase dump tickets at \$4 each. One ticket good for dumping one 32-gal bag MSW. Selected other fees: one auto tire – 1 ticket, appliances – 3 tickets, one bulky waste item – 4 tickets.

Ridgefield Sticker required – no charge for passenger vehicles, trucks and vans - \$10. Passenger vehicles charged \$5 per trip (over 120 lbs). All vehicles (including cars) over 120 lbs charged at tipping fee rate of \$81.55 per ton with a \$5 minimum.

Danbury Danbury provides no city garbage service, no city recycling and no transfer station. It does provide what is called “Mom and Pop Drop Off” – a facility co-located with the AWD (yes, that AWD) transfer station. Sticker required - \$15 per year for all vehicles. Fees are charged for everything disposed according to a lengthy fee list. Fees range from \$1 (for one golf club, for example) to \$48 (for a refrigerator).

Greenwich Sticker required – no charge. There is no tipping fee, even for commercial/private collectors/haulers and no fees for residents. Town is seriously considering implementing tipping fees for both commercial and residential entrants to transfer station.

* With the exception of Danbury, all of the above municipalities are reviewing current fee structures with an eye to possible changes.



DEPARTMENT OF PUBLIC WORKS

**RULES AND REGULATIONS GOVERNING COLLECTION,
TRANSPORTATION AND DISPOSAL OF SOLID WASTE**

Effective date: February 2, 1982

Amended date: May 5, 2009 (to take effect July 1, 2009)

The Director of Public Works, or his/her designee, is authorized under Section 94-16 of the Code of the City of Norwalk to implement rules and regulations concerning collection, transportation and disposal of refuse as he may determine to be necessary. Pursuant to the Code the following rules are hereby promulgated:

94-4.1 LICENSE REQUIRED TO COLLECT OR TRANSPORT SOLID WASTE

- a. The Director of Public Works shall be the licensing and registration authority for all solid waste collectors, vehicles and refuse containers operating within the City.
- b. It shall be unlawful for any person to collect or remove solid waste or to transport the same upon or through any street or public place of the City unless such person has been granted a license by the Director to do so.
- c. Each licensed solid waste collector shall obtain a separate registration for each vehicle and/or refuse container he operates within the City. When a vehicle is employed to transport more than one refuse container, each container to be transported as well as the vehicle shall require a separate registration. Registrations shall not be transferable from vehicle to vehicle nor container to container; provided, however, the Director may allow such temporary transfer of registrations in hardship situations, such as a temporary breakdown of an individually licensed vehicle.

94-4.2 VEHICLE REQUIREMENTS

Any person permitted under Chapter 94 of the Norwalk Code to collect, remove or transport solid waste over the streets of the City shall use containers or vehicles provided with tight covers and so constructed and operated as to prevent offensive odors escaping therefrom and refuse from being blown, dropped, spilled or leaked therefrom.

94-4.3 LICENSE AND REGISTRATION - APPLICATIONS AND RENEWALS

- a. Applications for licenses, renewals of licenses and vehicle and/or refuse container registration shall be submitted in writing to the Director of Public Works. Each application shall contain the following information:
 - 1) The name and address of the applicant. If applicant is a partnership firm or partnership, the names of all the members shall be listed; if the applicant is a corporation, the names and titles of each of the officers shall be listed.
 - 2) The purpose for which the license is sought.
 - 3) The area within which the applicant wishes to collect or transport solid waste.
 - 4) The number, kind and capacity of the vehicles and other equipment to be used for such purposes, together with their license plate numbers.
- b. Each application shall be accompanied by the deposit of the license fee, and/or registration fee. Licensed haulers and/or registered vehicles shall not dispose of waste at the Transfer Station without having established a method of paying the appropriate tipping fee. If the application complies with the provisions of Chapter 94, "Collection and Disposal of Solid Waste" the Director shall specify the term for which such license is granted, not to exceed one (1) year, and, as a condition granting the request license and/or registration, may impose such other conditions as he may deem to be in the best interests of the public health and welfare. If a license is not issued, the fee shall be returned to the applicant.
- c. No application for a license by a private collector shall be accepted unless accompanied by a statement acknowledging and authorizing City and/or State inspection of all permitted vehicles and any load delivered to the Norwalk Transfer Station.
- d. All Commercial vehicles not licensed as solid waste haulers shall be registered and be subject to all tipping fees.

94-4.4 LICENSE AND REGISTRATION FEES

The annual license and registration fee rate from July 1 to June 30 of any given year or part thereof shall be as follows:

- a. License Fee for Collection, Removal and Transportation of Solid Waste Regardless of Waste Type:

License fees shall be in accordance with the tare weight of the vehicle measured at the Norwalk Transfer Station Weighing Facility and shall be certified by the weighmaster to the Director. Fee shall be based on the largest vehicle registered.

LESS THAN 12,000 lbs.	\$ 125
GREATER THAN 12,000 lbs.	\$ 500

- b. Registration Fee for Vehicles and/or Containers Engaged in Collection, Removal, and Transportation of Solid Waste Regardless of Waste Type:

Registration fees shall be in accordance with the tare weight of the vehicle measured at the Norwalk Transfer Station Weighing Facility and Shall be certified by the weighmaster to the Director.

LESS THAN 5000 Lbs.	\$ 125
5000 to 12,000 Lbs.	\$ 250
12,000 Lbs and over	\$ 750
Rolloff Containers and Compactors	\$ 25

- c. All Mixed Solid Waste and Bulky Solid Waste License applicants shall provide a Certificate of Insurance naming the City of Norwalk as an additional insured.

94-4.5 TIPPING FEES AND SURETY BONDS

- a. All Licensed Mixed Solid Waste and Bulky Solid Waste Haulers shall pay a tipping fee for disposing of certain types of solid waste as approved by the Norwalk Common Council in the most recent Approved Fee Schedule. Payment shall be made in one of the following methods:

- 1) Account: To establish an account with the City of Norwalk for the monthly payment of expenses a Surety Bond or Certified Check is required for Mixed Solid Waste and Bulky Solid Waste/Landscaping Licenses. The Surety Bond Schedule shall be set by the Director.
- 2) Check For MSW, Bulky and Landscaping Licenses, who do not post a Bond, shall pay by check only as they dump (name, address, phone number and driver's license number required) (\$50/ Fee for Insufficient Funds)

- b. Surety bond schedule for the disposal of mixed solid waste at the Norwalk Transfer Station:

<u>Average 60-day Tonnage Ranges</u>	<u>Bond Amount</u>
1 - 10	\$ 620
11 - 50	\$ 3,100
51 - 100	\$ 6,200
101 - 250	\$ 15,500
251 - 500	\$ 31,000
501 - 1000	\$ 62,000
1001 - 1500	\$ 93,000
1501 - 2000	\$124,000

- c. Surety bond schedule for disposal of bulky/landscape material at the Norwalk Transfer Station: \$ 500. _____
- d. All fees shall be automatically charged to the user's account upon discharge at the stations. Each account holder shall be billed monthly and accounts are due and payable within thirty (30) days from date of billing. Under no circumstances will delinquent accounts be carried beyond 60 days from the date of the original bill. In the event that such account is not paid within the aforesaid sixty (60) days, the license and registrations may be revoked. In addition, the surety bond shall be forfeited in such sufficient amount to cover the delinquent charges.

94-4.6 AUTHORITY TO LIMIT NUMBER OF LICENSES

In order to preserve the public health, safety and welfare, the Director shall have the authority to limit the number of licenses for collection and/or transportation of refuse which may be issued in accordance with the provisions of Chapter 94 of the Norwalk Code. Notice of such limitation shall be posted in the same manner as rules and regulations issued by the Director.

94-4.7 VEHICLE AND CONTAINER IDENTIFICATION

- a. One permit identification marker shall be issued by the Department of Public Works to each vehicle registered. The identification marker shall remain the property of the City of Norwalk and must be returned to the Department upon termination of the license.
- b. All Registered Vehicles shall display the marker along the operator's side of the vehicle easily seen by the weighmaster at the Norwalk Transfer Station.
- c. All non-commercial vehicles shall display the City's Norwalk Recreation and Parks Beach sticker or other authorized sticker. All non-commercial pick-up trucks, vans and cars with trailers shall obtain a registration card, which must be presented to the weighmaster prior to dumping. To obtain a permit, all residents shall present their valid driver's license and vehicle registration to a weighmaster. All license and vehicle registrations shall be registered to a City of Norwalk address.
- d. Two permit identification stickers shall be issued by the Department of Public Works to each container registered. The stickers shall be permanently affixed to the container on the rear right lower and rear left lower corners of the container.
- e. All commercially operated vehicles and/or containers registered under the provisions of Chapter 94 of the Code shall have the following information prominently and permanently displayed on both doors of the vehicle and/or container, the lettering shall be no less than for (4) inches in height: Name of Company, Address, Phone Number

94-4.8 TRANSFERABILITY OF LICENSE

No license granted by the Department, or any interest therein shall be given, sold, assigned, mortgaged or otherwise transferred without prior written consent of the Director.

94-4.9 DISPOSAL FEES

- a. All non-commercial vehicles must display a Norwalk sticker in order to use the Transfer Station and/or Yard Debris Site.
- b. Disposal rates, as reflected in the DPW Rate and Fee Schedule, shall apply to all vehicles disposing of waste other than vehicles of the City of Norwalk, Clean & Green and residential vehicles (other than non-commercial trucks, full-size vans and vehicles with trailers).
- c. The disposal fees shall be set at a rate consistent with the current disposal fee to the City of Norwalk. Fees shall remain in effect until revisions have been approved by the Norwalk Common Council.
- d. Norwalk residents who enter the Transfer Station and/or Yard Debris Site without the required sticker will be allowed to dump after having paid a per-trip non-sticker fee as established in the DPW Rate and Fee Schedule.

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94-4.10 REVOCATION OF LICENSE

- a. Any license granted by the Director under the provisions of Chapter 94 of the Norwalk Code may be revoked by the Director if the Director finds and determines that the licensee has failed to comply with any of the terms of such license or of Chapter 94 or these rules and regulations duly promulgated hereunder, or fails to render satisfactory collection services.
- b. Revocations and suspension shall become effective only after a public hearing. The Director shall send a written notice of proposed suspension or revocation to said collector, stating the reasons for such action. The Public Works Committee of the Common Council shall, within fifteen (15) days of the date of such written notice hear and decide the matter. Such hearing shall be held in Public Session, provided, however, that the hearing may be held in Executive Session at the request of the collector. The collector, the Director, and other persons invited by either of them or by the Committee may appear and present such testimony and evidence as they may wish. The Committee may revoke the license, suspend the license for a time certain, decline to revoke or suspend the license, or make such other determination as may be appropriate in the circumstances.
- c. The decision of the Public Works Committee shall be final and binding upon the collector. No application for a license revoked under the provisions of Chapter 94

d. Notwithstanding anything to the contrary herein, the Director shall have the power to refuse permission to a collector to use the Transfer Station and/or Yard Debris Site when, in his opinion, such collector has violated the provisions of Chapter 94 or any applicable rule or regulation.

- a. Any collector who knowingly dumps more than one cubic foot in volume of solid waste at one time in an area not designated for such disposal shall be liable for a civil penalty of up to ten thousand dollars (\$10,000.00). At the request of the Commissioner of Environmental Protection, the City of Norwalk or the Attorney General may bring an action pursuant to Public Act No. 90-249, as amended and/or supplemented, to enforce this penalty.
- b. Any person violating any of the provisions of Chapter 94 and these rules and regulations shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount as established in accordance with the provisions of Section 90-4, Approval of Rates and Fees. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

a. All vehicles bearing commercial and combination license plates shall be weighed prior to entering the Transfer Station Tipping Floor and/or the Yard Debris Facility and, except for vehicles described in b below, shall be charged at the current tip fee rate. Non-commercial trucks, full-size vans and vehicles with trailers shall be directed across the weighmaster's scale and weighed at the Transfer Station and Yard Debris Facility and shall pay to dispose at the current tipping fee rate.

b. The practice of scavenging of material deposited at the Transfer Station shall be prohibited.

c. The Refuse Collection vehicles owned and operated by the City of Norwalk, Department of Public Works, shall be given preference at the Transfer Station.

d. Disposal Hours of Operation

Transfer Station - Trucks: Monday thru Friday
7:00 A.M. to 3:00 P.M.
Saturday
7:00 A.M. to 12:00 P.M.

Transfer Station - Passenger Monday thru Friday

Vehicles:	6:00 A.M. to 3:00 P.M. Saturday 6:00 A.M. to 2:00 P.M.
Recycling Center:	Monday thru Friday 6:00 A.M. to 3:00 P.M. Saturday 6:00 A.M. to 2:00 P.M.
Yard Debris Site*:	Monday thru Friday 7:30 A.M. to 3:00 P.M. Saturday 7:30 A.M. to 2:00 P.M.

* The Yard Debris Site will generally be closed from early January through late March. It will also be closed during winter storm events that occur before or after that period.

- h. The Transfer Station and Yard Debris Site shall be closed on the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

- i. The following materials are excluded from disposal at the Transfer Station:

Hazardous Wastes as defined below
Special Handling waste as defined below
Chemicals of any type or nature
Liquid Wastes of any type or nature
Construction and demolition debris

- 1) **HAZARDOUS WASTE** - Means pathological, biological, cesspools or other human wastes, human and animal remains, radioactive, toxic and other hazardous wastes which according to Federal, State or local rules or regulations from time to time in effect require special handling in their collection, treatment or disposal, including those regulated under 42 U.S.C. Section 6921-6925 and regulations thereunder adopted by the United States Environmental Protection Agency pursuant to the 42 U.S.C. Section 6901, such as cleaning fluids, crankcase oils, cutting oils, paints, acids, caustics, poisons, drugs, fine powdery earth used to filter cleaning fluid and refuse of similar nature.
- 2) **SPECIAL HANDLING WASTE** - (a) Hazardous Waste; (b) dirt, concrete and other nonburnable construction material and demolition debris; (c) large items of machinery and equipment, such as motor vehicles and major components thereof, agricultural equipment, trailers and marine vessels, and any other item of waste exceeding six feet in any one of its dimensions or being in whole or in

part of a solid mass, the solid mass portion of which has dimensions such that a sphere with a diameter of eight inches could be contained within such solid mass portion, including, in the context of deliveries to the Facility, Bulky Solid Waste: (d) explosives, ordinance materials, oil, sludges, highly inflammable substances, hazardous chemicals, tires and other materials the acceptance of which, in the judgement of the City, reasonably exercised, is likely to cause damage to or adversely affect the operation of the City disposal system, constitute a threat to health or safety, or violate or cause the violation of any applicable Federal, state, or local law, regulation, or judicial or administrative decision or order.

94-4.13 MANDATORY RECYCLING

a. The Director is authorized under Section 94-3 of the Norwalk Code to establish the necessary rules and regulations to comply with Public Act No. 87-544, entitled "An act Mandating Recycling in Municipalities, and Concerning Source Reduction Planning" as amended and/or supplemented.

b. Pursuant to The Code the following rules are hereby enacted:

1) **ITEMS REQUIRED TO BE RECYCLED:** The following items shall be recycled from all residential dwellings located within the City of Norwalk:

- a) Glass food and beverage containers
- b) Metal food and beverage containers
- c) Plastic containers marked with the numbers 1 through 7
- d) Aseptic containers
- e) Unsoiled newspapers
- f) Leaves
- g) Waste Oil
- h) Storage Batteries
- i) Scrap Metal
- j) Corrugated Cardboard
- k) Mixed Paper
- l) Grass Clippings
- m) Brush, Logs, Stumps
- n) Christmas Trees
- o) Electronics

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Deleted: <#>Plastic food and beverage containers marked with the number 2 HDPE (high density polyethylene)¶
<#>Plastics # 3 through # 7 (effective July 1, 2009)¶

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2) **INSPECTION AND PROPER SEPARATION:** The Transfer Station is operated as a service to its citizen and will therefore only accept refuse generated within its corporate limits. The City reserves the right to investigate and examine all vehicles entering the site. If it is determined that materials have been deposited which do not originate within Norwalk but rather have been transported from outside sources, collector or hauler shall have his license subject to revocation.

- 3) Vehicles containing mixed loads of acceptable and unacceptable waste shall have the entire load rejected.
- 4) Any collection vehicle operator licensed under the Norwalk Code who fails to comply with a request of authorized Transfer Station personnel to discharge on the tipping floor for the purpose of inspecting the contents of the vehicle, and who subsequently leaves the Transfer Station without discharging the contents, shall be subject to revocation or suspension of his license as outlined within Chapter 94 of the Norwalk Code and these rules and regulations.
- 5) Yard waste delivered by a private collector or hauler will not be accepted unless suitably cut into sections less than four (4) feet. All yard waste shall be deposited at the Yard Debris Site for recycling.
- 6) All lumber must be reduced in size with a maximum width of six (6) inches and a length of four (4) feet.
- 7) All materials i.e., all floor coverings and furniture shall be reduced in size to a length of four (4) feet.
- 8) Wooden pallets shall be dismantled or broken into pieces prior to discharge at the compactor hoppers.
- 9) The City reserves the option to prohibit disposal of specific materials not listed in these regulations which have been determined to be harmful to the compaction equipment and/or final disposal facility during disposal operations.
- 10) The vehicle operator must adhere to the directions of the compactor operators at all times. Failure to do so may result in suspension of license.
- 11) Any license holder who is found to be guilty of illegally dumping at or around the site of the Solid Waste Transfer Station and/or the Yard Debris Site during non-hours of operation shall have his license revoked and subject to whatever additional penalties the law may provide.