

## **Department of Public Works Action Committee Frequently Asked Questions**

### **Q1. What is the purpose of the DPW Action Committee?**

The DPW Action Committee has been charged by the Board of Selectmen to help research, communicate, and support the Town in its preparation to bring to referendum, a proposal for an upgraded DPW facility. The focus is specific to the facility remaining at the current Old Colchester Road location.

### **Q2. What is the goal of the DPW Action Committee?**

To evaluate the viability of upgrading the DPW facility at Old Colchester Road.

### **Q3. What is the intended outcome of the work performed by the DPW Action Committee?**

A process that includes updating any cost estimates and schematics, and bring to the Board of Selectmen a proposal that would be voted on by Town of Hebron residents at a communitywide referendum in 2025.

### **Q4. Is the DPW Action Committee considering building a new complex at the Horton Property adjacent to Kinney Road?**

No. The Committee is focused on options at the current DPW site on Old Colchester Road.

### **Q5. Why is Old Colchester Road the sole focus?**

When asked for a preferred site, 69% of respondents to the Summer 2023 community survey selected the current facility location. The results gave the DPW Action Committee a clear charge to provide, if feasible, a proposal for reconstructing or expanding the current site to suit the needs of the DPW.

### **Q6. Will the Committee consider separate locations for some or all of the DPW's needs such as administration offices, vehicle storage, maintenance, break room, sleep and shower station, salt storage and cleaning facilities?**

Not at this time. The Committee's goal is to pursue an option where the DPW department can maintain full scope of operations at a single location.

### **Q7. Is there currently enough space at the Old Colchester Road location to support a previous analysis conducted by Nathan L. Jacobsen and Associates and BL Companies?**

The original analysis was conducted approximately ten years ago and requires further information, including an updated operational needs assessment, in order to enter a new design phase. There are space constraints evident when comparing to the original analysis and the Town is currently exploring an adjacent property owned by Eversource to solve. Any purchase of property would need to be approved by Town residents.

**Q8. Can the Old Colchester Road site be constructed without the purchase of additional land?**

While it is possible, the Town would have to compromise on something at that site. The Transfer Station currently located at the property would need to be reduced, removed or relocated. The Town would seek public input in that scenario and determine if sacrificing the current system is acceptable. To deliver the full scope of Transfer Station services, other options would be explored.

**Q9. Why would the Town need to purchase additional land for the Old Colchester Road site when we own acreage across the street?**

The land across the street from the current DPW facility was purchased with Open Space funds and therefore cannot be used for construction of any portion of the DPW facility.

**Q10. Why can't the current DPW complex simply be repaired?**

Substantial upgrades are needed, and a quick fix will not solve the array of safety hazards and facility shortfalls. The current age and condition of the buildings do not allow for adequate repair or renovation. The buildings are beyond their useful life.

**Q11. What are the responsibilities of the Hebron Department of Public Works?**

Please refer to the document titled, "Hebron Public Works Responsibilities"(attached) for information on services performed by the DPW for the overall benefit of the Town and its residents.

**Q12. What is the latest status of progress on the DPW Project?**

On April 25th, a meeting was held to review the conceptual building and site requirements for a new DPW facility with Town Staff, BL Companies, and Nathan Jacobsen Associates all in attendance. As a result of that meeting, a formal design proposal will be issued by the Architect and Engineer during the first week of May. A majority of the discussion dealt with how to phase the construction that will minimize the disruption of Town services while maintaining a productive and safe working environment for DPW personnel and visiting Town residents.

**Q13. What is the status of the Town's exploration into the Eversource property adjacent to the DPW location?**

An appraisal of the adjacent Eversource property was requested, has been received, and is currently being evaluated.

**Q14. What process would be utilized to be sure that the space requirements and building layouts for a new DPW are appropriate and that they adequately address all daily operations in an efficient and cost-effective manner?**

The Committee has received a detailed list of operations and space requirements from the DPW that will need to be required to be incorporated into a new facility. However, at some point in the future, the Committee will be selecting and engaging an architectural firm that has extensive knowledge and experience in constructing public works facilities in the state. One of their many responsibilities will be to evaluate the space requirements for the various buildings, but also making sure that the interior layout affords an efficient process for the various work tasks to be accomplished. But just as important, they will be sure that the overall site layout of the buildings, operations, parking and driveways, etc. are planned to also provide the highest efficiency.

**Q15. At a recent DPW Action Committee meeting, there seemed to be some discussion that the Committee would evaluate the viability and costs of developing an undisclosed site as a future DPW facility. Is this correct?**

No. The Board of Selectmen's charge to the DPW Action Committee was very specific in that the Committee's total focus is on evaluating the Old Colchester Road site as the potential future home for a new DPW facility. In addition, the Board of Selectmen directed that the Committee explore every possible avenue and to "think outside the box" to make that goal come to fruition.

**Q16. What is an "RFQ"?**

In the context of the work that the DPW Action Committee is doing, the acronym "RFQ" stands for "Request for Qualifications".

In general terms a request for qualifications is a detailed document that is issued by companies, firms, corporations, towns, and municipalities, etc. It is issued when they are seeking to procure goods, services, or commodities. The written narrative not only explains what the specific need is, but also provides specific information as to background information, what is expected of the provider, when it is expected and how long the commitment could last.

The objective of the RFQ written submission by firms is that they are attempting to demonstrate that they have the knowledge, experience and the personnel that make them eminently qualified to be considered by the Committee.

In reviewing the RFQ's, the Committee will have a pre-established scoring matrix that committee members will use to independently evaluate, grade and score the submissions.

**Q17: What is an "RFP"?**

In the context of the work that the DPW Action Committee is doing, the acronym "RFP" stands for "Request for Proposals."

**Q18: How do RPQs and RFPs apply to the work the committee is undertaking?**

In regard to the Committee, the need that they are seeking to fill is to ultimately procure the design service from a full-service Architectural firm for the new DPW facility on Old Colchester Road.

Although, the DPWAC received a design proposal from one of the towns' on-call architectural firms, the Committee feels that it would be in the best interest of the Town to solicit other proposals.

As a result, the Committee is currently drafting a lengthy Request for Qualifications which will, at a minimum, explain the current conditions of the DPW facility, what the needs will be for a new facility, the anticipated overall schedule, the documentation or "deliverables" that will be required by the Designers to provide throughout the entire process.

**Q19: What happens after the Committee reviews the RFQs?**

Those firms that are deemed to be being qualified, would be requested to submit a second document that is called a Request for Proposal. This submission would define what the architectural firm's lump sum proposal would be to conduct the work from beginning to the end of the project.

Before any final decision would be made by the Committee, all qualified firms would be required to provide a formal presentation before the committee and other appropriate stakeholders.

**Q20: Why is the Hebron DPW Action Committee recommending that the Old Colchester Road site be closed to public access during the construction of the replacement facility?**

The primary reason is safety; secondarily there will be a significant cost saving.

During the construction of the new facility at Old Colchester Road there will be heavy machinery movements, demolition of old buildings, deep excavations, movement of hazardous materials and general site regrading. It will not be practical to have safe access to the site by anyone other than construction employees during demolition and reconstruction.

In addition, any phased construction to keep part of the site open for waste and recycling disposal would greatly increase the cost of the project.

**Q21: How will I dispose of my household waste and recycling if the Transfer Station is closed?**

The Board of Selectmen is currently exploring curb-side pickup for all residents of trash and recycling. Evaluation of options and costs are being reviewed and more information will be provided to the public as soon as available.

**Q22: How will I dispose of bulky waste, spent oil and electronics?**

The Town will periodically provide the opportunity to dispose of such items in a similar way to the program to dispose of Hazardous Waste. A temporary location will be provided. This location may vary from time to time.

**Q23: Will the change to curb-side pick-up be permanent?**

It will be for the Board of Selectmen to decide if they want the change to be permanent.

A permanent change to residential collection would enable the configuration of the Old Colchester Road site to be changed. It would provide more working space for vehicle movement, and likely reduce construction costs and provide a better, safer and more efficient working environment for DPW workers into the future.

**Q24: Why can't a temporary Transfer Station be set up elsewhere on a town owned property, such as the Horton/Kinney Road land?**

The State requires full permitting for the creation of a Transfer Station, even a temporary one.

This is a time consuming, and therefore costly process of many steps. It would cost the taxpayers additional money. In addition, there are no locations for such a facility that have not already been ruled out for various reasons.

**Q25: Why can't the Open Space land across from the Transfer Station be used?**

The land across from the Transfer Station was purchased as Open Space can only be used for passive recreation. It can't be used for other purposes.

**Q26: Why is the DPW Action Committee recommending that the DPW trucks be temporarily relocated during the construction of the replacement facility?**

For the same reasons that it would be unsafe for the public to be using the site while reconstruction takes place.

It would be unsafe for DPW workers to continue working at the site while buildings are being demolished and reconstructed.

A further consideration is again cost. To attempt a phased construction with hybrid working would greatly extend the period of reconstruction and inevitably increase costs to the taxpayers.

**Q27: Why was Burnt Hill Park being discussed as a temporary location at the Board of Selectmen meeting on September 12<sup>th</sup> 2024? Why not some other town owned facility, such as the North End fire station (or any other location)?**

This is one solution offered, but no decisions have been made yet, and all parties will have to make accommodations for the project to succeed. Relocation of equipment will likely fall primarily to Town staff. Trucks could be placed in several locations.

There is no consideration of using Burnt Hill Park as a temporary transfer station for household waste. The discussion was only over the location of garaging and maintenance for the DPW trucks.

The Town does need to continue to use its fleet of trucks throughout the reconstruction period. These trucks do need to be maintained on a regular basis. The facilities at Burnt Hill Park have the capacity for maintaining the DPW trucks. It is not just a matter of parking the trucks. They also need to be maintained, plows fitted and similar on a regular basis.

**Q28: What are some of the other facilities in town now being considered as a temporary location during construction of the DPW site?**

There are several locations that are now being vetted by the town, including the concept of distributing functions and equipment over several locations. As more information becomes available, we will present it here.

**Q29: Have there been any Updates on Alternate Temporary Locations?**

At the end of 2024 potential temporary locations for DPW operations during construction are being compiled, and include the Lions fairgrounds for truck parking, Burnt Hill Operations Building/Firehouse #2 for office space, and the Burnt Hill operations building for the mechanics' work area and routine repair work. Items still to be resolved include temporary equipment storage locations, refueling station, and the animal pound.

**Q30: What was determined about curbside pickup for residential waste?**

During the meeting of the Board of Selectmen on January 2nd, 2025 it was determined that the services of the Transfer Station will be retained and incorporated into the design of the new facility at Old Colchester Road.

The Transfer Station, however, will be closed during construction. The Town is exploring alternative arrangements for all suspended services, including trash and recycling. Temporary curbside pickup for all residents during that time for trash and recycling is the preferred option.

**Q31 What is the status of the RFQ process?**

The RFQ was published in December, 2024, and is available for inspection **here**:

<https://hebronct.com/bids/>

The deadline for the RFQ response was January 3rd, 2025.

Eleven firms responded. Nine of these architectural firms attended a pre-bid DPW walkthrough on December 19th.

**Q 32: What happened to the RFQ submissions received?**

The Request for Qualifications is an opportunity for a firm to demonstrate that they are well qualified to undertake a project of this type and scale. The DPW Action Committee undertook a detailed and extensive review, and individual scoring, of the 11 firms that responded. The Committee selected the highest scoring four firms to form a shortlist.

The Committee will invite these four firms to participate in individual interview sessions in February. Committee members have already prepared supplementary questions to these firms to expand on their initial submissions at that time.

The next step will be a request for an RFP from the selected firms. An RFP is a Request for Proposal, or a request for priced bids to complete the design stage of the project.

***Additional questions and answers will be added to this document as DPW Action Committee work progresses and new information becomes available.***

## Hebron Public Works Responsibilities

- Road Maintenance:
  - Catch Basins (clearing tops to allow proper drainage, replacing catch basins that are damaged, emptying catch basins every year is done by a contractor that we schedule)
  - Sink Hole repair
  - Washouts of roadway
  - Driveway aprons (when paving projects have changed the height of driveway aprons or have left driveway aprons damaged)
  - Paving of roadways
  - Traffic Control
  - Line Striping (we will hire contractor for roadways)
    - Public Works does parking lots and stop bars
  - Pothole patching (cold patch and hot patch)
  - Street Sweeping ( State does the state roads)
  - Stop sign and Road sign replacement and repair
  - Drainage
    - Ditch work, bridge repair, flooding of roadways, piping, beaver dam
  - Curb repair
  - Roadside and Vegetation Mowing: assist residents, Town land, and sight line issues
  - Repair lawns and mailboxes due to plow damage
  - Pick up litter along streets
- Tree Maintenance
  - Tree removal (unless on wires)
    - Dead Trees, Hazardous trees (all in ROW), fallen trees into roadway
    - Contractors are hired to remove trees on wires
  - Tree trimming
    - For sight line issues, low hanging branches
  - Respond to all resident concerns with trees (Town Tree Warden and Town Deputy Tree Warden)
- Sewer
  - While WPCA is not part of our department, we assist in responding to sewer calls, reading the meters, responding to resident concerns with water and sewer issues, schedule maintenance on all generators and pump stations, emergency respond to issues at pump stations and generators, fuel up generators, billing and payments to vendors

- Weather Response
  - Winter
    - Snow plowing of roadways and Town parking lots (also helps Hebron Schools parking lots), treating roadways (salt and sand), mailbox replacement when damaged by plows, tree removal, ice removal, block off roads for closures
    - Respond to all resident concerns
  - Hurricanes & Heavy Rain Storms
    - Tree removal, cleanup of roadways from debris, flooding, block off roads for closures
    - Respond to all resident concerns
- Vehicle Maintenance
  - Equipment and vehicle maintenance of all Town departments including:
    - Senior Center (buses and cars), Police (cars), Hebron Schools (pick up truck), Parks & Rec (larger equipment), Public Works (plow trucks, pickup trucks, loaders, backhoe, tractor, chainsaws, curb machine, compactor and container maintenance, sweeper)
- Transfer Station/ Recycling Center
  - Attendants handle money and fees for items that are not considered household trash
  - Trash compactor maintenance and emptying of containers
  - Container hauling to proper facilities for recycling, bulky, and MSW
  - Assist residents with proper disposal
  - Waste removal: proper removal and testing of substances (oil)
  - Landfill monitoring
- Building Maintenance
  - Building fuel shack, roof maintenance, light building maintenance
- Town Events
  - Support local PD during Town events, assist in road closures, assist in clean up, put up event signs, change banners
- Other Department Assistance
  - Review all subdivision and proposed new town roads
  - Parks and Rec: Park clean up and trails
  - Police Department: road closures in response to emergency events
  - Fire Department: Support during emergency fires
  - WPCA: Assists in all response calls and sewer issues
  - Town Hall: Moving/removing equipment/ furniture, parking lots
  - Grant writing, as grant opportunities become available
- Keep Town compliant with Storm Water Phase II – Federal Mandate
- Office duties
  - Answering, directing and responding to resident concerns, billing and payments with all vendors, invoice filing, salt orders, equipment orders, sign replacement orders, fuel reports, create fuel keys for departments, order gas and diesel fuel, transfer station deposits, preparing budget, quarterly and annual reports for transfer station, contacting State when necessary, payroll