

To: Ernest Zmyslinski, Town Manager
From: Don Ouellette, P.E.
DPW Director

Update # 3

Date of Report: February 28, 2020

Period Covered: January 29, 2020 to February 28, 2020

Re: Items of Interest

1) **Capital Plan**

We are working on a five-year plan. I have had initial discussions with the sewer department and the town engineer. I will be talking to the Gas Company and Kent County Water as well in January to make sure that all of Town's and their projects are coordinated (No Change)

2) **Solid Waste Initiatives**

We need to upgrade our facilities and determine the long-range process. Are we going to operate as a municipal facility or are we going to sub-contract out or some sort of mix? We have a new proposal from MEGA that is being evaluated. We have added two new cardboard containers that are covered. Joe Cabral built two new ramps to make it easier for the public to throw away cardboard. He did a great Job. In the near future we will get a container to collect mixed recycling from multi-unit apartments.

3) **Highway Maintenance.**

This time of year, we are limited to pothole repair. These repairs currently are temporary in nature. As we progress, we will develop the capability to do permanent repairs during winter weather permitting. We have received approval to purchase an asphalt reclaimer.

5) **Drainage CDBG**

Reviewing the proposal (No Change)

6) **Pavement Management Proposal**

BETA engineering 30-35k to do the study. Also called VHB: both firms are very good at this. This is an extremely valuable tool. They will do a complete analysis of every road and detail an appropriate pavement management plan to upgrade your entire pavement. Done properly, a pavement management program will save the town significant money and help to improve your pavement town wide. This program is updatable. (No Change)

7) **Personnel Update**

We have some significant personnel shortfalls. The 29 budgeted employees this department is short one mechanic, four laborers and one out on Workmen's Comp., one vacant maintenance labor with the second maintenance laborer posting out, one Mason, and one driver on Workmen's

Comp. That adds up to 11/29 employee that are not present or 38% of the DPW workforce. (No Change)

8) **Vehicle Replacement Program**

Draft proposal is ready. Currently staffing it internally. There will be two proposals one which replacing trash collection vehicles and the second removing those vehicles. (No Change)

9) **Cemetery Maintenance**

I met with Maureen Buffi from the Rhode Island advisory commission on historic cemeteries to lay foundation for future work on the pounds 28 listed cemeteries. We talked about possibly setting up a work date in April or maybe two to a joint workday with Coventry. It was a productive meeting. The DPW has clean-up 6 Cemeteries.

10) **Salt Shed**

This was approved by Town Council and I am currently working with Kristen to start procurement. With some luck we will construct this shed in May

11) **Winter Operations**

We are now using straight salt. Completed a winter SOP

12) **Side Walks**

I will be doing a condition survey of the sidewalks over the next couple of months. I will also see what other town do about maintenance.

13) **Fox Run Drainage**

This is still being evaluated. The flow though the yard cannot be resolved by the DPW. Property) The catch basin in the street is not flowing correctly. We need warmer weather to evaluate. Is the structure free of debris and is there a functioning drainpipe?

14) **New London Drainage**

I have looked at several old borings and talk to Jim Geremia about ledge. It appears we may encounter a little ledge but most of the digging will be easy. The estimate for this project is \$42,000 and the project has been approved by the Town Counsel. We expect to start construction March 16, 2020.

15) **Factory Street Playground**

Signs are up, wood chips raked, and speed bump is in. Major work will be scheduled for late April once the design is agreed upon. We have purchased 90 tons of new wood chips and will be placing them though-out the town soon

16) **Tree Removal behind the Veteran's Park**

Completed

17) **Town Wide Street Sweeping**

This work will begin March 2, 2020 and continue until completed.

18) **Future Focus**

- Winter operations and planning for the spring summer months
- Developing a safety program
- Developing a capital plan