



*City of Bristol
Board of Public Works
Join Zoom Meeting*

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*Meeting ID: 856 9311 2829
Passcode: 371239*

The regular Board of Public Works Meeting will be held on March 19, 2026, at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AMENDED AGENDA

1. Call to Order
2. Approval of Minutes
 - a. February Draft Minutes
3. Public Participation
4. Employee Recognition
 - a. Employee Anniversaries
5. Division Reports
 - a. Division Reports
6. Public Works Project Lists
 - a. Bldg Comm Project List
7. Director's Report
 - a. Directors Report
8. Old Business

9. New Business
 - a. Road Pave List and PCI
 - b. Fleet Lease
 - c. Asphalt Sidewalks
 - d. Recycling Cost
 - e. Mail Box Policy
10. Any other matter to come before said meeting
11. Adjournment

PER ORDER OF THE CHAIRPERSON
Ellen Zoppo-Sassu, Mayor

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

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

1. Call to Order

Mayor Ellen Zoppo-Sassu, Chair called the meeting to order at 6:00 p.m.

2. Approval of Minutes

a. January Draft Minutes

Commissioner Dumas Stated that he was not at the January Meeting.

MOTION: Made by Commissioner Hartley and seconded by Council Member Hahn to approve the meeting minutes with the corrections and place on file. Motion passed.

3. Public Participation

Mary Ann Sirois, 362 Shrub Road, addressed the Board regarding her issue with the ordinance concerning snow removal in pole barriers and bus shelters. They should be conscious that it is a difficult task. They could request that the property owner clear a pathway to the street for the bus stops and the bus shelters. I could see that. The property owner probably will do it. And then if the property owner can't do it, then the person or people that maintain the shelters should do that task.

Chairperson Zoppo-Sassu informed the resident that this testimony needs to go before the Ordinance Committee when they have their public hearing, because that is when changes and tweaks can be made.

Item 10a. was moved up

10. Communications

a. Robertson Street Mailbox

Nancy and John Lewis, 189 Robertson Street, mailbox was hit during the January 25th storm. A new mailbox was put up in late summer and it was taken down the wooden post and mailbox. I understand you reimburse \$75. We itemized everything and it comes to \$127.43. We are asking for the replacement cost.

Chairperson Zoppo-Sassu asked if the Mailbox was placed in the appropriate place.

Director Rogozinski confirmed that it was.

MOTION: Made by Council Member Hahn and seconded by Council Member Rosengren to reimburse them the \$127.43 for the mailbox. Motion passed.

MOTION: Made by Council Member Rosengren and seconded by Council Member Hahn to move up Items 9. New Business. Motion Passed.

9. New Business

a. DPW Snow Policy

Item a was not discussed.

b. DPW Fleet Dump Truck Loader

Director Rogozinski invited Fleet Manager Jim Divirgilio up to discuss the Loader.

Mr. Divirgilio discussed the issues with the old equipment and the inability to repair them due to parts being unavailable.

MOTION: Made by Council Member Hahn and seconded by Commissioner Stawski to approve revisions to the Department of Public Works' 2026-27 Fleet Capital Budget to add the procurement of a Volvo L90H2 Loader as the Department's number one fleet replacement priority at a cost of \$270,000. Said revision shall include a request to the Board of Finance to fund the loader prior to formal approval of the 2026-27 Budget. Board approval shall also include a request to the Purchasing Department to expedite procurement by utilizing Sourcewell Cooperative Contracts. Motion Passed.

MOTION: Made by Commissioner Hartley and seconded by Commissioner Stawski to approve the procurement of the dump truck in accordance with the memo to get expedited delivery. Motion Passed.

c. DPW Nipper Truck Bid Waiver

MOTION: Made by Council Member Hahn and seconded by Commissioner Stawski to approve the Department of Public Works request of a bid waiver to purchase a vacuum litter collection truck Model DCL500SM manufactured by ODB Inc. from Sanitary Equipment Co. Inc., in the amount of \$225,000, being funded by the Nipper Fund which comes to us from the state. Motion Passed.

MOTION: Made by Council Member Rosengren and seconded by Commissioner Stawski to authorize the Director of Public Works to write a letter to the Board of Finance outlining our support of the waiver and why, under our signature to be presented to the Board of Finance on the February 24th meeting. Motion Passed.

The Board continued with the agenda moving back up to Item 4. Employee Recognition.

4. Employee Recognition

a. Employee Anniversaries

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

5. Division Reports

b. Division Reports

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

6. Public Works Project Lists

a. BldgComm Project List

MOTION: Made by Council Member Hahn and seconded by Commissioner Stawski 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, requested as motion to support the hiring of a summer intern. He stated that grants funds are used to fund the position.

MOTION: Made by Commissioner Hartley and seconded by Council Member Seymour to approve the hiring of a summer intern in the Engineering Department. Motion passed.

Vacant positions were also discussed.

Commissioner Stawski suggested a special meeting or workshop to discuss the vacancies and moving forward.

Chairperson Zoppo-Sassu agreed on a workshop meeting with job descriptions and an org chart.

MOTION: Made by Council Member Rosengren and seconded by Council Member Seymour to accept as presented and place on file. Motion passed.

8. Old Business

None

9. New Business

d. BPW ESPN Ronzo Road Extension

MOTION: Made by Commissioner Hartley and seconded by Council Member Seymour to waive the reading of the motion and have it included in the minutes thereof. Motion passed.

MOTION: Made by Council Member Rosengren and seconded by Commissioner Stawski to approve action recommending City Council re-establishment of the following portion of Ronzo Road Extension as a City Street: Beginning at a point on the east side of Birch Street, at the southwest corner of the portion of Ronzo Road marks the point and place of beginning, thence running north along the Birch

Street – Streetline a distance of 75.01' at a bearing of N 00° 55' 29" W to a monument, thence along a curve to the right a distance of 23.56' with a radius of 15.00' and delta angle of 90° 00' 26" to another monument, thence turning and running along the Ronzo Street – Streetline a distance of 249.87' at a bearing of N 89° 02' 20" E to a monument, thence running along a curve having a radius of 460.00' a distance 260.46' intersecting with N/F ESPN's property line, thence turning south and running a distance of 60.00' at a bearing of S 31° 29' 42" W, thence turning and running along a curve having a radius of 400.00' a distance of 75.85' to a monument, thence running along another curve the left having a radius of 25.00' and a delta angle of 88° 01' 46" and an arc length of 38.41' to another monument, thence reversing its curve and running along a curve having a radius of 70.00' and a delta angle of 149° 23' 38" a distance of 182.52' to a monument, thence reversing it curve again to the left having a radius of 25.00' and a delta angle of 82° 56' 24" a distance of 36.19' to a monument thence turning and running along the street line a distance of 239.88' at a bearing of S 89° 02' 20" W to the point and place of beginning. Said approval shall be subject to the following:

1. ESPN Inc. removal of all fencing and associated apparatus located within the right of way.
2. ESPN shall be responsibility to mow an provide landscaping of the center island located within the cul-de-sac. The maintenance and repair of roadway pavement and curbing shall be the responsibility of the City of Bristol department of Public Works
3. Map indicating limits of right of way filled on City land records. Paved cul-de-sac shall be located within the proposed right of way.
4. ESPN shall remove snow and ice control on the section of roadway located east of the cul-de-sac shall. The sole purpose of referenced maintenance is for ESPN benefit, the city does not require the roadway section to be maintained and may grant ESPN Inc. authorization to remove the referenced roadway section subject to installing curbing along the paved cul-de-sac area.
5. Approval of the Water & Sewer Department (disposition of utilities and easements within roadway right of way)
6. ESPN Construction of handicap ramp at the southeast corner of the Ronzo Road and Birch St intersection along with interconnection to the sidewalks located on the southern side of Ronzo Road Extension.
7. Restore traffic signal at Birch St and Ronzo Road to full operation. The traffic signal is currently on flash and with the additional (opening) of Ronzo Road east of Birch St it is anticipated that the traffic signal need to be fully operational, with phase control on Ronzo Road, Birch St south of Ronzo Rd and pedestrian controls. Motion Passed.

e. BOF Request Form

MOTION: Made by Council Member Hahn and seconded by Council Member Seymour to approve the BOF transfer request. Motion Passed.

f. North Main Streetscape

MOTION: Made by Council Member Rosengren and seconded by Commissioner Hartley to forward a recommendation to City Council authorizing the Mayor to sign any and all documents associated with executing a change order to Contract 2C24-042 in the amount of \$200,000 with Martin Laviero Contracting Inc. Said change is to modify streetscape improvement on North Main St between the Post Office and PD Complex to provide additional parking. All surveying and engineering costs associated with the modifications will be provided by Carrier Construction at an estimated cost of between \$20,000 and \$22,000? Motion Passed.

g. City Bldg Space Reallocation Request

MOTION: Made by Commissioner Dumas and seconded by Council Member Seymour to approve the Police Department's request to designate the existing office located on the second floor of the PD Complex, northeast corner for use by the Police Peer Support Team. Motion passed.

Council Member Hahn notified the panel that we had skipped 9a.

a. DPW Snow Policy

MOTION: Made by Council Member Rosengren and seconded by Council Member Seymour to approve revisions and updates to the Department of Public Work's Snow Removal and Ice Control Policy as submitted effective February 19, 2026. Said approval shall include provisions for BOE staff to manage snow removal operations at BOE facilities utilizing contract services, funded by the City's DPW Snow Removal Program Contract Fee account. Motion Passed

10. Communications

a. Robertson Street Mailbox

Chairperson Zoppo-Sassu reminded the panel that we had already discussed and voted on 10a. moving to 10b.

b. Woodfield Road Mailbox

Director Rogozinski stated that the homeowners were unable to attend the meeting and would like it postponed until March.

Chairperson Zoppo-Sassu stated she wanted to discuss the matter in this meeting. Can we just offer them half?

Commissioner Dumas stated that he would like to discuss it now, \$400-\$500 is a lot of money. I agree of half as well.

Commissioner Hartley stated our policy is 40 years old and should be revisited, but we should offer them half.

Chairperson Zoppo-Sassu agreed the policy should be revisited and discussed at the workshop next month.

MOTION: Made by Commissioner Hartley and seconded by Council Member Seymour to offer the resident at 53 Woodfield Road 50% of the amount claimed. Motion Passed.

c. BPW Ordinance Amendments

MOTION: Made by Council Member Hahn and seconded by Council Member Rosengren to place on file. Motion Passed.

d. BPW Fire House Council Referral

No motion

11. Any other matter to come before said meeting

Council Member Hahn mentioned the resident at 130 Sheffield Lane, flooding in their back yard. They are now sandbagging their back door as the water is coming up and it has never come up that high. A drainage area has been filled in next door. We need to get the pipe cleaned out as well so it can drain. Landscapers were hired and were not aware of the drainage area.

Chairperson Zoppo-Sassu mentioned the meeting next Thursday in Council Chambers regarding city flooding issues.

Chairperson Zoppo-Sassu asked about the parking lot at the Senior Center, and asked for clarification.

Director Rogozinski stated it is not repaving of the old parking lot but adding a parking lot from when you go in from probate to the existing parking lot. It will come down to how much the Streets crew could do and our budget may be able to support it.

12. Adjournment

MOTION: Made by Commissioner Stawski and seconded by Council Member Rosengren to adjourn at 7:24 p.m. Motion passed.

Signature,

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

March Anniversaries

Sean Harris	19 years	Highway Inspector
Craig Kasparian	15 years	Superintendent Street Maintenance Operations
Charles Villard	3 years	Driver/Collector



Department of Public Works | 860.584.6125

Board of Public Works
Public Works Department Activity Report: Administration – February 2026

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	1,556
Number of Bulk Collections	60

Current month activities:

- PAYT reporting and debt collection continues. In January our delinquent accounts total \$7325.85.
- Communications, press releases, social media, website maintenance and enhancements are ongoing.
- Management of Street Light repair requests and Shopping Cart ordinance compliance.
- Educational outreach for Reduce & Reuse and training for the Recycle Coach application, which currently has 6,262 users.
- Pursued 15 abandoned shopping carts, Zero fines were written lots were frozen in the snow.
- Welcome packets are now on the All-heart website <https://bristolallheart.com/welcome> these letters are sent out monthly. My office sent out 107 in the month of December.
- Assisting Solid Waste with Illegal Bulk letters and fines. 3 complaints were received in February, resulting in 0 tickets.
- The 2026 Yard Waste season has begun. We have renewed 1411 residents for 2026.
- We have renewed 69 Additional Rubbish barrels for 2026.
- Continue the Food Scrap Collection campaign started 2024. Eastern High School will begin in the month of February food waste collection for every lunch wave. This is their 2026 project that the national honor society.
- The 2023 National honor society project is still going strong with bottle collection throughout the school weekly and they give the bottles and cans that would otherwise be thrown away to Brian's Angels.
- Plastic collection for our Trex benches is still going strong. In the month of February, we have dropped of 164 pounds. The city has received 7 benches since 2019. They are located at Page Park, Library, Senior Center and Pickle Ball courts.

Next month activities:

111 North Main Street ♦ Ground Floor ♦ 860-584-6125

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, collecting additional barrels NOT paid for, shopping cart enforcement and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app. Adding more report a problem for residents to use the website vs calling in.
- Continue work on the Department's webpage, Facebook & Instagram accounts to enhance media presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- The 2026 Yard Waste Season has begun and we will just get busier as the snow melts.
- 26/27 Budget workshops

Administration staff or concerns: None

Administration Monthly OT Costs: \$22.20

Land Use activities for February 2026:

Zoning Commission

Site Plan for recycling center (addition of loading docks) at 95 Wooster Court; Assessor's Map 42, Lot 4; I (General Industrial) zone – APPROVED WITH STIPULATIONS.

Special Permit for Earth Removal in excess of 400 cubic yards associated with the development of two residential dwelling units at 45 Grassy Rd. (Lot 214); 51 Grassy Rd. (Lot 215); Lot 217 Grassy Rd. and Lot 216 Ambler Rd.; Assessor's Map 20, Lots 214, 215, 216 & 217; R-40 (Single-Family Residential) zone – PUBLIC HEARING CONTINUED TO MARCH 9, 2026.

Site Plan for Earth Removal in excess of 400 cubic yards associated with the development of two residential dwelling units at 45 Grassy Rd. (Lot 214); 51 Grassy Rd. (Lot 215); Lot 217 Grassy Rd. and Lot 216 Ambler Rd.; Assessor's Map 20, Lots 214, 215, 216 & 217; R-40 (Single-Family Residential) zone – PUBLIC HEARING CONTINUED TO MARCH 9, 2026.

Inland Wetlands & Watercourses Agency

Wetlands application for earth removal activity within the upland review area associated with the development of two residential dwelling units at 45 & 51 Grassy Road; Lot 216 & Lot 217 Ambler Road; Assessor's Map 20, Lots 214, 215, 216 and 217 – APPROVED WITH STIPULATIONS.

Wetlands application for the construction of a new multi-tenant industrial development, parking areas, and other associated improvements within the upland review boundary at 894 Middle Street; Assessor's Map 4, Lot 17-3 & 17-4-1 – APPROVED WITH STIPULATIONS.

Wetlands application for a 400 s.f. addition to an existing home within the upland review area at 78 Bonnie Court; Map 10, Lot 6 – APPROVED WITH STIPULATIONS.

Planning Commission

Street Acceptance Request for: Subdivision (Cold Spring Farm) – Phase 4: westerly portion of Village St. (19 lots) Assessor's Map 1, & Lot 7B; R-10 (Single-Family Residential) zone – RECOMMENDATION FOR STREET ACCEPTANCE OF THE WESTERLY PORTION OF VILLAGE STREET – COLD SPRINGS SUBDIVISION – PHASE 4.

Site Plan for reconfiguration of existing pavement areas to accommodate additional parking spaces for a total of 161 spaces; additional improvements include a 45' ft. wide drive-in-door to Building A and proposed future parking; Assessor's Map 43, Lot 100; I (General Industrial) zone – APPROVED WITH STIPULATIONS.

Site Plan for a warehousing and distribution facility to include: 1. the conversion of 215k SF of office space and 2. the reconfiguration of the existing building and site features to accommodate 36 new truck loading docks at 383 Middle Street; Assessor's Map 3, Lot 35; IP-1 (Industrial Park) zone – APPROVED WITH STIPULATIONS.

Site Plan for 1. Fitness Club; 2. High Technology Business; 3. Manufacturing Facility; 4. Microbrewery; 5. Printing Shop; 6. Specialty Trade Contractor; 7. Wholesale Business; 8. Wholesale or Distribution Facility requiring the construction of eight structures of varying sizes totaling 66,625 sq. ft. at 894 Middle Street; Assessor's Map 4, Lots 17-3 & 17-4-1; IP-1 (Industrial Park) zone – APPROVED WITH STIPULATIONS.

Historic District Commission

Request for a Certificate of Appropriateness for the replacement of 6 windows at 100 Oakland Street; Assessor's Map 25, Lot 53 – APPROVED.

Zoning Board of Appeals

The Board did not meet in February.

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Aquifer Protection Agency

The Agency did not meet in February

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries) at meetings: \$1068.04

Facilities – February 2026

Building Maintenance current month (February 2026) activities:

- Police Complex Boiler #1 mud drum failed on 1/28, which required the City to obtain a temporary trailer-mounted steam boiler (rental) until the end of the heating season (AirTemp has been contracted to provide all services for site preparation, temporary electrical service for the temporary boiler and other aspects related to operating this system through the winter heating season)
- AirTemp and Oakland LLC completed Boiler #1 isolation and service connections/start-up of temporary steam boiler trailer at Police Complex, which will carry the facility through the remainder of the 2026 winter/spring heating season
- Accurate Door replaced door and frame on the 3rd Floor Parking Garage of Police Complex on 2/5 that has deteriorated past the point of functionality
- AAA of West Hartford placed and provided start-up of temporary boiler trailer on 2/6 at the Bristol Police Complex
- Strategics Spaces delivered and installed a new workstation in the recently converted Purchasing Department office on 2/4, in advance on new Assistant Purchasing Agent hire
- Manager Oakes participated in HVAC meetings and other facility tasks associated with moving toward a final punch list and Certificate of Occupancy at new Fire House #3 with Commissioning Agent from Van Zelm Engineers and building contractor W.J. Mountford and design firm Silver-Petrucelli+Associates staff
- Coordinated with Bristol Police Staff on wall repairs and re-painting of the Training Room on the 2nd Floor of 131 North Main Street (Bristol Police also would like to address 1st floor hallways, most smaller offices and Police Administration Wing in the near future)
- Participated in FY26-27 Budget season preparations and meetings with Mayor, Comptroller's Office and Board of Finance members
- Staff worked through the extended severe Winter Blizzard Calvin event beginning on 2/22 that required the closure of City Hall on 2/23 due to the amount of snow and lengthy duration of the storm event
- Collection of redeemable beverage containers from Bristol Eastern High School for Veteran Strong office staff

Building Maintenance next month (March 2026) activities:

- Manager Oakes to meet with Department of Aging Director Jason Krueger to discuss interior changes desired within the Beals Center current BBHD southwest wing that will be vacated when BBHD Staff move to the former BOE BECC wing adjacent to Probate Court in the north wing
- Re-issue of Police Complex Mechanical & Electrical Renovation bid to address the lingering HVAC and facility issues due to aged equipment and infrastructure at 131 North Main Street
- Initiate kick-off with Purchasing Department, Department of Aging, Bristol-Burlington Health Department, Phase Zero Design and Annuli & Sons for the renovation of the former BOE Early Childhood Center at the north wing of the Beals Community Center
- Manager Oakes will continue to coordinate with Library Director Deb Prozzo. Manross Library Branch Manager Beth Martin and IT Department Staff to discuss expansion of site access system at Main Library and installation of site access system and security cameras at Manross Library, with the addition of DHS CISA staff who will complete on-site surveys to enhance the effectiveness of future security upgrades
Complete annual HVAC chiller preventative maintenance at Police Complex, Main Library and Beals Center in conjunction with AirTemp Staff
- Prepare for the transition from winter operations to early Spring clean-up and landscaping tasks as weather permits
- Respond to after hour snow operation events and conduct snow removal/de-icing as required
- Thoroughly clean, service and store plows, salt spreaders, snow blowers and other winter equipment

Building Maintenance Staff or Concerns:

- Anticipate minimal to moderate levels of Vacation/Miscellaneous time off during March
- Lack of a Library Senior Maintenance Technician has added and shifted additional duties to Public Works Maintenance Staff to keep both Libraries operationally sound
- Traffic Control Technician ending employment with the City on 9/29 which has caused overtime operations until a permanent replacement is hired, as existing contract relies on Building Maintenance staff in the absence of this position
- Temporary Custodian currently at Police Complex to cover for regular Custodian who is on extended medical leave

Staff members worked tirelessly from the morning of 2/22 through late evening of 2/23 to deal with Winter Blizzard Calvin snow removal operations and site restoration work.

Building Maintenance OT Costs: \$6,400.00

Staffing coverage for after-hour maintenance service calls (2/1 & 2/7 weekend City Buildings checks during extreme, extended cold weather, Main Library plumbing leaks, restroom lock repairs, 2/5 30 Hope Street power outage/fire alarm rest, temporary boiler start-up with AAA of West Hartford, Manross Library burglar alarm response on 2/7, 2/16 City Hall site access response and 30 Hope Street fire alarm tampering response with Bristol Fire Staff, 2/21 temporary boiler fill-valve failure and support for AAA and AirTemp staff to response and replace, Police Dispatch air-handler shut-down response on 2/22), President's Day holiday overtime staffing at Police Complex, assist Public Work Engineering Division with signage/traffic signal lighting requests as required, snow operations response events on: 2/6, 2/7, 2/8, 2/10, 2/22, 2/23, 2/25

Streets February 2026 Report

Streets current month activities:

- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
Installed driveway aprons for engineering on new paved roads
- Serviced trees, including pruning, removals, and testing
 - **Tree take downs**- Several limbs were chipped from snow/ice damage
- **Major Roads Engineering**- OFF SEASON
- **Permanent Patch for Engineering**- NA
- Stump Removals/ Loam
- Continuing small road repair
- Addressing street signs
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- **Milling and Paving** – OFF SEASON
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- Off Season
- **Winter Operations**- SNOW, SNOW, SNOW! Had several storms which entailed us removing snow and hauling to multiple locations all month. As well as repairing mailboxes and installing temps. Also edging out roads, pushing back and eliminating sight line issues.
- Salt deliveries are coming in just very frequently.
- Downtown clean up performed on 2/27/26.
- Addressing mailbox work orders
- Continued making asphalt on our Bagela asphalt plant to pave/patch any asphalt related issues throughout the winter

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Tree removal
 - Tree trimming
 - Mowing
 - Driveway aprons
 - Milling and Paving
 - Catch basin repair
- Preparing for winter operations including plowing as well as snow removal
- Tilcon closed will continue making asphalt on our Bagela asphalt plant
- Continue making salt brine
- Continue working on Maple Court
- Permanent Patch List
- Milling and paving
- Winter Operations-
 - Plowed and treated roads
 - Service Requests
 - Mailbox installations

- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance
 - Bridge clean up
- Continue tree take downs, trimming and stump grinding
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

Streets staff or concerns:

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

February OT Totals: \$4,787.66 Streets

Solid Waste February 2026 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent 3 letters to residents for illegal bulk and cleaned up 0 stops. Residents cleaned up 1 stops, with 2 still pending
- Continued curbside bulk collection, we collected 60 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 1,411 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Worked overtime to make up for Presidents Day curbside collections.
- Postponed curbside collection on the 22nd due to winter storm.
- Assisted the streets department with winter storm plowing and snow clean up.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels
- Patrol known dumping areas for illegally dumped items.
- Continue cleaning up areas with high amounts of litter.
- Clean up along the route for the Shamrock Run.
- Perform audits on recycling barrels to help educate the resident about what can and cannot be recycled.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$8,612.86
Transfer Station OT =	\$5,228.72
TS Revenue (PAYT) =	\$10,576.20
Residential Permits =	\$1,700.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$1,386.41
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$0.00
Electronics NewTech =	\$1,282.08
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Additional Barrel Sale =	\$0.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$210.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S14** – (2013 10 wheeled dump truck) Truck went down for emission issues. So far fleet has replaced DPF filter, turbo and actuator. Inline convertor pipe is no longer available for this model so fleet is customizing one to work. So far we are about \$5,000 into it. Truck is still in shop waiting for some other items.
2. **C2** – (2015 L110 front end loader) Machine was sent to dealer for front brake work. While there we had them look into another issue. There was coolant mixed with the fuel resulting in bad cups in the cylinders of the motor. Work was scheduled and performed there. Total outcome was around \$26,000 to repair. Again a large portion of cost for labor.
3. **S32** – (2021 10 wheeled dump truck) Truck was involved in an accident during winter ops. resulting in a ruptured fuel tank and a bent and twisted valve body enclosure. New tank and step straps were installed. Fleet also reconfigured the bent valve body enclosure.
4. **S15** – (2016 6 wheeled dump truck) Truck received new rear brakes and brake seals. Fleet had to make a custom frame mounted bracket to hold the salt spinner assembly. Old one was rotted completely off.
5. **S25** – (2003 10 wheeled dump truck) Exhaust was completely rotting apart and falling off. Exhaust is now ran through the heated body. Main hydraulic line rotted causing a major leak. Line was replaced with new one made on site. Truck is due for a replacement.
6. **S36** – (2015 mason dump) New brakes and rotors replaced on both front and rear of truck. New front calipers were installed correcting the pulling to one side while braking. System was bled and is back online. Trucks snowplow moldboard was destroyed from a raised manhole cover in road resulting in \$2,400 in repairs for the replacement.
7. **S17** – (2016 6 wheeled dump) Rear drivers side air can mount/bracket replaced due to snapping off. Usually happens when running chains or pulling the maxi brake before truck is at a complete stop. Spinner mount was completely rotted off this unit as well. Fleet custom made a new frame mounted bracket for the spinner assembly in house and truck is back online. Body rot on this truck is bad. Fleet will look into options to replace.
8. **S20** – (2010 6 wheeled dump truck) Unit was involved in an accident during winter snow ops. resulting in bad structural damage to the all-season body. Body was tweaked to make through the storm but ultimate outcome is that it needs be replaced.
9. **S16** – (2019 6 wheeled dump truck) Fuel tank was replaced due to hole that formed under the straps that hold the tank to the truck. Cost to replace compared to cost to fix was a better option. New straps were installed as well due to corrosion. 2 mud flap brackets were repaired as well due to running chains. Broken line to mag system replaced as well.

10. **S33** – (2021 large mason dump) Plow was damaged during winter ops. Outcome is around \$3,000 to replace the plows headgear that mounts to the truck and the cross bar that supports the A frame on the plow itself. Smaller plow is on truck until we receive parts to fix original.
11. **S21** – (2006 10 wheeled dump truck) New P.T.O harness was fabricated and installed. Old one was heavily corroded.
12. **S12** – (2009 10 wheeled dump truck) Tarp arm bracket replaced. Truck is down for a faulty starter that needs to be replaced. Truck also needs to have the blower motor replaced for the heat.
13. **S45** – (2018 mason dump) New front brakes and rotors.
14. New plow cutting edges on following trucks: 10,13,16,28,29,32,34, & 37.
15. Units S45 & A5 were outfitted with new rear spreaders.
16. **S4** – (2024 pickup truck) Truck was sent to dealer for engine noise. Trucks cam and lifters were replaced due to be warped. All repairs were covered under warranty.

Solid Waste Div.

1. **R15** – (2020 automated rubbish truck) Truck was sent to dealer for a no start. Dealer found some harness wiring issues and repaired. Truck costed us \$3,500 in repairs.
2. **R8** – (2022 automated rubbish truck) Truck was sent to dealer when we picked up R15. So far we are looking at \$22,000 in repairs with labor. Final be will be reviewed when final evaluation is complete.
3. **R14** – (2019 automated rubbish truck) Both rear air can mounts replaced. 2 new slack adjusters were also installed to adjust the brake shoes correctly.

Fleet Maintenance Next Month's Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to keep Streets & Solid Waste Ops. Running strong.
- Working on plow trucks for Winter ops.
- Samsura units are being reviewed. Some are being replaced due to failure.
- Working on yard waste and collection vehicles.

Fleet Maintenance Staff or Concerns:

- 2 Mechanics helper positions still open.
- 1 Mechanics position still open.
- We truly need a wash bay!
- I just really wanted to note that my short staff of employees went above and beyond this winter thus far! They have worked tirelessly throughout this crazy winter we had and everyday in general. I truly believe their pay scale should be reevaluated.
- Overtime expenditures and totals: **\$5,790.26**



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 13, 2026

TO: Raymond Rogozinski P.E., Public Works Director

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: City Building Project List Updates

Beals Center – Café & Card Room Upgrades \$38,000

Department of Aging Director Jason Krueger informed Manager Oakes that upgrades to the Café and Card Room are on hold pending Bristol-Burlington Health Department office shifts and adjustments within the Beals Community Center. Design documents were generated for the BBHD work scope by Colliers Associates. Bids were received for Contract #2C226-002 at the end of October 2025, with Annuli & Sons being lower bidder at \$2,158,000.00. A kick-off meeting with Annuli & Sons and City entities is being scheduled currently to review scope and determine a tentative schedule.

Main Library Site Access System Upgrades \$25,000

The Main Library currently has a security camera system which covers the building. In the past year, a single side door entrance was put onto the Avigilon site access system to allow for Library Staff to gain access prior to open public hours at the Main Library. The FY25-26 funding would expand coverage the site access system to include sensitive and high security areas of the building to allow access only to those employees that require it and provide a tracking log of when high security access areas are entered. Manager Oakes is currently working with IT Department Staff on formulating a bid document for the Purchasing Department to use for the system expansions.

Manross Library Site Access System Installation \$25,000

The Manross Library does not have a security camera system or any site access doorways currently. This funding would include the addition of security cameras at (2) public entrances and (1) staff-only entrance at the rear of the building. The 3 building entrances with security cameras would record all entrance and egress from the building, providing Library Staff and visitors with a high sense of security and also protecting valuable Library assets from “walking off.” A site access badge reader would be added to the rear Staff entrance for off-hour access. Manager Oakes is currently working with IT Department Staff to have a vendor provide a site assessment on priority locations for security cameras to provide the most coverage possible with limited placements.

Police Complex Doors/Frames & Locks Replacement \$50,000

Work continues to address remaining doorways in the Parking Garage that are exterior and prone to weather exposure and deterioration.

To date, complete door and frame replacements (including ancillary hardware) have been completed on the 4th level Parking Garage double door-set, 3rd level Parking Garage North & South Stairwell, replacement of



Department of Public Works | 860.584.6125

a continuous hinge on the 1st level north exterior door of the Police Complex. Total costs to date are \$22,094 and the remaining \$27,906 will address several other deteriorated exterior doors and then for interior doors that are crucial to Bristol Police site security (front lobby doors, exterior basement garage, southern employee entrance).

Police Complex Office Carpeting & Interior Painting \$20,000

The interior space of the 1st Floor of the Police Complex has not seen an update or enhancement since 2000. The funding for FY25-26 will be used to replace 20-year-old carpeting in office spaces for indoor air quality improvement and staff benefit. Areas include OIC office, Records Division, Administration Row, Detectives Division offices (CID), Dispatch Offices, Front Desk and Sargent's office. If any funding remains, interior painting will be completed to the extent possible, as walls encounter a high level of wear due to the bulky duty belts and tactical vest gear each Officer wears on a daily basis.

Building Maintenance staff are currently completing wall repairs in the 2nd Floor Training Room at this time and interior painting will be completed at the end of March. The Sargent's office area on the 1st Floor will be the next priority task, which includes carpet replacement and full interior painting of the office area.

Other Projects

Bristol Police Complex Boiler #1 & Temporary Boiler Rental

A temporary boiler is currently in place and providing the majority of steam heating to the building's air handling units. This unit is not on the City's Building Management System (BMS) platform, so there has been a loss of properly balancing temperatures within the facility during the swing season between winter cold weather and more temperate spring conditions (heating at night versus cooling during the daylight hours). Staff will manually adjust steam valves daily as required to limit extreme heating within the structure.

Public Works Staff are currently working with Van Zelm to make adjustments to the previous Mechanical Improvements bid documents that were generated and put out in 2023. It is anticipated that a new bid will be put out to the public on the week of March 23, 2026.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - MARCH 2026

Funding Year	Location	Project Name	Contractor Name	Current Budget	Construction Estimated % Complete	Schedule/ Completion Date	Comments/Recommendations	Original Budget
FY23-24	Beals Center	Café & Card Room Upgrades	TBD	\$38,000.00	0%	TBD	Pending BBHD office shifts within Beals Center	\$38,000.00
FY25-26	Main Library	Site Access System Upgrades	TBD	\$25,000.00	0%	TBD	Reviewing scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Manross Library	Site Access System Installation	TBD	\$25,000.00	0%	TBD	Reviewing scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Police Complex	Door/Frame & Lock Replacements	Accurate Commercial Door	\$27,906.00	45%	TBD	Parking Garage Stairwells Doors being addressed currently	\$50,000.00
FY25-26	Police Complex	Office Carpeting & Interior Painting	TBD	\$20,000.00	0%	TBD	Establishing priority areas with Police Admin. Staff	\$20,000.00

\$135,906.00

Available as of July 2025	\$110,616.63
FY25-26 Funding	\$140,000.00
Spent 2025-2026	\$67,931.06
Less Committed Contracts	\$5,023.19
Less Committed Projects	\$108,000.00
Net Available	\$69,662.38

MEMORANDUM

DATE: March 10, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: BPW March 2026 – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the March 19, 2026 Board of Public Works meeting.

1. **DPW FY2026-27 Proposed Budget:** Internal review of DPW’s FY2026-27 budget conducted with the Comptroller’s Office, BOF Chairman, and Mayor on 2/27/28. DPW expressed concerns with FY2025-26 budget reductions, in particular the elimination of 2 laborers. In addition, DPW operational staff indicated concerns with fleet truck conditions, including 10-wheel dump trucks and automated solid waste collection trucks. Based on the meeting, DPW has revised its proposed FY2026-27 budget to include re-establishing both laborer positions eliminated as part of the FY2025-26 budget. The DPW original budget included funding for only 1 of the 2 laborer positions previously eliminated. Based on a review of the Department’s fleet needs, it was recommended to DPW to investigate the leasing of trucks. Therefore, an item has been added the BPW’s 3/19/26 agenda for review. DPW’s presentation/budget hearing to the BOF is scheduled for March 25, 2026 at 5:00 PM.
2. **Staffing:** As previously reported to the BPW, 10 DPW positions are currently vacant, not including the 2 laborer positions removed as part of the FY2025-26 budget. As indicated in the vacancy summary below, there has been no change to DPW’s vacancies in the last month. However, the City is interviewing for a Civil/Assistant City Engineer and Fleet Mechanic. An offer has been made to a laborer candidate and HR is advertising select positions on Indeed. DPW is finalizing revised job descriptions for the DPW Eng. Traffic Tech and DPW Eng. Excavation Inspector. The revised traffic tech position includes a requirement to be a licensed electrician and the position will maintain traffic signals and City street lights. Also, as previously indicated, the City will cover CDL training cost for DPW Mechanic and Mechanic Helper.

DPW Vacancy summary: **Administration Division** fully staffed. **Land use Division** - 1 Assistant City Planner **Eng. Division** – 1 Project Manager position vacant. 1 Excavation inspector vacant, Traffic Signal Tech (retired) vacant. The excavation inspector position is being filled on a temporary basis with a construction inspector. 1 Traffic Tech duties are being filled in accordance with an MOU. 1 Civil engineer position vacant. **Bldg. Divisions** – fully staffed, temporary custodian hired to fill vacancy of staff member out on medical leave. **Solid Waste** – 1 laborer. **Fleet Division:** 1 vacant mechanic & 2 mechanic helper positions posted to the outside. **Street Div.** 1 laborer.

3. **Winter Salt Storage Shortage:** DPW is experiencing the effects of the regional salt shortage. DPW currently has approximately 600 to 700 tons of salt, estimated enough for 2 storms. DPW has two salt storage domes, a 5,000-ton dome on V.P. Kelly Rd, and 2,000-ton dome at James P Casey Road. DPW has received delivery of salts (250 untreated and 400 treated) within the last 3 weeks. However, we have also used salt during recent storms and currently have an open order (since Jan 15) for an additional 1,000 tons of salt. DPW procured 100 tons of sand that, if required, will be mixed with salt to supplement treatment material. DPW remains concerned with the Department’s salt supply. However, due to the time and type of storms typically experienced in March & April, it is anticipated that we will not run out. With that said, DPW has used excess funds in recent previous years to fully fill DPW’s salt domes prior to the beginning of next winter. Due to the high demand of salt and increased snow operations costs associated with this winter, DPW salt supply and funding is low. In order to refill the salt domes, approximately \$550,000 is required ((7,000-ton storage – 700 tons stored) x \$87.50/ton = \$551,250). Roof repairs to the Vincent P Kelly salt dome will be scheduled while the dome is empty.
4. **Transfer Station Trash to Treasure:** DPW will re-institute the Trash to Treasure program. Transfer Station staff have been directed to save items that can be re-used. The program was previously very popular. The events were previously held in conjunction with the Farmers Market. It is anticipated that the Trash to Treasure event will not be conducted at the current location of the Farmers Market, and will be held at either DPW’s V. P. Kelly Road facility, or an alternate Farmers Market location. It should also be noted that previous Trash to Treasure events were held during COVID, when there was a large number of items being brought to the transfer station resulting in multiple Trash to Treasure events during the year. DPW would anticipate a single Trash to Treasure event held in the Fall, potentially scheduled to coincide with a shredding event.
5. **Street Light Repairs:** There are currently 20 streetlights know by DPW to be out of service (see attached report):
 - i. 6 of the 20 do not have power and require Eversource action.
 - ii. 4 of the 20 are non-standard lights with parts on order.
 - iii. 1 of 20 require a new pole.
 - iv. 9 of 20 are scheduled to be inspected by DPW’s vendor on the week of 3/15/26.
6. **Storm Water Resiliency Grant:** A Public Meeting was conducted on February 25, 2026 to provide residents an opportunity to provide input and information regarding flooding in the City. There was confusion due to the posting of the meeting. Residents

that have contacted PDW will be scheduled a time to meet with the City's consultant Stantec Engineering. A link to the meeting recording including an opportunity to participate in an interactive survey is provided below:

<https://www.bristolct.gov/1267/Flood-Mitigation>

7. **DPW CIP Program Budget:** The City's Strategic Planning and CIP Committee approved the City's capital improvement program. A copy of the approved projects is attached. As indicated, the PD Boiler & Garage Design Phase I, Collins Rd Storm drainage, East Rd Storm Drainage, Manross Library Roof, City Plan of Development, and the Andrews, Mellen, & Field St culverts were approved. Final approval requires BOF and Joint Board Approval. In order to complete the PD Boiler project prior to the next heating season, DPW has notified the Committee that an early appropriation would be required. The Committee voted not to fund improvements to the Clark Ave at J.P. Casey Road curve, Main St Streetscape (Mem Blvd to South St), and the Main Street Railroad Bridge Aesthetic Improvements. Based on discussions with DPW, the Committee provided funding for engineering associated with an overall master plan for the DPW V.P. Kelly Road facility, including preliminary design and cost estimating work associated with a fleet wash bay, storage building, and new fuel station.
8. **Landfill Solar:** The City's landfill provider CT Solar Inc. will be filing a dispute with Eversource due to the lack of response/action by Eversource associated with the electrical connection to the landfill. The original plan was for a connection from Lake Ave, however, Eversource has requested a connection from Reworld/Lake Compounce. With that said, Eversource to date has not approved the connect. CT Solar has indicated that the revised electrical service will NOT impact the economics of the solar project, however, the lack of Eversource action has delayed the project. Once the solar array is installed, the lease agreement payment will be approx. \$50,000. Lease payments will fund DPW transfer station operations. Environmental permits and PURA approval is in place. Pursuant to the lease, CT Solar will mow & maintain the leased solar field area. Layout of solar array attached.
9. **Landfill Stewardship Permit:** Link to Annual 2025 Landfill Monitoring Report provided below:

<https://www.bristolct.gov/230/Solid-Waste>

In addition to the referenced monitoring prepared by WSP Engineer, Loureiro Engineers is preparing an ECO Risk Assessment in conjunction with the Town of Southington as part of SLERA & BERA work plan. As indicated in the Department's Strategic Plan, the landfill is listed as long-term risk.

10. **Community Art Project:** Reworld has indicated that they will provide funding for art project utilizing solid waste recyclable materials. DPW has contacted the City's Arts & Culture Commission for input and assistance. In addition, DPW contacted the Parks Dept regarding a potential project to utilize wood blanks from Mem Blvd trees cut as part of the Mem Blvd retaining wall project located on the western end of Mem Blvd.
11. **Vacuum "Nipper" Truck:** The Board of Finance has approved the bid waiver to procure the vacuum truck and a PO has been issued.
12. **Transfer Station Cylinder Collection:** DPW is finalizing a program to collect gas cylinders the transfer station (flyer attached). There is no cost to host the program, it is supported by a cylinder trade organization "Cylinder Collection."
13. **DPW Organization Chart:** Attached
14. **PD Complex Boiler:** PO issued for design services. As indicated in attached, there is concern with lead times for equipment, in particular the lead time for the electrical switch gear. However, the existing switch gear can be used until the new switch gear arrives that potentially mitigates phasing and delays in delivery of electrical equipment.
15. **Traffic Signal Improvements:** City notified that the following CT DOT traffic signals will be upgraded (see attached press release)
 - ☐ US Route 6 (Farmington Avenue) at Route 229 (King St.) (Int. No. 017-209)
 - ☐ US Route 6 (Terryville Avenue) at Matthews Street (Int. No. 017-211)
 - ☐ US Route 6 (North Street) at North Main Street (Int. No. 017-214)
 - ☐ US Route 6 (Farmington Avenue) at Jerome Ave (Int. No. 017-218)
 - ☐ US Route 6 (Farmington Avenue) at Columbus Avenue (Int. No. 017-220)
 - ☐ US Route 6 (Farmington Avenue) at Brook Street/Mix Street (Int. No. 017-232)
 - ☐ US Route 6 (North Street) at Route 69 (West Street) (Int. No. 017-233)

DPW is also completing plans to replace the following City traffic signal funded with a CMMAQ grant (60% design submitted to DOT on 2/27/26

- ☐ North Main St at Center St
- ☐ Mem Blvd at Main St
- ☐ Main St/ South St at George St

DPW is also completing plans to upgrade the following City traffic signals. The upgrades will be limited to controls and equipment and based on funding (\$480,000) one of five traffic signal may be eliminated for upgrades.

- ☐ Maple Street, Woodland Street, and Federal Street
- ☐ Center Street, Maple Street, and Bellevue Avenue• Main St/ South St at George St
- ☐ Stafford Avenue and Charles Street (Senior Center Driveway)
- ☐ Stafford Avenue and Maltby Street
- ☐ East Main Street, Broad Street, and Central Street

Please feel free to contact me with any questions or concerns at 860-584-6113.

3-9-2026

Street Light Report

Eversource Street Light Issues

- 9 Baldwin Dr. – Pole #620-No Power
- 148 Lyons Rd.- Pole#9158
- Lake Ave- Pole # 2553- No Power
- 12 Palmorr Place-Pole#8 No Power
- 335 Tiffany Lane- Pole#15394 No Power
- 200 Main Street -Pole#135 No Power

Shock Electrical Light Issues

- 110 Wildewood Run – Pole #12 – Waiting on non-traditional parts/ Parts ordered
- 130 Wildewood Run – Pole #13 – Waiting on non-traditional parts/Parts ordered
- 125 Brandon Run – Pole #15248 – Waiting on non-traditional parts/Parts on order
- 341 Cameron Dr – Pole #15329 – Waiting on non-traditional parts/Parts on order
- 150 Main St – Pole #153 – New Pole, Police Road list/ New Pole on Order
- 4 Frederick St.- Pole#2690
- 76 Maywood Lane.-Pole #4996
- 254 Kozani St. – Pole # 10365
- 210 Washington St.- Pole # 7557
- Jerome Ave – Pole# 2046- Day burner
- 140 Redstone St- Pole# 5333
- 193 Rambler St.- Pole# 11153
- 164 Chestnut St- Pole#4613
- 21 Mercier Ave- Pole#6711

Revisions since February Report:

Since the last report, Shock Electric restored 8 street lights throughout the City of Bristol and inspected 3 additional street lights that were found to have no electrical power, resulting in service requests being submitted to Eversource. Eversource also restored power to 8 street lights by reconnecting electrical service to the cobra head fixtures. Shock Electric is scheduled to return to Bristol on March 12, 2026, to continue addressing (10) outstanding street light complaints. In addition, the Department of Public Works currently has 10 decorative street light heads on order, which are expected to arrive by the end of the month.

-Joe Palmisano
Excavation Inspector

2026-2027 CAPITAL BUDGET
CAPITAL IMPROVEMENT & STRATEGIC PLANNING COMMITTEE - APPROVED MARCH 3, 2026
BOARD OF FINANCE

Department	Request Title	Project Total	Total To Date	Bonding	Cash	Grants	LOCIP	Other	Total 2027	Total Future
Education	Security Upgrades	\$ 3,350,000	\$ 2,000,000	\$ 1,350,000					\$ 1,350,000	\$ -
	Bristol Eastern High School - Roof and Mechanicals	\$ 33,280,000		\$ 3,328,000					\$ 3,328,000	\$ 29,952,000
	Bristol Central High School - Roof and Mechanicals	\$ 30,900,000	\$ 8,800,000	\$ 2,210,000					\$ 2,210,000	\$ 19,890,000
		\$ -								
Fire Department	Fire Headquarters Renovations	\$ 3,000,000		\$ 250,000					\$ 250,000	\$ 2,750,000
	Municipal Police & Fire Training Center	\$ 12,000,000		\$ 2,000,000		\$ 3,150,000			\$ 5,150,000	\$ 6,850,000
		\$ -								
Information Systems	City Wide Phone System	\$ 700,000					\$ 700,000		\$ 700,000	\$ -
		\$ -								
Parks & Recreation	Rockwell Park Pavilion & Gazebo Roof Replacements	\$ 200,000			\$ 200,000				\$ 200,000	\$ -
	Chevy Truck with Multibody System	\$ 135,000			\$ 135,000				\$ 135,000	\$ -
	Page Park Revitalization	\$ 19,550,000	\$ 10,650,000	\$ 8,900,000					\$ 8,900,000	
	Hoppers-Birge & Robert Property Park Dam & Trail Improvements	\$ 250,000		\$ 250,000					\$ 250,000	\$ 2,250,000
	Municipal Golf Course Purchase	\$ 5,500,000		\$ 5,500,000					\$ 5,500,000	
Police Department	Public Safety Communications Systems	\$ 12,200,000		\$ 350,000					\$ 350,000	\$ 11,850,000
Public Works										
	Mellen Street Culvert Replacement (South St & Mem Blvd)	\$ 1,879,060	\$ 199,060	\$ 780,000		\$ 900,000			\$ 1,680,000	\$ -
	City Wide Document Scanning Project	\$ -							\$ -	\$ -
	Andrews Street Culvert	\$ 1,750,000	\$ 1,137,250	\$ 306,375		\$ 306,375			\$ 612,750	\$ -
	Police Court Complex	\$ 11,500,000	\$ 3,100,000	\$ 3,000,000					\$ 3,000,000	\$ 5,400,000
	East Road Drainage Improvements	\$ 575,000		\$ 575,000					\$ 575,000	\$ -
	Manross Library Roof Replacement	\$ 110,000						\$ 110,000	\$ 110,000	\$ -
	Plan of Conservation and Development Update	\$ 255,000			\$ 255,000				\$ 255,000	\$ -
	Public Works Garage Master Plan	\$ 7,250,000		\$ 250,000					\$ 250,000	\$ 7,000,000
	Collins Road Storm Drainage	\$ 310,000		\$ 310,000					\$ 310,000	\$ -
	Field Street Culvert	\$ 1,600,000	\$ 430,000	\$ 370,000		\$ 800,000			\$ 1,170,000	\$ -
Total Departments		\$ 146,294,060	\$ 26,316,310	\$ 29,729,375	\$ 590,000	\$ 5,156,375	\$ 700,000	\$ 110,000	\$ 36,285,750	\$ 85,942,000

480W Modules 25 Degree Tilt Bristol Landfill, 709 lake ave, bristol landfill

Report

Project Name	Bristol Landfill
Project Address	709 lake ave, bristol landfill
Prepared By	CTEC Solar jeff.pipel@ctecsolar.com

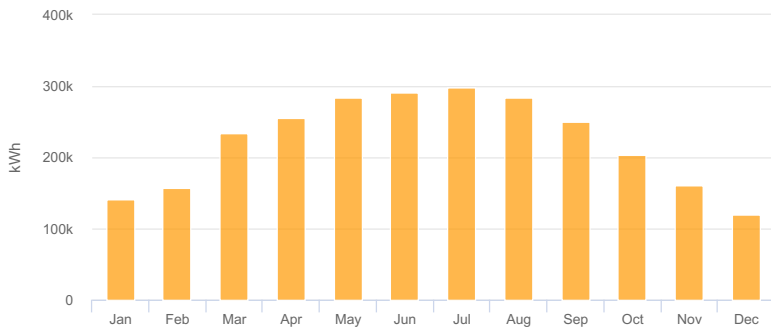
System Metrics

Design	480W Modules 25 Degree Tilt
Module DC Nameplate	2.15 MW
Inverter AC Nameplate	1.50 MW Load Ratio: 1.43
Annual Production	2.680 GWh
Performance Ratio	79.7%
kWh/kWp	1,249.1
Weather Dataset	TMY, HARTFORD BRADLEY INTL AP, NSRDB (tmy3, I)
Simulator Version	122f07cf44-8681935c6b-0f3930b611- 978d9c5698

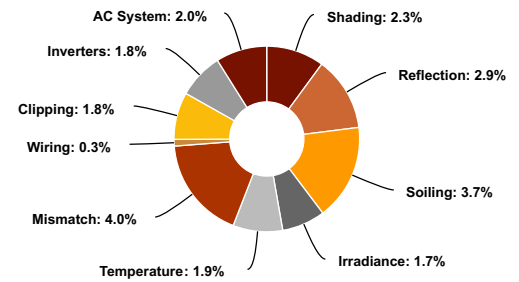
Project Location



Monthly Production



Sources of System Loss



Annual Production

	Description	Output	% Delta
Irradiance (kWh/m ²)	Annual Global Horizontal Irradiance	1,371.2	
	POA Irradiance	1,568.1	14.4%
	Shaded Irradiance	1,532.6	-2.3%
	Irradiance after Reflection	1,488.1	-2.9%
	Irradiance after Soiling	1,432.4	-3.7%
	Total Collector Irradiance	1,432.4	0.0%
Energy (kWh)	Nameplate	3,073,629.5	
	Output at Irradiance Levels	3,021,650.7	-1.7%
	Output at Cell Temperature Derate	2,962,860.7	-1.9%
	Output After Mismatch	2,844,091.8	-4.0%
	Optimal DC Output	2,836,708.7	-0.3%
	Constrained DC Output	2,784,311.2	-1.8%
	Inverter Output	2,734,836.8	-1.8%
	Energy to Grid	2,680,140.1	-2.0%
Temperature Metrics			
	Avg. Operating Ambient Temp		13.7 °C
	Avg. Operating Cell Temp		21.3 °C
Simulation Metrics			
	Operating Hours	4608	
	Solved Hours	4608	

☁ Condition Set

Description	Condition Set 1												
Weather Dataset	TMY, HARTFORD BRADLEY INTL AP, NSRDB (tmy3, I)												
Solar Angle Location	Project Lat/Lng												
Transposition Model	Perez Model												
Temperature Model	Diffusion Model												
Temperature Model Parameters	Rack Type						U _{const}			U _{wind}			
	Fixed Tilt						29			0			
	Flush Mount						15			0			
	East-West						29			0			
	Carport						29			0			
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	12	16	7.6	1.7	1.2	1.2	1.3	1.3	1.4	1.4	1.1	10.1	
Irradiation Variance	5%												
Cell Temperature Spread	4° C												
Module Binning Range	-3% to 3%												
AC System Derate	2.00%												
Module Characterizations	Module					Uploaded By		Characterization					
	Q.PEAK DUO XL-G10.3 480/BFG (Hanwha Q Cells)					C-TEC Solar, LLC		Qcells_QPEAK_DUO_XL-G10.3-BFG_480_Rev03.PAN, PAN					
Component Characterizations	Device			Uploaded By					Characterization				

🗂 Components

Component	Name	Count
Inverters	CPS SCA125KTL-DO/US-600 (Apr19) (Chint Power Systems)	12 (1.50 MW)
Strings	10 AWG (Copper)	193 (62,220.6 ft)
Module	Hanwha Q Cells, Q.PEAK DUO XL-G10.3 480/BFG (480W)	4,470 (2.15 MW)

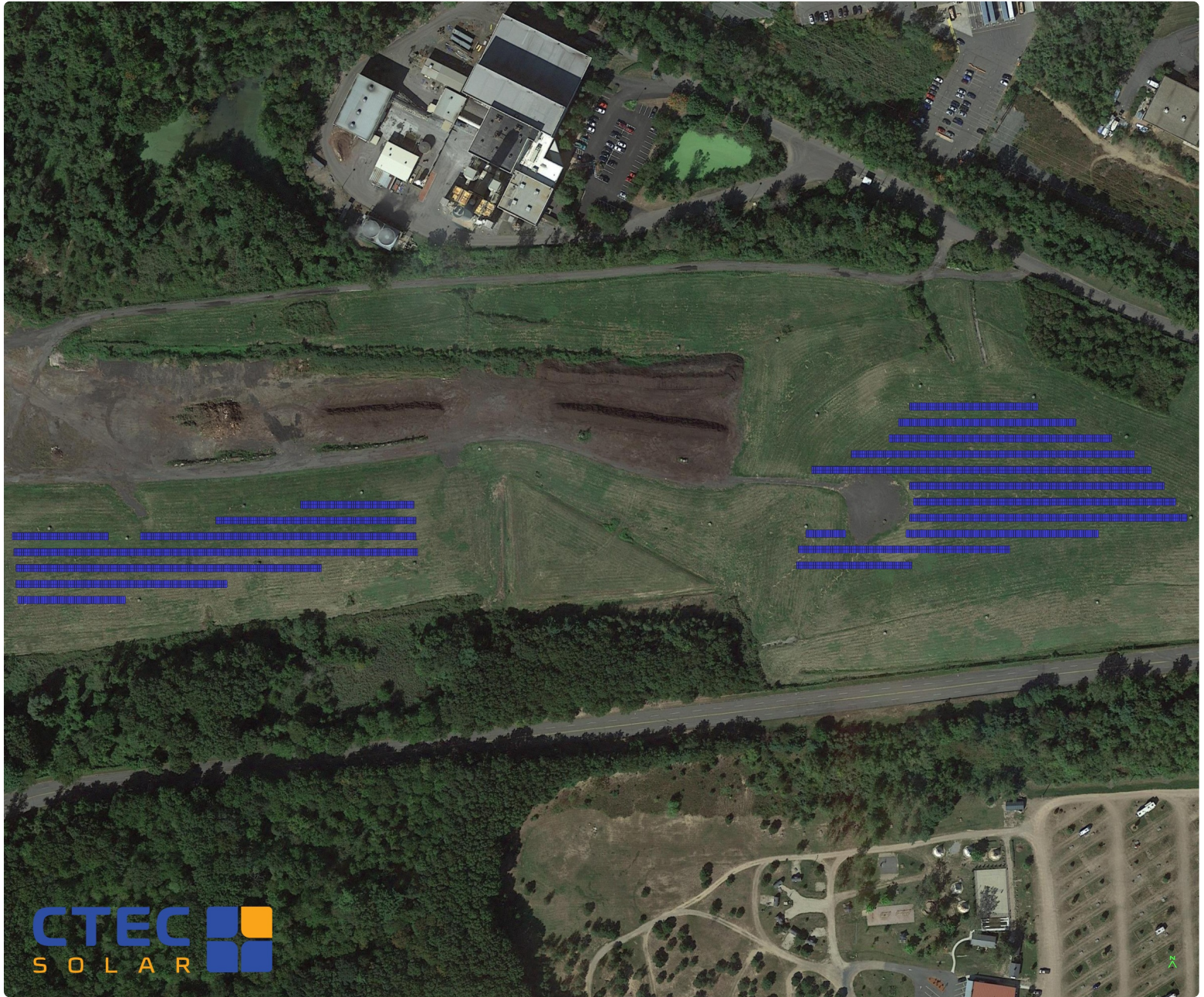
🏠 Wiring Zones

Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	20-24	Along Racking
Wiring Zone 2	-	20-24	Along Racking

🏠 Field Segments

Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Fixed Tilt	Portrait (Vertical)	25°	180°	16.0 ft	2x1	908	1,816	871.7 kW
Field Segment 2	Fixed Tilt	Portrait (Vertical)	25°	180°	16.0 ft	2x1	1,327	2,654	1.27 MW

Detailed Layout



Raymond Rogozinski

From: Arianna Therriault
Sent: Thursday, March 5, 2026 2:24 PM
To: Raymond Rogozinski; Joshua Medeiros; Sarah Larson
Subject: RE: DPW Community Projects

Hi Josh, Ray,

Thank you for sending this information. I brought up the ideas to the Arts and Culture Commission last night and they seemed very interested in all the opportunities listed.

Ray, I spoke with Sarah before the meeting and she mentioned she will be touching base with you in the next few weeks to gather more information about the grant opportunities. Please keep us posted on this and we look forward to collaborating!

ARIANNA THERRIAULT
City Arts and Culture Supervisor

[DowntownLiveCT.com Box Office](#)

Bristol Parks, Recreation, Youth & Community Services
51 High Street, Bristol, CT 06010
E: ariannatherriault@bristolct.gov
P: 860-584-6120

From: Joshua Medeiros <JoshMedeiros@bristolct.gov>
Sent: Tuesday, February 17, 2026 1:54 PM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Cc: Lindsey Rivers <LindseyRivers@bristolct.gov>; Ellen Zoppo-Sassu <EllenZoppo@bristolct.gov>; ken.vallera@brrfoc.org; Amaris Estrada <AmarisEstrada@bristolct.gov>; Arianna Therriault <AriannaTherriault@bristolct.gov>
Subject: FW: DPW Community Projects

Thanks Ray. I'm looping in our Arts & Culture Supervisor Arianna to review. She can bring this before the City Arts & Culture Commission at their next meeting on Wednesday, March 4th at 6pm.

-Josh

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Tuesday, February 17, 2026 12:54 PM
To: Joshua Medeiros <JoshMedeiros@bristolct.gov>
Cc: Lindsey Rivers <LindseyRivers@bristolct.gov>; Ellen Zoppo-Sassu <EllenZoppo@bristolct.gov>; Ken Vallera <ken.vallera@brrfoc.org>
Subject: DPW Community Projects

DPW is considering, evaluating the following and is looking for Art Commission input and or assistance:

1. A community art project using recycled or solid waste materials. I had an initial discussion with BRFFOC and we could either fund using the existing Reworld grant or potentially obtain a new, separate grant from Reworld. My initial ideals would consist of the following but would defer to Art Commission:
 - a. Art Show with prizes
 - b. Community mural using nipper bottles to create an pointillism mural constructed using individual panels of nipper bottles.

I personally like the community mural ideal but there would be multiple issues to work through to determine viability. With respect to the art show, I would include BOE art dept along with adults but I do not know how much interest , number art exhibits would be submitted to the art show viable.

2. Mem Blvd Oak tree wood slabs: DPW has 4-5 piles of wood slabs from Mem Blvd trees that can be used to construct tables or benches (pictures attached). If interested, perhaps we can have members of the senior center wood shop assist. If we had someone to make them we can replace high tables in City Hall staff lounges with tables using the Mem Blvd wood.

Available to discuss 203-592-3497.

Municipal Fact Sheet

Gas Cylinder EPR Program

for Connecticut Residents

Connecticut's extended producer responsibility (EPR) law for gas cylinders passed in 2022 CT Public Act 22-27 and 2024 CT Public Act 24-133. For more State of CT information on EPR, go to <https://portal.ct.gov/deep/p2/product-stewardship/product-stewardship>

Implementation of this EPR law begins October 1, 2025

What gas cylinders are included in the law?

Any nonrefillable or refillable cylinder supplied to a consumer for residential use with flammable pressurized gas, helium or carbon dioxide, of sizes with a water capacity between .5 lbs and 50 lbs including, but not limited to, seamless cylinders and tubes, welded cylinders and insulated cylinders intended to contain helium, carbon dioxide or flammable materials such as propane, butane or other flammable compressed gases.

Stewardship Organizations

There are multiple stewardship organizations for cylinders. These organizations will provide free collection and processing of covered cylinders for municipalities.



The Cylinder Collective (TCC) Collects

- Refillable propane gas cylinders sold and supplied into Connecticut, up to, but not including 20 lb. tanks for BBQ grills.
- Non-refillable propane, isobutane, butane and helium cylinders (with a water capacity between 0.5 to under 50lbs) sold and supplied into Connecticut.
- Residential generated cylinders ONLY.

Types of Cylinders	
	Non-Refillable
	16 oz Propane
	14 oz Fuel Torches (Propane, MAPP)
	Helium
	4 – 16 oz Isobutane
	Refillable
	under 20lb propane (20 lb. Tank collected by PGANE program)

Other DEEP approved programs for gas cylinders:

Sodastream -refillable CO2 cylinders
 Roxanne Parker, 800-727-1835
sodastream.ordersusa@pepsico.com

Propane Gas Association of New England (PGANE) -
 20lb. propane tanks for BBQ grills
 Gary Haines, 888-445-1075; gary@pgane.org
pgane.org/safetyandtraining/tankrecycling/

Unacceptable Cylinders:



- Industrial, commercial and institutional
- Oxygen, refrigerants, acetylene, hydrogen, ethylene, nitrous oxide, and foam adhesives.
- Cylinders that are punctured through use
- Fire extinguishers
- Water capacity of under 0.5 lbs or over 50 lbs

Questions?

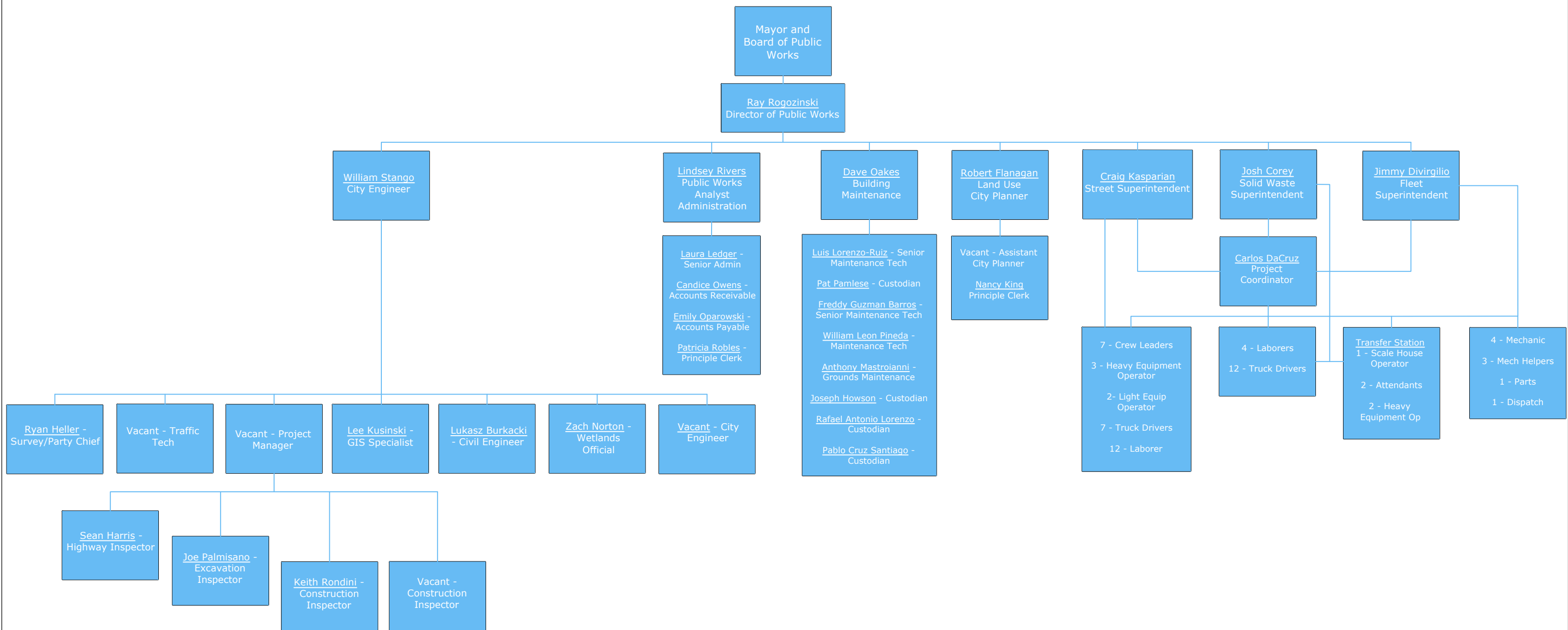
Contact TCC's CT Coordinator at
 860-412-4399
kimorourke@cylindercollective.org
www.cylindercollective.org



The Cylinder Collective (TCC) Accepts:

NON-REFILLABLE					REFILLABLE
					
Propane 16 oz.	Fuel Torches 14 oz. Propylene, MAP, MAP-PRO	Helium Small (2 lb.) Medium (5.7 lb.) Large (9.1 lb.)	Isobutane 3.5 oz. – 16 oz.	Butane 5 oz. – 16 oz.	Propane Tanks Under 20 lb. [20 lb. BBQ tanks are collected by PGANE approved program]

Department Of Public Works Organizational Chart



WELL COMPLETION REPORT

CPR-9 REV. 11-82

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
WELL DRILLING BOARD
165 CAPITOL AVE.
HARTFORD, CONNECTICUT 06106Do NOT fill in
STATE WELL NO.
OTHER NO.

OWNER	NAME Dennis Little		ADDRESS 17 Brooks Hill Rd. Wolecott Ct. 06716	
LOCATION OF WELL	(No. & Street) Same		(Town) (Lot Number)	
PROPOSED USE OF WELL	☐ DOMESTIC ☐ BUSINESS ESTABLISHMENT ☐ FARM ☐ TEST WELL ☐ PUBLIC SUPPLY ☐ INDUSTRIAL ☐ AIR CONDITIONING ☒ OTHER (Specify) Deepening			
DRILLING EQUIPMENT	☐ ROTARY ☒ COMPRESSED AIR PERCUSSION ☐ CABLE PERCUSSION ☐ OTHER (Specify)			
CASING DETAILS	LENGTH (feet)	DIAMETER (inches)	WEIGHT PER FOOT	DRIVE SHOE ☐ YES ☐ NO
YIELD TEST	☐ BAILED ☐ PUMPED ☒ COMPRESSED AIR	HOURS 4		WAS CASING GROUTED? ☐ YES ☐ NO
WATER LEVEL	MEASURE FROM LAND SURFACE—STATIC (Specify feet) 18		DURING YIELD TEST (feet) 300	
SCREEN DETAILS	MAKE			LENGTH OPEN TO AQUIFER (feet) 305
	SLOT SIZE	DIAMETER (inches)	IF GRAVEL PACKED:	Diameter of well including gravel pack (inches):

DEPTH FROM LAND SURFACE FEET TO FEET		FORMATION DESCRIPTION
90	305	granite

Sketch exact location of well with distances, to at least two permanent landmarks.

If yield was tested at different depths during drilling, list below

FEET	GALLONS PER MINUTE
90 to 305'	1 1/2

DATE WELL COMPLETED 7/27/84	PERMIT NO. 87297	REGISTRATION NO. 33	DATE OF REPORT 7/30/84	WELL DRILLER (Signature)
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PRESS RELEASE

NEWINGTON, CT – The Connecticut Department of Transportation (CTDOT) is developing plans for a Computerized Traffic Signal System (CTSS) Replacement project along U.S. Route 6 in the City of Bristol.

The project involves the full replacement of the traffic signal equipment and new fiber optic interconnect at seven (7) intersections within the U.S. Route 6 corridor, and partial upgrades at three (3) intersections within the U.S. Route 6 corridor. At applicable locations, pedestrian control features (countdown pedestrian indications, accessible pushbuttons, sidewalk ramps) will be upgraded in an effort to improve accessibility and pedestrian safety. Equipment will be replaced at the following locations:

- US Route 6 (Farmington Avenue) at Route 229 (King St.) (Int. No. 017-209)
- US Route 6 (Terryville Avenue) at Matthews Street (Int. No. 017-211)
- US Route 6 (North Street) at North Main Street (Int. No. 017-214)
- US Route 6 (Farmington Avenue) at Jerome Ave (Int. No. 017-218)
- US Route 6 (Farmington Avenue) at Columbus Avenue (Int. No. 017-220)
- US Route 6 (Farmington Avenue) at Brook Street/Mix Street (Int. No. 017-232)
- US Route 6 (North Street) at Route 69 (West Street) (Int. No. 017-233)

Partial upgrade to include fiberoptic interconnect and all new signal equipment except pedestrian facilities:

- US Route 6 (Farmington Avenue) at Rustic Terrace (Int. No. 017-202)
- US Route 6 (Farmington Avenue) at Route 69 (Maple Street/Burlington Avenue)(Int. No. 017-215)

Partial upgrade to include fiberoptic interconnect only:

- US Route 6 (Farmington Avenue) at Oakland Street (Int. 017-216)

“The replacement of the Computerized Traffic Signal System (CTSS) communications system will establish reliable fiber optic communication connections between the signalized intersections,” **said Connecticut Department of Transportation Project Manager John Lockaby**. “This will allow for the implementation of advanced technologies to monitor traffic and reduce travel times.”

The present schedule indicates that the design will be completed in June 2027, with construction anticipated to start in the fall of 2027, assuming acceptance of the project, availability of funding and receipt of any required right-of-way and environmental permits. This project will be undertaken with Federal and State funds.

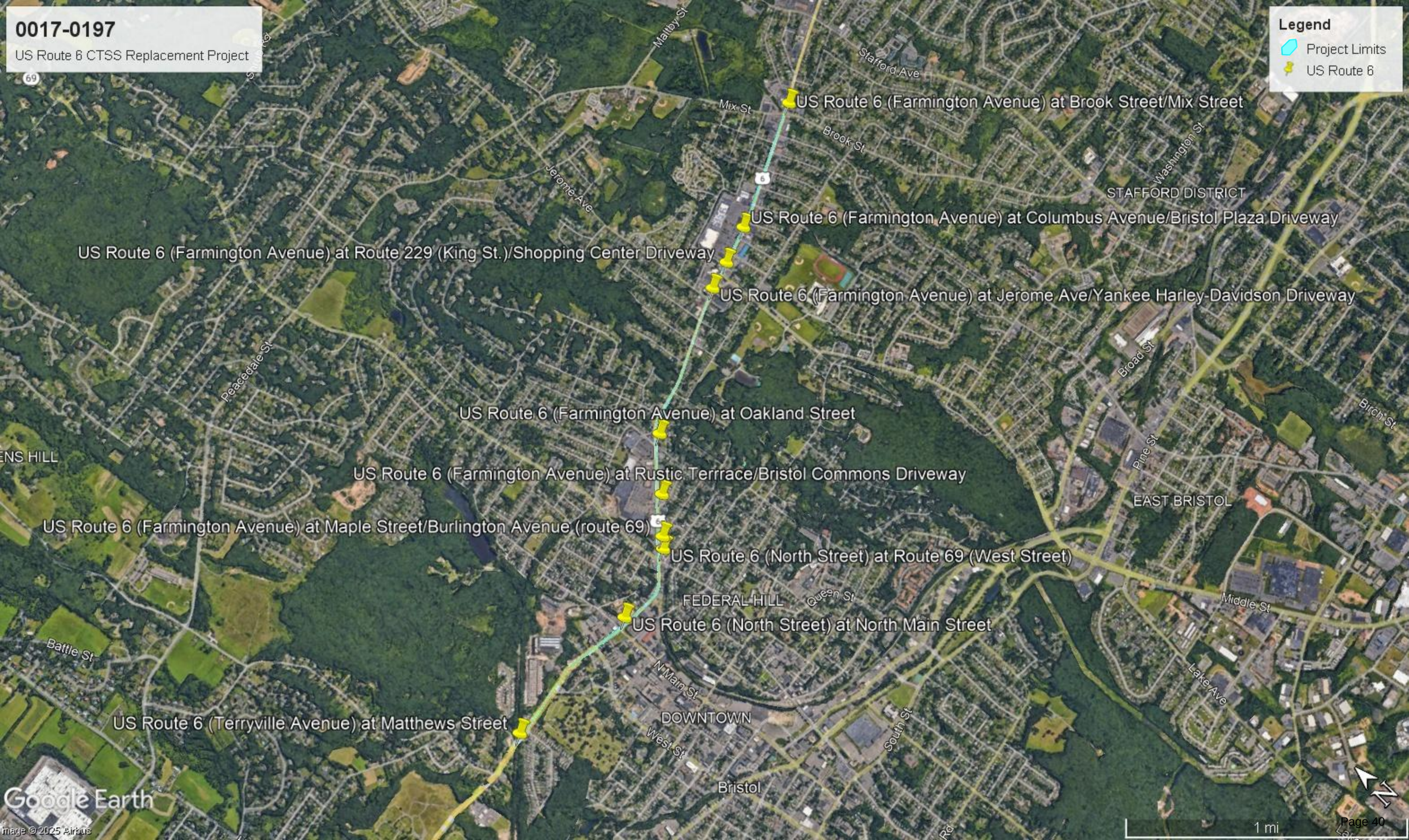
It is CTDOT's policy to keep the public informed and involved when such projects are undertaken. It is important that the community share its concerns with CTDOT to assist in the project's development. The CTDOT expects to hold a public informational meeting upon the completion of the preliminary design.

If anyone has any questions or comments on this project, contact John W. Lockaby, Project Manager, at (860) 594-2719 or by e-mail at john.lockaby@ct.gov . Please make reference to State Project No 0017-0197.

Legend

 Project Limits

 US Route 6





Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 6, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: Roadway Rating System/Asset Management System

The Department of Public Works maintains a roadway rating system for each City road. A PCI (Pavement Condition Index) rating is provided on a scale from 0-100 for each roadway segment (intersection to intersection). The Department completed a comprehensive assessment of all City streets in 2021, utilizing the consultant firm of Beta Engineering. In March of 2024, DPW procured the services of Vialytics Inc, which allows DPW the opportunity to rate roads in real time utilizing an iPhone equipped with AI programing to rate City streets.

A link to the DPW report to the BPW recommending the procurement of Vialytics Inc service is provided below:

<https://www.bristolct.gov/DocumentCenter/View/51105/BPW-Roadway-Rating-System-Presentation>

As indicated in the above referenced report, the Vialytics Inc service includes software that depicts roadway ratings for each section of City streets. The cost of Vialytics Inc is \$16,000/ year. Based on the Department's experience, DPW does NOT recommend continuing the Vialytics Inc roadway rating service. Although potentially beneficial to rate roads in real time, DPW has experienced reliability issues associated with the AI rating of roads. The iPhone-based video rating appears to be impacted by items out of the right way such as driveway aprons that effect the repeatability of the service. DPW staff have used Vialytics Inc to rate a road and have tried to confirm ratings by re-driving the roadway section only to find deviations of up to 10 PCI points. There is a mechanism for DPW to report findings to Vialytics Inc. However, there is typically a review period of up to two weeks which makes a review unviable. As a result, DPW recommends the following Board of Public Work's action:

Support the Department of Public Works' recommendation to cease the current roadway rating service provided by Vialytics Inc. The Board also recommends that the

Department continues to evaluate technologies and services that can provide effective real time rating of City streets.

The focus and value of a roadway rating system is not necessarily the numerical rating of an individual street. Rather it is having a rating for all City streets that allows the Department to distinguish roadway conditions for various City streets and identify the appropriate treatment, if any, such as crack sealing, milling & pavement overlay, or roadway reclamation.

The Department authorized Beta Engineering to update the 2021 assessment to reflect the Department's roadway maintenance program since 2021. The update also provides a surface deterioration factor of 2.5. A map of the rated roadways is attached, and a link to the map is provided below:

<https://www.bristolct.gov/DocumentCenter/View/51106/RSR-Map-36x48-2>

Based on the updated map, the City's current rating is 81. I would say that the rating does not reflect the deterioration of City streets associated with Eversource trench work completed in the last three years. The current rating of Eversource-impacted roadway varies, but appears to be between 62 and 67. Due to Eversource's work the PCI of the roads is lower, however, the Department's spring paving program is concentrated on paving the impacted Eversource roads. Once paved, the roads with rating of 62 to 67 will obtain PCIs of 100.

Included in the Beta Engineering analysis is a model calculating that in order to maintain a PCI of 80.1 and expenditure of approximately \$4.5 million is required. The proposed RIF budget is \$6,352,024 with a portion allocated to storm drainage, sidewalks and other non-pavement expenditures. However, it is estimated that approximately \$5,000,000 of the \$6,352,024 will be designated for roadway paving therefore the current CPI of 80.1 will be maintained

In order to update the Department's current PCI roadway rating system, the Department of Public Works requests the following Board of Public Works action:

Authorize the Department of Public Works to procure the services of Beta Engineering in the amount of \$25,000 to update and perform a comprehensive roadway rating assessment to each City street.

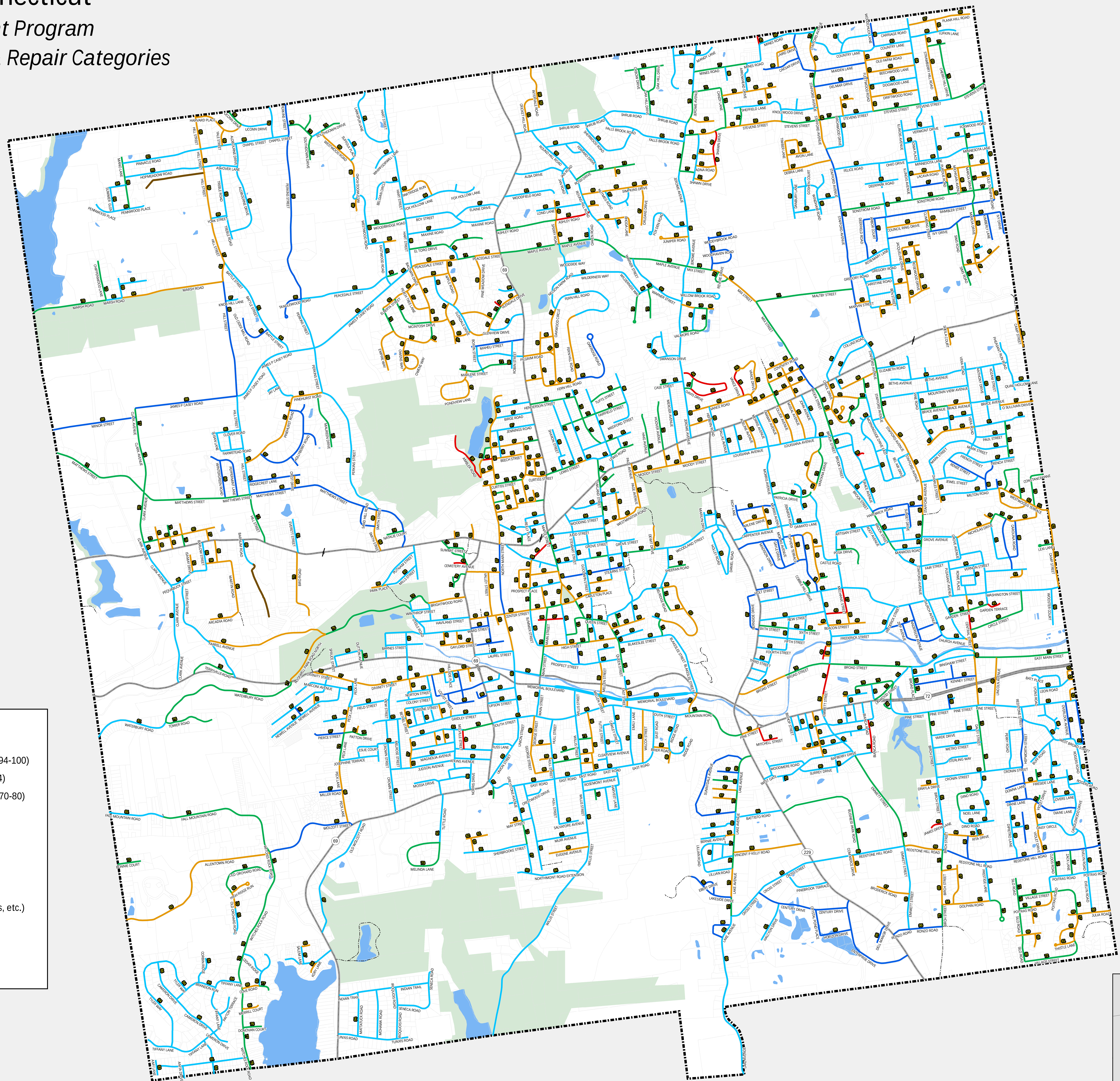
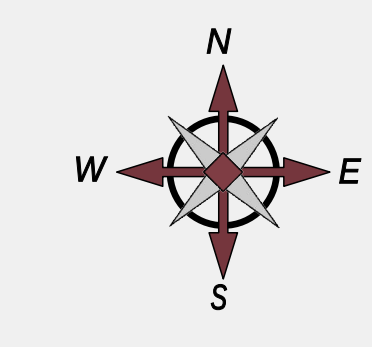
The Department's proposed spring paving program is scheduled to start with the milling of City streets on April 6, 2026, weather depending. The spring paving program is updated based on proposed work scheduled by Eversource, along with streets potentially impacted by the grassy road earth removal is attached. In addition, please find the attached the Department's preliminary fall paving program. Work associated with the fall program is currently being coordinated with City drainage improvements and utility upgrades.

Please feel free to contact me with any questions at 860-584-6113.

City of Bristol, Connecticut

Pavement Management Program

Road Surface Ratings & Repair Categories



Legend

Repair Category

No Maintenance Required (94-100)

Routine Maintenance (80-94)

Preventative Maintenance (70-80)

Rehabilitation (45-70)

Reclamation (0-45)

Non-Inspected Roadways

Gravel Roads (City Owned)

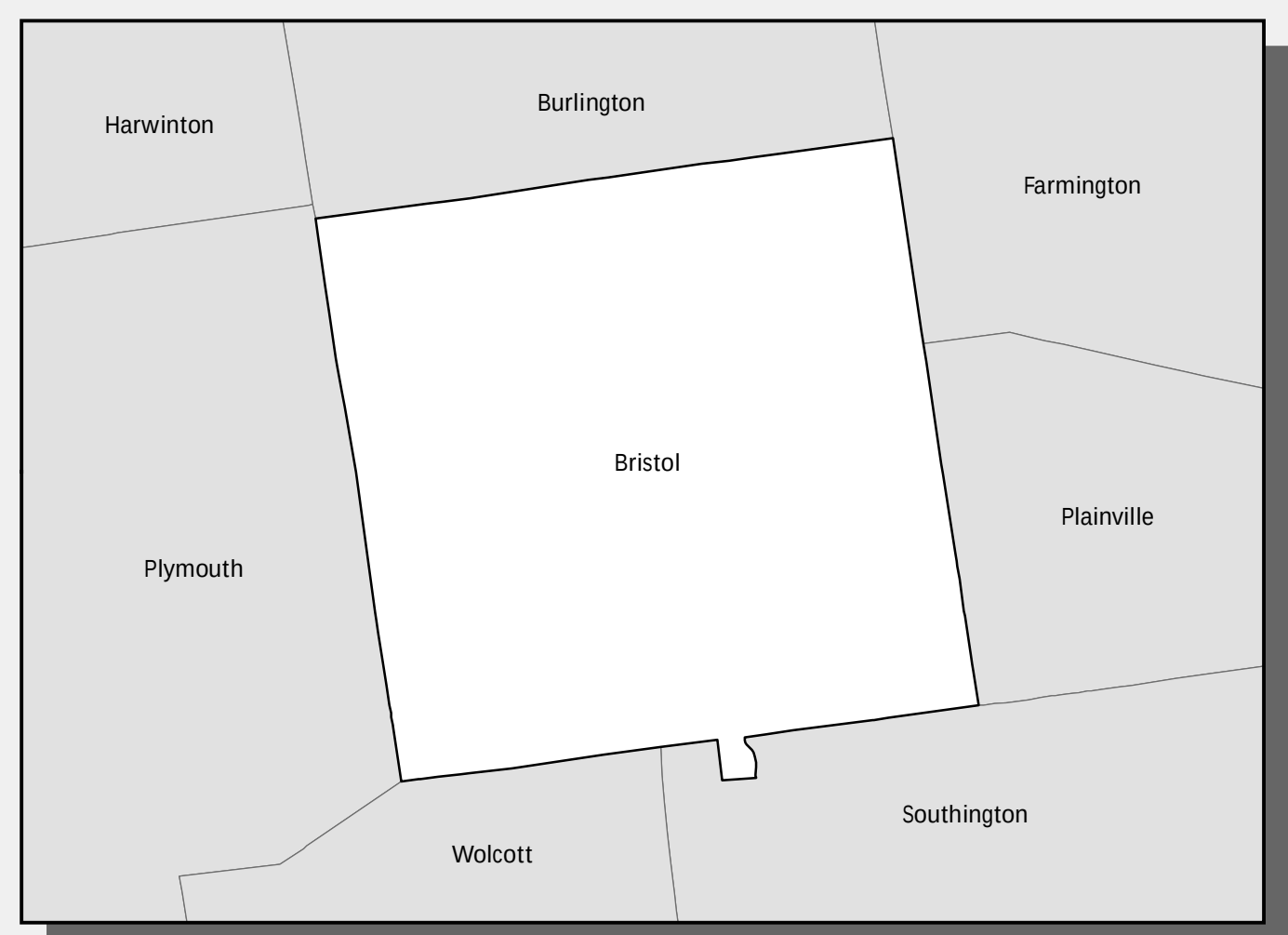
State

Other (Privates, Parking Lots, etc.)

Other

Open Space

Waterbodies





SCHEDULE	Pavement Management Program (Spring 2026)				
	2-Mar-26				
	Street Name	Street Length (Ft)	Street Width (Ft)	Mill	RSR
S 26	Federal Street (Maple to Summer)	745	33	Mill All	65
S 26	Lincoln Place	290	20	Mill All	65
S 26	Richmond Place	537	20	Mill All	63
S 26	Prospect Pl. (Summer to Richmond)	306	20	Mill All	65
S 26	James Drew Lane	369	33	Mill All	51
S 26	Drayla Drive	480	33	Mill All	63
S 26	Mechanic (Wash. to Beacan)	1,037	28	Mill All	33
S 26	Beacon Street	1,062	26	Mill All	55
S 26	East New Street	616	32	Mill All	49
S 26	Cozy Lane	274	33	Mill All	55
S 26	Plank Hill Road	1,783	34	Mill All	61
S 26	Weeping Hill Road	350	32	Mill All	63
S 26	Hillside Avenue	335	27	Mill All	58
S 26	Skyridge Road	630	33	Mill All	63
S 26	Skytop Drive	411	27	Mill All	65
S 26	Eugene Avenue	1,149	33	Mill All	63
S 26	May Street (Greystone to Dead End)	358	30	Mill All	51
S 26	Molzon Place	599	30	Mill All	60
S 26	Highland Street	917	28	Mill All	59
S 26	Dwight Street	329	24	Mill All	60
S 26	Conlon Street	662	33	Mill All	62
S 26	Irving Street	733	30	Mill All	60
S 26	Williams Street	647	28	Mill All	58
S 26	Hill Street (Marsh to Townline)	4,797	44	Mill All	62
S 26	Summer Street	3,345	25	Mill All	75
S 26	Sessions Street	497	29	Mill All	44
S 26	Puritan Road	623	30	Mill All	65
S 26	Fern Hill Road (Pilgrim to Oakridge)	1,859	30	Mill All	61
S 26	Pilgrim Road	2,136	30	Mill All	64
S 26	Cambridge Road	495	32	Mill All	63
S 26	Oakwood Circlce	1,348	31	Mill All	59

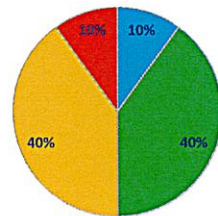
S 26	Oak Bluffs Road	363	31	Mill All	61
S 26	0	0	0	Mill All	0

Roadway Forecast Model Bristol, CT

Urban Community Type

ManageMyRoads by BETA

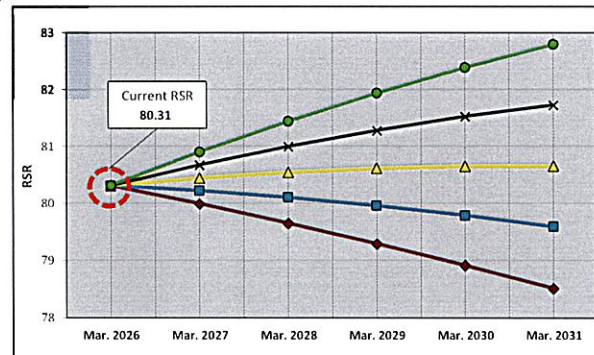
Funding Distribution by
Repair Type



— Routine Maintenance
— Preventative Maintenance
— Minor Rehabilitation
— Major Rehabilitation

Model Scenario (40% Split - Minor & Preventative)

Road Miles = 232.09
 Approx. Sq. Yards = 4,271,132



Funding Scenarios

Scenario 1	\$3,000,000
Scenario 2	\$4,000,000
Scenario 3	\$5,000,000
Scenario 4	\$6,000,000
Scenario 5	\$7,000,000

*Please Note: Unit pricing accounts for curb to curb improvements only; does not include drainage, sidewalk, ADA, gravel sub-base or utility improvements.

**Model Accounts for 3% Annual Inflation

Community Type: U
 3/9/2026



[illegible]



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 5, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

**RE: DPW FLEET CAPITAL – LEASING DUMP TRUCKS (4) &
AUTOMATED RUBBISH TRUCK**

The Department of Public Works is currently evaluating the potential of “leasing” dump trucks and or automated rubbish trucks for use by the Department. The term “leasing” is used in the heavy truck industry. However, the arrangement is essentially a payment plan with yearly payments based on the length of the agreement. The “lease” agreement can contain a buyback option, otherwise the vehicle is essentially purchased by the City during the lease period and therefore would be retained by the City at the end of the lease period at no additional cost. For the purposes of the evaluation, DPW’s calculations are based on 7-year agreements.

The primary benefit of DPW to pursue “leasing” is to lower yearly capital expenditure cost and increase the replacement interval of DPW trucks and heavy equipment. With that said, leasing appears to result in additional vehicle cost over the vehicle lifespan due to financing and administrative fees. The specific finance charge and administrative fee is based on the vehicle cost and financing interest rate at the time the agreement is executed.

The DPW is in need of four 10-wheel dump trucks. The cost of a new truck utilizing the State bid is approximately \$320,000. DPW has funding in the FY2025-26 budget and is requesting funding as part of the FY2026-27 budget to purchase an additional 10-wheel dump truck. Based on a cost of \$320,000 for a dump truck, the “lease” payment is estimated at approximately \$56,000/year for 7 years. The payment would include interest payments and administrative fees of approximately \$60,000 above what would have been the initial purchase price. Over the life of the “lease” agreement, the cost would be approximately \$12,000 per year at 5% interest rate.



Department of Public Works | 860.584.6125

Utilizing a lease would enable DPW to obtain four 10-wheel dump trucks at cost of \$224,000 instead of incurring a single capital expenditure of \$320,000 for one truck. The lease would commit the City to \$224,000 for a 7 year period. A lease agreement for the solid waste automated rubbish truck, requested as part of DPW's FY2026-27 Fleet budget, is estimated at \$78,000/yr. for 7 years for the \$440,000 truck. The primary benefit of leasing to DPW would be an upgrade of DPW vehicles.

The trucks would be under warranty during the leasing period and will be inspected on a yearly basis by the leasing truck company. DPW will continue to perform preventive maintenance along with some repairs, therefore a full coverage warranty is not required. The leased trucks will continue to be painted yellow and marked as a DPW vehicle.

DPW's investigation into leasing trucks is partially in response to a request by the City's Comptroller Office. DPW will continue to work with the Comptroller's office on evaluating the feasibility of leasing DPW trucks. Subject to Comptroller Office review, DPW proposes the following Board of Public Works approval:

Modify the Department of Public Works' FY2025-26 and FY2026-27 Fleet Capital plan as follows:

- a. **Request BOF approval to revise the use of account 1013026-570500-26018 in the amount of \$335,000 originally established to purchase (1) 10-wheel dump truck. The DPW requests that instead of purchasing (1) 10-wheel dump truck the BOF approval DPW leasing of (4) 10-wheel dump trucks at an estimated cost of \$225,000 for a period of 7 years. Said approval includes expenditures in FY2026-27 to FY2033 in the amount of \$225,000.**
- b. **Revise DPW's FY2026-27 Fleet capital budget to eliminate the request for a 10-wheel dump truck (\$320,000)**
- c. **Revise DPW's FY2026-27 Fleet Capital budget to lease an automated rubbish truck at a cost of \$78,000 for 7 years instead of purchasing the vehicle at a cost of \$440,000. Said approval includes expenditures in FY2026-27 to FY2033 in the amount of \$78,000.**
- d. **Eliminate request for UTV-Kubota for DPW Bldg. Maintenance Division in the amount of \$52,000.**



Department of Public Works | 860.584.6125

Approval of DPW truck leasing will reduce DPW's proposed FY2026-27 Fleet Capital Budget \$510,000 from \$1,180,700 to \$670,000 (inclusive of deleting DPW Bldg. Main request for an UTV). **The approval of leasing will allow the Department to replace four (4) 10-wheel dump trucks.** Based on availability of the vehicles, utilizing state bids, it is anticipated that the DPW will receive the leased trucks in October of 2026.

Please feel free to contact me with any questions or concerns at 860-584-6113.

	Capital Equipment 2021-2022					
Priority	Qty.	Vehicle Request	Replacement	Mileage/Hours/Condition	Budget Request	
X	1	Bulk Truck with clam arm and dump body.	Replaces R-13 bulk truck and re number unit to S-31.	Current unit is a 2004 and has 110,000 plus miles on it. Truck will retire as a day to day bulk truck and become an asset to the tree crew making it safe to remove large pieces saving our workforce from injury.	\$200,00.00	
	3	Surface Pro tablets				
	1	Double walled 275 gallon oil tank		Tank is not double walled and does not meet DEEP standards.	\$4,750.00	
X	2	4500 6 wheeled dump trucks with plows and spreaders.	Additions to our fleet	These units will be additions to our growing Fleet and will eliminate the need for contractors on plow routes.	\$170,000.00	
	1	3500 1 ton Silverado pickup with plow and liftgate.	This unit will replace S-2 trailblazer.	This unit will replace old 2002 S-2 trailblazer with 160,000 miles. SUV frame has bad rot damage and exceeds its repair to worth value.	\$68,000.00	
	1	Bradco 40" Cold Planer skidsteer attachment	Addition to our road repair operations.	This unit will become an essential addition to our road repair operation.	\$27,422.00	\$20,422.00 with trade
	1	84" pickup room w/watering attachment for a skidsteer	Addition to our road repair operations.	This unit will become an essential addition to our road repair operation.	\$8,918.00	
	1	Duraclass Stainless all season dump body with liquid de icing tank	Replaces rotted out unusable dump body on S-11	This all season dump body with de icing tank will replace the current rotted out unusable body on one of our 10 wheeled dump truck S-11	\$45,000.00	
	1	Stainless frame mounted spreader with de icing system	Replaces rotted out unusable dump body on GS-26	This spreader will replace the rotted out unusable dump body on one of our 10 wheeled dump trucks GS-26.	\$22,000.00	
	3	Fisher Polycaster salt spreaders	Replaces both GS-8, GS-3 and S-9 spreaders	Spreaders have become problematic throughout the years and are becoming costly with time and repairs.	\$19,000.00	
	1	Fisher 8' snowplow	Will be a new install on Streets 3/4 ton S7 pickup	Unit was a supervisors vehicle and wasn't purchased with a snow plow.	\$6,000.00	
	1	Snap on diagnostic scanner	Replaces our current obsolete unit to scan newer vehicles.	This tool will replace our outdated scanner we currently own to allow us to diagnose newer vehicles. Current unit only does up to 2018.	\$3,600.00	

	1	Start all for Fleet	Replaces outdated unit from G-2	Unit that was on old service truck is not capable of starting a 24v unit. Unit is becoming an issue to replace parts on as well. (old)	\$13,000.00	
	1	Laser Scanner	Replaces 2002 model	Unit is in rough shape and needs to be updated.	\$1,500.00	
	1	Volvo DD25B roller	Replaces C-14. 2000 Dynapac roller	Current unit is a 2000 Dynapac. This model is discontinued and is becoming an issue to find parts for.		
	1	20' 8 Ton tilt trailer	Replaces C-24. 5 ton trailer.	Current trailer is a 1996 5 ton equipment trailer. Trailer is in poor condition from front to back. New trailer eliminates use of heavy ramps and will hold more weight.	\$10,000.00	
				<i>TOTALS:</i>		

	A	B	C	D	E	F	G	H
1	DPW FLEET CAPITAL PROPOSED BUDGET							
2	FY2026-27 rev 3/5/26							
3	Priority	Vehicle Request	Replacement/Vehicle Condition	Budget Request	Running Budget Total	Budget Request LEASED	Running Budget Total LEASED	Comment Leased
4	1	Front End Loader	Replace DPW's existing 2000 Volvo L90 Loader(DPW ID GC2). The loader is severely leaking oil. Continued use will result in a seizure of the motor.	\$270,000.00	\$270,000.00	\$270,000.00	\$270,000.00	
5	2	Automated Rubbish Truck	New automated rubbish/recycling truck will replace a 2007 (ID R39). The truck's engine is malfunctioning (coolant is evident in the engine's crank case). The body is a drop style frame and is exhibiting rust/rot. DPW's goal is to replace the Department's low entry type rubbish trucks.	\$440,000.00	\$710,000.00	\$78,000.00	\$348,000.00	One (1) lease Automated Truck
6	3	10 Wheeled Dump Truck with plow and all season body (4 leased)	Replace DPW existing 2003, 10 Wheel Dump Truck (DPW IDS25) with a new (leased) 10 wheel dump truck. DPW existing S25 has 110,000 miles. The truck body was previously replaced and is showing heavy rust/rot. Replacement is critical to DPW winter snow operations. Replace DPW existing 2006, 10 Wheel Dump Truck (DPW IDS21) with a new (leased) 10 wheel dump truck. DPW existing S21 has 135,000 miles. The trucks body was previously replaced already. Truck itself is showing heavy rust and rot damage. Replacement is critical to DPW hauling, paving and winter operations. Replace DPW existing 2007, 10 Wheel Dump Truck (DPW IDS22) with a new (leased) 10 wheel dump truck. DPW existing S22 has 122,000 miles. The truck body was previously replaced but has failed and is no longer useful. Truck itself is hard to obtain replacement parts due to model of truck. Replacement is critical to DPW hauling, paving and winter operations. Replace DPW existing 2008, 10 Wheel Dump Truck (DPW IDS12) with a new (leased) 10 wheel dump truck. DPW existing S12 has 127,000 miles. The body was previously replaced already. Truck is showing heavy rot and rust. Cab has holes. Replacement is critical to DPW hauling, paving and winter operations.	\$320,000.00	\$1,030,000.00	\$224,000.00	\$572,000.00	Utilize FY2025-26 appropriation to purchase (1) 10 wheel dump trucks to lease (4) 10 wheel dump trucks at a cost of \$225,000 for 7 years.
7	4	Surplus State Vehicles	Procure 3 State surplus SUVs ad 2 pick ups through CT DAS surplus vehicle program. The SUVs would replace exisitng DPW Engineering Division vehicles and the pick-ups will replace exisitng DPW Street Division vehicles.	\$50,000.00	\$1,080,000.00	\$50,000.00	\$622,000.00	
8	5	Hot Box	Replace existing 2017 unit . This existing unit is used throughout the year to repair potholes, curbs and aprons. Furnace and electrical components of units has excessive wear.	\$40,000.00	\$1,120,000.00	\$40,000.00	\$662,000.00	
9	6	Bldg Mowers	Zero turn & push mower	\$8,700.00	\$1,128,700.00	\$8,700.00	\$670,700.00	

	A	B	C	D	E	F	G	H
10	7	UTV- Kubota	UTV - Kubota equipped with a V-plow and speader to assit building maintenance with building snow operations. With the increase of two parking garages and City Hall a small vehicle equipped with a rubber bladded plow would increase effecenies of snow & de-icer operations at parking lots, sidewalks and parking garages.	\$52,000.00	\$1,180,700.00	\$0.00	\$670,700.00	
11	TOTAL			\$1,180,700.00			\$670,700.00	Budget Redution Utilizing leasing \$510,000



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 11, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

**RE: DPW ASPHALT SIDEWALK REPAIR/RESPONSIBLE PARTY
POLICY**

The Department of Public Works receives a number of complaints associated with asphalt sidewalks in areas such as Burlington Ave (Lardener Road to Glenview Drive), Lake Ave (McKinley Ave), Wolcott St (north of East Rd) and Pine St (Central St to Forest St) to identify a few locations. In accordance with City Ordinance, concrete sidewalks are the City standard. Asphalt sidewalks have been installed as a cost saving measure. Since asphalt sidewalks do not meet City standards, the policy issue is what is the proper repair for asphalt sidewalks?

The Department of Public Works does not have a formal policy with respect to the type of repair and responsible party for the repair of asphalt sidewalks. The Department has historically accepted the responsibility to repair or replace asphalt sidewalks based on the fact that they do not meet City standards and they were installed by the City.

The Department of Public Works seeks guidance from the Board of Public Works on how to address the repair and/or replacement of asphalt sidewalks. Potential options consist of the following:

1. Pursuant to City Ordinance 21-120, property owners are required to repair or replace asphalt sidewalks with non-City standard asphalt sidewalks
2. Due to the non-compliant nature of asphalt sidewalks, the Department of Public Works shall be responsible for maintaining or replacing asphalt sidewalk sections. Based on location and extent of asphalt sidewalk length, the Department of Public Works shall replace deteriorated sidewalks with either new asphalt or new concrete sidewalks as determined by the Department.
3. Require the property owner to replace or asphalt sidewalks with code compliant concrete sidewalks.



Department of Public Works | 860.584.6125

The Department recommends either option 1 or 2. In addition, if it is determined that the work is required to be performed by the property owner, it should be noted that property owners can participate in the City's sidewalk repair program (50% funding for a single family house).

Based on input for the Board of Public Works, the Department of Public Works will revise the Department's sidewalk repair policy accordingly to address how asphalt sidewalks will be addressed moving forward. In addition, the policy should include a provision indicating that replacing non-compliant asphalt sidewalks in poor condition will have a higher priority to replace than the installation of sidewalks at new locations. DPW current policy is attached for reference purposes.

The Department is scheduled to replace asphalt sidewalks on Burlington Ave as part of a Locip grant, and sections of asphalt sidewalks on Emmett St will be replaced utilizing Community Conductivity grant. The Department's most recent complaint of asphalt sidewalk in deteriorated condition is the property of 683 Pine St, a vacant lot at the corner of Pine St and Central St. The asphalt sidewalks are approximately 100 ft in length and 4 ft wide. To replace the sidewalks with asphalt would cost approximately \$6,500 to \$15,000 for code compliant concrete walks. Map of area attached.

In the case of Pine St, if the work was performed by the City consideration would typically be given to replace the entire length of asphalt sidewalk (675 LF) with concrete walks. However, the vertical alignment of the asphalt walks is low, and replacement with code compliant concrete walks will result in grading issues. Therefore, the work on Pine St would consist of replacing the asphalt walk with new asphalt walks across the property of 683 Pine St only.

Please feel free to contact me with any questions or concerns at 860-584-6113.

CITY OF BRISTOL – PUBLIC WORKS

24.15 CITY SIDEWALKS MAINTENANCE AND NEW INSTALLATION

1. Policy Name

24.15 City Sidewalks Maintenance and New Sidewalk Installation

2. Policy Statement

The City of Bristol's Board of Public Works considers City sidewalks to be an integral part of the City's transportation network, and sees City sidewalks as a mechanism to interconnect neighborhoods, and provide the infrastructure to promote a spirit of community.

3. Policy

- A. Maintain Existing Sidewalks - In accordance with City Ordinance 21-37, property owners are responsible for the repair and maintenance of City sidewalks located along City-accepted streets.
 - i. The repair and maintenance of City sidewalks by adjacent property includes, and is inclusive of, the full replacement of damaged/unsafe City sidewalks.
 - a. Replacement of sidewalks shall be in accordance with City sidewalk construction specifications.
 - b. Replacement of one (1) sidewalk section shall not be allowed unless it is pinned/doweled into the adjacent sidewalk sections pursuant to the approval of the Department of Public Works.
 - c. Repair of sidewalks may include sidewalk jacking/pumping to level sidewalks, subject to Department of Public Works approval.
 - d. Repair of sidewalk sections may consist of the filling or sealing of cracks, subject to the approval of the Department of Public Works. Otherwise, all sidewalk repairs (work within right of way) shall be performed by a City-licensed contractor, and shall require an Excavation Permit issued by the Department of Public Works.
 - e. Sidewalk sections located adjacent to driveways are classified as aprons, and shall be constructed in accordance with City concrete driveway apron standards.
 - ii. In order to assist property owners with the cost of repairing and maintaining sidewalks, the Department of Public Works administers a Residential Sidewalk Repair Program and supports the use of available grant funds to replace sidewalks in targeted City areas.
 - a. The residential sidewalk repair program shall reimburse property owners the following portion of sidewalk replacement cost:
 - One Family** – *50% City grant share / 50% loan amount (if needed).
 - Two Family** – *40% City grant share / 60% loan amount (if needed).
 - Three Family** – *30% City grant share / 70% loan amount (if needed).
 - Four Family** – *20% City grant share / 80% loan amount (if needed).

Five Family – *10% City grant share / 90% loan amount (if needed)

Six Family – 0% City grant share / 100% loan amount (if needed)

b. The percentage of grant share will be the portion of the actual cost, or the percentage of the City contract cost for a comparable repair, whichever is less.

d. Property owned by non-profits may be eligible for Sidewalk Repair Grant funding (40%) subject to Board of Public Works approval.

e. Loans shall be available by the City for the property owner's portion of cost.

f. Cost sharing shall be limited to sidewalks that are in need of repair/replacement for safety reasons, and shall include the restoration of property immediately affected by the repair or replacement (i.e. a portion of the residents driveway disturbed, loam and seed to address lawn damage, and adjacent private walks).

g. The residential sidewalk repair program shall be limited to residential dwellings, defined as 1- to 6- family unit dwellings (per assessor card).

h. Reimbursements will not exceed the unit cost offered by the City sidewalk contract.

i. Properties located on state roads are subject to this policy and City Ordinance in the same manner as sidewalks located along City-accepted streets. State encroachment permits are required for all work located within the State right of way.

j. Property owners performing repairs/maintenance, or disturbing sidewalks located within a City streetscape area (bricks & decorative lights), shall be required to replace in an "in kind" manner, or as approved by the Director of Public Works.

k. Inspection of City sidewalks in poor condition shall be complaint driven. Based on the inspection by the Department, property owners shall be advised of unsafe conditions.

l. Although the Department of Public Works acknowledges that a small amount of salt applied to City streets may be deposited on sidewalks, it is DPW's position that DPW salt applications do not impact City sidewalk conditions. The rotation of DPW salt spreaders directs salt to the center of the roadway.

m. The Department of Public Works shall prioritize use of City grant funds to replace sidewalks on City streets. Sidewalk projects shall be prioritized for grant funding based on the extent (number of properties effected and length) of deteriorated sidewalks, along with sidewalk need (estimated pedestrian use).

n. The repair/replacement of handicap ramps is the responsibility of the Department of Public Works.

B. Installation of New/Additional Sidewalks

- i. The decision to install new/additional sidewalks on a proposed City street is reviewed and approved by the City's Planning Commission in accordance

with the City's Subdivision Regulations, and is not under the authority of the Board of Public Works.

- ii. The decision to install sidewalks along properties subject to site plan approval by the City's Zoning Commission or Planning Commission are reviewed and approved by the City's Planning Commission and Zoning Commission, in accordance with the City's Zoning regulations, and is not under the authority of the Board of Public Works.
- iii. The Board of Public Works receives referrals from the City's Planning Commission, Zoning Commission, and City Council from time to time regarding property owners' requests to waive or defer the installation of sidewalks required, pursuant to City Subdivision regulations, Zoning regulations, and City Ordinances. The Board of Public Works reserves the right to make these decisions based on the evaluation of the specific location and need of sidewalks, however, the Board shall consider the following:
 - a. Prioritize the installation of new/additional sidewalks on roadways based on street classifications (Principal, Minor Arterial, Major Collector and local).
 - b. Install sidewalks to complete the interconnections of sidewalks and loops, including sidewalks located across the properties of proposed cul-de-sacs.
 - c. In areas where sidewalks do not form a loop or interconnections, installation of sidewalks on a one side of the street shall be considered.
- iv. The Board of Public Works shall consider the installation of new/additional sidewalks as part of the Department of Public Works' yearly Capital Improvement Program based upon requests from the general public (including petitions), and the Director of Public Works. Requests shall be prioritized based on the criteria provided in Section 3 B.iii.a. of this policy. In addition, priority shall be given to installing sidewalks in areas to eliminate sidewalk gaps along existing roadway sections, and priority shall be given to the installation of sidewalks in commercial areas along or accessing public transportation (bus routes).
- v. To prioritize requests to install sidewalks, the Department of Public Works and Board of Public Works must weigh the improvement to public (pedestrian) safety, cost, need (number of potential users of sidewalk), and impact to private property. The Department of Public Works sees sidewalks as an integral part of the City roadway system, however, the decision to construct sidewalks on any given section of sidewalks shall be weighed with the need for sidewalks throughout the City, and available resources. To assist the City in determining the need (potential use) of a sidewalk, and to evaluate property owner support, the Board of Public Works asks residents requesting sidewalks to process and submit a formal request and complete a sidewalk petition. The Board of Public Works will evaluate all requests for sidewalks on a yearly basis, including requests without submission of a

- petition. However, additional weight will be given to requests containing petitions. Requests containing petitions may or may not receive approval.
- vi. All formal requests for sidewalks shall be received by the Department of Public Works, evaluated, and a written recommendation shall be provided. The Board of Public Works shall evaluate ALL requests submitted to the Department on a yearly basis in November of each year.
 - vii. Requests for sidewalk sections with an estimated cost of less than \$50,000 will be completed the following construction season (if approved by the Board of Public Works). Requests for sidewalks with an estimated cost above \$50,000 will be incorporated into the Department's CIP budget request (if approved by the Board of Public Works).

4. Responsible Division

Department of Public Works Engineering Division and the Director of Public Works

5. Approval authority:

Board of Public Works

6. Approval Date:

July 21, 2022, revised March 3, 2025

7. Effective Date:

March 20, 2025



SIDEWALK PETITION REQUEST

[illegible]

Raymond Rogozinski

From: Ashley Macaro <aharmonninc@gmail.com>
Sent: Sunday, March 8, 2026 8:06 PM
To: Raymond Rogozinski
Subject: Child injury risk in a school zone



IMG_0525.mov



IMG_0526.mov

Hello Raymond,

I wanted to bring to your attention unsafe sidewalk conditions from Forest St. to the corner of Pine and Central-opposite side of the street as the school. The most problematic spots are at the crossing at Pine and Central. For years these sidewalks have been deteriorating and I have previously reported injuries (minor) caused to my children when they travel the route on bike or scooter but the problem remains. I am attaching some video for your reference.

If you are not the right person to address and could help get the message to the right person, I would appreciate it. We travel this path almost daily and would really like to see it fixed.

Thank you!

Sincerely,
Ashley Macaro

Raymond Rogozinski

From: Emily Oparowski
Sent: Thursday, March 12, 2026 7:39 AM
To: Raymond Rogozinski; Lindsey Rivers
Subject: Re: Child injury risk in a school zone





Emily Oparowski
Accounts Payable



111 NORTH MAIN STREET
BRISTOL, CONNECTICUT
06010
T: 860.584.6125
www.bristolct.gov

**PINE STREET ASPHALT SIDEWALK
BRISTOL, CONNECTICUT
PREPARED FOR
CLIENT**

SCALE: 1" = 100'	DATE: MARCH 12, 2026	JOB: 10000.0000X
FIELD: XXX	DRAWN: KMR	CHCK'D: XXX
		SHEET: 1 OF 1



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 5, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: Recyclables Processing Cost/Resident Compliance Update

The City of Bristol's single stream recyclable materials, collected every other week, are processed at a facility known as Murphy Road LLC, located at 655 Christian Road, Berlin, CT. The City procures the material processing service through BRRFOC (Bristol Resource Recovery Facility Operating Committee), a consortium of 14 municipalities. BRRFOC periodically bids the recycling processing services and is currently operating under a five-year contract with Murphy Road LLC that started July 1, 2024 and will end July 1, 2029. Pursuant to the contract, upon expiration it can be extended one year at a time, if mutually agreeable to both parties, for up to five years.

The current contract is in part based on the commodity prices of the following recyclable items and the percent, by weight, of the commodities estimated to be in the single stream recycling:

Commodity	Recyclable Stream % (per contract by weight)
OCC (cardboard)	13.40
Mixed Paper	50.00
Glass	18.00
Steel Cans	2.00
Aluminum	0.25
Natural HDPE	0.60
Colored HDPE	0.75
PET	2.00
Residue (Rubbish)	12.00

As indicated in the attached “Recycling Cost” summary, the recycling processing fee has varied from \$52.53/ton in May 2024 to \$104.26/ton in January 2026. As the value of the commodities increases, the City’s recycling processing cost decreases. Based on a review of the Recycling Cost Data, the value of most of the commodities have decreased, except natural HDPA and aluminum, however by weight and therefore, as a percent of the fee. The primary commodity that determines City recycling processing cost is mixed paper. The value of mixed paper has decreased from \$60/ton to \$20/ton since March 2024. A review of industry news and the attached AI search indicates the price of mixed paper may have stabilized, but will not substantially increase. Therefore, City recycling processing costs are not anticipated to decrease. In FY2025-26 (current year) DPW budgeted \$80/ton. The FY2026-27 budget estimates \$105/ton, resulting in a budget increase of \$110,000 for FY2026-27 $((\$105/\text{ton} - \$80/\text{ton}) \times 4,400 \text{ tons municipally collected recyclables} = \$110,000)$.

The City’s total solid waste disposal and processing cost is the sum of rubbish disposal cost at Reworld (Covanta) and recycling processing cost at Murphy Road LLC. Based on current pricing, it costs the City more to process recycling (\$105/ton) than to dispose of rubbish (\$80.19/ton). With that said, the City’s Reworld rubbish fee of \$80.19/ton is lower than market cost of \$110/ton, and the rubbish quantity of 18,400 tons is substantially higher than recycling at 4,400 tons. The BRFFOC Reworld rubbish contract remains in place until 2032. A summary of DPW’s Solid Waste Disposal FY2026-27 budget is provided below:

SOLID WASTE SUMMARY			
ITEM	RATE	QUANTITY	SUB TOTAL
Rubbish Municipal Collected (COVANTA)	\$80.19/ton	18,000	\$1,443,420
Rubbish Bulk Pickup (COVANTA)	\$80.19/ton	400	\$32,076
Recycling Processing (Murphy Road LLC)	\$105/ton	4,400	\$462,000
Elec Rebate	N.A.	N.A.	-\$54,075
Bristol Host Fee	N.A.	N.A.	-\$360,000
BRRFOC FEE			\$16,000
TOTAL (net including host fee)			\$1,539,421

Available options to reduce City recycling costs are limited. Negotiating recycling processing fees through BRRFOC provides the City an opportunity to obtain pricing as a larger group. BRFFOC negotiates processing costs are consistent with costs throughout the state and the structure of the contract. Utilizing commodity prices is typical in the industry. Attempts to establish a fixed cost contract will require the processing company to accept the risk of future declining commodity values which would increase City cost.

Municipal recycling is mandated by State statute and must be maintained by the City. The primary factors associated with high recycling processing costs are the low market commodity values and potentially the limited number of facilities that can process municipal single stream recyclables. There are only approximately 3-4 recycling processing facilities in the state, and given transportation costs, they appear to function in a captured market. A review of Murphy Road assessment indicates that the equipment value to process the recyclables is approximately \$28,000,000, not including the



Department of Public Works | 860.584.6125

\$5,800,000 building and property value. In addition, there is a high degree of skill required to construct, maintain, and manage the commodity pricing that would appear to restrict the creation and operation of a quassia public facility. Establishing a facility, along a railroad may also be considered. However, it is not anticipated that rail transportation cost would offset out-of-state processing fees, and would have a limited reduction if any. BRRFOC and the newly created NVCOG Solid Waste Authority continue to investigate reductions in solid waste costs.

The City routinely performs recycling audits, consisting of a visual inspection of recycle barrel contents. Of the barrels inspected, approximately 25% were cited/ticketed for non-compliance. As indicted in the attached pictures, there are areas of non-compliance, in particular, in areas of multi-family housing. The primary items of non-compliance include:

- Plastic bags
- Styrofoam
- Dirty food containers/takeout food containers
- Food waste
- Clothing
- Toys
- Trash

The Department values recycling audits as an educational opportunity and notifies residents of the areas of non-compliance by “tagging,” placing an informational flyer on the barrels with items of non-compliance identified. A copy of this notice is attached along with a list of acceptable recyclables.

In accordance with the Murphy Road LLC, BRRFOC Recycling Processing Contract, if DPW delivers a recycling load to the facility that contains greater than 25 percent rubbish, the entire load is disposed of as rubbish at a cost of \$127.80/ton. Pursuant to the contract, it is assumed that municipality-collected recycling contains 12 percent rubbish (residual). Most studies cite 15% contamination/residual. Bristol’s recycling loads very rarely (only once over the past three years) have had a recycling load that contained over 25 percent rubbish.

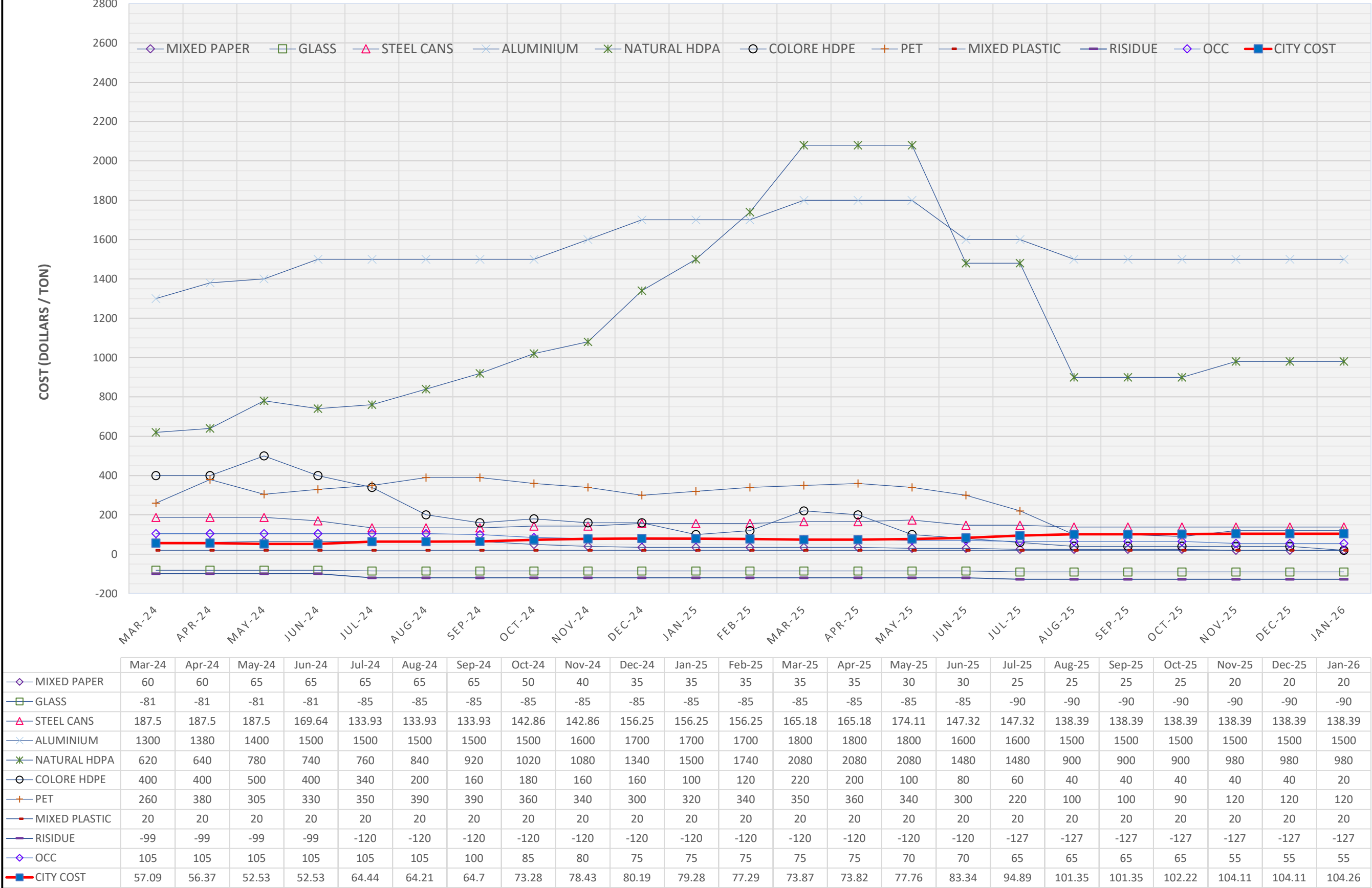
Bristol DPW transports curbside collected recycling to the City’s recycling processing building located at the transfer station. From DPW’s site, the recycling materials are loaded into 40 CY dumpsters that are transported by DPW to Murphy Road’s Berlin facility. In addition to processing Bristol recycling, the City also receives curbside collected recycling from the Town of Wolcott that is processed with Bristol’s recycling and transported to Murphy Road LLC’s Berlin facility. The City receives a yearly fee of approximately \$14,000 from the Town of Wolcott for processing/transportation, and Wolcott covers all of Murphy Road LLC’s fees associated with Wolcott’s portion of the load.

Please feel free to contact me with any questions / concerns at 860-584-6113.

Single Stream Average Commodity Rate, BFPB Contract			Mar-26	
Commodity	Percent of Stream	Benchmark	Rate (Indexed)	Stream Value
OCC	13.40%	P&PW New England Low OCC #11	\$ 65.00	\$ 8.71
Mixed Paper	46.00%	P&PW New England Low #54	\$ 20.00	\$ 9.20
Glass	19.00%	Fixed \$85/ton charge + CPI (Min 4%)	\$ (90.16)	\$ (17.13)
Steel Cans	2.00%	Recyclingmarkets.net Baled Low	\$ 151.79	\$ 3.04
Aluminum	0.25%	Recyclingmarkets.net Baled Low	\$ 1,500.00	\$ 3.75
Natural HDPE	0.60%	Recyclingmarkets.net Low	\$ 1,460.00	\$ 8.76
Colored HDPE	0.75%	Recyclingmarkets.net Low	\$ 100.00	\$ 0.75
PET	2.00%	Recyclingmarkets.net Low	\$ -	\$ -
Mixed Plastics #3-7	1.00%	Recyclingmarkets.net Low	\$ 20.00	\$ 0.20
Residue	15.00%	Fixed \$120.00/Ton charge + CPI (Min 4%)	\$ (127.28)	\$ (19.09)
	100.00%		Total Value	\$ (1.82)

BFPB	\$ 99.75
Base fee \$95.00 eff 7/1/24	Less ACR \$ (1.82)
	Result \$ 101.57
Less MRR 50% share of profit	\$ -
Per ton charge rate	\$ 101.57

CITY RECYCLING COST DATA - MARCH 2024 TO JANUARY 2026



	COMMODITIES										
Commodity Index	OCC	MIXED PAPER	GLASS	STEEL CANS	ALUMINIUM	NATURAL HDPA	COLORE HDPE	PET	MIXED PLASTIC	RISIDUE	RATE
	P&PW New England Low OCC #11	Fixed \$72.07/ton charge + CPI	Recyclingmarkets.net Baled Low	Recyclingmarkets.net	Recyclingmarkets.net	Recyclingmarkets.net	Recyclingmarkets.net	Recyclingmarkets.net	Recyclingmarkets.net	FIXED	
DATE											
24-Mar	105	60	-81.42	187.5	1300	620	400	260	20	-99.42	57.09
24-Apr	105	60	-81.42	187.5	1380	640	400	380	20	-99.42	56.37
24-May	105	65	-81.42	187.5	1400	780	500	305	20	-99.42	52.53
24-Jun	105	65	-81.42	169.64	1500	740	400	330	20	-99.42	52.53
24-Jul	105	65	-85	133.93	1500	760	340	350	20	-120	64.44
24-Aug	105	65	-85	133.93	1500	840	200	390	20	-120	64.21
24-Sep	100	65	-85	133.93	1500	920	160	390	20	-120	64.7
24-Oct	85	50	-85	142.86	1500	1020	180	360	20	-120	73.28
24-Nov	80	40	-85	142.86	1600	1080	160	340	20	-120	78.43
24-Dec	75	35	-85	156.25	1700	1340	160	300	20	-120	80.19
25-Jan	75	35	-85	156.25	1700	1500	100	320	20	-120	79.28
25-Feb	75	35	-85	156.25	1700	1740	120	340	20	-120	77.29
25-Mar	75	35	-85	165.18	1800	2080	220	350	20	-120	73.87
25-Apr	75	35	-85	165.18	1800	2080	200	360	20	-120	73.82
25-May	70	30	-85	174.11	1800	2080	100	340	20	-120	77.76
25-Jun	70	30	-85	147.32	1600	1480	80	300	20	-120	83.34
25-Jul	65	25	-90.16	147.32	1600	1480	60	220	20	-127.28	94.89
25-Aug	65	25	-90.16	138.39	1500	900	40	100	20	-127.28	101.35
25-Sep	65	25	-90.16	138.39	1500	900	40	100	20	-127.28	101.35
25-Oct	65	25	-90.16	138.39	1500	900	40	90	20	-127.28	102.22
25-Nov	55	20	-90.16	138.39	1500	980	40	120	20	-127.28	104.11
25-Dec	55	20	-90.16	138.39	1500	980	40	120	20	-127.28	104.11
26-Jan	55	20	-90.16	138.39	1500	980	20	120	20	-127.28	104.26

















City of Bristol Public Works Department

Dear Resident:

While emptying your curbside rubbish, recycling, or yard waste barrel, we encountered a problem that we would like to call your attention to:

	Improper materials in recycle barrel (rubbish, yard waste, etc.)
	Improper materials in rubbish barrel (recyclables, car parts, demolition materials, yard waste, hazardous chemicals, oil, etc.)
	Improper materials in yard waste barrel (rocks, sod, dirt, rubbish, sand, etc.)
	Incorrect Recycle Week (recycling collected biweekly)
	Object blocking access to barrel. Barrel must be more than 5 feet away from other objects (mailbox, pole, vehicles, other barrels/bins, in or behind a snow bank, etc.)
	Materials placed outside of barrel or lid not closed
	Barrel too far from curb
	Barrel handle facing the wrong way for collection (handle should face your property)
	Barrel out too early or too late (Barrel must be at the curb for 6:00 a.m. on collection day. Barrel cannot be at the curb until 3:00 p.m. the day before collection. Barrel must be removed from curb within 12 hours of collection).
	Barrel weight exceeds lifting capacity of truck's hydraulic system
	Yard Waste collection season over

As a reminder, Public Works have hydraulic lifts to make curbside pickup more efficient. These trucks require appropriate barrel placement in order to collect and empty the barrels.

We appreciate your assistance as we strive to serve Bristol and safeguard the health, safety, and welfare of its citizens in an effective, efficient and professional manner!

Website: www.bristolct.gov/publicworks
 Email: publicworks@bristolct.gov or
PWSwitchboard@bristolct.gov
 Phone: 860-584-6125

A Guide to Recycling



All items should be empty, rinsed, clean and open. Do not shred, box, bag or bundle.

PAPER

GLASS

METAL

PLASTIC

What's IN?

Cardboard & boxboard
 Food & beverage cartons
 Junk mail
 Magazines & newspaper inserts
 Newsprint
 Office paper
 Pizza boxes

Beverage bottles & jars
 Food bottles & jars

Aerosol containers (food grade only)
 Aluminum foil
 Cans & bottles
 Foil containers
 Metal lids from cans & bottles

Plastic bottles (with or without caps attached)
 Plastic containers, tubs & lids
 Plastic one-use cups (no lids, no straws)

What's OUT?

Gift wrap & gift bags
 Ice cream containers
 Paper cups (hot & cold)
 Shredded paper
 Take-out food containers
 Tissue paper

Ceramic mugs & plates
 Drinking glasses

Aerosol containers (cleaners, pesticides, etc.)
 Foil tops from yogurt containers
 Paint cans

Pots & pans
 Small pieces of scrap metal
 Spiral wound containers

Loose bottle caps
 Plastic bags & wrap
 Plastic plates, bowls & utensils
 Prescription bottles
 Single-use coffee containers
 Styrofoam cups & containers
 Water filters

To learn more, go to RecycleCT.com



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 12, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: DPW MAILBOX POLICY REVISION

In accordance with the current policy, when the Department receives notice that a mailbox has been damaged due to snow operations, the mailbox, or remains of a mailbox, are inspected for the following:

1. Determination that the mailbox was installed in accordance with the dimensions recommended by the U.S. Postal Service (attached). In particular, DPW confirms that the mailbox is not located within 6-inches to the face of roadway curb prior to the damage occurring.
2. Evidence that the mailbox post was not deteriorated or structurally compromised prior to the damage occurring.

Pursuant to the policy, if the mailbox was located in accordance with USPS guidelines and there were no prior signs of deterioration of the mailbox support post, the Department provides the property owner with the following options:

- A. DPW will install a new mailbox and post supplied by the City. The mailbox can be white or black.
- B. Property owners are provided compensation in the amount of \$75.00 and the property owner supplies and installs a replacement mailbox.

The Department finds that most mailboxes are installed in accordance with Post Office requirements. The USPS revised the distance from the road to the curb from 10- to 6- inches in 2024. Since that time, few mailboxes are outside recommended specifications. Most mailboxes that



Department of Public Works | 860.584.6125

are denied City replacement or reimbursement are due to a deteriorated post. DPW staff documents the condition of the deteriorated post. However, residents often inform DPW that “ the mailbox was up for 20 years until DPW plowed during the last snow storm.” DPW sees this comment as an indication that the post has been in the ground for 20 years deteriorating. DPW practice is to take pictures documenting the condition of post.

Based on an evaluation by DPW, the material cost for a mailbox is approximately \$75.00, not including installation cost. Therefore, DPW recommends the following Board of Public Works action:

Update the Department of Public Works mailbox policy increasing the reimbursement of mailboxes from \$75.00 to \$125.00.

Revised mailbox policy attached.

Mailboxes are located within the roadway right of way, therefore, DPW will issue a public notice and provide information on DPW’s website recommending residents do NOT install expensive mailboxes.

Please feel free to contact me with any questions or concerns at 860-584-6113.

Raymond Rogozinski

From: Raymond Rogozinski
Sent: Friday, February 9, 2024 11:23 AM
To: 'Neil.R.Lalonde@usps.gov'
Cc: Mayor'sOffice; Craig Kasparian
Subject: FW: Bristol DPW - Mailbox Specifications
Attachments: Bristol DPW - Mailbox Specifications ; scan_raymondrogozinski_2024-02-09-11-19-39.pdf

Neil, thanks for speaking with me today regarding location/ specification of mail box. Your staff did drop off the attached Post Office documents indicating that the post office recommends that the mail box is 6-8 inches from the face of curb/edge of road.

Moving forward it appears that the City should revise the City hand out to reflect 6-8 inches INSTEAD of the 10 inches currently in the City document.

Please give me a call to discuss at 860-584-6113.

From: Lalonde, Neil R - Bristol, CT [mailto:Neil.R.Lalonde@usps.gov]
Sent: Tuesday, October 13, 2020 9:48 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Subject: RE: Bristol DPW - Mailbox Specifications

Raymond

That attachment is ok, to hand out.

Neil Lalonde
Bristol Postmaster
(860)583-1371

From: Raymond Rogozinski [mailto:RaymondRogozinski@bristolct.gov]
Sent: Tuesday, October 13, 2020 9:39 AM
To: Lalonde, Neil R - Bristol, CT <Neil.R.Lalonde@usps.gov>
Cc: Craig Kasparian <CraigKasparian@bristolct.gov>; FrankNicastro <FrankNicastro@bristolct.gov>; Lindsey Rivers <LindseyRivers@bristolct.gov>
Subject: [EXTERNAL] Bristol DPW - Mailbox Specifications

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

Neil (860-583-1371)

The City would like to do a public outreach program regarding mail box location. It would essentially advise residents of the proper location of their mail box leading into winter conditions. The purpose of the outreach program is to minimize damage to mail box during City plowing operations.

We typically hand out the attached drawing indicating mailbox requirements. Can you confirm that the dimensions are consistent with Post Office Specifications?

Thanks for your assistance.

Raymond A Rogozinski, P.E.
Director of Public Works
860-584-6113

632.512 Approved Manufacturers and Models

A current listing of approved manufacturers and models can be obtained from the office listed in section 632.511.

632.52 Installation and Use**632.521 Custom-built Curbside Mailboxes**

Postmasters are authorized to approve curbside mailboxes constructed by individuals who, for aesthetic or other reasons, do not want to use an approved manufactured box. The custom-built box must conform generally to the same requirements specified in USPS-STD-7. Approval of such custom-built boxes will be done on a case-by-case basis. Such approval may be granted only for individual personal use, not for boxes produced as a commercial enterprise.

632.522 Identification

When box numbers are used on curbside mailboxes, the numbers must be inscribed in contrasting color in neat letters and numerals not less than 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. Where street names and house numbers are assigned by local authorities and the postmaster has authorized use of a street name and house number as a postal address, the house number must be shown on the box. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box. Placement of the owner's name on the box is optional. Advertising on boxes or supports is prohibited.

632.523 Posts and Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm.

The Federal Highway Administration (FHWA) has determined that mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck.

632.524 Location

Curbside mailboxes must be placed so that they may be safely and conveniently served by carriers without leaving their conveyances. They must be reasonably and safely accessed by customers. Boxes must also be on the right-hand side of the road and in the carrier's direction of travel in all cases where driving on the left-hand side of the road to reach the boxes would pose a traffic hazard or violate traffic laws and regulations. On new rural or highway contract routes, all boxes must be on the right side of the

road in the carrier's direction of travel. Boxes must be placed to conform to state laws and highway regulations. Carriers are subject to the same traffic laws and regulations as are other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that make delivery difficult. Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door. Because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact the postmaster or carrier before erecting or replacing their mailboxes and supports.

632.525 Grouping

Boxes should be grouped wherever possible, especially at or near crossroads, service turnouts, or other places where a considerable number of boxes are presently located.

632.526 More Than One Family

If more than one family wishes to share a mail receptacle, the following standards apply:

- a. *Route and Box Number Addressing.* On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and box designation. A written notice of agreement, signed by the heads of the families or the individuals who want to join in the use of such box, must be filed with the postmaster at the distributing office.
- b. *Conversion to Street Name and Number Addressing.* When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having *different primary addresses* but wishing to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE
C/O ROBERT SMITH
123 APPLE WAY

Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

632.527 Locks

The use of locks, locking devices, or inserts on curbside mailboxes on rural and highway contract routes is prohibited. See the list of curbside mailbox manufacturers for approved locking style mailboxes (a current listing of approved manufacturers and models can be obtained from the office listed in

Mailbox Guidelines

Placing the Mailbox

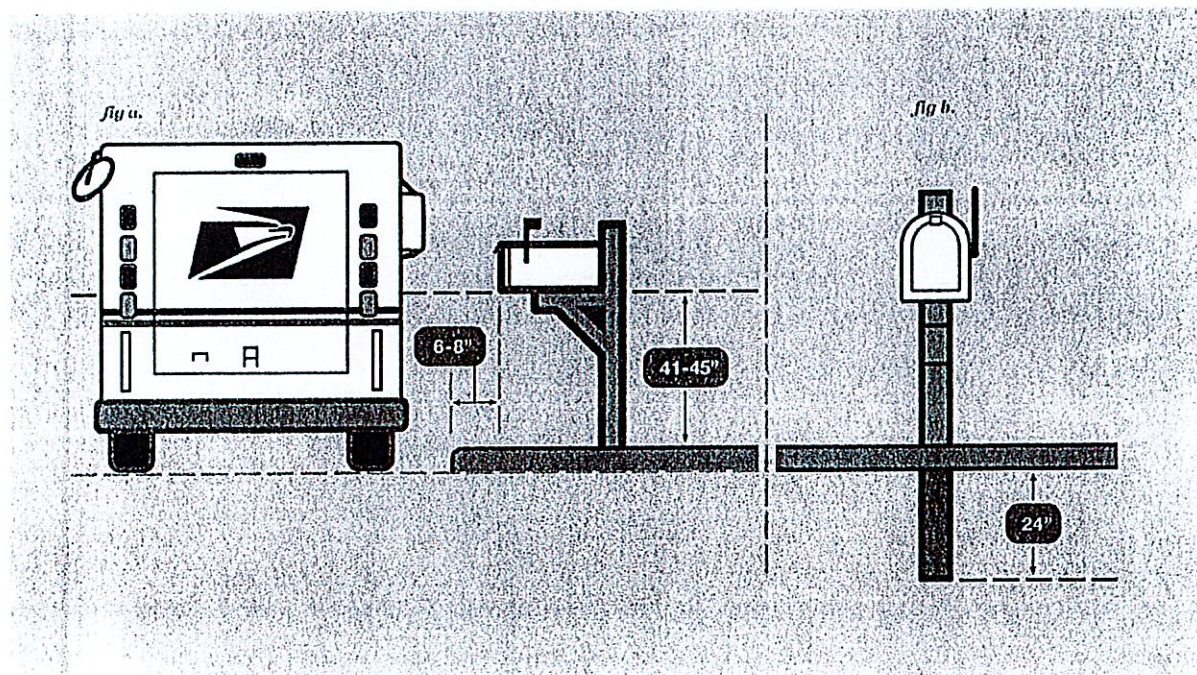
Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



CITY OF BRISTOL – PUBLIC WORKS POLICY

25.14 Mailbox Damage Policy

1. Policy Name

25.14 Mailbox Damage Policy

2. Responsible Division and effective date

Public Works Streets Division, effective date

3. Rationale or Purpose

This policy establishes the formal Mailbox Damage plan for the City of Bristol. The policy also defines the policies and procedures for mailbox damage.

4. Policy Statement

In the course of winter operations, occasionally a resident's mailbox may sustain damage from either contact with a City operated plow truck or the force of snow/ice being thrown during plowing. The City of Bristol will investigate mailbox damage reports and if it is determined that the report is feasible either a repair will be performed or the resident may receive compensation of ~~\$75.00~~ \$125.00 to replace their mailbox.

5. Scope

This policy applies to all rural (at the street) mailboxes on streets within the City of Bristol, with the exception of State-maintained roads.

State-maintained roads within the City are Route 72, Route 69, Route 6 and Route 229. The State is responsible for snow removal and ice control on these roads.

6. Procedures

A Service Request is opened and assigned to the Streets Division. Streets will investigate the damage. Streets will either repair the mailbox or offer to provide a temporary one if needed.

Upon completion of the investigation, it will be determined if the damage is the responsibility of the City or another party:

If the damage was caused by a private accident, the resident will be advised to contact the appropriate insurance carrier.

If the damage was caused by the City and not a private accident. A letter will be left with the resident advising them of the following:

The resident can opt to have Public Works provide a basic replacement mailbox on a 4x4 post or the resident can opt to file a claim to take a payment to replace the mailbox themselves. The damage amount will be set by the Public Works Board.

Claim Procedure:

The resident must submit a letter in writing. The letter must include:

1. The residents name, address and telephone number.
2. Provide the date and time of the incident; if unknown - date and time noticed and reason why City is responsible for damage.
3. Description of damage.
4. Provide the exact location.
5. Include any cost estimates, receipts, or invoices, if applicable.

6. The resident must inform the Town Clerk, in writing, if they have contacted the Public Works Department regarding the problem.
7. The letter must have an **original signature** (no copies accepted). Claim letters must be mailed or hand delivered to the Town Clerk's Office.

The Town Clerk will send acknowledgement to the resident and copies of the request to the Director of Public Works and Claims.

Upon receipt of letter or notification, Public Works will verify that the Mailbox Damage Report Procedure was followed.

If not, a Service Request will be opened to begin the procedure.

If the Mailbox Damage Report Procedure was followed:

- If the resident accepts the reimbursement offer, Public Works will print the Service Request and forward to Claims to process the payment.
- If the resident does not want either the replacement mailbox, or the reimbursement, they can appeal to the Board of Public Works in writing.

7. Roles/Responsibilities

It is the responsibility of residents to properly locate and maintain mailboxes and other personal property in the City's right-of-way to avoid damage from snow plowing.

It is the responsibility of the resident to promptly report mailbox damages to Public Works. Damage reports more than 45 days after the occurrences will be denied.

It is the responsibility of Public Works staff to enter service requests for all damage reports. It is the responsibility of the Public Works Streets Division to investigate all mailbox damage reports and determine if the damage was caused by winter operations and that the mailbox was properly installed and in good condition prior to the damage.

It is the responsibility of the Board of Public Works to act on all resident appeals.

It is the responsibility of the Claims Department to pay claims as approved by Public Works. Claims shall process a Purchase Order Request to have a check issued and delivered to Corporation Counsel.

It is the responsibility of Corporation Counsel to notify the resident that a check is ready to be picked up and to have a hold harmless release signed by the resident prior to receiving the check.

8. Definitions

N/A

9. References

See also Policy 25 Snow Removal and Ice Control.

10. Consequences of Non-Compliance

N/A

Approval authority: Board of Public Works

Approved date: May 17, 2018

| **Approved dated: March 12, 2026**
Review cycle: Annually

The Department of Public Works has increased the mailbox reimbursement amount from \$75.00 to \$125.00. Please note that residential mailboxes are installed within the public right-of-way. Property owners are encouraged to consider the City's reimbursement limit when purchasing a residential mailbox.

