

City of Bristol
Board of Public Works
Meeting Minutes for
January 15, 2026
With Zoom Access

Members Present: Mayor Ellen Zoppo-Sassu
Council Member Greg Hahn
Council Member Steve Seymour
Council Member Eric Rosengren
Commissioner David Hartley
Commissioner Frank Stawski

Staff Present: Raymond Rogozinski, P.E., Director of Public Works

Absent: Commissioner Michael Dumas

1. Call to Order
2. Approval of Minutes

Mayor Zoppo-Sassu, asked for corrections of her name and a resident's name in the minutes on page 4.

MOTION: made by Commissioner Stawski and seconded by Council Member Seymour to accept with corrections made and place on file. Motion passed.

3. Public Participation

None

4. Employee Recognition

- a. Employee Anniversaries

Anniversaries were reviewed with the board.

5. Division Reports

- a. Division Reports

Mayor Zoppo-Sassu noted that Wolcott Street should be 2026 completion date. The senior parking lot should be started in the spring of 2026 pending the approval of the budget. She also noted the reference to the lack of the senior tech at the libraries, which was eliminated in the budget process last year, which has added and shifted duties onto our building maintenance staff. She stated that Deb Prozzo will be asking to restore that position and hopefully alleviate the public works staff. There was reference to something regarding Bagela Asphalt plant and Ray was asked to explain what this was.

Raymond Rogozinski, P.E., Director of Public works explained it's a stationary machine that's used to fill up hot boxes, which you see the trucks pulling on a trailer.

MOTION: made by Commissioner Stawski and seconded by Council Member Seymour to accept as presented and place on file. Motion passed

Commissioner Stawski asked about the card room at the Beals Center regarding the project cost of over 2 million dollars.

Mayor Zoppo-Sassu, stated that is for the BBHD project. They are moving out of their offices to the north side where the pre-school was. She stated she had a conversation with the health district Director and told him that there will be no change orders and anything that is extra to this project, he will have to pay for it out of his extensive fund balance. I will defer to Commissioner Hartley because I asked him to be the liaison to that project.

Commissioner Hartley stated himself, Ray and the purchasing director met with the health director and his second in command and walked thru the process. It was explained what submittal was, what a change order and RFI was and then reviewed the bids. It does appear that all bids received were close to the same amounts.

Mayor Zoppo-Sassu stated in November she held this project due to the cost. There is electrical, lighting, there's also going to be a kitchen installed.

Commissioner Hartley stated all the bathrooms are the original preschool toilets. There is some significant work. The school was built very similar to Edgewood with all the underground tunnels running around it.

Commissioner Stawski, stated that he was the chairman of the last rehabilitation of the senior center committee and stated all the heating, air condition and plumbing was all redone then.

Commissioner Hartley stated the building looks tired and it is for the greater good, the seniors will get a contiguous space.

Mayor Zoppo-Sassu stated the reason she halted the project was because of the price tag and trying to understand the scope, which Ray walked me through. She stated they had some conversations at the Bristol Burlington Health District about their responsibilities. Their philosophy in the beginning was, we are a tenant and this is what we want. She stated that once I got further into the project and through health district discussions and seeing they are carrying a \$2.7 million fund balance which is 50% of their operating costs, is when I decided that they will pay for anything associated with this project. They also do pay rent, so there is a lease that actually is coming due and will have to renegotiate. They will have a larger footprint with a nicer space so that is something about that. I think we are in good shape and do not want to set the health district up for failure, which is why I asked Commissioner Hartley to assist them. We are going to do what we can to keep this project online. The good news is that the older hallway is then going to be given over to Jason Kruger and his staff, who already have a programming plan about what they can do there which will benefit the membership.

Raymond Rogozinski, P.E., Director of Public Works, stated that there were a large number of bids that were all within the same range, which is indicative of their pricing the work the way it should be. We had a budget prepared at the very beginning of the project and the cost is what we anticipated it to be.

MOTION: made by Commissioner Hartley and seconded by Council member Seymour to accept as presented and place on file. Motion passed.

MOTION: made by Commissioner Hartley and Seconded by Commissioner Stawski to move item # 8A on the agenda. Motion passed.

8. New Business

a. DPW Budget

Mayor Zoppo-Sassu asked about the aesthetics of the Main Street Bridge, cameras for the parking garages, and work with some of the downtown intersections and roadways. She said we may be able to take those monies and apply to the tax increment funding account to fund those items instead of them coming out of the public works budget. She

wants to review with Ray to look at those items and maybe assign those dollars elsewhere. Also, to talk to Justin with that account and if we work with the railroad, we can rehab the bridge, but use TIF funding to do it. She stated she wants to preserve the option of moving some of those downtown related projects to TIF fund and then we could take those public works potential dollars and move them to other projects. She spoke about the AI subscriptions mentioned in the budget and stated they just had a meeting with a vendor that would provide some of these services citywide and that public works is one of the larger departments that would use it. She explained what the system does and how it would reduce phone calls and help as an auto attendant for off hours, but that would be something that the IT department would pay for and then public works wouldn't have to. The other question raised was the 5.2 million storage building that was listed and what it was for.

Raymond Rogozinski, P.E., Director of Public Works, explained that is to replace the Quonset Hut in the public works facility on the west side outside of fleet. The building in the budget is larger and at one point it was to accommodate the police department, so if the police does end up joining the space with animal control that 5.2 million can be reduced.

Mayor Zoppo-Sassu, asked if the police, animal control and the PW Quonset hut could be all in one area.

Raymond Rogozinski, P.E., Director of Public Works, stated that is something we can look at that.

Mayor Zoppo-Sassu stated that we have a \$6.5 million project and a \$5.2 million project and if space allows, I think we could add that to the list and see if it could work.

Mayor Zoppo-Sassu, stated that there is still money left on the bond for this building that hasn't closed out yet. She stated, since we are not outfitting the swing space for parks and rec., and as the bond gets closed out, it could be reduced and we would save a little on interest. Do we have any potential substitute use for that space and could get it done with the funds left over in this bond, that we could take off this list and attach to that bonding money which could reduce your budget out of the buildings and projects?

Raymond Rogozinski, P.E., Director of Public Works stated one of them would be the cameras for the meadow street parking garage that could be part of this bond. There is also something on the equipment list for the garages for snow removal.

Mayor Zoppo-Sassu stated that the camera issue could also fall under TIF, especially for the downtown garage. The Meadow Street would be the second priority for the building bond. From a budget standpoint if everyone is comfortable with as presented and understanding that the director still has the opportunity to tweak it, we will present to the comptroller's office and do a presentation to the board of finance. At that point anyone from the board can come for support.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski, that the Board of Public Works forward the FY26-27 Public Works Department Operating Budget proposal in the amount of \$11,753,565 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski, that the Board of Public Works forward the FY2026-27 Solid Waste Disposal Fund proposed budget in the amount of \$1,980,575 presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, stated that he wanted to say that the biggest increase comes from the recycling size. We are still locked into the contract until 2034 with real-world which gives us below market rate disposal for rubbish. We are budget more for recycling as it increased from \$80 a ton to \$105 a ton which is the biggest increases in the budget.

Mayor Zoppo-Sassu, stated We are having a meeting with the operating committee and the environment committee with the state legislature next week in order to discuss this escalating cost and the impact to the municipalities and hopefully there could be some state funding attached to this waste crisis we have been in for so many years now.

MOTION: made by Council Member Seymour and seconded by Commissioner Stawski, that the Board of Public Works forward the FY26-27 Transfer Station Special Revenue Fund proposed budget in the amount of \$949,485 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

MOTION: made by Council Member Seymour and seconded by Commissioner Stawski, that the Board of Public Works forward the 2026-27 Capital Improvement Projects proposed budget in the amount of \$7,815,000 for DPW CIP project. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the mayor. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, stated that public works has categories of projects, bridges and culverts and the committee should be aware that there are funding programs for various projects. He reviewed the projects and how much funding goes to each one and how much the city cost would be. The biggest is the police complex which has two phases. The first is the HVAC and the other is structural concerns with the parking garage. Anything over \$100,000 would be a capital project. We also need to update our plan of development periodically and that will be \$250,000 to do that.

Council Member Seymour stated that for the Manross roof, they only had two estimates submitted, so he requested two more to be done. He asked if it is worth repairing the police department based on the total cost versus a new building.

Raymond Rogozinski, P.E., Director of Public Works, stated that a new building is about 65 - 70 million, a renovation would be 45-50 million.

Mayor Zoppo-Sassu stated they do have the swing space they are using that was the former courthouse and city hall during the transition of this building. They do not have a space problem. The aesthetic issue can be worked on. The boilers being let to get 40 years old is on us and they need to be replaced. This is government row and I feel it's important to stay that. I don't think the parking garage is unsalvageable. I am willing to do the investment here, and from an aesthetic point of the 135 people that work there, 122 of them are not in the building.

Commission Hartley, stated the old steam boilers are obsolete. We have had conversations about converting the building to hot water, which would be an engineering choice. Hopefully we get through the winter. I agree with the mayor we do not have a space problem we have a building skeletal problem.

Mayor Zoppo-Sassu asked about the \$10,000 item for Colliers and what that was for.

Raymond Rogozinski P.E. Director of public works, stated we were asking for various potential options and were asking Collier to do a proposal on that. The \$10,000 would not move forward.

MOTION: made by Commissioner Stawski and seconded by Commissioner Hartley, that the Board of Public Works forward the FY26-27 Fleet Capital proposed budget in the amount of \$1,190,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

Mayor Zoppo -Sassu stated that we are entering conversations with West Cemetery to take it back. It is a city cemetery, but it has been managed for the last 70 years by the West Cemetery Association as a non-profit, including the chapel. They are asking for some assistance to have a long-term sustainability plan so it looks like it may come back to us. It would be assigned most likely to the parks/rec & community services building maintenance crew, with assistance from public works and assistance with arts & culture because that is a revenue potential with those buildings. It may not have a budget impact for public works, but they do operate in the black, and there is revenue that comes in, grants and perpetual care funds that would be transferred. We would not transfer in employees. This is also good winter work for the parks & rec maintenance division. There is also equipment that would enter into our fleet one of which is a brand-new Kubota.

Raymond Rogozinski, P.E., Director of Public Works, stated that he sees the operation guys every morning and this

is the biggest issue for them. Over the last 4-5 years we have started purchasing used surplus equipment that has saved the city money. But buying used through auction isn't the answer. We are looking at a \$1.9 million dollar budget which is a significant investment for the city.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski, that the Board of Public Works forward the FY26-27 City Building Fund proposed budget in the amount of \$285,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

Mayor Zoppo-Sassu, stated that as previously discussed on the building committee list, the cameras I believe that can be paid elsewhere. She asked for more information on the 296 Riverside Avenue roof system repairs and the decommissioning of firehouse 3 and repairing the doors.

Raymond Rogozinski, P.E., Director of Public Works, stated it is the doors is at the Mix Street firehouse.

Mayor Zoppo-Sassu, asked if we are sending it to cert team or the real estate committee.

Raymond Rogozinski, P.E., Director of Public Works, stated that he feels Cert has enough space in the 2nd floor pd complex. He stated that other potential users should be evaluated or it should go to the real estate committee for the private sector.

Mayor Zoppo-Sassu, stated she agrees with that, the new firehouse isn't going to be occupied until the end of February, but that doesn't mean we can't start the process of which cert can participate. I would like to see the public works board send a referral to the real estate committee and Corp counsel. As a courtesy I will bring it up to the fire board next week that the decommission of firehouse 3 commence by sending it to the real estate committee to gauge public interest for purchase.

Commissioner Hartley stated he thought the overall plan was that was going to be record storage.

Raymond Rogozinski, P.E., Director of Public Works, stated that he suggested that but didn't get support for it, but we did have a records storage approval for the pd building.

Mayor Zoppo-Sassu, stated that we need to move toward the digitization of all of our records. From a space perspective it's easier access and better for public transparency however, we are still required by law to maintain hard copies of specific records. A lot of what city clerk does go to Iron Mountain. A secondary permanent record storage downstairs is not a bad idea. She stated if we could do anything with record retention process with the remaining bond money, that would be a great use.

Raymond Rogozinski, P.E., Director of Public Works, stated that big picture-wise, we shouldn't use city hall space for storage if we could store them somewhere else.

Mayor Zoppo-Sassu, stated that if something happened to this building and our backup records storage was here, it would be problematic. Is there a future use of another municipal function that could go there?

Raymond Rogozinski, P.E., Director of Public Works, stated there always seems one comes up at some point.

MOTION: made by Commissioner Hartley and seconded by Council Member Seymour to refer the decommissioning of former firehouse #3 and send a referral to the real estate committee and Corp counsel for preparation for sale or reuse and a courtesy copy to cert and the Fire Marshal. Motion passed.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski, that the Board of Public Works forward the FY26-27 Major Road Improvement Fund proposed budget in the amount of \$6,352,024 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor. Motion passed.

Raymond Rogozinski, P.E., Director of Public works, stated we have a very robust program and it is highly funded from the state. The state offers two major grants to us. One component of the budget was \$200,000 of city money, which directly impacts taxes, I am proposing to take that down to \$100,000 as there is not that much difference from \$200,000, but having the component of city funds is helpful as there are grant restrictions.

Mayor Zoppo-Sassu, stated we have new items that came after the packet was published. The first on is the request for waiver of city ordinance 21-51 driveway distance to adjacent parcel. This, via a meeting we had with the priest and parish council members from St Anthony and St Ann's who are interested in selling the rectory that is next to St Ann's church and we need to help them with some housekeeping items to help this go smoothly. This is the driveway width and location.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to approve the waiver request of City Ordinance 21-51 by Saint Ann's Church for the proposed lot identified as 67-1 (southeast corner of lot 67) located along West St (CT Route 69), reducing the distance from the driveway to the adjacent lot and radius along West St from 3 ft to 0.5 ft. Said approval shall be contingent on grading driveway to limit runoff to the adjacent lot. The waiver is only applicable to the area within the City's right of way. Motion passed.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawki to approve the board of finance request form for \$77,423.00 for transferring into DPW admin for professional fees, engineering professional fees, part time wages and engine repairs. Motion passed.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to approve the board of finance request for \$7,000.00 to transfer into the natural gas line item. Motion passed.

6 Public Works Project Lists

a. BldgComm Project List

MOTION: made by Commissioner Hartley and seconded by Council Member Seymour to accept as presented and place on file. Motion passed.

7 Director's Report

a. Directors Report

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report with the board. He stated that staffing is still a challenge. We are trying to move forward with hiring a mechanic without a CDL as we are down two mechanic helpers and one mechanic in fleet. He mentioned in snow ops that salt is the biggest cost and another item about how we handle sidewalks. He stated that we are always looking at way to keep trucks off Memorial Boulevard and had engineering contacting various apps like google maps and map-quest, and is in process of being contacted on how to add to the directions for trucks to avoid the boulevard.

Mayor Zoppo-Sassu, asked about the mechanics CLD to offer to pay for their training, in the report it was noted that it requires HR approval, wouldn't it be the board's approval.

Raymond Rogozinski, P.E., Director of Public Works, stated it would be multiple approvals, HR would ultimately be an MOU. Without the Board of Public Works support it wouldn't be moved upon. Discussion was had with the union president and they indicated they supported it. Management has the right to do it, but would ultimately have to negotiate it afterwards,

Mayor Zoppo-Sassu, stated, I feel strongly that we direct the department and we tell them what we are doing and them to facilitate an MOU.

Raymond Rogozinski, P.E., Director of Public Works, stated that if the board of public works approved it, it adds more weight to it.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to endorse the concept for mechanics CLD contingency plan that public works would pay for the training in order to attract candidates. Training cost is approximate \$3,400.00. Motion passed.

Mayor Zoppo-Sassu asked if the staff submitted revised Shrub Road to NVCOG this week

Raymond Rogozinski, P.E., Director of Public Works, stated, it's up to the consultant, who stated it should be done by next week.

Mayor Zoppo-Sassu, stated that the police are looking to offload the unshoveled sidewalk work to the public works staff. I just want the board to be aware of this, they would finish this season out and then discuss after the budget season.

Commissioner Hartley stated that the calls should not be for public works. Public Works in my mind should be friendly and approachable and I don't believe public works people should be knocking on people doors.

Mayor Zoppo-Sassu, stated we also don't have citation authority and I believe public works division are in storm response mode. I don't agree with this, but it is a continuous discussion point out of the police department. They are down 8 officers due to vacancies and 4 injured or on light duty. When people are saying they are not getting a response on unshoveled sidewalk complaint that's why. She stated that for the housing growth plan, I think we should let NVCOG do that and utilize the dues we pay them and just participate with the plan. We should use their staff as much as we can. The 2028 planning conservation and development is a big undertaking as well and it would make sense to have some of that duck tale with our strategic plan with the community engagement, because we have to do engagement with the strategic plan. She asked about the discussion on how we could potentially receive funding on utilities if we change an ordinance that is mentioned in the reports.

Raymond Rogozinski, P.E., Director of Public Works, stated he believes that came from Dave Oakes report and he would have to get more information on that.

Mayor Zoppo-Sassu, stated if we can get utilities to help with road patches and it only requires us to change our ordinance let's do it. We can keep it on the agenda until we hear back on this.

Commissioner Stawski asked if there was a plan to adjust the salary range for the mechanics if the CDL doesn't work. Salaries have gone up significantly for these positions.

Raymond Rogozinski, P.E., Director of Public Works, stated that we have talked about this. Our mechanic makes about \$35/hr. It always a challenge to support raises. We would have to get it up to the \$40/hr. range which is a big jump. The first step is trying to increase the pool with the CDL requirement and see what caliber mechanic we get. If increasing the pool with the CDL doesn't work, we will be back here talking about that.

Mayor Zoppo-Sassu stated that if the cdl does not work, then it would go to the salary commission and then to talk with 1338 about.

Commissioner Hartley stated that most mechanics working in typical dealerships don't get the overtime. The winter overtime did help people want to work for the DOT and the benefits. There is some tradeoff.

MOTION: made by Commissioner Hartley and seconded by Council Member Seymour to accept as presented as place on file.

8 New Business

b. Street Acceptance

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski, to forward a positive referral to the Planning Commission accepting the following roads: Village Street – fifty-feet in width and running from the west line of Silo Road from station right [25-feet] 16+74.94, in a westerly and northerly direction approximately

1,305.70 feet back to meet Silo Road again on its west side at station right [25-feet] 24+42.15 with all connecting curves and intersections as a public highway to be so named .Final road acceptance is contingent upon the Department of Public Works –Engineering Division acceptance and the filing of mylars on the City of Bristol City Clerk Land Records. Motion passed.

c. DPW Spring Paving 2026

The Spring paving list for 2026 was reviewed and discussed with the board. The list includes roads that Eversource will be doing.

Raymond Rogozinski, P.E., Director of Public Works, stated that this a preliminary list and could change due to issues or projects that come up.

Mayor Zoppo-Sassu asked, looking at the fall list, if the spring list wasn't completed, they would be moved to the fall list.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to accept as submitted and place on file. Motion passed.

Commissioner Hartley asked about Oakland Street, right past Rustic Terrace. The road is already sinking where Eversource paved over it during an emergency gas issue. It should be looked at.

Raymond Rogozinski, P.E., Director of Public Works, stated he will call Eversource regarding this tomorrow.

Mayor Zoppo-Sassu asked that Public Works streets division to cover the snow removal at the fire department ramps until they fill this position.

Raymond Rogozinski, P.E., Director of Public Works, stated that Public Works worked directly with Jay Kelly, and is not a problem for coverage.

9 Old Business

Mayor Zoppo-Sassu, stated that she did speak with the Arts and Culture board, who will be coming next week and meet with Dave Oakes for a walk thru of the building for areas to hang the art and how it will be hung.

10 Any other matter to come before said meeting

None

11 Adjournment

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to adjourn at 7:20 p.m. Motion passed.

Signature.

Raymond A. Rogozinski, P.E.
Director of Public Works

