



*City of Bristol
Board of Public Works*

Public Works is inviting you to a scheduled Zoom meeting.

Topic: Board of Public Works

Time: Apr 16, 2026 06:00 PM Eastern Time (US and Canada)

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Meeting ID: 822 4076 9178

Passcode: 708641

The regular Board of Public Works Meeting will be held on April 16, 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. March Draft Minutes
3. Public Participation
4. Employee Recognition
 - a. Employee Anniversaries
5. Division Reports
 - a. Division Reports
6. Public Works Project Lists
 - a. Building Project List
7. Director's Report

- a. Directors Report
- 8. New Business
 - a. MS4 Annual Report
 - b. Vision Zero-Safe Streets
 - c. Storm Water Trust Annual Report
 - d. Fleet Replacement Plan
 - e. Ambler Road and Grassy Road Acceptance
- 9. Old Business
 - a. Bus Shelters
- 10. Any other matter to come before said meeting
- 11. Adjournment

PER ORDER OF THE CHAIRPERSON
Ellen Zoppo-Sassu, Mayor

City of Bristol
Board of Public Works
Meeting Minutes for
March 19, 2026
With Zoom Access

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. February Draft Minutes

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

3. Public Participation

Alan Rudolewicz, 53 Woodfield Road, attended the meeting to thank the board for approving his request for a higher payment on his mailbox last month.

4. Employee Recognition

a. Employee Anniversaries

The employee anniversaries were reviewed with the board.

5. Division Reports

a. Division Reports

Commissioner Dumas asked about the option of leasing trucks.

Commissioner Stawski, asked if there was a plan in place regarding the police complex and maintenance on it.

Mayor Ellen Zoppo-Sassu, gave an update on the police complex and that any type of aesthetic and cosmetic upgrades, especially in the leadership offices that our staff is handling will not affect any plans made. We are waiting for the chief, now that we know we are not building a new police department anywhere, to come up with some space modifications and should see a plan soon. The last piece on hold is the front of the building for the police memorial. There is a lot of discussion about folding in some outside buildings, that pay rent elsewhere, that

could maybe come back here and be able to trim budgets here and there. We will see once the overall plan is complete. The parking deck is also a higher priority than some of the cosmetic work.

Council Member Hahn asked about the wash bay and if this is going to happen at some point.

Mayor Ellen Zoppo-Sassu, stated, at the last capital improvement project committee meeting, we regrouped all of the various public works yard initiatives including the wash bay, the fuel pumps, the storage area, and the expansion of the mechanics bay and put them all under one project. Starting July 1st, we're going to have money in place to make the plan happen, see what it will look like and start working them off. It doesn't mean it will happen right away, but we do have money to move forward to make a rational argument as to why these components are necessary.

Commissioner Hartley stated that this board pushed to get the heat working in the garage bay and during the blizzard I went down there and saw that it was working. This board saw that this was something that could not wait.

Raymond Rogozinski, P.E., Director of Public Works, reviewed staffing and said that we still have 10 vacancies but we are moving forward filling them. We do currently have two candidates, a mechanic and an engineer and both those are being vetted and second interviews are being set up.

MOTION: Made by Council Member Eric Rosengren and seconded by Council Member Hahn to accept as presented and placed on file. Motion passed.

6. Public Works Project Lists

a. BldgComm Project List

Raymond Rogozinski, P.E., Director of Public Works stated that city building projects used to be a stand- alone committee but it was rolled into the board of public works and that's why you see the report. We consider small building projects anything under \$100,000.00

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

7. Director's Report

a. Directors Report

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report with the board.

He spoke about the cost of salt and the salt shortage. He stated that typically both salt domes get filled before the next winter. This typically costs around \$500,000.00. It is a concern as we used more this year than previous years with all the storms. He stated the cost of the Recycle Coach subscription will be increasing around \$16,000. It would be a three- year contract if we decide to renew. There are about 1/3 of residents that use it and he asked the board if the subscription should be renewed or we could find a more cost effective one to use.

Mayor Ellen Zoppo-Sassu, stated the growth of the public works Facebook page and Instagram has been pretty robust and I am wondering if we can just use our social media tools in the interim.

Commissioner Hartley stated he uses social media for everything. 90% of what you find is either on social media or in the paper. I can't see spending that kind of money when it's not needed.

Mayor Ellen Zoppo-Sassu stated that the IT department and the Board of Ed IT department are seeing that all of these software and hardware costs are doubling and some tripling in price. I don't know if the value is matching the need at this point.

Raymond Rogozinski, P.E., Director of Public Works, explained the solar field project at the landfill and how it would generate a lease agreement of around \$50,000 to the city. He explained the delay is due to Eversource taking so long to get their part done. The vendor is filing a formal protest against Eversource regarding that portion of the project.

MOTION: Made by Commissioner Dumas and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

8. Old Business

None

9. New Business

a. Road Pave List and PCI

Raymond Rogozinski, P.E., Director of Public Works, reviewed the updated paving list with the board. He stated there is not a state bid currently in place. When the state bid is open and when DAS executes it, we will piggyback off that. We contract with Tilcon, and they are aware that it will be pushed off a few weeks. He also discussed the service from Vialytics Inc. for the roadway ratings software and that it has not proven to be very accurate and are looking for approval to not move forward with the renewal of service. I am asking for a recommendation to move forward with Bioelectric. The technology is improving and we will continue to monitor, but we need to proceed with having the roadways networks rerated.

Council Member Rosengren stated that Dorothy Road is at a 59 rating. I receive complaints daily about potholes being repaired and then reoccurring. There are no sidewalks and it is dangerous for walkers and any resident using power chairs. I had a report of a burst water pipe but the water department went out and it was not treatment water so it could be spring under it, but it keeps getting filled and then opening right back up.

Raymond Rogozinski, P.E., Director of Public Works stated he would look into this.

Commissioner Hartley asked if from Center Street to North Main Street was going to be repaved with Eversource money. He also inquired if the paving list is inclusive of the Yankee Gas work, that they gave us the money and we just added to that and are they doing the paving or are we.

Raymond Rogozinski, P.E., Director of Public Works, responded yes and we will be doing the final paving.

Mayor Ellen Zoppo-Sassu reminded everyone that the North Main Street, Center to Hope was moved from spring to fall due to the streetscape project.

Raymond Rogozinski, P.E., Director of Public Works, stated there are two roads under discussion, Jennings Road and Cross street. There was a water main break and there is settling from the repairs done. It looks like a gas trench across the road.

MOTION: made by Council Member Hahn and seconded by Commissioner Dumas to support the Department of Public Works recommendation to cease the current roadway rating service provided by Vialytics Inc. The board recommends that the department continues to evaluate technologies and services that can provide effective real-time rating of city streets. Motion passed.

MOTION: made by Commissioner Hartley and Commissioner Stawski to 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. Motion passed.

b. Fleet Lease

Raymond Rogozinski, P.E., Director of Public Works, reviewed the concept of leasing with the board. He explained the discussions that were had with the comptroller regarding financing with the city's bank versus the leasing company. The vehicles would be acquired over time. He reviewed the enclosed spreadsheet. We are looking to acquire four dump trucks and an automated dump truck.

Commissioner Stawski mentioned his concerns with leasing. He stated he is in favor of using the city bank for the lower interest rate.

Mayor Ellen Zoppo-Sassu stated that after the internal budget presentation by public works and hearing from the director and division managers as well, about the trials and tribulations that are currently ongoing due to equipment issues, it swayed them into looking at this as a short-term strategy to get the public works divisions what they need. These back-to-back storms took a toll on everything and the machines were taxed beyond their ability. At the meeting, they listened and they heard and acknowledged that this is something that makes sense. The chairman of the board of finance sits in on these internal meetings. I think this will help the divisions get what they need and it looks like it does have support.

Commissioner Hartley stated he is 100% in favor of this.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to support the lease finance arrangement or procurement to obtain trucks for the public works department. Motion passed.

c. Asphalt Sidewalks

Mayor Ellen Zoppo-Sassu reviewed the contents of the packet. She stated that asphalt is not the standard we want throughout the city and we do have some problem locations. I want to put on record that the Burlington Ave sidewalks are set to be done by a LOCIP grant and Emmett Street is going to be replaced with a new community conductivity grant we received a few months ago. 683 Pine Street is important because that is a school route to Greene Hills vis that sidewalk and that intersection. There is a new owner there so what do we do in terms of the situation? Do we try to get them to do the program or do we just do it?

Raymond Rogozinski, P.E., Director of Public Works, stated that the real issue is what to do with asphalt sidewalks and then this would fall into place for the Pine Street issue. The owner is responsible for the sidewalk and asphalt doesn't cost as much as concrete and your still eligible for the sidewalk program

Mayor Ellen Zoppo- Sassu stated she doesn't like the idea of just replacing asphalt with asphalt. Do we know if the people at 683 Pine Street would be willing to go into the program?

Raymond Rogozinski, P.E., Director of Public Works, stated they would be willing to go into the program for asphalt but not for concrete at this point because they just purchased it.

Mayor Ellen Zoppo-Sassu asked if we could just do it and put a lean on the property?

Raymond Rogozinski, P.E., stated that typically we would look at a bigger project to just replace with concrete but it would mess up some driveways. I would replace with asphalt and participate in the sidewalk program or have the city incur the cost of the sidewalks

Commissioner Hartley stated that we let these go to long. He is in favor of concrete over asphalt and that we need to work with the homeowner on this.

Mayor Ellen Zoppo-Sassu asked if there was any grant money left that we could use.

Raymond Rogozinski, P.E., Director of Public Works stated that he doesn't think funding is a problem because we do get a larger grant. If the board was so inclined, we can have the residents contribute what they would for asphalt and we would make up the difference and make them concrete.

Mayor Ellen Zoppo-Sassu responded that this is a great idea and then we do the concrete. They would still need to contribute.

Commissioner Hartley stated that if they contribute for the cost of asphalt and we do concrete that's a good idea,

Commissioner Dumas said that even if they decide not to contribute, we need to do something there.

Mayor Ellen Zoppo-Sassu stated but then it becomes they didn't pay and we did. We have to have something from the resident.

MOTION: made by Commissioner Hartley and seconded by Council Member Hahn to endorse the policy updates. Motion passed.

d. Recycling Cost

Raymond Rogozinski, P.E., Director of Public Works, reviewed the enclosed memo with the board. He reviewed the

processing fees for recycling and the trend that shows it does increase all the time.

Mayor Ellen Zoppo-Sassu, stated that commodities switch all the time and that we are cognizant of numbers. She stated that she 100% approves of the audits being done because that's the only way we will change behavior.

Raymond Rogozinski, P.E., Director of Public Works, stated there is a big investment in recycling and there is not a real market and not regional.

e. Mail Box Policy

Raymond Rogozinski, P.E., Director of Public Works, reviewed the mailbox policy revision to the increase compensation. He stated the increase to the replacement fee would go from \$75 to \$125.

MOTION: made by Council Member Rosengren and seconded by Council Member Seymour to update the Department of Public Works mailbox policy increasing the reimbursement of mailboxes from \$75.00 to \$125.00. Motion passed.

Council Member Hahn stated that he feels this is generous compared to other towns and feels it is appropriate at this time to change. It has been \$75 since I can remember.

Raymond Rogozinski, P.E., stressed that people are buying expensive mailboxes, but it is in the cities right of way and I don't think people understand that.

Council Member Hahn stated you can put whatever you want there, but we are just replacing the functionality of it.

Commissioner Dumas asked if we should add a caveat of some sort that exceptions should be brought to the board?

Raymond Rogozinski, P.E., Director of Public Works, responded that he feels they understand that as they do find their way here.

Mayor Ellen Zoppo-Sassu, stated to let the record reflect that the director will update the policy and we are now reimbursing at \$125.00.

Mayor Ellen Zoppo-Sassu, spoke about an email she received that day from Steve Chasse at 95 Poitras Road, and read into the record. He stated he did receive the \$75 check but he had a Walpole aluminum strong mailbox valued at \$198.00, and a vinyl replacement newspaper holder valued at \$129.00, so he sustained damages totaling \$327.00 excluding tax and shipping and installation. He sent photos to corporation council and would like to be reimbursed for the damage the city did in full. She stated we can offer to him another \$50.00 to bring him up to the \$125.00. She asked for a motion regarding the additional reimbursement.

MOTION: made by Council Member Hahn and seconded by Council Member Seymour to contact the resident regarding his request for full reimbursement of \$327.00 to inform him the policy recently changed and he will be reimbursed an additional \$50.00. Motion passed.

Commissioner Hartley stated to strongly suggest the \$50 is because the policy has changed. He stated we need to take a harder stance when the public comes in here. \$175.00 is generous

Raymond Rogozinski, P.E., Director of Public Works, stated that this discussion is only when we go out and inspect the mailbox and it's located within specifications and there is no sign of damage prior to the storm. Most of the time they are installed in compliance with the postal service. There still mailboxes that are deteriorated beforehand and those are ones we reject under the current policy and the revised policy. They do not get compensated and we don't give them a mailbox.

10. Any other matter to come before said meeting

MOTION: made by Council Member Hahn and seconded by Commissioner Dumas to approve the Board of Finance Request Form for \$87,000 to purchase asphalt and roadway materials for DPW to perform major roadway repairs and the purchase of a core machine and fund a summer intern in engineering. Motion passed.

MOTION: made by Council Member Hahn and Seconded by Commissioner Stawski to approve the Board of Finance Request Form for \$1,069,000.00 received from Eversource for use by Department of Public Works for

milling and paving city streets. Motion passed.

Mayor Ellen Zoppo-Sassu added she would like to thank Commissioner Dumas for going on the stormwater trust and filling the vacancy there. I think its great and it ties in with his role here in public works.

11. Adjournment

MOTION: Made by Council Member Rosengren and Seconded by Council Member Seymour to adjourn at 7:11 p.m. Motion passed.

Signature,

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

Employee Anniversaries

Robert Belanger - Transfer Station Attendant	22 years
Zachary Doty - Solid Waste Driver/Collector	9 years
Lindsey Rivers- PW Analyst	8 years
Luis Lorenzo – Solid Waste Laborer	3 years
Joseph Palmisano- PW Construction Inspector	2 years



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3,119
Number of Bulk Collections	177

Current month activities:

- PAYT reporting and debt collection continues. In January our delinquent accounts total \$6,657.55.
- 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 6,335 users.
- My office entered 661 work orders for the month of March 2026
- Pursued 37 abandoned shopping carts, \$180.00 in fines were written.
- Welcome packets are now on the All-heart website <https://bristolallheart.com/welcome> these letters are sent out monthly. My office sent out zero in the month of March waiting on Assessors office for a new list.
- Assisting Solid Waste with Illegal Bulk letters and fines. 48 complaints were received in March, resulting in \$216.00 in tickets.
- The 2026 Yard Waste season has begun. We have renewed 2854 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 March, we have dropped of 106 pounds. The city has received 7 benches since 2019. They are located at Page Park, Library, Senior Center and Pickle Ball courts.

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

- Completed presentations for 26/27 Budget workshops.

Next month activities:

- 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 on residents' collection day Recycle Coach app will be disabled in May 2026. 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. Our office has been very busy.
- Getting prepared for the electronic recycle event with the students at Eastern High School. April 4th is our date from 9am to 12pm at Eastern High School.

Administration staff or concerns: None

Administration Monthly OT Costs: \$745.86

Land Use activities for March 2026:

Zoning Commission

Special Permit and 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 – WITHDRAWN BY APPLICANT.

Change of Zone from R-40 (Single-Family Residential) zone to IP-3 (Industrial Park) zone; north of Matthews Street, west of Clark Avenue and south of Minor Street; Map 66, Lot 261A-1 & 261A-2 – DENIED.

Inland Wetlands & Watercourses Agency

Wetlands Application for the development of a 2-story - 7,279 s.f. Data Center, with associated utility interconnection, landscaping improvements and parking areas within the upland review area at 234 Riverside Avenue; Assessor's Map 30, Lot 117A – PUBLIC HEARING SCHEDULED FOR APRIL.

Planning Commission

Change of Zone from IP-3 (Industrial Park) zone to A (Multi-Family Residential) zone at 625 Clark Avenue; Assessor's Map 66, Lot 264 – POSITIVE REFERRAL SENT TO CITY COUNCIL.

C.G.S. 8-24 Referral:

137 Riverside Avenue — Map 30, Lot 134 & 145 Riverside Avenue — Map 30, Lot 134-1:
POSITIVE REFERRAL SENT TO CITY COUNCIL.

C.G.S. 8-24 Referral:

116 Marsh Road — Map 64, Lot 1 & Marsh Road — Map 64, Lot 11 & Marsh Road Map 64, Lot 16-1:
POSITIVE REFERRAL SENT TO CITY COUNCIL.

C.G.S. 8-24 Referral:

James P. Casey Road — Map 59, Lot 15 & James P. Casey Road — Map 59, Lot 16A1 &
James P. Casey Road — Map 59, Lot 16A2 +13A
POSITIVE REFERRAL SENT TO CITY COUNCIL.

Historic District Commission

Request for a Certificate of Appropriateness for the installation of roof-mounted solar (9 panels) at 163 Woodland Street; Assessor's Map 25, Lot 58/12 – APPROVED.

Zoning Board of Appeals

Request for a Variance from Article III, Section 12.3.H. of the Zoning Regulations to reduce the 100' ft. separation distance requirement for driveways serving the same lot to 69.34' ft. at 16 Andrews Street; Assessor's Map 38, Lot 61/5; I (General Industrial) zone – APPROVED.

Aquifer Protection Agency

The Agency did not meet in March.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries) at meetings: \$154.20

Facilities – March 2026

Building Maintenance current month (March 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
- Initiated 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
- Aldi Fence completed chain link fencing repairs to the Bristol Police Impound Enclosure at the City Yard
- 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
- Staff completed wall repairs and re-painting of the Training Classroom on the 2nd Floor of 131 North Main Street (Sargent's Office and 2nd Floor Physical Training Room are the next priorities for Bristol Police Staff)
- Continued to participate in FY26-27 Budget preparations and presentation meetings with Mayor's Office, Comptroller's Office and Board of Finance members
- Manager Oakes met 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
- Staff completed the transition from winter operations to early Spring clean-up and landscaping tasks
- SunGlass Tinting completed window tinting at the Police Complex south employee entrance for enhanced operational security for staff within the facility
- Staff completed season HVAC filter and motor belts replacements and mechanical equipment lubrication at all City Buildings
- Staff completed repairs to internal roof drain lines at 30 Cross Street to maintain current site conditions (BOE considering using the facility for summer storage of Early Childhood Center equipment)
- Manager Oakes initiated spring site visits at City Buildings and Facilities supported by the Building Maintenance Division to address outstanding issues, discuss winter restoration required in parking areas and plan for transition to cooling season HVAC operations
- Collection of redeemable beverage containers from Bristol Eastern High School for Veteran Strong office staff

Building Maintenance next month (April 2026) activities:

- 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
- Provide staffing support for Electronic Recycling event at Bristol Eastern High School on 4/4
- 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 (including cooling tower maintenance), Main Library and Beals Center in conjunction with AirTemp Staff
- Transition from HVAC heating season to cooling, including the removal of the temporary steam boiler serving the Bristol Police Complex
- Provide support to Bristol Fire Department with the staff and equipment transition from old Fire House #3 (81 Church) to new Fire House #3 (163 Church Avenue)
- Continue spring site visits with Department and Division Heads at City Buildings for coordination purposes and planning communication

Building Maintenance Staff or Concerns:

- Anticipate moderate to elevated levels of Vacation/Miscellaneous time off during April (primarily due to school spring break)
- 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

Building Maintenance OT Costs: \$4,082.96

Staffing coverage for after-hour maintenance service calls (30 Hope Street Garage fire alarm response, City Hall security alarm response/re-arming), overtime weekend staffing at Police Complex due to personal leave taken, assist Public Work Engineering Division with signage/traffic signal lighting requests as required (Shamrock Run, Jerome Avenue traffic light, Stafford Avenue traffic box), snow/de-icing operations on 3/3 & 3/4

Streets March 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**- Melrose, Queen, Willis, Rockwell Park-3 and Jacobs
- **Major Roads Engineering**- Crescent CB tops and Willoughby CB tops. Finished ripping old concrete curb out on Conlon and installing pads with new bit curb.
- **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**- Greystone, Queen,
- **Winter Operations**- Had ice storms in the beginning of month but overall winter seems to be over with
- Salt deliveries are coming in just very frequently.
- 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 opening for asphalt
- Continue making salt brine
- Starting Senior Center parking lot
- 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.

March OT Totals: \$5,212.77 Streets

Solid Waste March 2026 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent 48 letters to residents for illegal bulk and cleaned up 12 stops. Residents cleaned up 36 stops, with 0 still pending
- Continued curbside bulk collection, we collected 177 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 2,854 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter. (North Main, Main St, Hope St, Riverside Ave, West St, South St, Mountain Rd)
- Cleaned up litter along the Shamrock Run route.
- Delivered rubbish and recycling barrels for the Shamrock Run.
- Performed audits on recycling barrels to help educate the residents about what can and cannot be recycled. Most common items found during audits were plastic bags, styrofoam, dirty food containers.

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.
- Start curbside spring leaf bag collection.
- Start curbside yard waste collection.
- Work Saturday overtime to make up for Good Friday curbside collections

Solid Waste staff or concerns:

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

OT Costs/Revenue Generated:	
Solid Waste OT =	\$8,491.92
Transfer Station OT =	\$7,685.15
TS Revenue (PAYT) =	\$24,651.70
Residential Permits =	\$4,260.00
Commercial Permits =	\$200.00
Yard Waste Revenue =	\$131,620.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$3,075.36
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$161.14
Electronics NewTech =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$50.00
Border Street =	\$235.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Additional Barrel Sale =	\$2,170.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$1,350.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S11** – (2009 10 wheeled dump truck) Main coolant line let go. Replaced with new one and topped off with new coolant.
2. **S36** – (2015 mason dump) Plow was destroyed during previous snowstorm from an unfinished roadway. New moldboard was purchased and installed costing \$2,300 just in parts.
3. **S4** – (2024 pickup truck) Truck was taken back to dealer for a ticking noise coming from engine. New cam and lifters were installed. All work and parts covered by dealer warranty.
4. **S12** – (2009 10 wheeled dump truck) Starter motor failed and was replaced during last snow storm. Trucks tarp cylinders were swapped out with parts vehicle (S22). Trucks side dump cylinders were also replaced with parts truck (S22) cylinders. Cab has heavy rust and rot damage. Body was replaced previously. Truck is in need of replacement.
5. **C50** – (Ventrac mower/snowblower) Side door was blown out during sidewalk cleanups. Door glass and rubber molding was replaced. Mowing deck spindle bolts replaced with new for upcoming season.
6. **PC1** – (2016 pickup) Former DAS truck. Unit was painted Yellow. Safety lights and rack was installed.
7. **S23** – (2019 10 wheeled dump truck) DEF tank temperature sensor replaced due to corrosion. New mudflaps and brackets were installed. Forward rear axle brakes were replaced due to being packed with an excessive amount of salt. Wheel seal and brakes were replaced on rear axle. Auger chain was shortened, greased and adjusted.
8. **C9** – (2019 street sweeper) New side and rear brooms installed. Units rear broom structure was badly damaged during sweeping. Fleet had to replace rear shoes and guides to make it sweep straight and collect debris. A new center rubber deflector was also installed. Still waiting for tow guides for rear broom. Unit should be back in service by beginning of April.
9. **C16** – (2023 roadside mower) Hydraulic temp fan sensor was damaged during usage. New one was ordered and replaced.

Solid Waste Div.

1. **R8** – (2022 automated rubbish truck) Truck was sent to dealer for extensive codes and faults. Dealer replaced harnesses, radiator and thermostat. Dealer also replaced EGR and sensor. New batteries.
2. **R23** – (2018 automated rubbish truck) Blown wheel seal was replaced along with both rear axles brakes and drums. DEF tank sensor and line were replaced due to corrosion and a check engine fault light. Truck was serviced and is ready for Yard Waste season.
3. **R11** – (2017 automated rubbish truck) Arm needs a total rebuild. New bushings and pins. Finger cylinders and bushings. New chains. Leak on packer cylinder line. Hopper

door sensor wire was repaired due to mice damage. Truck is still in shop addressing arm issues. Will be back in service early April.

4. **R34** – (2004 rear loader) New batteries installed. Driver door inner handle replaced. New rear tires. Ready to go for upcoming season.

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.
- Samsura units are still being reviewed. Some are being replaced due to failure.
- Working on yard waste and collection vehicles.
- Trying to work on small equipment for mowing season.

Fleet Maintenance Staff or Concerns:

- 2 Mechanics helper positions still open.
- 1 Mechanics position still open.
- Short staff especially the helpers positions are pushing my services back.
- Overtime expenditures and totals: **\$4,511.04**



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: April 7, 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 pending Bristol-Burlington Health Department office shifts and adjustments within the Beals Community Center. Weekly meetings are being held between Annulli & Sons, BBHD, Colliers Engineering & City Staff regarding project details and preparations for onsite renovation activities at the former BOE BECC area, which are anticipated to begin in the coming months.

Main Library Site Access System Upgrades \$25,000

The Main Library currently has a security camera system which covers the building. 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 develop a bid document 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 a continuous hinge on the 1st level north exterior door of the Police Complex and window tinting to enhance



Department of Public Works | 860.584.6125

Officer safety/operational security at the South Employee entrance. Total costs to date are \$23,074 and the remaining \$26,926 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 2nd Floor Training Room, OIC office, Records Division, 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 2nd shift staff completed wall repairs in the 2nd Floor Training Room and interior painting was completed on March 28th. Overtime and materials cost for the Training Room painting totaled \$1,707.20. 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 (wallpaper removal required).

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.

Anticipated date to disconnect the temporary boiler is April 20th, normal date of transition from heating season to cooling season at City Buildings.

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. The new bid will be put out to the public on the week of April 13, 2026 based on Van Zelm's projection (additional structural engineering delayed bid issuance slightly).

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - APRIL 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	Developing bid scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Manross Library	Site Access System Installation	TBD	\$25,000.00	0%	TBD	Developing bid scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Police Complex	Door/Frame & Lock Replacements	Accurate Commercial Door	\$26,926.00	45%	TBD	Parking Garage Stairwells Doors being addressed currently	\$50,000.00
FY25-26	Police Complex	Office Carpeting & Interior Painting	TBD	\$18,292.80	10%	TBD	DPW Staff completed BPD Training Room painting on 3/28	\$20,000.00

\$133,218.80

Available as of July 2025	\$110,616.63
FY25-26 Funding	\$140,000.00
Spent 2025-2026	\$68,911.06
Less Committed Contracts	\$8,617.49
Less Committed Projects	\$106,292.80
Net Available	\$66,795.28

MEMORANDUM

DATE: March 31, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: BPW April 16, 2026 – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the April 16, 2026 Board of Public Works meeting.

1. **DPW FY2026–27 Proposed Budget:** DPW presented the proposed budget to the BOF on March 25, 2026 (presentation attached). The Department’s budget appeared to be well received; however, the City is facing an overall shortfall, and it is anticipated that the final budget process will require difficult decisions. The Comptroller’s proposed budget does **not** include restoration of funding for the two laborer positions lost as part of the FY2025–26 budget. The BOF appeared to support financing DPW fleet capital vehicles to obtain three additional 10-wheel dump trucks. The purchase of the currently funded FY2025–26 10-wheel dump truck will proceed, ordered through State DAS contract with delivery anticipated prior to winter.
2. **Staffing:** A new DPW Street Division laborer started on March 31, 2026. The City is finalizing the hiring of a DPW Fleet mechanic, and DPW Engineering is conducting a second interview for a Civil/Assistant City Engineer candidate on April 11, 2026. DPW is working with HR on revised job descriptions for the Land Use Assistant City Planner, Traffic Technician, and DPW Engineering Excavation Inspector. The two DPW Mechanic Helper positions and one DPW Street Laborer position remain vacant.
3. **PD Complex Boiler:** The City’s engineering consultant Van Elm is scheduled to complete plans and specifications for the City the week of April 10, 2026. It is critical that Van Zelm provide bid documents to Purchasing by April 10, 2026, to allow for award at the May City Council meeting.
4. **CMAQ Traffic Signals:** DPW submitted the 60% completed plans to replace the following City traffic signals funded with a CMAQ grant to the DOT on February 27, 2026. Utility test pits are scheduled for May 2026. Traffic signal bidding is anticipated in November 2026, with construction in spring 2027. Project cost is \$3,700,000 (100% grant funded).
 - North Main St at Center St
 - Memorial Blvd at Main St
 - Main St / South St at George St
5. **Shrub Road Sidewalks:** The project has been submitted to DOT for final approval and authorization to bid. **Unofficially**, DPW understands that DOT review is complete and authorization to bid is being processed.
6. **Spring Paving:** The City utilizes the State DAS contract to procure milling and paving services. Spring paving is pending DOT execution of State milling and paving contracts, scheduled for April 11, 2026. Once executed, a CHRO waiver will be required and a City purchase order will be issued. The apparent low bidder is Tilcon Connecticut:
 - Milling Contract 25PSX0361 (\$293,898)
 - Paving Contract 25PSX0317 (\$1,610,753)DPW will utilize micro-milling to reduce roadway imperfections (“teacups”), improve the milled surface, and eliminate the need to screen millings for Department use. The micro-miller has approximately 650 teeth compared to 350 teeth on a fine miller. Spring paving list previously submitted (attached).
7. **Street Light Repairs:** There are currently 20 streetlights known by DPW to be out of service (see attached report):
 - i. Eight of the 20 outages have been referred to Eversource; five are typical outages. Work includes multiple lights out on Enterprise Drive (underground power).
 - ii. Twelve of the 20 outages require inspection by the City’s contractor, Shock Electric. Repair of four lights is pending delivery of parts.Report attached.
8. **Recycle Coach App:** DPW will not be renewing the Recycle Coach App due to increased cost (\$16,400). Approximately 3,400 of the City’s 18,000 recycling households utilize the app, which provides proactive collection notifications. As a substitute, DPW has created a QR code sticker (attached), and the DPW website will provide additional notification.
9. **Broad St Retaining Wall:** Bids have been received for the \$2,200,000 replacement of the Broad St retaining wall (east of Todd St). Bids are currently being evaluated and appear to be within the existing appropriation; no additional funding is anticipated. The work will require detours on Broad St from Todd St to Central St. Bid alternates for temporary traffic signals are currently being evaluated.
10. **NVCOG Bristol Tour:** The Naugatuck Valley Council of Governments toured the following sites in the City on March 31, 2026:
 - a. Middle St (Riverside Ave to Mountain Road) – CT 229 Corridor Study
 - b. Multi-use bike path (Pequabuck River, Middle St to Downs St)
 - c. Downs St Bridge (replacement)
 - d. Downs St / Memorial Blvd / Blakeslee / Riverside intersection (signal replacement)
 - e. Memorial Blvd Bridge
 - f. East St Bridge (replacement)

- g. Mellon St Bridge (rehabilitation)
 - h. Session Building redevelopment
 - i. Pequabuck River retaining wall
 - j. BIAM Theater
 - k. Memorial Blvd / Main St / School intersection (CMAQ signal project)
 - l. Hope St streetscape construction
 - m. Hope St parking garage
 - n. Carrier construction site
 - o. City Hall renovations
11. **Main St Bridge:** Pan Am, owner of the Main St railroad bridge, has received a grant to rehabilitate and provide aesthetic improvements. Details of the work scope will follow (email attached).
11. **CDS Grant:** The City has submitted a Congressional Directed Spending grant request to Senators Richard Blumenthal and Chris Murphy to fund structural improvements to the PD Parking Garage (\$6,717,633).
13. **FEMA Flood Plain Maps:** FEMA continues to update floodplain maps for the Pequabuck River watershed. These updates affect approximately 90% of the City's floodplain areas. As indicated in the attached email from CT DEEP, the updates have been delayed due to federal government shutdowns and are now scheduled for completion on November 13, 2026.
14. **APWA Leadership of the Year Award:** I have been honored to be named APWA Director of Public Works Leader of the Year. I share this recognition as I see the award as the collective efforts of DPW staff and the continued support of the Mayor, City Council, Board of Public Works, and Board of Finance.
15. **Brace Ave Storm Drainage:** The contractor is scheduled to restart construction on Brace Ave and O'Sullivan Ave the week of April 12, 2026. The contractor is scheduled to assign two crews with substantial completion anticipated in July. Large concrete structures located within the right-of-way remain difficult for the contractor to relocate and continue to be a concern for adjacent property owners.
16. **Coppermine Brook Sediment Removal:** Sediment removal is scheduled along Coppermine Brook at the Frederick St Bridge, with work to be performed by a contractor (\$15,000). Removal at the Louisiana St Bridge will be delayed until fall to prioritize downstream work at Frederick St.
17. **N. Main St Streetscape:** Contractor Laverio Contractors scheduled to start installation of streetscape along Carrier's frontage April 6, 2026. Once complete with work on east side of North Main (Carrier), Laverio will continue onto the west side of N.Main between the Post Office & PD complex. Work on the west side may delayed due to material delivery delays however is estimated to take 2 months to complete.
18. **MS4 Industrial Facility Permits:** DPW is scheduling WMC Engineers to perform an audit of DPW V.P. Kelly Facility, Storm Water Pollution Prevention Plan and prepare a plan for the Department's material processing parcel at 478 Peacedale St.
19. **Condominium Representative Group Meeting:** A public meeting with condominium representatives was held on April 1, 2026, to gather input and discuss state legislation passed last year that allows municipalities to reduce tax assessments by up to approximately 30%. There was general consensus that available City funding would not support a full 30% reduction in tax assessments. Potential assistance options discussed included, but were not limited to: Department of Public Works (DPW) bulk pickup services, reduced-cost access to the transfer station, access to city contractors, a reduction in tax assessments to offset solid waste costs (in whole or in part), and potential access to state contracts. Condominium associations were asked to provide the City with information regarding their solid waste costs, including whether they use dumpsters or barrels. No decisions were made at this time. The City will continue to review the various options discussed.

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



DPW Budget FY2026-27

City of Bristol Public Works
Budget overview with added public
works graphics and imagery

FY2026-27

Prepared from the department budget summary

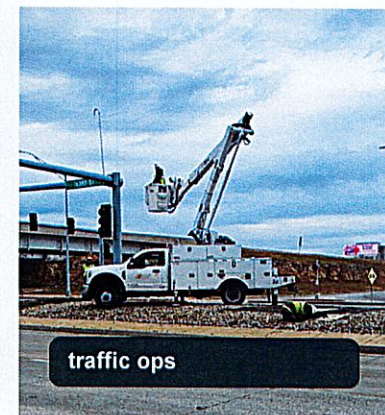
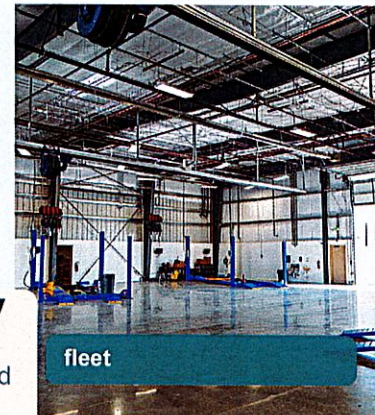
City of Bristol Public Works



Budget Overview

Department of Public Works

- Department of Public Works FY2026-27 budget
- Prepared per Comptroller guidance
- Maintains most non-salary accounts at FY25-26 levels
- Focus on sustaining service levels and efficiency



Service continuity
core operating focus

Stable accounts
non-salary lines mostly flat

Efficiency
staff tools + targeted restores

DPW Funds Structure

Department of Public Works



How the department budget is organized across operations, enterprise activity, and long-term infrastructure.

Operating Budget

Admin, Engineering, Streets, Solid Waste, Fleet, and support operations

Solid Waste Disposal Fund

Tipping fees and disposal-related activity

Transfer Station Fund

Transfer station operations and related services

Capital Improvement Projects

Project-level funding for facility and infrastructure work

Fleet, Building, and Road Infrastructure Funds

Asset replacement and long-horizon upkeep

The structure combines service delivery, fee-supported solid waste functions, and capital accounts that keep facilities, fleet, and streets in working order.

Division Responsibilities

Department of Public Works

Engineering

Roads, rail, line painting, street lights, and RIF projects

Building Maintenance

City buildings and other facilities

Fleet

Vehicles, equipment, and the DPW facility

Street Division

Snow response, facilities support, and routine maintenance

Solid Waste

Disposal operations and transfer station services



DPW Managed Assets & Provided Services

Road Miles - 235 miles

Buildings – 14

Storm Drainage – 210 miles

City Trees – 4,600

ADA Ramps – 3,100

Street Lights – 5,622

Traffic Signals – 32

Railroad Road – 2 miles

FY2025-26 Budget Cuts Impact

Department of Public Works

- \$343,560 total reductions
- Utility and energy reductions: \$74,500
- Labor and maintenance reductions impacted operations
- Reduced supplies, staffing, and services

\$343,560

total reduction carried into operations

Utilities & energy

\$74,500

Labor & maintenance

service strain

Supplies & staffing

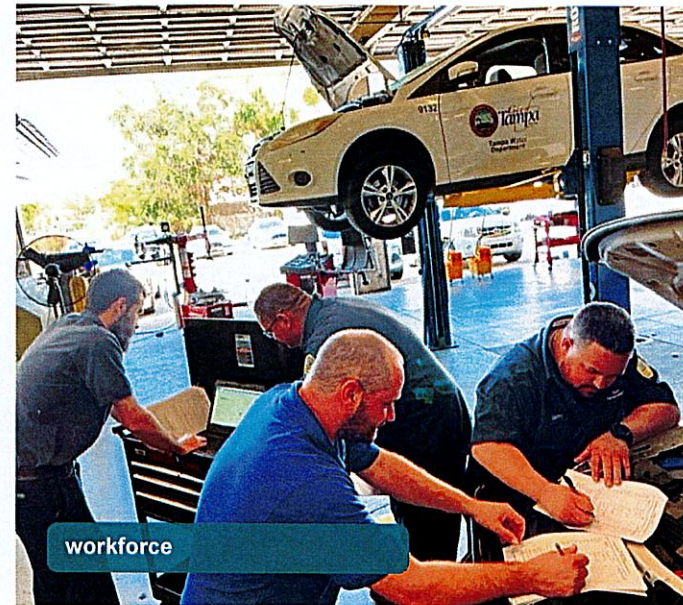
lower operating cushion

Less operating slack means more reactive work, less proactive upkeep, and tighter coverage when unexpected needs arise.

Key Restorations & Increases

Department of Public Works

- Building maintenance +\$10,000 for repairs and expired warranties
- Restore 2 laborer positions +\$122,066
- Solid waste supplies +\$20,000 for barrels
- Maintain equipment rental funding



+\$10K
building
maintenance

+\$61K
laborer
position

+\$20K
solid waste
supplies

Operational Impacts with FY2025-26

Reduction of two laborers

Department of Public Works

- Loss of labor affected leaf collection, paving, and drainage
- Increased reliance on outside services
- Decrease in snow operations (roads & sidewalks)
- Reduced ability to perform proactive work
- Overtime pressures increasing



Solid Waste Cost Increase (largest FY 2026-27 impact)

Department of Public Works

\$186,176

largest budget increase

Per-ton disposal rates



Roadway Funding Changes (FY2026-27 operations budget reductions)

Department of Public Works

- \$100,000 reduction in City funding
- Offset by about \$5.7M in grant funding
- RIF absorbs the reduction
- Infrastructure investment continues

Funding signal



-\$100K



+\$5.7M
Grants



Grant support keeps roadway work moving.

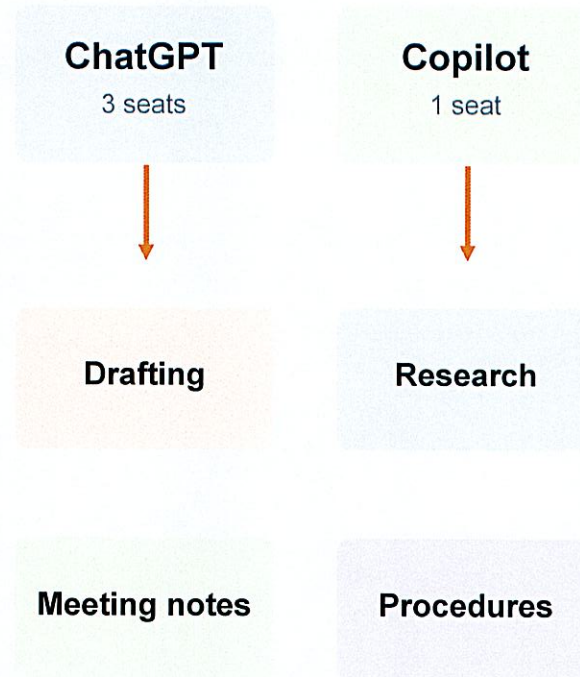


AI Initiative

**4 AI
subscriptions
proposed
\$1,440 total**

3 ChatGPT + 1 Microsoft Copilot
Goal: improve staff efficiency
Potential to expand in future years

Department of Public Works



Facilities & Risks

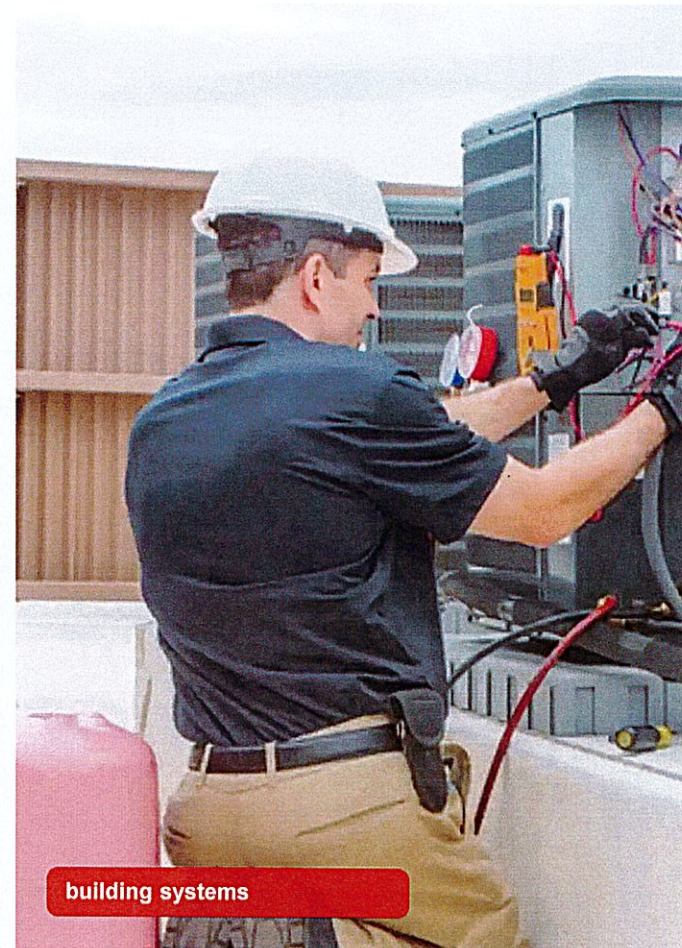
Department of Public Works

- Police Department building is the highest facility risk
- HVAC concerns remain
- CIP includes future renovations

**Highest
risk**



Repair now, renovate next, reduce building risk over time.



Staffing Challenges

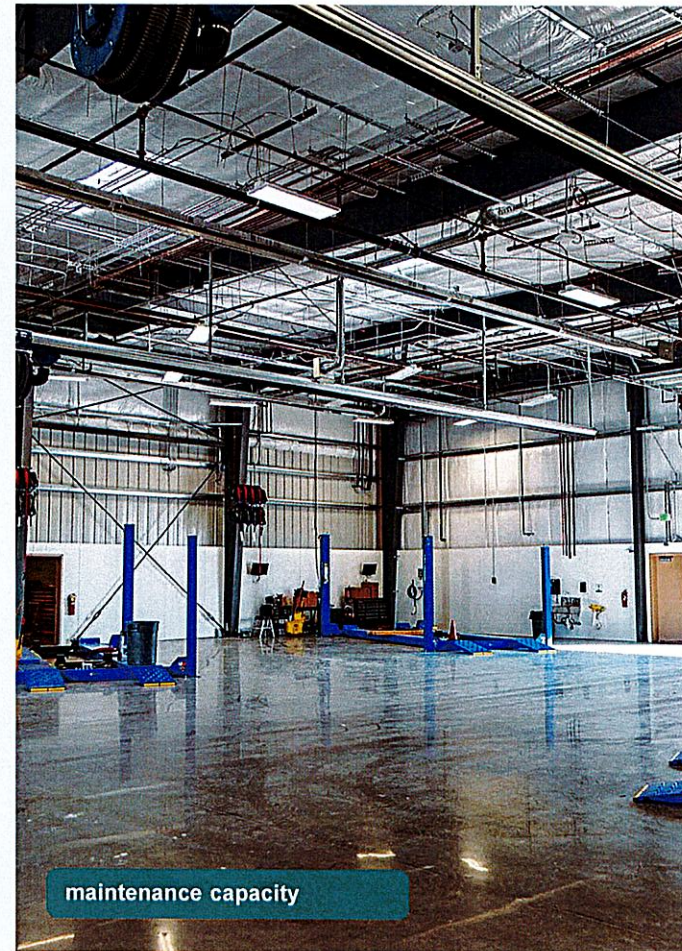
Department of Public Works

- Vacancies in Fleet and Engineering
- Mechanic, Engineer, and Project Manager shortages
- Increased reliance on contractors for snow plowing, drainage, consultant engineering
- Potential budget transfers may be needed

Mechanic

Engineer

Project Mgr



maintenance capacity

Fleet Challenges

- Older fleet is supplemented with state surplus & used equipment (modifications to City Purchasing manual)
- Original fleet request of 1.14 million. Revised to increase request from one 10-wheel dump truck to three 10-wheel dump trucks
- Highest priorities
 - Three 10-wheel dump trucks
 - Front end loader
 - Automated rubbish truck
- Evaluating leasing/financing of three 10-wheel dump trucks to reduce impact to FY2026-27 operating budget

Energy & Grants

Department of Public Works

- Solar landfill project targeted for 2027
- \$50,000 annual lease revenue expected
- Use of state and federal grants

\$50K

expected annual
lease revenue

2027

project horizon

Grant leverage plus lease revenue gives the department a path to reduce future energy pressure.



Traffic Operations Transfer

Department of Public Works

Police ➔ DPW

Includes staff transfer and \$35,000
in funding

- Moved from Police to DPW
- Maintenance is ongoing, but improvements remain limited
- Vacancies are constraining proactive work



signal systems

Future Considerations

Department of Public Works

Priority roadmap

- 1 Evaluate building maintenance staffing
- 2 Address aging equipment and infrastructure (utilizing Asset Management)
- 3 Improve policies and procedures
- 4 Continue employee training programs



**Maintain
service
levels
while
rebuilding
capacity.**

FY 2025-26 Cost Savings

- Engineering professional fees
 - Replace USGS water gauging station with City station \$16,000/year
 - Eliminate Vialytics roadway rating software \$17,000/year
- Eliminate Recycle Coach \$16,000/year
- Change cardboard recycling vendor \$9,500/year



6

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 Circe	1,348	31	Mill All	59

6

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



SCHEDULE	Pavement Management Program (Fall 2026)								
	6-Mar-26								
	Street Name	Street Length (Ft)	Street Width (Ft)	Tons (Est)	Paving Cost	Mill	Mill Cost	RSR	Total Cost.
F 26	Strawberry Hill Road	1,926	34	819	\$111,384	Mill All	\$23,647	62	\$ 135,031
F 26	Driftwood Road	1,359	29	493	\$ 67,048	Mill All	\$14,232	66	\$ 81,280
F 26	Beechwood Lane	1,359	34	578	\$ 78,608	Mill All	\$16,686	67	\$ 95,294
F 26	Woodchuck Lane	678	31	263	\$ 35,768	Mill All	\$7,590	56	\$ 43,358
F 26	Primrose Lane	646	32	259	\$ 35,224	Mill All	\$7,465	59	\$ 42,689
F 26	Thornside Drive	395	31	153	\$ 20,808	Mill All	\$4,422	68	\$ 25,230
F 26	Jasmine Street	506	30	190	\$ 25,840	Mill All	\$5,482	59	\$ 31,322
F 26	Rosewood Drive	1,294	31	502	\$ 68,272	Mill All	\$14,486	58	\$ 82,758
F 26	Jacqueline Drive	1,582	31	613	\$ 83,368	Mill All	\$17,710	59	\$ 101,078
F 26	Sandra Street	500	30	188	\$ 25,568	Mill All	\$5,417	59	\$ 30,985
F 26	Marvin Street	412	27	140	\$ 19,040	Mill All	\$4,017	65	\$ 23,057
F 26	Intervale Road	1205	34	512	\$ 69,632	Mill All	\$14,795	61	\$ 84,427
F 26	Cricket Hill Road	1,203	34	511	\$ 69,496	Mill All	\$14,770	63	\$ 84,266
F 26	Sperry Road	1,036	34	440	\$ 59,840	Mill All	\$12,720	52	\$ 72,560
F 26	Ashley Rd. (Sperry to Round Hill)	990	34	421	\$ 57,256	Mill All	\$12,155	31	\$ 69,411
F 26	Redwood Drive	1,558	30	585	\$ 79,560	Mill All	\$16,878	68	\$ 96,438
F 26	Jeffrey Road	454	34	193	\$ 26,248	Mill All	\$5,574	61	\$ 31,822
F 26	N.Main Street (Center to Hope)	1,080	61	824	\$112,064	Mill All	\$23,790	60	\$ 135,854
F 26	Center Street	2,630	30	986	\$134,096	Mill All	\$28,492	65	\$ 162,588
F 26	Vincent P. Kelly Road	1,965	32	786	\$106,896	Mill All	\$22,707	58	\$ 129,603
F 26	Vance Road	2,354	30	883	\$120,088	Mill All	\$25,502	44	\$ 145,590
F 26	Vance Street	1,502	34	638	\$ 86,768	Mill All	\$18,441	45	\$ 105,209
								Total	\$ 1,809,847

4-1-2026

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
- 4 Frederick St.- Pole#2690
- Enterprise Dr.- Multiple Street Lights Out/ Transformer issue/Eversource to replace transformer

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
- 6 Father Crudele Dr.#6897
- 108 Silo Rd. pole #14144- Shocks to do list/Street light out
- 124 Medford Street pole #14710-Shocks to do list/ Street light out
- 171 Vance Dr. pole #11028-Shocks to do list/ Street light out
- 38 Fairview Ave pole #4789-Shocks to do list/ Street light out
- Grassy Ave- pole#4085 remove street light/ Street light out
- Willis St- pole# 4085 add street light /Shocks to do list

Revisions since March Report:

Since the last report, Shock Electric restored 6 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 12 street lights by reconnecting electrical service to the cobra head fixtures. Shock Electric is scheduled to return to Bristol on April 7, 2026, to continue addressing (7) 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



Recycling & Rubbish Day

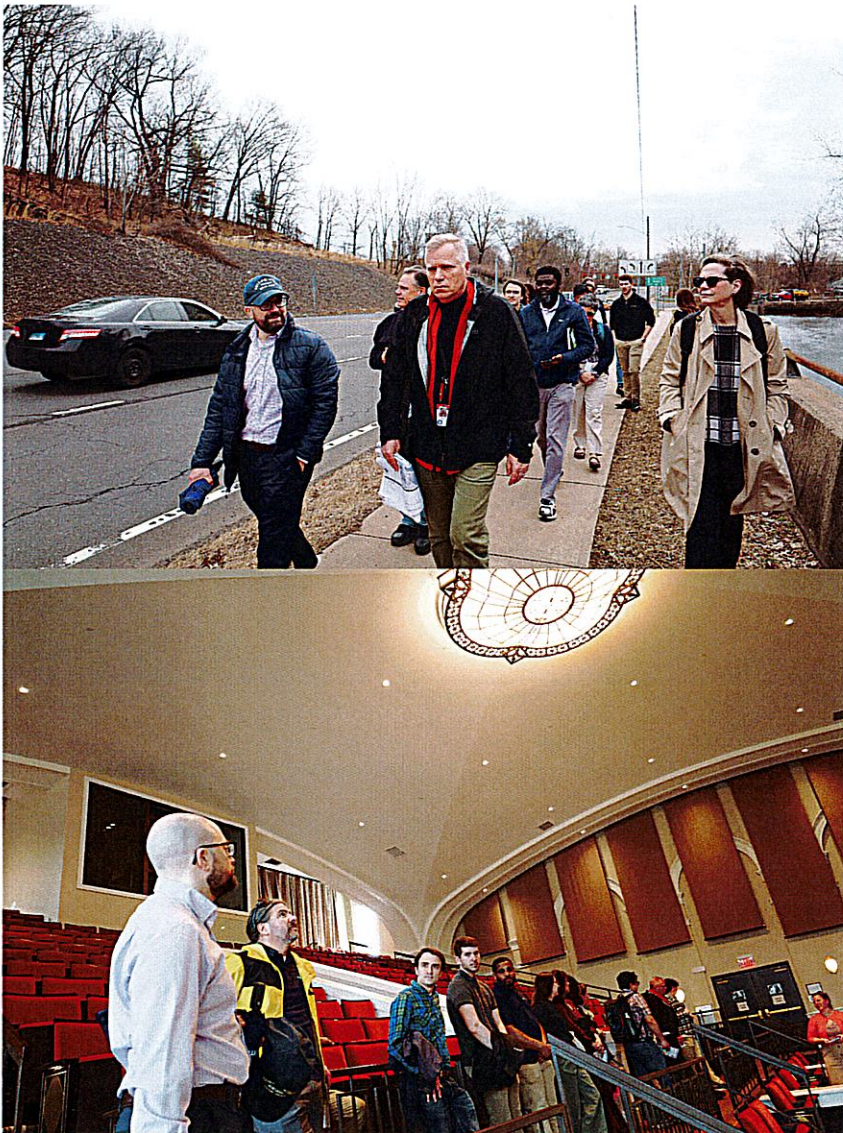
Raymond Rogozinski

From: Kate Pipa <kpipa@nvcogct.gov>
Sent: Tuesday, March 31, 2026 4:42 PM
To: Justin Malley; Raymond Rogozinski
Subject: Thank you for a wonderful tour!!!

Ray and Justin,

Thank you for taking the time to show our group around Bristol today. It was great to see so many exciting projects— both recently completed and currently in the works. We are very much thankful for you and your team's time, and are excited for what's ahead in Bristol (and the region)!

Thanks again,
Kate





Kate Pipa

Senior Transportation Planner



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury CT, 06702

t: 203.757.0535 ext. 116 | d: 203.258.1298

e: kpipa@nvcogct.gov | w: www.nvcogct.gov

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CTDOT Announces Rail Freight Infrastructure Program Awards

3/11/2026

\$20 million in grants being issued to support freight rail safety and reliability

The Connecticut Department of Transportation (CTDOT) today announced the award of \$20 million in grants through the Rail Freight Infrastructure Program, supporting projects that enhance safety, expand capacity, and strengthen the long-term reliability of Connecticut's freight rail network.

These new grant awards are also supplemented by nearly \$4 million in private railroad investment, reflecting the strong public-private partnerships that are central to maintaining an efficient statewide freight system. Together, these combined investments will help reduce highway congestion, support economic growth, and improve freight mobility across Connecticut.

"Connecticut's freight rail network is moving essential supplies and goods across the region that people and businesses rely on every day," **said Governor Lamont**. "A strong economy depends on reliable infrastructure, and that's exactly what these investments deliver. These grants reflect our strong partnership with the freight railroads and our shared commitment to safety and reliability."

"Improving the state's freight rail infrastructure is a critical component of strengthening Connecticut's economy. Investments in freight rail make the supply chain more resilient, create jobs, and establish a strong system for future commerce," **said Connecticut Department of Transportation Commissioner Garrett Eucalitto**. "These improvements will allow more freight to be moved safely and more quickly, while reducing highway congestion and air pollution. I look forward to the continued partnership with the freight railroads as we keep the state's and region's economy moving forward."

According to the American Association of Railroads (AAR), 2.6 million tons of freight originated in Connecticut in 2023, and another 1.6 million tons terminated in the state. Railroads in Connecticut move essential commodities including stone and aggregate, agricultural goods, municipal solid waste, construction materials, fuel products, metals, paper, heavy equipment, and intermodal containers.

The Rail Freight Infrastructure Program grants awarded include:

1. **Connecticut Southern Railroad (CSO): \$4,463,668.** Work includes structural repairs to the Connecticut River Freight Bridge, a critical link whose rehabilitation will extend the life of the structure. CSO will also replace four grade crossing surfaces in East Hartford to enhance railroad and motorist safety, replace worn turnouts and rail in its Hartford yard to improve switching operations, and replace rail in Wethersfield to support more reliable train movements.
2. **Housatonic Railroad Company (HRRC): \$2,636,382.** Work includes replacing two grade crossing surfaces in New Milford, which will enhance railroad and motorist safety, as well as replace deteriorated ties along its corridor. The tie replacement, combined with ballast and surfacing work, will enhance the overall state of good repair of the line and reduce the risk of derailments.
3. **Naugatuck Railroad (NAUG): \$4,571,673.30.** Work includes a series of improvements including the replacement of four grade crossing surfaces in Torrington and upgrades to two crossing signals, both of which will significantly improve roadway safety. NAUG will also replace older worn rail, install new ties and switch ties, and construct a new customer turnout and a new public track turnout. Additional work includes adding new car storage track and replacing bridge ties. These projects will increase operational flexibility and support the railroad's customer base.
4. **New England Central Railroad (NECR): \$1,563,689.** Work includes grade crossing improvements in Franklin and Windham, relocation of signal infrastructure, replacement of worn rail, and both bridge tie and structural bridge repairs. These investments will improve safety, support higher capacity rail movements, and extend the useful life of key assets on the line.
5. **Providence and Worcester Railroad (P&W): \$4,911,520.** Work includes the replacement of rail on the Wethersfield Secondary, enabling it to accommodate 286,000 pound freight cars, the current national industry standard. This upgrade will allow shippers to move more freight per railcar, improving efficiency and reducing transportation costs. P&W will also replace four grade crossing surfaces in Wethersfield and replace ties and switch ties with ballast and surfacing, strengthening both safety and reliability.
6. **Pan Am Southern (PAS): \$1,853,047.** Work includes rail replacement, bridge tie work, upgrades to crossing warning devices, and turnout improvements. These investments will enhance both train handling and public safety while improving the long-term performance of the corridor and complementing the railroad's planned work.

11

Authorization of the funding for the Rail Freight Infrastructure Program is based on Connecticut General Statute §13b-236, with the state legislature approving \$20 million in grant funding for this award cycle.

For more information on freight movement in Connecticut, visit portal.ct.gov/dot/programs/freight.

Media Contact:

OFFICE OF COMMUNICATIONS

[860-594-3062](tel:860-594-3062)

CTDOTMedia@ct.gov

Twitter: [@CTDOTOfficial](https://twitter.com/CTDOTOfficial)

Facebook: [Connecticut Department of Transportation](https://www.facebook.com/ConnecticutDepartmentofTransportation)

Raymond Rogozinski

From: Charles Hunter <charles.hunter@gwrr.com>
Sent: Wednesday, March 25, 2026 3:49 PM
To: Raymond Rogozinski
Cc: Blake Gullett; Todd Dragland; William Stango; Lukasz Burkacki; 'Bradway, Robert W.'; Justin Malley; Mayor'sOffice; Ellen Zoppo-Sassu; Caroline.Kieltyka@ct.gov; Burns, Matthew H.; Jankovich, Richard T; Raymond Rogozinski; Shawn Baer
Subject: RE: Bristol Ct - Main St Bridge
Attachments: CTDOT RFIP Grant Awards List 031126.docx

Hi Raymond: CTDOT did award the rail grant project to Pan Am Southern. So, that is good news.

Charles Hunter
 AVP Government Affairs
 G&W RR Services, Inc.
 21 Lower Newton St.
 St. Albans, VT 05478

From: Shawn Baer <shawn.baer@gwrr.com>
Sent: Monday, January 26, 2026 10:22 AM
To: RaymondRogozinski@bristolct.gov
Cc: Charles Hunter <charles.hunter@gwrr.com>; Blake Gullett <blake.gullett@gwrr.com>; Todd Dragland <Todd.Dragland@gwrr.com>; WilliamStango@bristolct.gov; LukaszBurkacki@bristolct.gov; 'Bradway, Robert W.' <Robert.Bradway@ct.gov>; JustinMalley@bristolct.gov; MayorsOffice@bristolct.gov; EllenZoppo@bristolct.gov; Caroline.Kieltyka@ct.gov; Burns, Matthew H. <matthew.burns@ct.gov>; Jankovich, Richard T <Richard.Jankovich@ct.gov>
Subject: RE: Bristol Ct - Main St Bridge

Good morning Raymond,

This bridge was included in a state grant application, which should hopefully announce awards soon. I will notify you when those grant awards are announced. We have allowed beautification projects in the past. If this is something you are interested in, I've attached our public projects manual. Painting specifications are below. Let me know if you have any questions.

PAINTING:

ALL NEW STRUCTURAL MEMBERS, AS DETAILED IN THIS PLAN SET, ARE TO BE SHOP PAINTED WITH THE EXCEPTION OF THE FAYING SURFACES AND MACHINED SURFACES. THE PAINT SYSTEM USED SHALL BE ONE 5 mil. COAT (DRY FILM THICKNESS) OF AMERON PROTECTIVE COATINGS DIVISION'S AMERLOCK 400 HIGH SOLIDS EPOXY COATING; OXIDE RED COLOR.

THE APPLICATION OF PAINT SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE PAINT APPLICATION SPECIFICATION NO. 1 (SSPC-PA1), SHOP MAINTENANCE PAINTING OF STEEL.

SHOP PAINT: ALL FABRICATED STEEL, PRIOR TO ERECTION, SHALL BE NEAR-VENT CLEANED (SSPC-SP10). ALL SAND AND DEBRIS SHALL BE REMOVED. FRESHLY BLASTED STEEL MEMBERS WITH THE USE OF COMPREHENSIVE FAYING SURFACES SHALL THEN BE PROTECTED WITH THE USE OF AMERON PROTECTIVE COATINGS DIVISION'S AMERLOCK 400 HIGH SOLIDS EPOXY COATING; OXIDE RED COLOR. TAPE, ONCE THE FAYING AND MACHINED SURFACES HAVE BEEN PROTECTED.

FIELD PAINT: ANY STRUCTURAL STEEL SURFACES MARRED DURING SHIPMENT OR ERECTION AND ANY EXPOSED BOLT SURFACE THAT WAS NOT SHIPMENT PROTECTED OR MAY HAVE BEEN MARRED DURING INSTALLATION SHALL BE REPAINTED ACCORDING TO SSPC-PA1, SECTIONS 5.2 AND 7.2. TOUCH UP PAINT SHALL BE AMERON PROTECTIVE COATINGS DIVISION'S AMERLOCK 400 HIGH SOLIDS EPOXY COATING; OXIDE RED COLOR.

Thank you,

Shawn Baer
AVP, Structures
Genesee & Wyoming
National Region, East District
724-579-9733

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Sent: Sunday, January 25, 2026 11:25:42 AM

To: blake.gullett@gwrr.com <blake.gullett@gwrr.com>

Cc: WilliamStango <WilliamStango@bristolct.gov>; Lukasz Burkacki <LukaszBurkacki@bristolct.gov>; Bradway, Robert W. <Robert.Bradway@ct.gov>; Justin Malley <JustinMalley@bristolct.gov>; Mayor's Office <MayorsOffice@bristolct.gov>; Ellen Zoppo-Sassu <EllenZoppo@bristolct.gov>

Subject: Bristol Ct - Main St Bridge

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Blake, the City continues to receive concerns associated with the structure condition of the Main St Rail Road over pass bridge. Our City Engineering performed a preliminary review of bridge conditions and it appears more than 30% of the structure steel column supports are rusty and not providing support. Bristol Engineering will provide pictures of our concerns and I included DOT rail road staff on this email to indicate the City's concerns. The City would like to meet with you to show you the deteriorated conditions.

I would also say that in addition to structure concerns with the bridge, the City is also concerned with the bridge aesthetics. I saw a few news articles on line where GWRR worked with local municipalities to cover bridges with an art façade or paint the bridge. The City is very interested in pursuing such a project. The bridges is in the center of the City's downtown and is looking to improve the area.

Please contact me at 203-592-3497 to discuss this issue further.



Raymond Rogozinski

From: Ifkovic, Diane <Diane.Ifkovic@ct.gov>
Sent: Tuesday, March 31, 2026 7:34 PM
To: Raymond Rogozinski
Subject: Re: Bristol - FEMA Flood Map Update

Hi Ray,

FEMA has been silent with the federal shutdown. I was told the Letter of Final Determination (LFD) was May 13, 2026, with final effective maps November 13, 2026. But I have a feeling this will all be delayed a bit. Remember these map projects have to be posted in the Federal Register and I haven't seen anything come out in the last few months, so I assume they are backed up. Along with the maps, I am in process of doing a floodplain regulations review. The review letter will be emailed to you about the time the LFD is issued as I need the panel numbers and date of effective maps for you to change in your regs.

So I would say this project is heading to completion but likely delayed due to federal shutdown.

diane

Diane Ifkovic

Environmental Analyst 3
 State NFIP Coordinator
 Land & Water Resources Division
 Water Protection & Land Reuse
 Connecticut Department of Energy & Environmental Protection
 79 Elm Street, Hartford, CT 06106-5127
 p: 860.424.3537 | diane.ifkovic@ct.gov



Connecticut
 Department of Energy &
 Environmental Protection

*Conserving, improving, and protecting our natural resources and environment;
 Ensuring a clean, affordable, reliable, and sustainable energy supply.*

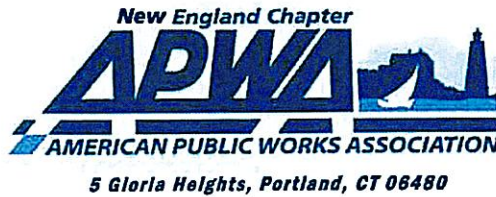


| portal.ct.gov/DEEP

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Tuesday, March 31, 2026 6:49 PM
To: Ifkovic, Diane <Diane.Ifkovic@ct.gov>
Subject: Bristol - FEMA Flood Map Update

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Can you provide an update on the schedule and next steps for new FEMA maps in Bristol?



14

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Date: February 10, 2026

Ref: Public Works Leader of the Year Award

Raymond Rogozinski, Director
Bristol Public Works Department
111 North Main St.
Bristol, CT 06010

Dear Raymond,

It is with great pleasure that I inform you that you have been selected as the recipient of the Connecticut Public Works Leader of the Year Award! The New England Chapter of the American Public Works Association is honored to recognize your outstanding dedication to the field of Public Works.

The selection committee was deeply impressed by your commitment to leadership, efficiency, and training, as well as your efforts to enhance the operations of the Town as a whole. Your commitment to your team, the public and the Public Works profession has made it overwhelmingly clear that you are more than deserving of this award.

I would like to formally present you with this prestigious award at the NEAPWA Spring Conference, to be held on Monday, March 30 at the New England Air Museum.

Further details regarding the award ceremony and conference agenda will follow in separate communication and is available at the Chapter website.

I extend sincere congratulations on this well-deserved recognition and look forward to celebrating your department's accomplishments with you on March 30th.

Congratulations.

John P. Lawlor, Jr.
Chapter President





BRACE



BRACE



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 25, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council

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

RE: **DPW – AUTHORIZATION FOR MAYOR TO SIGN ANNUAL MS4
STORM WATER REPORT (DEEP PERMIT GSM000042)**

The consultant firm BL Companies (BL Engineers) has completed the City's Stormwater Management Plan (SMP) update and Annual Report in accordance with the Connecticut Department of Energy and Environmental Protection (CT DEEP) General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4), Permit No. GSM000042.

The 2025 MS4 Annual Report has been prepared in compliance with the MS4 General Permit requirements. The report was made available for public review on February 14, 2026, and is scheduled for final submission to CT DEEP on April 1, 2026.

The report is available at the following link:

<https://ct-bristol2.civicplus.com/1053/Municipal-Separate-Storm-Sewer-System-MS>

The City continues to implement its Stormwater Management Plan under Permit No. GSM000042. The program is organized around the six required Minimum Control Measures (MCMs): Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination (IDDE), Construction Site Runoff Control, Post-Construction Stormwater Management, and Pollution Prevention/Good Housekeeping.

Key highlights of the report include:

1. **Public Education & Outreach:** Continued distribution of stormwater education materials and expansion of digital resources. The Parks and Recreation Department conducted numerous activities in association with Youth and Community Services supporting the educational aspects of the City's MS4 program.

2. **Public Participation:** Draft report posted for the required 45-day public review period. Established an MS4 Steering Committee including quarterly status reporting. **Outfall Monitoring:** Wet weather outfall screening and sampling conducted throughout 2025.
3. **IDDE Program:** Extensive outfall screening, follow-up investigations, and prioritized monitoring efforts.
4. **Construction Oversight:** Ongoing enforcement of erosion and sediment control compliance at active construction sites.
5. **Post-Construction Controls:** Implementation of long-term stormwater management practices for new and redevelopment projects.
6. **Municipal Good Housekeeping:** Continued catch basin cleaning, street sweeping, and facility inspections.

Part II of the report includes detailed screening and sampling data for outfalls discharging to impaired waters, follow-up investigations, and catchment prioritization. These efforts support pollutant reduction and regulatory compliance.

The City continues to demonstrate compliance with MS4 requirements through proactive public engagement, comprehensive monitoring, and effective pollution prevention practices. Ongoing enhancements to the IDDE program, system mapping, and long-term stormwater controls remain key priorities.

The Department of Public Works has also prepared a Draft 2026 Wet Weather Outfall Sampling Plan, targeting remaining outfalls to achieve full compliance with the MS4 General Permit. The plan includes detailed GIS mapping of impaired waterways, tributaries, outfalls, catchments, and manholes. The plan will be modified to test City outfalls in lieu of State DOT outfalls. Sampling data will be maintained in a GIS database to support spatial analysis and identification of potential upstream pollutant sources. In accordance with permit requirements, the six (6) most impacted outfalls will be further investigated to identify and mitigate potential illicit discharges.

On March 9, 2026, the City Council granted final approval of the Illicit Discharge Ordinance prepared by the Department of Public Works. This ordinance, developed in accordance with MS4 requirements, is intended to prevent non-stormwater (polluted) discharges into the City's storm drainage system and local waterways.

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

March 23, 2026

Mr. Raymond Rogozinski
City of Bristol Public Works Office
111 North Main Street
Bristol, Connecticut 06010

Re: City of Bristol Stormwater Revised Sampling Plan
BL Companies Project No. 2300149

Dear Mr. Rogozinski,

BL Companies, Inc. (BL Companies) has prepared a revised Stormwater Sampling Plan for the City of Bristol in support of complying with the Connecticut Department of Energy and Environmental Protection (CTDEEP) National Pollutant Discharge Elimination System General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit), effective October 1, 2023. This revised Plan updates the 2025 Sampling Plan dated June 9, 2025 to identify targeted outfalls to be screening and/or sampling in 2026 that discharge to impaired waters with the goal of identifying the six (6) outfalls containing the highest concentrations of contaminants of concern (i.e. *E. coli*, phosphorus, and/or turbidity) by the end of 2026.

1.0 Wet Weather Sampling

According to the MS4 permit, regulated MS4s that discharge to impaired waters must create an inventory of all outfalls that discharge to impaired waters, after which the permittee must screen these outfalls for the pollutant(s) identified as the pollutant(s) of concern for the impairment. The City of Bristol currently contains two (2) impaired waterbodies, the Pequabuck River and Coppermine Brook. Along these impaired waterbodies, 68 outfalls owned by the City of Bristol have been mapped. According to the Environmental Protection Agency (EPA), all portions of the impaired waterbodies through Bristol are impaired with the bacteria *E. coli* and “other pollutants of concern”, which are identified through the turbidity of water samples. In addition, 36 outfalls discharge to a section of the Pequabuck River impaired with phosphorus.

To comply with the MS4 Permit, at least half of the 68 outfalls discharging to impaired waters must be sampled during periods of wet weather. These outfall should be equally distributed between locations along the Pequabuck River and Coppermine Brook. Samples collected from each outfall must be analyzed for the pollutant of concern for the impairment of the waterbody to which the outfall discharges. The data collected from wet weather screening and sampling will be used to identify the six (6) outfalls containing the highest concentrations of pollutants of concern for subsequent annual wet weather analysis.

1.1 Wet Weather Sampling Procedure

Stormwater samples will be collected from each selected outfall during any rainstorm that produces discharge from the outfalls and that occurs at least 48 hours after any previous rainstorm that produced discharge from the outfalls. BL Companies recommends using Weather Underground (www.wunderground.com) to check the weather prior to sampling. Grab samples collected within the first six (6) hours of discharge will be deemed sufficient. Runoff events resulting from snow or ice melt alone cannot be used to meet these monitoring requirements. However, monitoring may be conducted during a rain event that may include insignificant amounts of snow or ice melt.

Field Equipment

Field equipment commonly used for wet weather sampling is provided in **Table 1**.

Table 1: Field Equipment

Equipment	Use/Notes
Clipboard	For organization of field sheets and writing surface
Field Sheets	Outfall Monitoring Records (attached) for wet weather sampling should be available with extras
Chain of Custody Forms	To ensure proper handling of all samples
Pens/Pencils/Permanent Markers	For proper labeling
Nitrile Gloves (powder-free)	To protect the sampler as well as the sample from contamination
Flashlight/headlamp w/batteries	For looking in outfalls, helpful in early mornings as well
Cooler with Ice	For storing samples after collection and during transport to the laboratory
Camera	For documenting field conditions at time of inspection
Personal Protective Equipment (PPE)	Reflective vest, safety glasses and boots at a minimum
GPS Receiver	For taking spatial location data
Turbidity Meter	If needed, for sampling turbidity in the field
Labels	For labeling sample containers
Sample Containers	Make sure all sample containers provided by the laboratory are clean. Keep extra sample containers on hand at all times. Make sure there are proper sample containers for what is being sampled for (i.e., bacteria requires sterile containers).
Measuring Tape	Measuring distances and depth of flow
Safety Cones	For visibility/safety
Hand Sanitizer	Disinfectant/decontaminant

Equipment	Use/Notes
Rubber Boots/Waders	For accessing shallow streams/areas
Sampling Pole/Dipper	For accessing hard to reach outfalls

Grab Sample Collection Protocols

The following protocols shall be used for collecting grab samples:

1. Do not eat, drink or smoke during sample collection and processing.
2. Do not collect or process samples near a running vehicle.
3. Do not park vehicles in the immediate sample collection area, including both running and non-running vehicles.
4. Always wear clean, powder-free nitrile gloves when handling sample containers and lids.
5. Never touch the inside surface of a sample container or lid, even with gloved hands.
6. Never allow the inner surface of a sample container or lid to be contacted by any material other than the sample water.
7. Collect samples while facing upstream and so as not to disturb water or sediments in the outfall pipe or ditch.
8. Do not overfill sample containers, and do not dump out any liquid in them. Liquids are often added to sample containers intentionally by the analytical laboratory as a preservative or for pH adjustment.
9. Slowly lower the sample bottle or dipper immediately downstream of the outfall and collect a representative surface water sample.
10. Do not collect bottom sediments.
11. Do not collect and floating debris.
12. ***Do not allow any object or material to fall into*** or contact the collected water sample.
13. Do not allow rainwater to drip from rain gear or other surfaces into sample containers.
14. If a sampling pole/dipper is used, the dipper needs to be washed with distilled water immediate following filling the laboratory sample bottle.
15. Replace and tighten sample container lids immediately after sample collection.
16. Accurately label the sample with the time and location.

Observation and sampling details are to be recorded on an outfall monitoring record (attached).

Photograph each surface water sample location.

Stormwater samples are to be collected in laboratory-supplied bottle ware designated for each analyte (bacteria and phosphorus). A portable field turbidity meter is to be utilized for analysis of turbidity. Turbidity readings shall be taken at the outfall and in-stream immediately upstream or otherwise outside the influence of the outfall. **Table 2** provides additional information pertaining to each wet weather sampling parameter.

Table 2: Sample Collection and Laboratory Analysis

Parameter	Analytical Method	Sample Container	Volume	Holding Time	Field Sampling Method
Bacteria - <i>E.coli</i>	EPA: 1603	Sterile Plastic	100 mg/L	8 hours (get to lab by 6 hours)	Laboratory Analysis
Phosphorus	ASTM D515-88 A	Plastic with H ₂ SO ₄	500 mg/L	28 days	Laboratory Analysis
Turbidity	180.1	Plastic	100 mg/L	48 hours	Laboratory Analysis -or- Portable Meter (preferred method)

Analytical Sample Quality Control and Assurance

Upon completion of successful sample collection, the samples must be sent or delivered to the laboratory for analytical testing. Quality control and assurance are important to ensuring accurate analytical results. Sample preservation is required to prevent contaminant degradation between sampling and analysis.

Maximum acceptable holding times are also specified in **Table 2**. Holding time is defined as the period of time between sample collection and extraction for analysis of the sample at the laboratory. Holding time is important because prompt laboratory analysis allows the laboratory to review the data and if analytical problems are found, re-analyze the affected samples within the holding times.

Chain of custody forms are designed to provide sample submittal information and to document transfers of sample custody. The forms are typically provided by the laboratory and must be completed by the field sampling personnel for each sample submitted to the lab for analysis. The document must be signed by both the person releasing the sample and the person receiving the sample every time the sample changes hands. The sampling personnel shall keep one copy of the form and send the remaining copies to the laboratory with the samples. Indicate on the change of custody each sample parameter as noted above. Write the following comment on each chain of custody “Do Not Report Coliform Bacteria”.

Follow-up Investigations

The following contaminant concentrations would qualify the outfalls for follow-up investigation per Section 6 (i)(1)(D) of the MS4 Permit:

- E. coli >235 coliforms/100 milliliters (mL) for swimming areas and >410 coliforms/100 milliliters (mL) for all others
- Total phosphorus >0.3 milligrams/Liter (mg/L); and/or
- Turbidity from outfall >5 nephelometric turbidity units (NTU) above in-stream turbidity.

A BL Companies Project Scientist will perform additional cross-training of City of Bristol employees in wet weather sampling procedures prior to the initial sampling event.

1.2 Inventory of Outfalls Discharging to Impaired Waters

A total of 68 outfalls have been identified as discharging to the Pequabuck River and Coppermine Brook in Bristol, which are considered impaired waterbodies. The following is an inventory of the identified outfalls. Pollutants of concern were adapted from the University of Connecticut (UConn) Center for Land Use Education and Research (CLEAR) Connecticut Nonpoint Education for Municipal Officials (NEMO) Program interactive MS4 map. Please note that “other pollutants of concern” refers to turbidity. A total of half of the inventoried outfalls required screening and sampling over a three-year period. The targeted number of outfalls to screen and sample in 2026 is 23.

Outfall ID	Impaired Waterbody	Pollutant(s) of Concern
5251	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5249	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5247	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5244	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5256	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5241	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5238A	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5232	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5228	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
6244	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5215	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
6248	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5212	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
11461	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
4532	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
4527	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
4948	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus

4886	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
4943	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
4545	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
5342	Pequabuck River	Bacteria, Other pollutants of concern
5341	Pequabuck River	Bacteria, Other pollutants of concern
5344	Pequabuck River	Bacteria, Other pollutants of concern
5346	Pequabuck River	Bacteria, Other pollutants of concern
5312	Pequabuck River	Bacteria, Other pollutants of concern
5318	Pequabuck River	Bacteria, Other pollutants of concern
5391	Pequabuck River	Bacteria, Other pollutants of concern
5328	Pequabuck River	Bacteria, Other pollutants of concern
5472	Pequabuck River	Bacteria, Other pollutants of concern
5493	Pequabuck River	Bacteria, Other pollutants of concern
Outfall ID	Impaired Waterbody	Pollutant(s) of Concern
5498	Pequabuck River	Bacteria, Other pollutants of concern
5502	Pequabuck River	Bacteria, Other pollutants of concern
7543	Pequabuck River	Bacteria, Other pollutants of concern
7539	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7672	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7690	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7718	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7662	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7618	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7643	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7393	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7391	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7379	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7869	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7291	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7761	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7295	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7794	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
7814	Pequabuck River	Bacteria, Other pollutants of concern, Phosphorus
11434	Coppermine Brook	Bacteria, Other pollutants of concern
3113	Coppermine Brook	Bacteria, Other pollutants of concern
3115	Coppermine Brook	Bacteria, Other pollutants of concern
11431	Coppermine Brook	Bacteria, Other pollutants of concern
3117	Coppermine Brook	Bacteria, Other pollutants of concern
3157	Coppermine Brook	Bacteria, Other pollutants of concern
2653	Coppermine Brook	Bacteria, Other pollutants of concern
2628	Coppermine Brook	Bacteria, Other pollutants of concern
9605	Coppermine Brook	Bacteria, Other pollutants of concern
9522	Coppermine Brook	Bacteria, Other pollutants of concern
2272	Coppermine Brook	Bacteria, Other pollutants of concern
2266	Coppermine Brook	Bacteria, Other pollutants of concern
11303	Coppermine Brook	Bacteria, Other pollutants of concern
1629	Coppermine Brook	Bacteria, Other pollutants of concern
1619	Coppermine Brook	Bacteria, Other pollutants of concern
1611	Coppermine Brook	Bacteria, Other pollutants of concern
11188	Coppermine Brook	Bacteria, Other pollutants of concern

11192	Coppermine Brook	Bacteria, Other pollutants of concern
1575	Coppermine Brook	Bacteria, Other pollutants of concern

1.3 Reporting

Results from the impaired waters investigation and monitoring program will be reported in the Annual Report. The report shall include the outfalls screened during the year, the number of outfalls identified for follow-up investigation, the progress of drainage area investigations, a description of the control measure implementation for the different impairments, identification of the six outfalls to be monitored, and the results of the prioritized outfall monitoring.

2.0 2026 Outfall Sampling Schedule

BL Companies has prepared a 2026 Wet Weather Sampling Map to facilitate planning wet weather sampling throughout the year. The map identifies targeted Coppermine and Pequabuck River outfalls in a Regional Plan Overview Map and in zoomed detail organized by sheet number. Commencing in early April 2026 BL Companies recommends sampling, starting at the northern reaches of the Coppermine Brook, the most accessible outfall shown on Sheets 1 through 14 followed sampling outfalls that discharge into the Pequabuck River Starting at its western most reach at outfall 5247 Sheet 15 and working eastward to outfall 7794. An outfall sampling schedule is provided in Attachment A.

3.0 Reliance

This Report is for the exclusive use of and may be relied upon by the Client and its respective successors and assigns: the City of Bristol. No parties or persons other than those identified as authorized users may use or rely on the information or opinions in this Report without the written consent of BL Companies. Notwithstanding delivery of this Report by BL Companies or the Client to any third party, any copy of this Report provided to a third party absent said written consent is provided for informational purposes only. Reliance on this Report by any other person(s) or entity(ies) is strictly at their own risk and BL Companies makes no warranties to person(s) or entity(ies) who use the information provided in this Report.

BL Companies appreciates the opportunity to provide our environmental services to you. Should there be any questions regarding this report, please do not hesitate to contact the undersigned.

Respectfully submitted,
BL Companies

Parker Lamas

Jim Schaefer

City of Bristol
BL Project #2300149
March 23, 2026

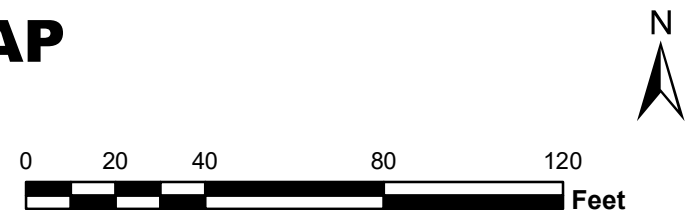
Attachment A: 2026 Outfall Sampling Schedule

<u>Month</u>	<u>Outfall Number</u>	<u>Sheet Number</u>
April	8672 or 8674	1
April	10848	2
April	3458	3
April	10896	4
April	1182	5
April	8026	6
April	9433	7
April	9493	8
April	1575	9
May	1619	10
May	2266	11
May	9522	12
May	3157	13
May	3115	14
May	5247	15
May	5212	16
May	4527	17
May	4943	18
May	5346	19
June	5493	20
June	7539	21
June	7295	22
June	7794	23



OUTFALL SAMPLING MAP

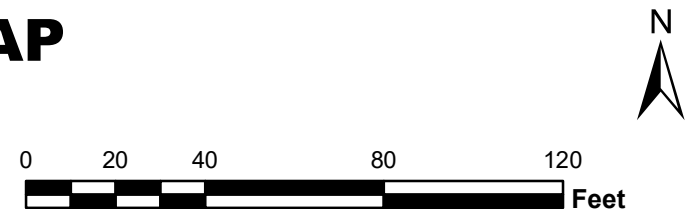
Hart St
8674





OUTFALL SAMPLING MAP

Maple Ave
615





OUTFALL SAMPLING MAP

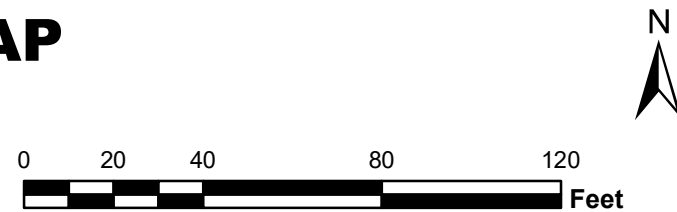
Burlington Ave
3458





OUTFALL SAMPLING MAP

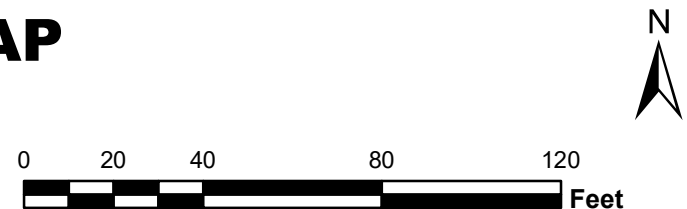
Maple Ave
10896





OUTFALL SAMPLING MAP

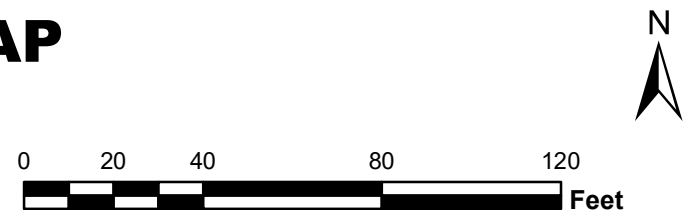
Maple Ave
1182





OUTFALL SAMPLING MAP

Jerome Ave
8026





OUTFALL SAMPLING MAP

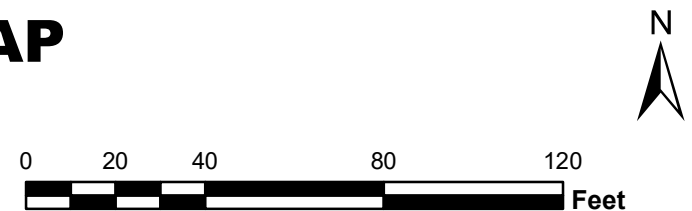
Valmore Rd
9433





OUTFALL SAMPLING MAP

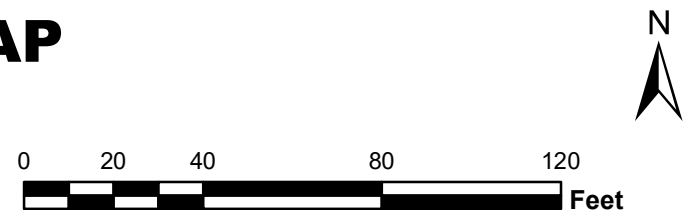
Mix St
9493

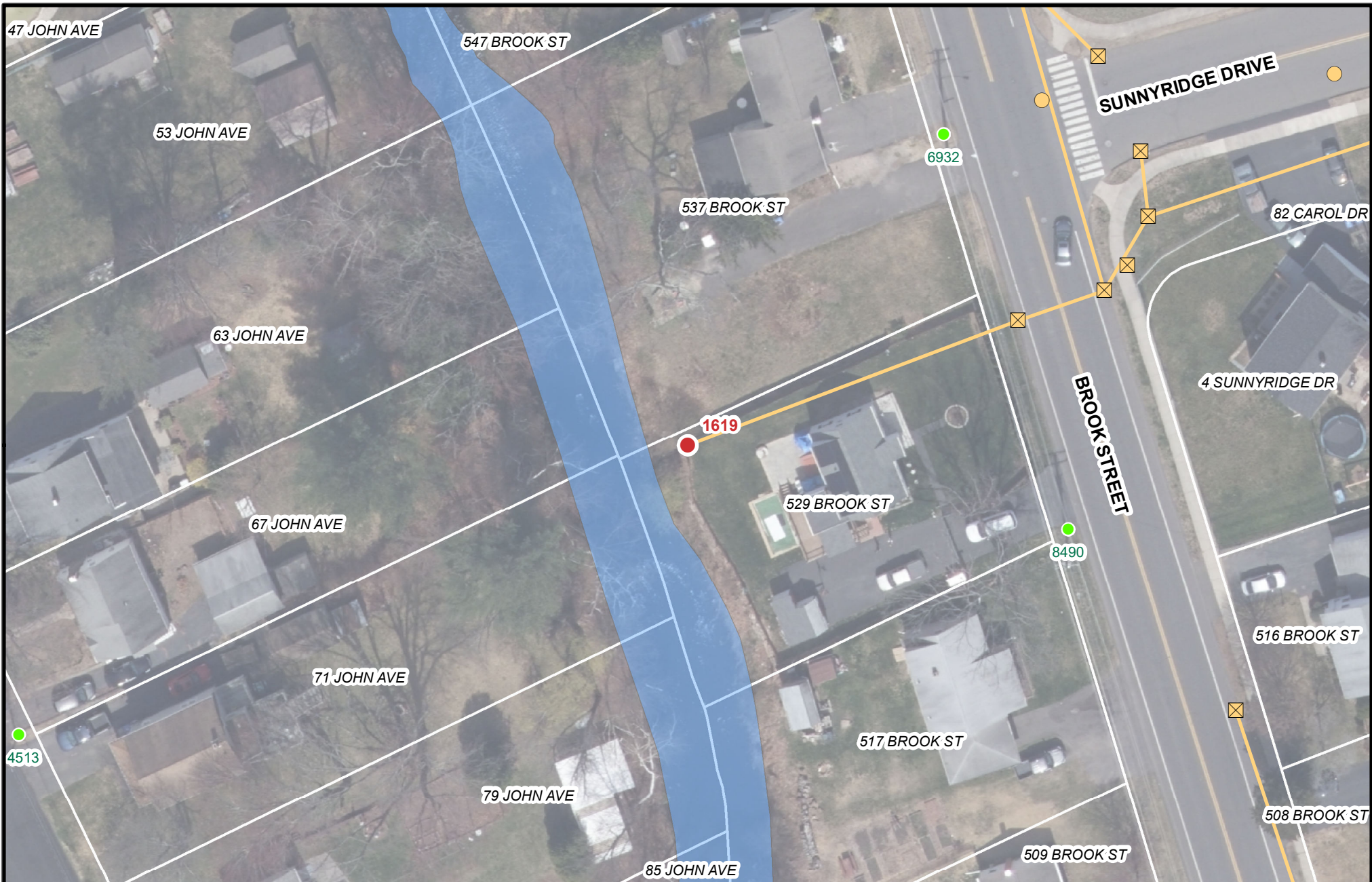




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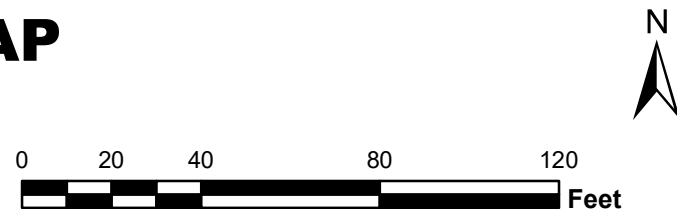
Collins Rd
1575





OUTFALL SAMPLING MAP

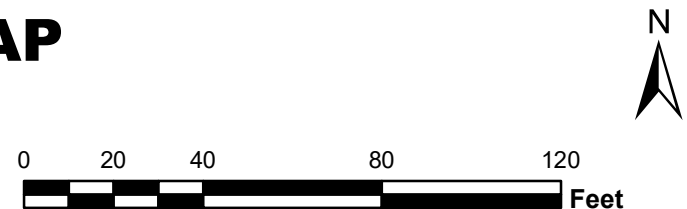
Brook St
1619





OUTFALL SAMPLING MAP

Vantana Dr
2266





OUTFALL SAMPLING MAP

Castle Rd
9522



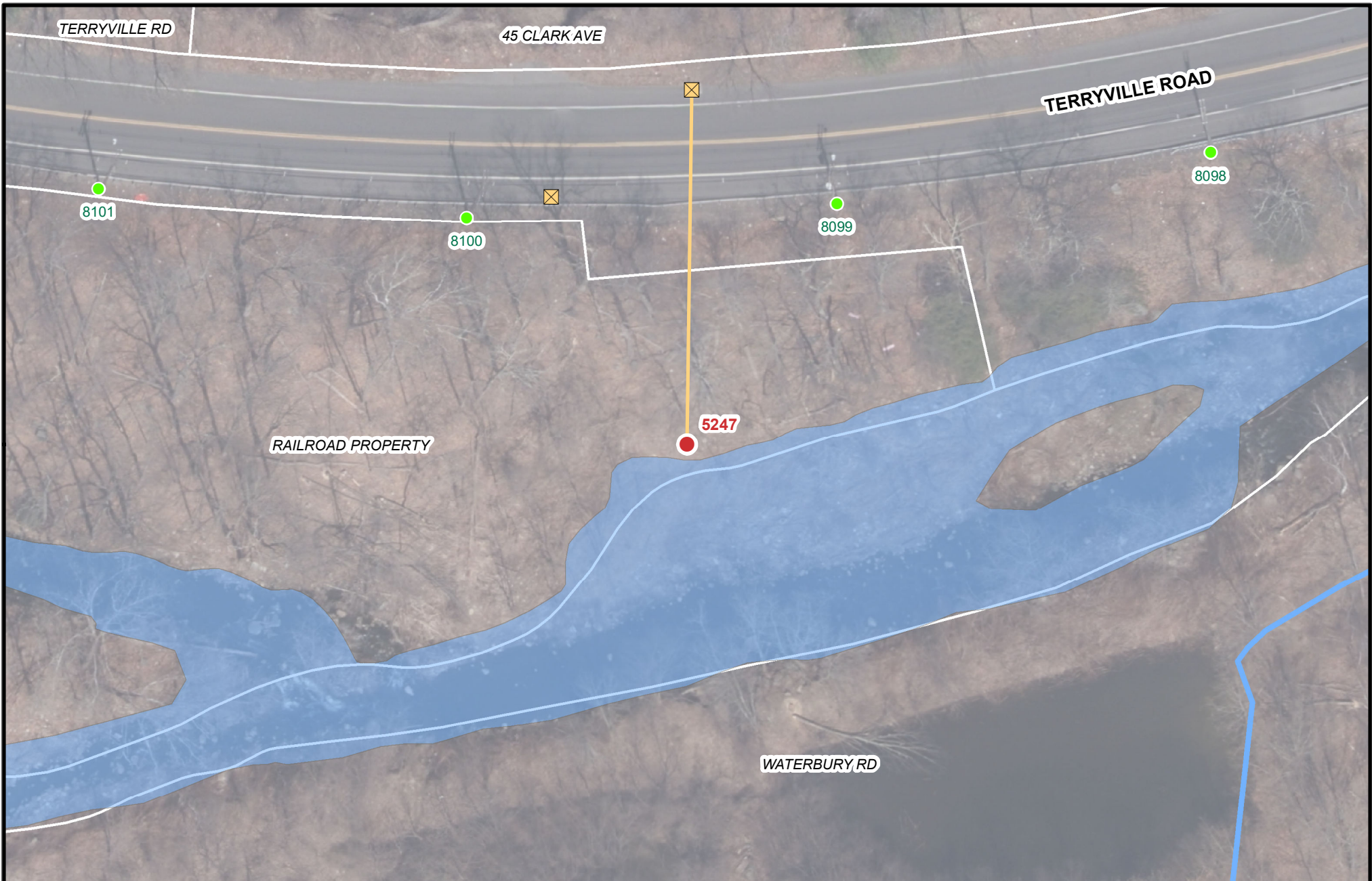


OUTFALL SAMPLING MAP

Brook St
3157







OUTFALL SAMPLING MAP

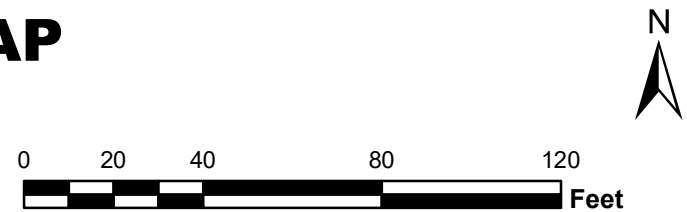
Terryville Rd
5247





OUTFALL SAMPLING MAP

Terryville Rd
5212





OUTFALL SAMPLING MAP

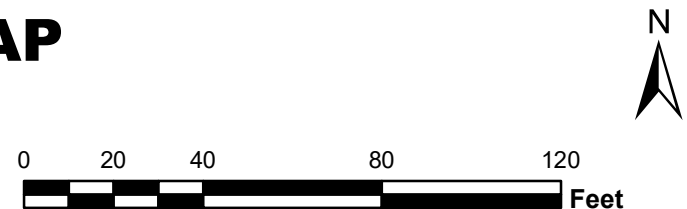
Steele Rd
4527

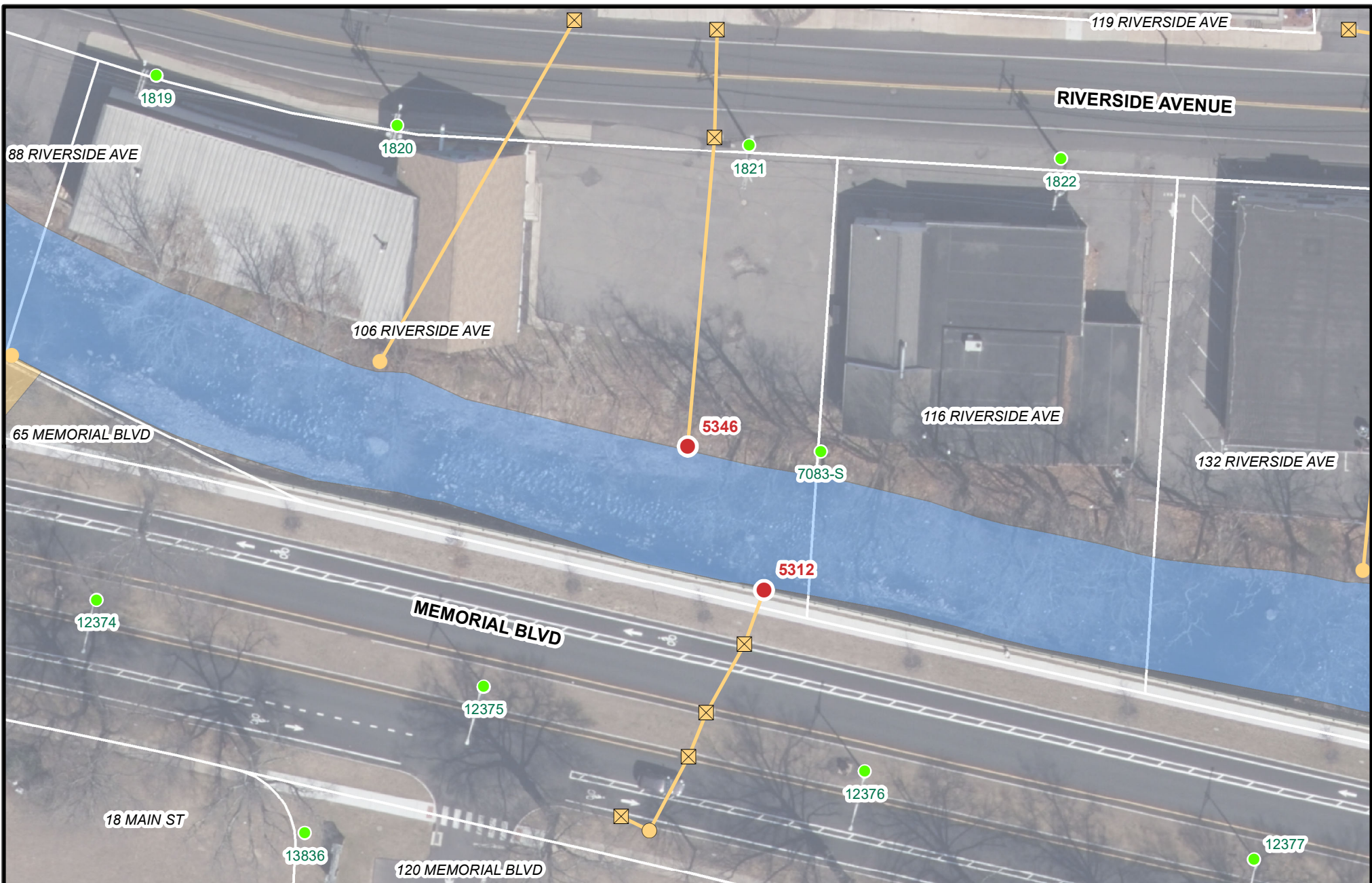




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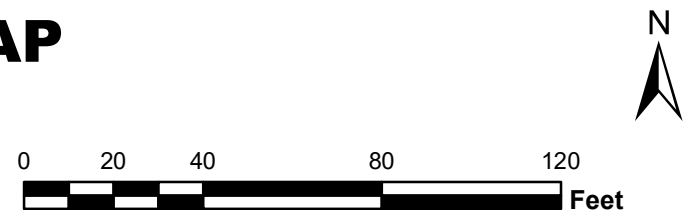
Gaylord St
4886





OUTFALL SAMPLING MAP

Riverside Ave
5346





OUTFALL SAMPLING MAP

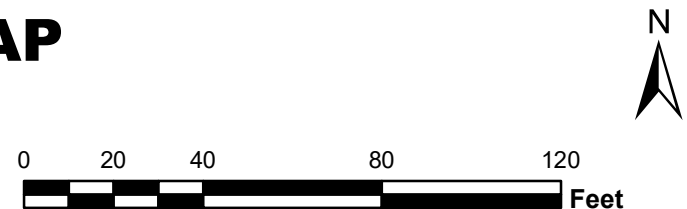
Riverside Ave
5493





OUTFALL SAMPLING MAP

Pine St
7539





OUTFALL SAMPLING MAP

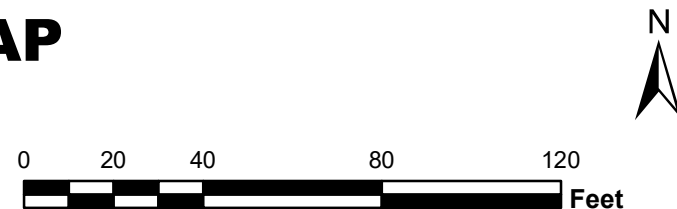
Broad St
7295





OUTFALL SAMPLING MAP

East Main St
7794



Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Section 21-31 Illicit Discharges & Illegal Connections

1. General:

- A. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants, other than stormwater. Prohibited discharges would include, but not be limited to, residential, industrial, or commercial wastes, trash, used motor vehicle fluids, pesticides, fertilizers, food preparation waste, leaf litter, grass clippings, or domestic animal wastes.
- B. The following discharges are exempt from the prohibition provision above provided that they do not contribute to a water quality violation; and such non-stormwater discharges are not significant contributors of pollutants to the municipal separate storm sewer system:
- i. uncontaminated ground water discharges including, but not limited to, pumped ground water, foundation drains, water from crawl space pumps and footing drains;
 - ii. irrigation water including, but not limited to, landscape irrigation and lawn watering runoff;
 - iii. residual street wash water associated with sweeping;
 - iv. naturally occurring discharges such as rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), springs, diverted stream flows and flows from riparian habitats and wetlands;
 - v. water line flushing performed by a public utility; and air conditioning condensation.
 - vi. The prohibition provision above shall not apply to any non-stormwater discharge permitted under an NPDES permit or order issued to the discharger and administered under the authority of the State and the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the municipal separate storm sewer system.
- C. Discharges to the municipal separate storm sewer system that are not composed entirely of stormwater runoff contribute to increased nonpoint source pollution and degradation of receiving waters; These non-stormwater discharges occur due to spills, dumping and improper connections to the municipal separate storm sewer system from residential, industrial, commercial or institutional establishments.

2. Prohibition of Illegal Connections

- A. The construction, connection, use, maintenance or continued existence of any illegal connection to the municipal separate storm sewer system is prohibited.
- i. This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
 - ii. A person violates this ordinance if the person connects a line conveying sewage to the municipal separate storm sewer system or allows such a connection to continue.
 - iii. Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of Bristol Water & Sewer. If what is being discharged is not acceptable to enter into the sanitary sewer system or infiltrate into the ground, then it will have to be discharged in another way that is acceptable to the City of Bristol in accordance with Federal, State and local regulations.
 - iv. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the municipal storm sewer system, shall be relocated by the owner or occupant of that property upon receipt of written notice of violation from the City. Such notice will specify a time period within which the relocation of the drain or conveyance is to be completed, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented by the owner or occupant of that property and provided to the Director.

3. Industrial, Commercial or Construction Activity Discharges

- A. Any person subject to an industrial, commercial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Director prior to allowing discharges to the municipal

4. Notification of Accidental Discharges and Spills

A. Notwithstanding other requirements of law, as soon as any person responsible for a facility, activity or operation, or responsible for emergency response for a facility, activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges from that facility or operation which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal separate storm sewer system, State Waters, or Waters of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge.

Said person shall notify the Director no less than 24 hours after the event of the nature, quantity and time of occurrence of the discharge. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Director within three business days of the phone or in person notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence.

Such records shall be retained for at least three years. Said person shall also take immediate steps to ensure no recurrence of the discharge or spill.

In the event of such a release of hazardous materials, emergency response agencies and/or other appropriate agencies shall be immediately notified.

5. Violation:

A. An illicit discharge and or a failure to provide notification of a release shall be classified as a violation with the property owner being subject to fines or penalties in the amount of \$100/ day and shall include any and all cost of abatement, remediation and or corrective action to remove the violation. Whenever the Director finds that a violation of this ordinance has occurred, the Director may order compliance by written notice of violation containing the following:

- i. The name and address of the alleged violator;
- ii. The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- iii. A statement specifying the nature of the violation;
- iv. A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action. It is not the responsibility of the Town to formulate or design any remedial systems.
- v. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and,
- vi. A statement that the determination of violation may be appealed to the Board of Public Works by filing a written notice of appeal within thirty (30) days from the date of the written Notice of Violation.

B. Such notice may require without limitation:

- i. The performance of monitoring, analyses, and reporting required;
- ii. The elimination of illicit discharges and illegal connections;
- iii. That violating discharges, practices, or operations shall cease and desist;
- iv. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
- v. Payment of costs to cover administrative and abatement costs; and,
- vi. The implementation of pollution prevention practices acceptable to the Town.
- vii. The reporting of the violation to the Connecticut Department of Energy and Environmental Protection (DEEP) and/or the United States Environmental Protection Agency (EPA).

6. Appeal of Notice of Violation:

A. Any person receiving a Notice of Violation may appeal the determination of the Director to the Board of Public Works. The notice of appeal must be received by within thirty (30) days from the date of the written Notice of Violation.

7. Enforcement

A. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation within thirty (30) days after receipt of the notice, or if an appeal is taken, within thirty (30) days after a decision on said appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

For intentional and flagrant violations of this ordinance, the Director may refer the violation to the United States Environmental Protection Agency (EPA) for enforcement of penalties under Sections 309 and 311 of the Clean Water Act.

Sec 21-32 Definitions:

“Construction Activity” means activities subject to the Connecticut Erosion and Sedimentation Control Act or General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. These include construction projects resulting in land disturbance. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

“Illicit Discharge” means any unpermitted discharge to waters of the state that does not consist entirely of stormwater or uncontaminated ground water except those discharges identified in Section 3.1.1 of this ordinance when such non-stormwater discharges are not significant contributors of pollution to a discharge from an identified municipal separate storm sewer system.

“Illegal Connection” means either of the following:

a) Any pipe, open channel, drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system, regardless of whether such pipe, open channel, drain or conveyance has been previously allowed, permitted, or approved by an authorized enforcement agency; or

b) Any pipe, open channel, drain or conveyance connected to the municipal separate storm sewer system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

“Industrial Activity” means activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b) (14) or CGS 22a-430b.

“National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit” means a permit issued by the Connecticut DEEP under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

“Municipal Separate Storm Sewer System” means any facility designed or used for collecting and/or conveying stormwater, including but not limited to any roads with drainage systems, highways, municipal streets, curbs, gutters, inlets, catch basins, piped storm drains, pumping facilities, structural stormwater controls, ditches, swales, natural and man-made or altered drainage channels, reservoirs, and other drainage structures.

“Non-Stormwater Discharge” means any discharge to the storm drain system that is not composed entirely of stormwater.

“Person” means, except to the extent exempted from this ordinance, any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, city, county or other political subdivision of the State, any interstate body or any other legal entity.

“Pollutant” means anything that causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; silt, sand and/or exposed earth and wastes and residues that result from constructing a building, a road and/or a structure; concrete and cement; and noxious or offensive matter of any kind.

“Pollution” means the contamination or other alteration of any water’s physical, chemical or biological properties by the addition of any constituent and includes but is not limited to, a change in temperature, taste, color, turbidity, or odor of such waters, or the discharge of any liquid, gaseous, solid, radioactive, or other substance into any such waters as will or is likely to create a nuisance or render such waters harmful, detrimental or injurious to the public health, safety, welfare, or environment, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish or other aquatic life.

“Premises” mean any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

“Sidewalk” means all of the street space from the property line to the pavement but not including the curb, if any.

“Stormwater Runoff” or “Stormwater” means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 27, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: VISION ZERO - SAFE STREETS AND ROADS FOR ALL – AUTHORIZATION FOR MAYOR TO SIGN GRANT APPLICATION

The Department of Public Works is committed to Vision Zero, a national initiative aimed at eliminating all traffic fatalities and serious injuries on City streets.

Vision Zero is based on the following principles:

- No loss of life on our roadways is acceptable.
- Traffic fatalities are preventable, not inevitable.
- Responsibility is shared between system designers (engineers, policymakers) and road users.

Rather than placing blame solely on individual drivers or pedestrians, Vision Zero emphasizes designing a safer transportation system through:

- Safer roadway design (e.g., traffic calming measures, protected bike lanes)
- Appropriate speed management
- Data-driven decision-making

In accordance with this initiative, the City submitted a grant application in June 2025 to develop a Transportation Safety Action Plan (attached). The grant would have funded \$128,000 of the total \$160,000 cost, with a required City match of \$32,000. Unfortunately, the City did not receive this grant.

As outlined in the attached draft proposal, the Naugatuck Valley Council of Governments (NVCOG) has submitted a proposal to complete a Transportation Safety Action Plan for the City.

NVCOG has already developed a regional plan and is prepared to complete a municipal plan for Bristol at a cost of \$32,000.

Consistent with the original Vision Zero grant application, the purpose of this study is to analyze crash data within the City and identify high-risk roadway segments, along with potential improvements to reduce or eliminate accidents. Given the recent increase in pedestrian-related incidents, a key focus of the study will be reducing vehicle-pedestrian crashes.

The plan will establish strategies and identify future safety improvements aligned with a Complete Streets policy. It will also generate a prioritized list of projects for future implementation. This planning effort does not obligate the City to undertake construction projects; however, having identified projects within a Safe Streets and Roads for All framework will improve the City's competitiveness for future grant funding.

Typical projects for Vision Zero focus on targeted, cost-effective improvements that address local roadway conditions and crash patterns. Potential projects that may be identified through the Safety Action Plan include:

- Intersection safety upgrades such as improved signal timing, protected left-turn phases, and high-visibility crosswalks
- Installation of pedestrian safety features including rectangular rapid flashing beacons (RRFBs), pedestrian refuge islands, and ADA-compliant curb ramps
- Traffic calming measures on local and collector roads such curb extensions (bump-outs), and road diets
- Enhanced roadway lighting in areas with a history of nighttime crashes
- Improved signage and pavement markings, including advance warning signs and lane reconfigurations
- School zone safety enhancements such as reduced speed zones, signage, and crossing improvements
- Bicycle accommodations where appropriate, including shared lane markings or dedicated lanes on key corridors
- Data-driven enforcement and public education initiatives coordinated with local police and community stakeholders

DPW is concerned with work under Component 1 of NVCOG's proposal. Specifically, regarding the establishment of a specific target date for achieving zero fatalities, as well as the preparation of a draft resolution for City Council consideration. At a minimum, DPW believe any draft resolution should be directed to the Board of Public Works.

In addition, DPW is fully committed to the goals of Vision Zero and to implementing measures that improve roadway safety. However, traffic conditions are not static—volumes, patterns, and roadway use evolve over time. As such, DPW views the Municipal Safety Action Plan as a framework to address current conditions and reasonably foreseeable future needs. Given this, DPW considers Vision Zero to be an ongoing process rather than one tied to a fixed date for achieving zero fatalities. Establishing a rigid target date may not fully reflect the dynamic nature of transportation systems and safety challenges.

To proceed, the Department of Public Works requests the following actions from the Board of Public Works:

Authorize a request to the Board of Finance to fund NVCOG's preparation of a Municipal Safety Action Plan in the amount of \$32,000, subject to modifications of NVCOG proposal (Component 1). This will include rescinding funding from Account



Department of Public Works | 860.584.6125

3023015-531000-25G33 in the amount of \$32,000 and requesting a corresponding appropriation to support this effort.

Authorize the Mayor or the Director of Public Works to execute an agreement with NVCOG, contingent upon Board of Finance approval of the funding.

NVCOG is scheduled to present the regional Vision Zero report to the Board at its April 19, 2026 meeting.

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



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

NVCOG

Vision Zero Action Plan Overview

Thursday, March 19, 2026



Who is NVCOG?

- A voluntary association of 19 municipalities
- Formed in 2015
- Municipal CEOs - NVCOG Board
- State-designated **Regional Planning Organization**
- Federally designated **Metropolitan Planning Organization**



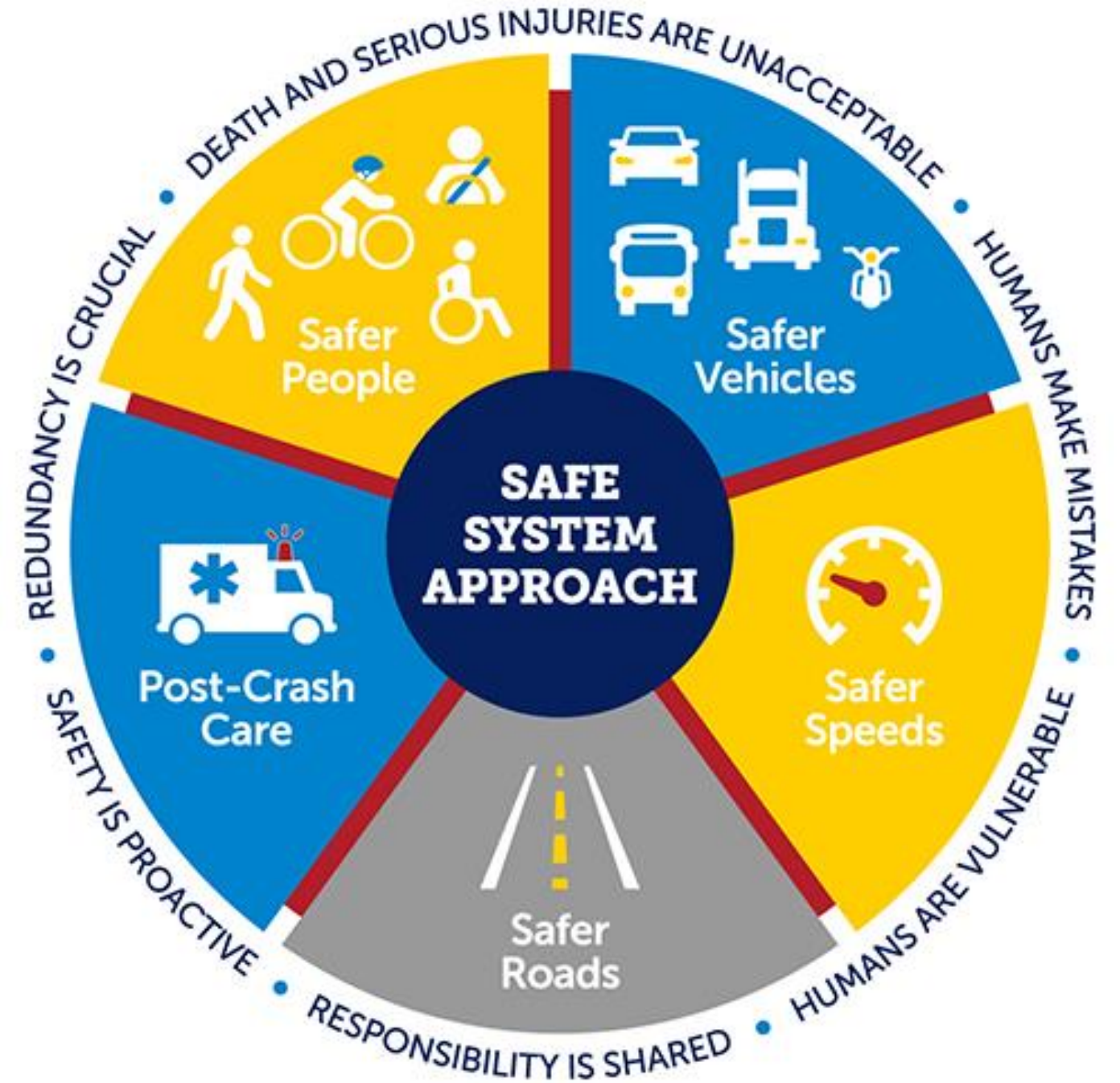
Vision Zero Principals

- Traffic deaths and serious injuries are preventable
- Humans make mistakes
- Human bodies are vulnerable to impact forces
- Proactive, data-driven decision-making



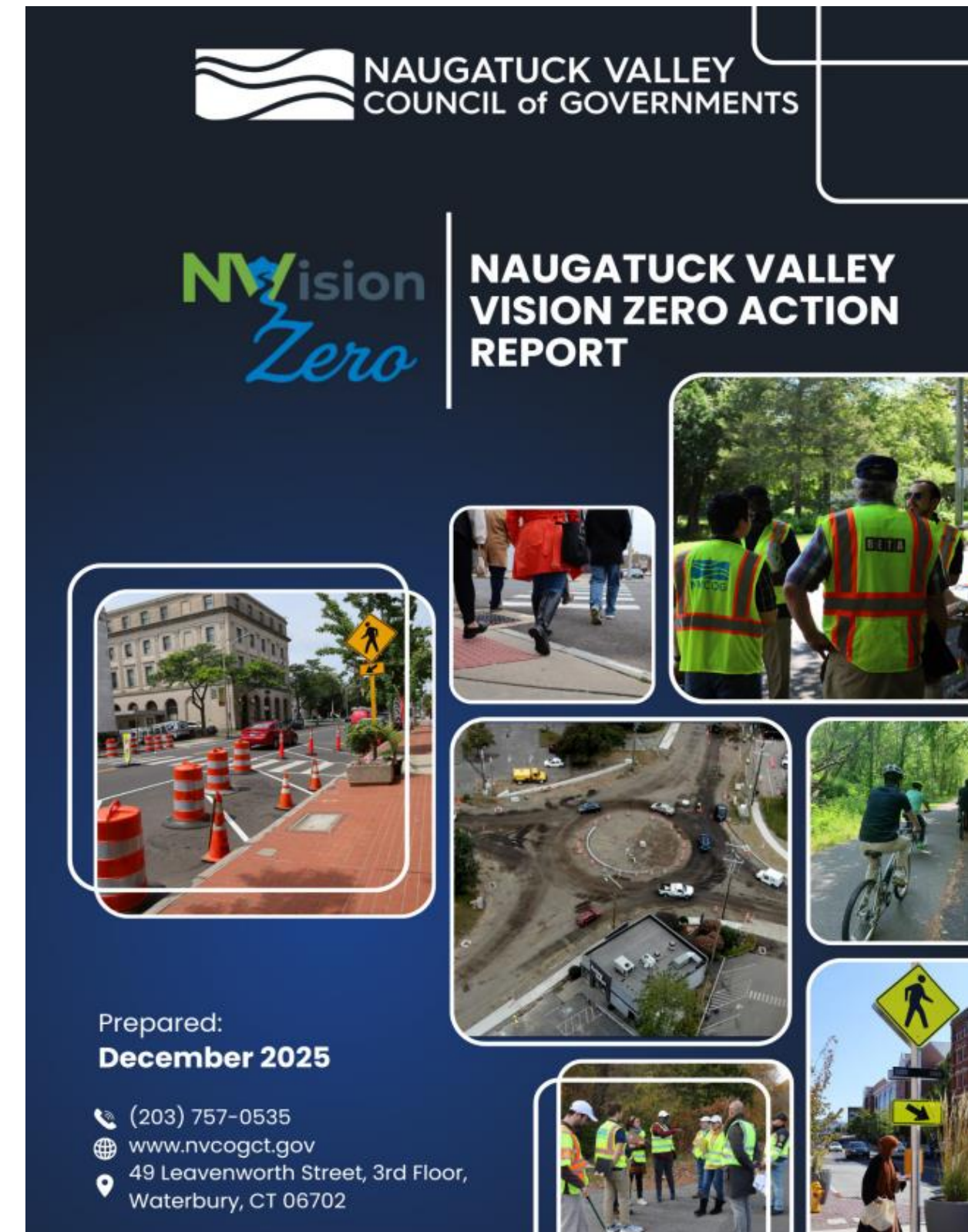
The Safe Systems Approach

- Duplicative
- Based on reducing risk, not crashes
- Focuses on prevention and post-crash response



NVision Zero – The Naugatuck Valley's Roadway Safety Strategy

- Plan overview
- Stakeholder engagement
- Analysis
- High Injury Network (HIN)
 - Regional
 - Local
- Moving forward
 - How to get involved



NVision Zero – Plan Overview

- SS4A Grant
- Planning for Vision Zero
 - Engagement
 - Analysis
 - Implementation

S

S

4

A

Safe Streets and Roads for All
Action Plan Components

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>



Leadership Commitment and Goal Setting
An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

(1) the target date for achieving zero roadway fatalities and serious injuries, OR

(2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.



Planning Structure
A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.



Safety Analysis
Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).



Engagement and Collaboration
Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.



U.S. Department of Transportation

Still have questions? Visit the [SS4A website](https://www.transportation.gov/SS4A)
SS4A Action Plan Components | Page 1 of 2

Stakeholder Engagement

- 18 of 19 NVCOG municipalities interviewed or surveyed in 2025
- Problem areas
- Suggested actions

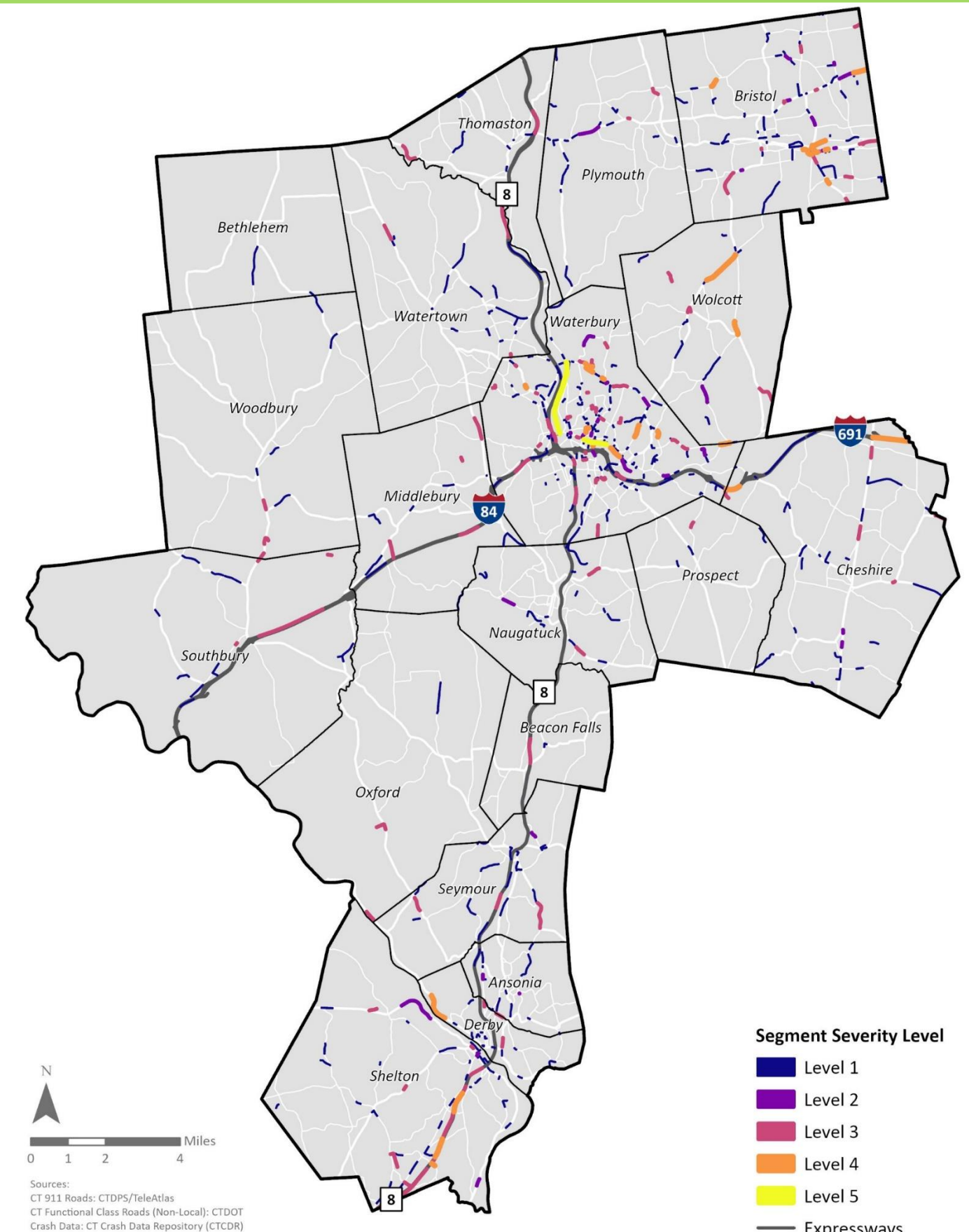


*NVCOG Regional Plan of Conservation and Development (RPOCD)
Stakeholder Engagement*

High Injury Network (HIN)

- Process and results
 - Federal guidelines
 - Crash scores, road segments
- Full network regional analysis
 - Locally focused
- Underlies transportation planning

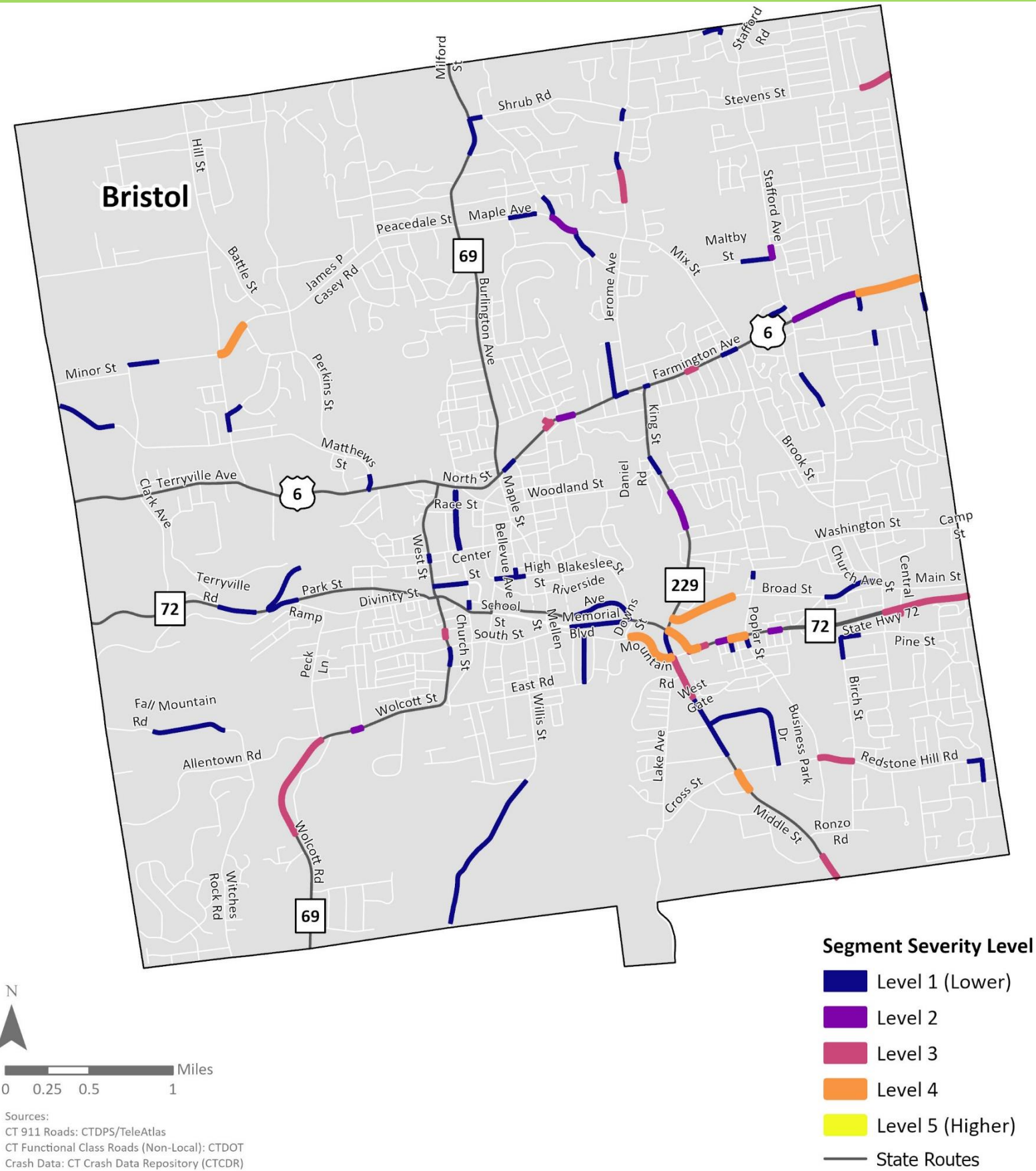
Note: For Planning Purposes Only. The content of this report is exempt from discovery or admission under 23 USC §409.



The City of Bristol

Severity of Vehicle Crashes: Bristol (2022-2024)			
Severity	2022	2023	2024
No Injury	1,061	1,052	1,100
Possible Injury	168	136	140
Minor Injury	195	187	175
Serious Injury	20	31	16
Fatality	7	4	7
Total:	1,451	1,410	1,438
Source: UConn Crash Data Repository			

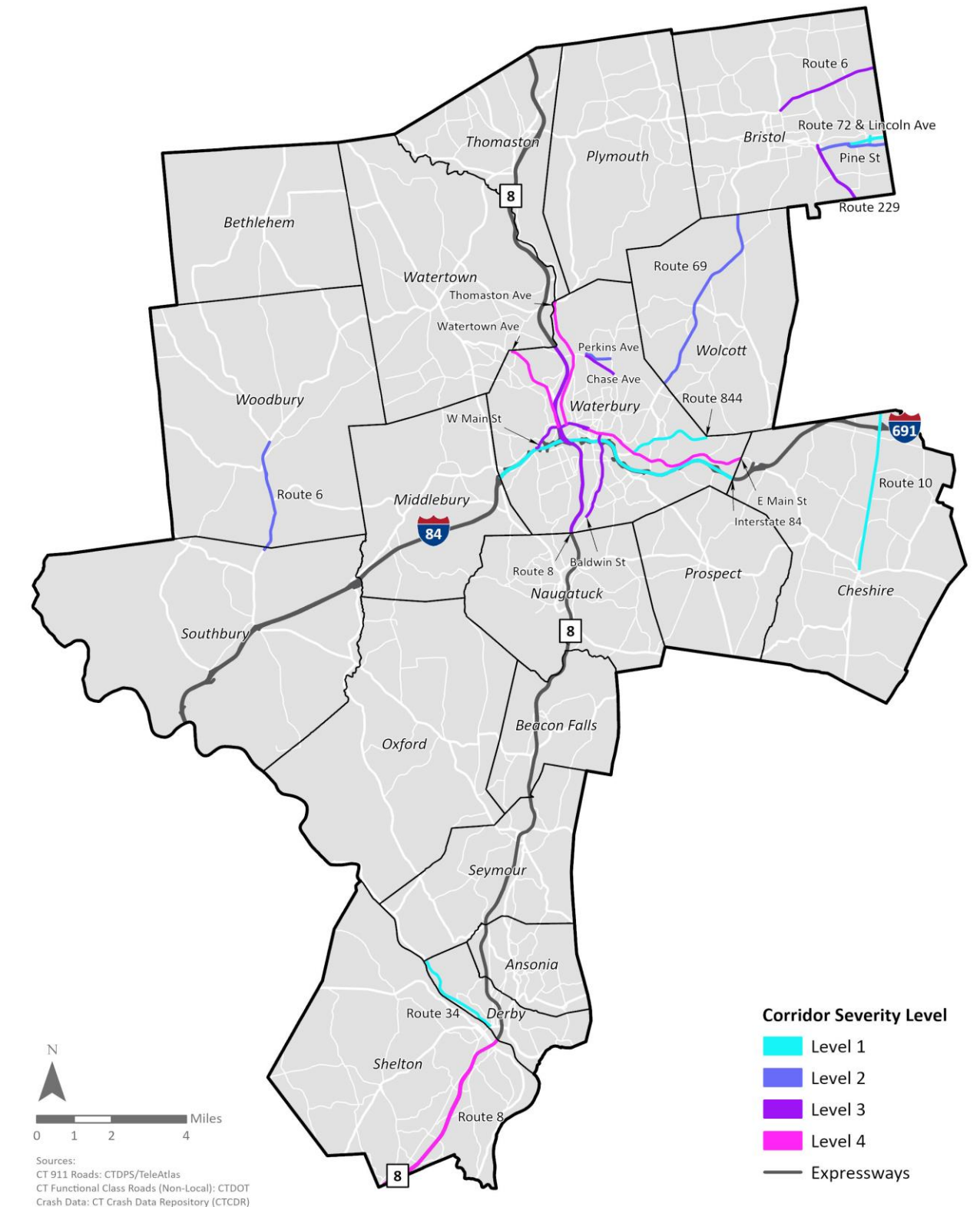
Note: For Planning Purposes Only. The content of this report is exempt from discovery or admission under 23 USC §409.



High Injury Network (HIN)

- By municipality and street name
- Higher-level regional planning
- Five of the top twenty are in Bristol

Note: For Planning Purposes Only. The content of this report is exempt from discovery or admission under 23 USC §409.



Top 20 Priority Corridors Report Map – Web Map Available

Implementation and Next Steps

- Municipal planning
 - NVCOG assistance with project gaps
 - LOTCIP
 - Municipal Safety Action Planning
 - Capital projects
- Regional planning
 - RSAs and RSSs
 - MTP/TIP
- State planning and policy
 - CTDOT 5-year Capital Plan
 - Advocacy and legislation



LOTICIP funded roundabout – Naugatuck, CT

Note: For Planning Purposes Only. The content of this report is exempt from discovery or admission under 23 USC §409.

Thank You

Richard Donovan

Transportation Planning Director

-  203-489-0361
-  www.nvcogct.gov
-  rdonovan@nvcogct.gov



Anthony Lagana

Transportation Planner I

-  203-489-0367
-  www.nvcogct.gov
-  alagana@nvcogct.gov



-  49 Leavenworth St. 3rd Fl,
Waterbury, CT



Stay Connected

Stay updated on the latest projects, news, and community insights.

Be part of the conversation!
“NVCOGCT” on all platforms



 www.nvcogct.gov

 info@nvcogct.gov

 49 Leavenworth St. 3rd Fl,
Waterbury, CT



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 2, 2025 rev 6/4/25

TO: Mayor Jeffrey Caggiano
City Council
Board of Public Works

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

RE: SAFE STREETS AND ROADS FOR ALL – AUTHORIZATION FOR MAYOR TO SIGN GRANT APPLICATION

The Department of Public Works is requesting authorization for the City to submit a Safe Streets and Roads for All grant application to conduct a Transportation Safety Action Plan for the City's municipal and state roads. The purpose of the study is to research crash history within the City and identify roadway sections and potential improvements that can mitigate or eliminate the potential of accidents. The City has had a number of recent crashes involving pedestrians that one of the focal points of the study will be to reduce vehicle pedestrian accidents. The purpose of the plan is to develop strategies and future safety improvements in alignment with a Complete Streets policy for the City.

A future project list will be developed for implementation. The planning study will NOT obligate the City to perform any work or complete any project, however having projects identified within a Safe Streets and Roads for All grant does increase the potential for the City to receive additional grants.

The cost of the proposed Transportation Safety Action Plan is \$160,000, if the City receives the grant the grant will provide \$128,000. The City's portion of the planning study cost is \$32,000. A request to receive funding is a pending Board of Finance action. In order to proceed with the grant, the Department of Public Works request the following City Council action:

Authorize the Mayor to execute a Safe Streets and Roads for All grant and to sign any and all related documents in the amount of \$128,000. The total project cost will be \$160,000 with a City cost of \$32,000, subject to Board of Finance approval.

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



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: March 31, 2026
(Submission Date)

For the April 16, 2026 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

☐ Additional Appropriation \$ _____

☐ Transfer from Contingency \$ _____

☒ Transfer(s) \$ 32,000.00

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on April 28, 2026.
(date)



(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

1. Reason for request:

See attached memorandum date 6/4/25 to the Board of Public Works

Transfer of access funds from DPW Engineering salaries due to vacancies.

From:	3063015 531000 25G33	To:	3023015 531000 26030	Amount:	\$32,000



SCOPE OF WORK

MUNICIPAL SAFETY ACTION PLAN

CITY OF BRISTOL, CT

Project Goals

The City of Bristol, CT, following guidelines for the US Department of Transportation's Safe Streets and Roads for All (SS4A) program, intends to develop a Comprehensive Safety Action Plan. The goal of the Action Plan is to improve local roadway safety by significantly reducing and eventually eliminating fatal and serious injury crashes in the city. This will be accomplished through the identification and implementation of policies, projects, and programs that will create safer roads, safer speeds, safer vehicles, safer road users, and enhanced post-crash care services. The Action Plan will include the seven (7) required components listed on the USDOT Federal Highway Administration (FHWA) website for a successful SS4A plan. The plan components are:

1. Leadership commitment and goal setting
2. Planning structure
3. Safety analysis
4. Engagement and collaboration
5. Policy and process changes
6. Strategy and project selections
7. Progress and transparency

Project Outline

This project will expand upon the City of Bristol's portion of the NVCOG's regional Vision Zero Action Plan in a manner that is consistent with federal SS4A guidelines. A municipal Action Plan will equip the city to implement policies, projects, and strategies at the local level that can build upon work happening at the state and regional level while also helping the Department of Public Works prioritize roadway safety investments in a data-driven way. The project will also involve a significant public engagement process, helping to educate residents on Vision Zero principles and gather resident feedback on roadway safety preferences.

In line with federal action plan standards, the plan will include a series of targets and metrics against which the city can measure progress, and lay out the process for reporting on that progress.

The NVCOG proposes to complete the below scope of work for the City of Bristol on a fee-for-service basis. The full project cost will not exceed the \$32,000 non-federal share proposed in the city's SS4A application. The project is expected to take twelve (12) months.

Project Components

Component 1: Leadership Commitment and Goal Setting

A high-ranking official or governing body (e.g., the mayor and/or city council) in the City of Bristol will provide a public commitment (e.g., resolution, policy, ordinance) to eliminate roadway fatalities and serious injuries in the city. This commitment may take one, or both of the following forms:

1. The establishment of a target date for achieving zero roadway fatalities or serious injuries, or
2. A percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Deliverables:

- Draft resolution language for consideration by the City Council.
- Presentation materials on adoption of a Vision Zero or significant reduction target.
- A leadership commitment and goal setting chapter for the final report.

Component 2: Planning Structure

To oversee the plan's development and ongoing implementation of Vision Zero actions, a governance committee will be recommended. The NVCOG will serve as administrative staff for this committee through the adoption of the plan.

Deliverables

- Meeting materials for all commission planning meetings.
- Planning structure chapter for final report.

Component 3: Safety Analysis

The NVCOG will use the most up-to-date data from the CT Crash Data Repository (CTCDR), CTDOT traffic monitoring data platforms, and Streetlight mobility data platform to analyze the existing conditions and historical trends of roadway performance and safety for all roadways in the City of Bristol, as practicable. The NVCOG will use tabular and geospatial software to analyze areas where crashes are occurring, the severity of crashes, the contributing factors of crashes, and the types of people involved in crashes (e.g., motorists, pedestrians, cyclists). The NVCOG will also use web-based roadway imagery platforms and in-person site visits to analyze the systemic causes and specific safety needs for high-crash locations. These analyses by NVCOG will ultimately identify and map high injury locations, high injury corridors, and high-risk locations in the City of Bristol. The contents of this analysis will be for planning purposes only and exempt from discovery or admission under 23 USC §409.

Deliverables

- High Injury Network maps
- High Priority Corridors maps
- List of high priority corridors with rankings, common crash types, and crash severities.
- Safety Analysis chapter for final report.

Component 4: Engagement and Collaboration

The NVCOG, in collaboration with the city, will engage local, regional, and State level stakeholders in the creation of its Action Plan, including representatives from private sector organizations and community groups, to allow for community representation and feedback. The NVCOG will also engage members of the public in the form of public outreach sessions, once the existing condition and roadway safety analyses have been completed. The contents of this engagement will be analyzed and incorporated into proposed Action Plan strategies by the NVCOG. Once Action Plan strategies are identified, the NVCOG will again engage members of the public in public outreach sessions to get feedback on its proposed strategies.

Deliverables:

- A Public Engagement plan will be presented to the committee at the beginning of the project for comment and amendment.
- Meeting materials, including agendas, meeting decks, and records of meetings.
- A summary of all engagement throughout the process.
- A public engagement chapter for the final report.

Component 5: Policy and Process Changes

The NVCOG will assess current policies, plans, guidelines, and standards to identify opportunities to improve how Bristol prioritizes transportation safety. The Action Plan shall discuss implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate, and discuss how the community can advocate for changes to these policies and processes should they not be in the control of the City of Bristol.

Deliverables:

- Policy and process changes chapter for final report.

Component 6: Strategy and Project Selections

Following safety analyses and public and stakeholder engagement and outreach, the NVCOG will identify a comprehensive set of strategies to improve local roadway safety based on the best available evidence and best practices in the field of transportation safety. These strategies shall adhere to the FHWA approved Safe System approach, which emphasizes the need for safer vehicles, safer speeds, safer roads, improved post-crash care, and safer people. The NVCOG will consider multidisciplinary activities and interventions at the local, regional, and state levels in alignment with this approach in the creation and presentation of strategies.

Deliverables:

- Project listing with estimated costs, potential funding sources, and priority of implementation.
- Project selection chapter for final report.

Component 7: Progress and Transparency

The City of Bristol will measure progress over time after the project is completed and the Action Plan has been adopted, primarily through the analysis of outcome data (e.g., serious injuries and

fatalities on local roadways). In alignment with the USDOT SS4A program guidelines, the City of Bristol may produce and publicly post (online) an accessible annual report on the progress of the city towards its local safety commitment and the strategies identified in its Action Plan. To assist in this effort, the NVCOG will provide templates for these reports and, in its role as the COG and MPO for the city, assistance with data analysis.

Deliverables:

- Established goals and timeline based on committee action and public engagement.
- Draft templates, language, and analysis process for future reporting.
- Progress and transparency chapter for final report.

DRAFT



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 30, 2026

TO: Board of Public Works
Storm Water Trust

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

RE: Bristol Storm Water Control Trust (2025) Annual Report

Please find attached the annual report on the status/condition of the Bristol Storm Water Trust. The report was prepared pursuant to Section 22-136 of the Bristol Code of Ordinances.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 30, 2026

TO: City Council
Board of Public Works
Storm Water Trust

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

RE: Annual Report – Bristol Storm Water Control Trust (2025)

Pursuant to Section 22-136 of the Bristol Code of Ordinances, I am forwarding the Annual Report of the Bristol Storm Water Trust for calendar year 2025.

The Trust has a responsibility investing principal managing investments, and caring for the integrity of the Trust funds, received for the perpetual maintenance of storm water control areas, holding or detention ponds, structures, and the like, as may be accepted by the City Council and made part of the Storm Water Trust.

The Trust currently manages the following twenty-three storm water pond/detention areas:

Huntington Woods (Blakeslee St)	Tyler Way (Hse 260)	Belgian Circle -cul-de-sac
Tiffany Lane – west (Hse 394-414)	Brandon Run (Hse 60)	Bird Rd (Hse 80-100)
Fox Hollow Pond (east)	Corbin Ridge (Hse 33)	Business Park Drive
Fox Hollow Pond (Hse 84 & 100)	Old Orchard Road (Hse 234)	Middle St
Partridge Run (Hse 96)	Witches Rock Rd at Old Orchard	Sunnydale Avenue
Medford St (Hse 112-124)	Warner St at Wildewood Run	Margaret Way
Intervale road – north (Hse 44)	Empire Way - Cul-de-sac	Eastview Farms – Hart St
Valmore Road	Cricket Hill Rd at Shrub Rd – sub surface	

No ponds were completed and accepted by the trust in 2025. A summary of storm water ponds currently under construction and scheduled to be accepted by the Trust in the future is provided below:

1. The developer of subdivision at Roebbling Road/Farrell Ave & Stellas Way is currently completing work associated with the referenced subdivision. The development is being completed in phases. The development includes the construction of two ponds, a pond east of Barlow St, and a pond north of Farrell Avenue. The developer's request for City Council street acceptance of Pequabuck St, Wiegert Way, Stellas Way, and a portion of Gino Drive is on hold pending installation of a watermain on Barlow Street. Acceptance of the referenced roads includes the request to accept the detention pond east of Barlow St. As a condition of acceptance, a deposit of \$65,000 to the trust is required. The Farrell Ave detention pond will be constructed in a separate, future development phase. Once built, the Farrell Ave detention pond will require a \$45,000 deposit to the trust at the time of street acceptance.

A link to the subdivision plans is provided below:

[bristolct.gov/DocumentCenter/View/51412/App-2296 Laurentide-Glen Subdivision-Plan](http://bristolct.gov/DocumentCenter/View/51412/App-2296-Laurentide-Glen-Subdivision-Plan)

It should be noted that in accordance with CT State Statute Subdivision approval expires 10 years from approval. Therefore, without an extension from the City's Planning Commission, the developer is required to complete the subdivision and submit the required deposit to the Storm Water Trust by October of 2028.

2. Charles Way/Redstone Hill development is currently under construction. The pond on Charles Way is anticipated to be completed in 2025, and accepted into the trust with a deposit of \$29,568.

A link to the subdivision plans is provide below:

[App-424 Blossom-Estates 18-Lots](http://App-424-Blossom-Estates-18-Lots)

It should be noted that in accordance with CT State Statute Subdivision approval expires 10 years from approval. Therefore, without an extension from the City's Planning Commission, the developer is required to complete the subdivision and submit the required deposit to the Storm Water Trust by August 2026, with a provision to request a 5 year extension.

The Public Works Street Maintenance Operations Division performed maintenance authorized by the Trust in the pond areas during 2025 that consisted of sediment removal, fence repair, tree removal, repair of berms, and lawn mowing. All Department of Public Works costs are reimbursed by the Storm Water Trust. The Department of Public Works has increased the number of times that vegetation is cut, from two to three times per year.

The total cost incurred by the Trust in 2025 was \$10,018. Department of Public Works staff maintenance cost totals \$5,344.68. The Trust is continuing the program (CT DEEP permitting performed by The Pond & Lake Co.) to remove evasive species (\$4,674) at the following ponds:

- A. Fox Hollow East
- B. Fox Hollow West
- C. Business Park Drive south
- D. Sunnydale Ave
- E. Corbin Ridge



Department of Public Works | 860.584.6125

The Department of Public Works engineering staff also performed required pond inspections for each pond. A link to DPW's Engineering's inspection report is provided below:

<https://www.bristolct.gov/DocumentCenter/View/51500/Stormwater-Trust-Detention-Pond-Report-April-2026-1>

The Department is pleased to report that all areas are in very good shape. The Trust extends their thanks to the Department of Public Works and Comptroller Office staff for the work performed during 2025.

Since the creation of the trust in 1991, the Trust has received principal funds totaling \$551,661.34, which it has invested to generate income. The funds contained within the Trust as of December 31, 2025 totaled \$1,699,145 and contained \$1,426,874 on December 31, 2024. Therefore, the Trust realized a 9.64% gain on its investments during 2025. The gain was representative of market conditions. It should be noted that the market was down in 2022, and the Trust experienced a loss of 16.9% for the year. The Trust has sufficient capital to fund all necessary routine maintenance on the ponds, repairs to the infrastructure, and the allowance for budgeting long-term capital maintenance. A copy of the Treasurer's Report for the calendar year 2025 is enclosed for your review.

The Trust's proposed 2026 work consist of continuing the annual spring, summer, and fall maintenance program, including evasive species management at the Fox Hollow East, Fox Hollow West, Business Park South, Corbin Ridge, and Sunnydale Ave ponds.

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

STORM WATER CONTROL TRUST
TREASURER'S REPORT
Calendar Year 2025

COST BASIS as of January 1, 2025 \$ 817,704.11

Receipts:

Endowment Inc	\$	0.00	
Vanguard Cap Gains, Dividends and Interest		43,822.28	43,822.28

Disbursements:

Professional Engineering fees		0.00	
Maintenance expenditures		(24,815.75)	(24,815.75)

COST BASIS as of December 31, 2025 \$ 836,710.64

MARKET VALUE as of December 31, 2025

Vanguard:	Shrs	/share	Bal / Fd	
Emerging Markets Stock Index	1,447.001	44.61	64,550.71	
Federal Money Fund	55,175.680	1.00	55,175.68	
Inflation-Protected Securities	8,378.805	22.97	192,461.15	
REIT Index Fund	1,830.318	125.39	229,503.57	
Short Term Treasuries	18,014.170	9.94	179,060.85	
Total International Stock Fund	5,954.821	40.53	241,348.90	
Total Stock Market Index Fund	3,909.589	163.20	638,044.92	\$ <u>1,600,145.79</u>

2025 Total Return = 9.64%

Endowment Principal:

05/31/95	Rockwood Estates Pond B	Tyler Way	\$15,000.00
05/31/95	Eastview Farms	Hart St	17,000.00
04/01/97	City Share	Miller Rd	2,500.00
05/26/98	Rockwood Estates Basin A/North	Brandon Run	15,000.00
01/19/99	Rockwood Estates Basin A/South	Tiffany La	15,000.00
03/28/00	Huntington Woods	Blakeslee St	37,500.00
10/27/00	Cricket Knoll 2 ponds	Intervale Rd	10,000.00
09/23/03	Sunnydale Subdivision	Sunnydale Ave	18,181.80
09/23/03	Fox Hollow 3 ponds	Fox Hollow	18,500.00
05/24/06	Medford St	Medford St	20,000.00
02/27/07	Wilderness Way	Warner St	21,818.18
03/02/07	Empire Way	Empire Way	25,455.00
03/11/08	Belgian Meadows	Belgian Circle	48,674.09
09/08/08	G&S Homes LLC	Bird Rd	25,440.00
09/08/08	CFC Builders	Margaret Way	23,127.27
09/08/08	Woodridge Estates	2 WR Rd, OO Rd	21,265.00
09/05/09	Loveland Builders	Valmore Rd	32,000.00
10/05/11	SE Industrial Park 2 ponds	Business Park Rc	121,200.00
05/23/22	Corbin Ridge	Corbin Ridge	64,000.00
			<u>\$551,661.34</u>

Respectfully submitted,
Ryan Bodley, Treasurer

Bristol Storm Water Trust Committee

presented @ March 17, 2026 Storm Water Control Trust Meeting



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: April 2, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: DPW FLEET CAPITAL – 10 YEAR MAJOR VEHICLE & EQUIPMENT REPLACEMENT PLAN

The Department of Public Works has prepared the attached 10-year replacement plan for its major vehicles and equipment. The plan outlines a replacement schedule for assets that either have a replacement value exceeding \$100,000 or are part of a group of similar vehicles and equipment maintained by the Department.

Based on these criteria, the 10-year Fleet Capital Replacement Plan includes eleven ten-wheel dump trucks, eleven six-wheel dump trucks, fifteen automated rubbish trucks, three backhoes, four front-end loaders, and four road sweepers.

The plan includes the estimated cost of replacement vehicles and equipment. These costs reflect the Department's current estimates and do not account for future inflation. **It is also important for the Board to understand that these figures are provided for informational purposes only and do not constitute a budget request.** Rather, they are intended to inform the Board of anticipated DPW fleet capital replacement costs.

In addition, the 10-year plan includes estimated financing costs for vehicles based on a five-year term at three percent interest. These financing estimates are also provided for informational purposes only and are intended to communicate the potential impact, benefits, and approximate costs associated with vehicle financing.

The 10-Year Major Vehicle and Equipment Plan is based on a service life of ten years for ten-wheel and six-wheel dump trucks and fifteen years for automated solid waste trucks, backhoes,



Department of Public Works | 860.584.6125

front-end loaders, and street sweepers. Using these specific criteria, DPW estimates that the total vehicle and equipment cost would be approximately \$6,500,000 for FY 2027–28. The attached ten-year replacement plan does not indicate an FY 2027–28 request of \$6,500,000. Rather, DPW’s plan provides for a five-year recovery period during which vehicle and equipment replacement intervals exceed the ten- and fifteen-year criteria. Including this five-year recovery period allows for lower annual costs. Outside of the recovery period, all vehicles are scheduled to be replaced within the recommended ten- and fifteen-year service lives.

The replacement plan excludes the following specialized vehicles and equipment, as well as their associated replacement costs.

SPECIALIZED DPW VEHICLES AND EQUIPMENT (NOT INCLUDED IN 10 YEAR REPLACEMENT PLAN)		
VEHICLE/ EQUIPMENT	YEAR	REPLACEMENT COST
Solid Waste Rear Packers (7)	1988-2014	\$150,000 (Each)
BULK TRUCK I	2005	\$230,000
BULK TRUCK II	2022	\$250,000
VAC TRUCK	2008	\$570,000
SCREENING PLANT	2006	\$300,000
Utility Bucket Truck	2011	\$150,000
Tree Bucket Truck I	2013	\$250,000
Tree Bucket Truck II	2023	\$250,000
Box Truck I	2013	\$100,000
Box Truck II	2024	\$175,000
Asphalt Plant	2016	\$210,000
Fleet Service Truck I	2007	\$100,000
Fleet Service Truck II	2018	\$125,000
Roll Off Truck I	2000	\$230,000
Roll Off Truck II	2019	\$230,000
Excavator	2004	\$250,000

The indicated cost of the solid waste rear packers reflects the expense of refurbishing an automated truck and reconfiguring it for rear-packer use. This allows the Department to extend the service life of an automated solid waste truck while maintaining its fleet of rear packers used for special collections.



Department of Public Works | 860.584.6125

As indicated, the 10-year replacement plan is based solely on the age of the vehicle and does not include the Department's specialized equipment or smaller equipment costing less than \$100,000 per unit. As a result, the indicated cost does not reflect the Department's anticipated budget request. Department vehicles and equipment, whether purchased or financed, may be retained or disposed of outside the recommended replacement intervals. In addition, the need for specialized vehicles and equipment, as well as smaller equipment, will require additional funding. It should also be noted that the Department will continue to utilize and explore the purchase of used or state surplus vehicles and equipment.

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

DEPARTMENT OF PUBLIC WORKS FLEET 10 CAPITAL PLAN - MAJOR VEHICLES & EQUIPMENT																	
(SPECIALIZED EQUIPMENT & VEHICLE NOT INCLUDED)																	
VEHICLE/EQUIPMENT TYPE	YEAR	DPW ID	REPLACEMENT INTERVAL	REPLACEMENT YEAR	PURCHASE PRICE	REPLACEMENT COST 2026	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-2031	FY2031-32	FY2032-33	FY2033-34	FY2034-35	FY2035-36
									FIVE YEAR RECOVERY PERIOD								
10 Wheel Dump Truck	2003	S-25	10	2013	\$131,500	\$320,000		\$320,000.00									
10 Wheel Dump Truck	2006	S-21	10	2016	\$152,500	\$320,000		\$320,000.00									
10 Wheel Dump Truck	2006	GS-26	10	2016	\$152,500	\$320,000			\$320,000.00								
10 Wheel Dump Truck	2008	S-22	10	2018	\$164,905	\$320,000	\$320,000.00										
10 Wheel Dump Truck	2009	S-11	10	2019	\$172,522	\$320,000											
10 Wheel Dump Truck	2009	S-12	10	2019	\$172,522	\$320,000		\$320,000.00									
10 Wheel Dump Truck	2012	S-14	10	2022	\$180,000	\$320,000				\$320,000.00							
10 Wheel Dump Truck	2018	S-26	10	2028	\$215,000	\$320,000				\$320,000.00							
10 Wheel Dump Truck	2019	S-23	10	2029	\$230,000	\$320,000					\$320,000.00						
10 Wheel Dump Truck	2021	S-32	10	2031	\$218,643	\$320,000							\$320,000.00				
10 Wheel Plows Truck	2020	S-18	10	2030	\$126,029	\$320,000						\$320,000.00					
6 Wheel Dump Truck	1998	GS13	10	2008	\$84,000	\$260,000	\$260,000.00										
6 Wheel Plow Truck	2004	S-42	10	2014	\$130,000	\$260,000			\$260,000.00								
6 Wheel Dump Truck	2005	S-19	10	2015	\$128,500	\$260,000			\$260,000.00								
6 Wheel Dump Truck	2010	S-20	10	2020	\$76,486	\$260,000			\$260,000.00								
6 Wheel dump Truck	2016	S-15	10	2026	\$184,725	\$260,000			\$260,000.00								
6 Wheel dump Truck	2016	S-17	10	2026	\$186,000	\$260,000			\$260,000.00								
6 Wheel Dump Truck	2019	S-13	10	2029	\$205,000	\$260,000					\$260,000.00						
6 Wheel Dump Truck	2019	S-16	10	2029	\$198,790	\$260,000					\$260,000.00						
6 Wheel Dump Truck	2021	S-31	10	2031	\$199,010	\$260,000							\$260,000.00				
6 wheel dump Truck	2023	S-28	10	2033	\$214,986	\$260,000									\$260,000.00		
6 Wheel Dump Truck	2023	S-29	10	2033	\$214,986										\$260,000.00		
Automated Solid Waste Truck	2007	GR-39	15	2022	\$224,569	\$440,000		\$440,000.00									
Automated Solid Waste Truck	2008	GR-40	15	2023	\$264,878	\$440,000			\$440,000.00								
Automated Solid Waste Truck	2011	R-12	15	2026	\$232,983	\$440,000			\$440,000.00								
Automated Solid Waste Truck	2012	R-16	15	2027	\$243,089	\$440,000				\$440,000.00							
Automated Solid Waste Truck	2014	R-5	15	2029	\$276,430	\$440,000				\$440,000.00							
Automated Solid Waste Truck	2014	R-7	15	2029	\$240,166	\$440,000					440000						
Automated Solid Waste Truck	2015	R-9	15	2030	\$285,000	\$440,000						\$440,000.00					
Automated Solid Waste Truck	2015	R-27	15	2030	\$285,000	\$440,000							\$440,000.00				
Automated Solid Waste Truck	2017	R-11	15	2032	\$263,000	\$440,000								\$440,000.00			
Automated Solid Waste Truck	2018	R-23	15	2033	\$285,000	\$440,000									\$440,000.00		
Automated Solid Waste Truck	2019	R-14	15	2034	\$275,540	\$440,000										\$440,000.00	
Automated Solid Waste Truck	2020	R10	15	2035	\$285,000	\$440,000											\$440,000.00
Automated Solid Waste Truck	2020	R-15	15	2035	\$285,000	\$440,000											\$440,000.00
Automated Solid Waste Truck	2021	R-6	15	2036	\$289,200	\$440,000											
Automated Solid Waste Truck	2022	R-8	15	2037	\$280,000	\$440,000											
Backhoe	2011	C-6	15	2026	\$121,879	\$190,000			\$190,000.00								
Backhoe	2021	C-31	15	2036	\$148,000	\$190,000											
Backhoe	2024	C-18	15	2039	\$190,536	\$190,000											
Front End Loader	2000	C-2	15	2015	\$231,398	\$280,000			\$280,000.00								
Front End Loader	2000	GC-2	15	2015	\$125,174	\$280,000		\$280,000.00									
Front End Loader	2003	R-4	15	2018		\$280,000				\$230,000.00							

Front End Loader	2007	C-3	15	2022	\$146,978	\$280,000					\$230,000.00						
Front End Loader	2022	C-4	15	2037	\$216,606	\$280,000											
Sweeper	2001	C-32	15	2016	\$124,419	\$330,000					\$330,000.00						
Sweeper	2006	C-36	15	2021	\$159,997	\$330,000						\$330,000.00					
Sweeper	2007	C-7	15	2022	\$159,997	\$330,000							\$330,000.00				
Sweeper	2019	C-9	15	2034	\$225,000	\$330,000										\$330,000.00	
TOTAL PURCHASED COST							\$580,000	\$1,680,000	\$2,970,000	\$1,750,000	\$1,840,000	\$1,090,000	\$1,350,000	\$440,000	\$960,000	\$770,000	\$880,000
FINANCED COST PER YEAR FOR THE GIVEN YEAR								\$362,240	\$641,007	\$377,698	\$397,385	\$235,407	\$291,460	\$95,027	\$207,331	\$166,297	\$190,054
TOTAL ACCUMULATIVE FINANCE COST								\$362,240	\$1,003,247	\$1,380,945	\$1,778,330	\$2,013,737	\$1,942,957	\$1,396,977	\$1,226,610	\$995,522	\$950,169



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: April 14, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: BPW – REQUEST TO ACCEPT A PORTION OF AMBLER ROAD AND GRASSY ROAD

City records **DO NOT** indicate that the paved portions of Ambler Road and Grassy Road, located northwest of Crescent Drive, have been formally accepted as a City street by the City Council. The Department of Public Works (DPW) has historically provided full City services to these roadway sections, including solid waste collection, snow plowing and treatment, and roadway maintenance, including full paving.

Pursuant to a recommendation from the Department of Public Works, the Board of Public Works and the City Council voted to approve the following actions on January 18, 2024, and February 13, 2024, respectively:

Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).

The Department further recommends that the following Board action to formalize street acceptance:

Refer a request to the City Council to formally accept portions of Ambler Road and Grassy Road, extending from the intersection of Ambler Road and Crescent Drive to the paved terminus of Grassy Road (approximately 1,480 feet). Acceptance will be limited to the paved portion of the existing roadway, which will be classified as a City street, and is not intended to otherwise increase existing property encumbrance. This approval will also formalize the Department's responsibility to provide roadway maintenance, solid waste collection, and snow removal and treatment services for the roadway.

The proposed action will not increase the Department of Public Works' maintenance requirements for the roadway. As noted, the City currently provides full services to these sections. The proposed action will also not result in any roadway modifications or alterations; the roadway will remain "as is" in its current condition. However, formalizing the roadway as a City street would eliminate potential questions regarding the availability of City services and the applicability of City ordinances.

It should be noted that the request to accept portions of Ambler Road and Grassy Road does not include the section of Ambler Road located north of Lot 20-219, which was the subject of Board of Public Works action on March 10, 2025, ceasing DPW snow removal services. This portion of Ambler Road is unimproved, functions as a private driveway, and does not receive full DPW services; therefore, it shall not be formally accepted as a City road.

Accordingly, the Department of Public Works requests the following Board of Public Works action to abandon the referenced section of roadway:

Refer a request to City Council to abandoned the unpaved section of Ambler Road from the intersection of Grassy Road and Ambler Road 660 ft to the north east to lot 60-15 and abutting lots 20-221, 20-219, 20-218 and 215.

Please see previous correspondence and Board of Public Works reports on this matter. Feel free to contact me at 860-584-6113 with any questions or concerns.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 30, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW – REQUEST TO ACCEPT A PORTION OF AMBLER ROAD AND GRASSY ROAD

The Department of Public Works has received a request from the property owners of Lots 20-214, 20-215, 20-216, 20-217, and 60-15 to formally accept portions of Ambler Road and Grassy Road located from the intersection of Ambler Road and Crescent Drive to the paved terminus of Grassy Road (approx. 1,420 FT). The purpose of the request is to construct new homes on the lots. The existing lots predate current zoning. It is DPW's understanding that proposed construction of homes will include lot line adjustment, lot splits, and special earth removal permits. Development does not appear to require subdivision approval; however, current zoning regulations require access to a City street.

The referenced section of road is paved and receives full Department of Public Works services, the same services provided to lots on accepted City streets (collection of refuse and recycling, pavement repair and resurfacing, along with snow removal and ice treatment). Based on the recommendation of the Department of Public Works and the Board of Public Works, City Council approved the following actions on January 18, 2024 and February 13, 2024 respectively:

Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).

The initial intent of the Department of Public Works was to have the referenced portions of Ambler Road and Grassy Road accepted as City streets, therefore, the DPW supports acceptance of portions of Ambler Road and Grassy Road as City streets. However, a survey commissioned by the DPW indicated potential concerns with the formal establishment of a right of way. Portions of the existing pavement are on private property and the paved roadway bisect parcel.

In order to process the property owners' request to formally accept portions of Ambler Road and Grassy Road, the Department recommends the following Board of Public Works action:

Refer the request to formally accept portions of Ambler Road and Grassy Road, located from the intersection of Ambler Road and Crescent Drive to the paved terminus of Grassy Road (approx. 1,420 FT), to the City's Corporation Counsel. Said approval shall include the Board of Public Works support of a formal street acceptance for the referenced portions of roads. The purpose of Corporation Counsel review is to determine if and how the roadway portions can be formally accepted by the City Council.

It should be noted that the request to accept of portions of Ambler Road and Grassy Road does NOT include the Ambler Road section located north of Lot 20-219 that was the subject of Board of Public Works action on March 10, 2025 ceasing DPW snow removal services. The portion of Ambler Road north of Lot 20-219 is un-improved, functions as a private driveway, does not receive full DPW services, and therefore, shall NOT be formally accepted as a City road.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: January 9, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **UNACCEPTED CITY STREETS – CONTINUE DPW
MAINTENANCE OF AMBLER RD., GRASSY RD., ARNOLD
COURT, & BURLINGTON AVE (No. 131 to 149).**

The Department of Public Works has forwarded the attached memorandum to the City's Corporation Counsel and Water/Sewer Department for review and comment to determine if they have any concerns with DPW's proposal that the City formalize the Department's responsibility, by a vote of City Council, that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). Based on the attached correspondence, both the City's Corporation Counsel and the Water/Sewer Department do not have concerns. Therefore, DPW recommends the following BPW actions:

Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, by a vote of City Council, that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **UNACCEPTED CITY STREETS – CONTINUE DPW
MAINTENANCE OF AMBLER RD., GRASSY RD., ARNOLD
COURT, & BURLINGTON AVE (No. 131 to 149).**

As indicated in the attached **Unaccepted Streets Utilized By Residents**, there are number of unaccepted City Streets within the City. An unaccepted City Street is an existing street with dwellings that have NOT been accepted (approved) by City Council. Streets are typically classified as an unaccepted City Street due to nonconformity with City roadway standards, such as: narrow pavement width, lack of (or limited) right-of-way, or deficiency in utility infrastructure. See attached Board of Public Works Unaccepted City Street policy.

The majority of unaccepted City Streets function as private or combined driveways, and are not, and should not, be accepted as a City Street. The City's policy is to maintain the existing level of service currently provided to residents on unaccepted City streets. As a result, some roads receive no snow removal or solid waste collection services from DPW, and other properties along unaccepted City streets receive either snow removal or rubbish services. However, there are currently unaccepted City roads that have multiple dwellings on them and receive all DPW services (snow removal & rubbish collection).

The unaccepted roads that receive full DPW services consist of Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). These roads essentially function as accepted City streets, therefore, **DPW recommends that the City formalize the Department's responsibility by documenting by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).** Said services shall include the collection of refuse and recycling, pavement repair and resurfacing, along with snow removal and winter ice treatment. In addition, DPW would recommend that as a condition of formalizing the roadway maintenance responsibilities of DPW, that all applicable City ordinances associated with City Streets would be applicable to the roadways. Having City Ordinances apply to the referenced streets will assist DPW and the City with Code Enforcement issues (if any).

A similar City action was approved in April of 2020 for Bird Road (see attached), recognizing that the southern section of Bird Road functioned as a City Street, but was not formally accepted by City Council. There are differences between Bird Road and Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). At the time of City Council action, Bird Road had been recently paved, and had a roadway surface rating of 96. The roadway conditions of Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149) are poor, and have a roadway surface rating of 42, 50, 32, and 30 respectively. Therefore, if the DPW proposed action is approved, the Department would resurface the roadway, estimated to cost a total of \$73,602 (Ambler (\$38,000), Grassy (\$15,000), Arnold (\$7,073), and Burlington Ave (\$12,788).

There is a City Ordinance that provides a mechanism that allows residents living along unaccepted City streets to have the roads formally accepted by the City Council as a City streets. Ordinance 21-141 (attached) indicates that property owners can petition to have unaccepted City streets accepted, if they provide an A-2 survey, and make improvements to the roadway to comply with City roadway standards. The Ordinance is well-written, however, in the case of multiple property owners such as Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149) coordinating/complying with Ordinance 21-141 is a challenge.

Prior to the Board of Public Works approval of DPW's following request:

Forward a recommendation to City Council authorizing the Department of Public Works to continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). Said services shall include the collection of refuse & recycling, pavement repair & resurfacing, along with snow removal and winter ice treatment. In addition, DPW would recommend that as a condition of formalizing the roadway maintenance responsibilities of DPW, that all applicable City ordinances associated with City streets would be applicable to the roadways.

DPW would recommend the following Board of Public Works action:

Refer this matter to the City's Corporation Counsel and the City's Water/Sewer Department for review and comment.

The purpose of referring this matter to Bristol Water/Sewer Department is to confirm that DPW's proposed action will not impact Bristol's Water/Sewer Department authority or policies pertaining to the water and sewer utilities (if any) within the subject roads.

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

Raymond Rogozinski

From: Thomas conlin
Sent: Tuesday, January 9, 2024 11:13 AM
To: Raymond Rogozinski
Cc: Edward Krawiecki
Subject: Unaccepted City Streets Policy

Hi Ray. Ed and I reviewed the Unaccepted City Streets Policy memorandum you had provided to Mayor Caggiano on December 12, 2023. We have no comments or legal concerns with it, and suggest you formalize your position through a vote of adoption by the Public Works Board, and then on to the City Council for final approval.

Raymond Rogozinski

From: Robert Longo
Sent: Friday, December 22, 2023 8:58 AM
To: Raymond Rogozinski; Edward Krawiecki; Thomas conlin
Subject: RE: Board of Public Works Referral (Un-accepted City Streets)

Good Morning,
The Bristol Water and Sewer Department has no objection to the requested change.
Sincerely,

Robert J. Longo, Superintendent



Bristol Water and Sewer Department

119 Riverside Avenue
Bristol, CT 06010

860-582-7431
860-585-1287 Fax

Follow us at:



From: Raymond Rogozinski
Sent: Friday, December 22, 2023 7:56 AM
To: Edward Krawiecki <EdwardKrawiecki@bristolct.gov>; Thomas conlin <ThomasConlin@bristolct.gov>; Robert Longo <RobertLongo@bristolct.gov>
Subject: Board of Public Works Referral (Un-accepted City Streets)

Per DPW request the Board of Public Works voted to refer the attached proposed action regarding Un-accepted City Streets to Corporation Counsel & the Water/Sewer Department.

Please feel free to contact me on this matter at 203-592-3497.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 5, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW – Road Accessway (Unaccepted City Street) – 3 Ambler Road, Pine St Driveway,
& Phelps Road

The Department of Public Works continues its review of unaccepted City Streets, and has performed an evaluation of the unaccepted street along the property of 3 Ambler Road, the driveway along Pine Lake, and the unaccepted pass way identified as Phelps Road. To date, in accordance with Board of Public Works' actions, DPW has ceased maintenance of Peters Court and Founders Drive, and has denied the request to provide service to the accessway located in the rear of 950 Farmington Ave. The Board has also voted to provide full service to unaccepted streets that function as City roads, such as Graham St, Arnold Court, Bird Rd, and the paved portion of Ambler Road/Grassy Road. The Department also paved the portion of Minor St that services three properties to eliminate severe erosion.

The purpose of the review is to define DPW services provided to unaccepted City streets. There appears to be some unaccepted City streets that are fully paved, function as City streets, and are provided full DPW services. There are also pass ways that are unaccepted City streets, that appear to function as driveways, serve no public benefit, are not accepted by the City Council, nor are they encumbered by a City easement authorizing DPW access.

A summary of DPW's review of 3 Ambler Road, Pine St driveways, and Phelps Road is provided below. Letters provided to effected property owners are attached. As indicated in the letter, DPW has requested that the property owners provide any pertinent information to DPW and the Board of Public Works that would assist in the decision-making process to cease maintenance of unaccepted City streets/pass ways. The DPW acknowledges that the Department has provided the level of service in question on the pass ways for an extended period of time, however, the department does not feel past maintenance necessitates future expenditures to maintain non-public accessways.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

Unaccepted City street along 3 Ambler Road

The Department of Public Works has reviewed available records associated with the pass way adjacent to the property identified as 3 Ambler Road. Based on the review, the Department finds no record of a public right of way or easement in favor of the City of Bristol indicating City authorization or the responsibility to maintain the accessway.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way identified as Ambler Road across the property of 3 Ambler Road effective May 1, 2025. The Department of Public Works shall continue to maintain as a City Road the paved portion of Ambler Road and Grassy Road that functions as a City Street.

Unaccepted City Street – Phelps Road

The Department of Public Works has reviewed available records associated with the accessway currently identified with a sign indicating Phelps Road. Based on the review, the Department finds no record of a public right of way or easement in favor of the City of Bristol indicating City authorization or the responsibility to maintain the accessway. The accessway's purpose appears to be limited to a shared driveway for the properties identified as 63 and 48 Phelps Rd, does not serve a public benefit, and does not meet the required City roadway construction standards.

The 500 LF accessway is unpaved, the City does not own the accessway property, and there is no record of street acceptance by City Council or execution of an easement in favor of the City.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way identified as the unaccepted City street, Phelps Road, effective May 1, 2025.

Pine Lake Driveway (456, 460 & 462 Pine St)

**City of Bristol
Public Work Department**
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

The Department of Public Works has reviewed available records associated with the driveway that services 456, 460, & 462 Pine St. As indicated in the attached sanitary sewer easement, the City has provided snow removal and solid waste collection to the referenced properties. However, said services were contingent on a signature, or a family member of 462 Pine St retaining ownership of the property. It is the City's understanding that Lobaczewski family NO LONGER owns the property of 456 Pine St. Therefore, the Department of Public Works, effective June 1, 2025, will not snow plow the driveway, and residents will be required to bring their rubbish and recycling barrels to Pine St.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way/driveway along Pine Lake servicing the properties of 456, 460, & 462 Pine St, effective May 1, 2025.

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

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Public Works | 860-584-6125

MEMORANDUM

DATE: March 27, 2026

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

Re: DPW BUS SHELTER MAINTENANCE – POLICY & RE-EVALUATION OF NEW BUS SHELTERS

The Board of Public Works current policy, based on recommendations from the Department of Public Works (DPW), assigns responsibility for bus shelter maintenance to the property owners on whose property the shelters are located. Under this policy, DPW is responsible only for maintaining the two bus shelters on North Main Street and the West End bus shelter associated with the DOT/City intersection reconstruction project agreement.

While DPW supports this policy, it is recognized that it does not promote improvements to the State's CT Transit bus system.

Public transit serves a vital segment of the City's population. As indicated in the attached correspondence, the Connecticut Department of Transportation (CT DOT) program to provide bus shelters along CT Transit routes remains active. Under this program, CT DOT will provide and maintain the structural components of bus shelters, and the City is responsible for all other maintenance, including cleaning and litter collection. The City may assign all or part of this maintenance responsibility to a third party.

A copy of previous reports on this matter is attached, and a link to the recorded meeting between CT DOT and DPW, is included below:

<https://www.bristolct.gov/DocumentCenter/View/50114/DOT-Bus-Shelter-Maintenance-Agreement-Meeting-Zoom-Recording>

The CT DOT program presents an opportunity to improve conditions along CT Transit routes. With the addition of new Board membership, DPW is presenting this item for reconsideration of the Board's existing policy.

DPW remains concerned about ongoing maintenance requirements, particularly litter collection and cleaning. The loss of two laborers in the FY 2025–2026 budget further limits available resources. However, DPW can support maintenance for up to three new bus shelters. The proposed maintenance program would include litter collection once every two weeks and power washing the shelter once per month during non-winter conditions.

Because bus shelters are typically located on private property, it is imperative that the City obtains authorization prior to installation. A license agreement is preferable to a formal easement, as it avoids the need for an A-2 survey. Such an agreement could also include provisions requiring the property owner to share in maintenance responsibilities, if agreeable.

It should be noted that DPW maintenance of bus shelters on private property is consistent with current policy; however, any expansion of maintenance responsibilities requires approval by the Board of Public Works.

The Board has previously considered locations at Gaylord Apartments, DeLorenzo Towers, and the Stop & Shop Plaza at Hefbern Street. Alternative locations may also warrant consideration such as on Route 6 in the areas of Price Chopper, Walmart, Sonic, and Shop Rite.

Finally, the purpose of bus shelters is to provide protection for residents waiting for public transit. Consideration should be given to reinstalling the glass panels at the West End shelter. In addition, shelters should be posted with “No Loitering” signage to support enforcement efforts by the Police Department.

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

Laura Leger

From: Curtis, Graham <Graham.Curtis@ct.gov>
Sent: Wednesday, March 25, 2026 2:29 PM
To: Raymond Rogozinski
Cc: Camara, Rahmane; Kornacki, Ryan; Alasso, Amy R
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

Ray,

I hope all is well.

Checking to confirm Bristol is still interested in participating in the shelter program. Step one is you agreeing to perform maintenance and signing the agreement. I can send you the final version to review.

Many other communities have signed the agreement including Waterbury, Stamford, Torrington, Hartford etc.

If you want, we can set up a kick off call to refresh you with the process that has evolved a bit since we spoke last year.

Graham

From: Curtis, Graham
Sent: Friday, August 29, 2025 2:18 PM
To: 'Raymond Rogozinski' <RaymondRogozinski@bristolct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>; Kornacki, Ryan <Ryan.Kornacki@ct.gov>
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

Ray, thanks for the quick response.

The agreements would only be for shelters placed and they would be listed as an exhibit in the agreement along with the site plans, we would prepare.

We will do a feasibility study for each location before we commit to doing the installs since we won't be acquiring any property for this program, nor will we be installing any on private property, at least the first year of the program.

If the CTDOT has any roadway projects in the area, we can incorporate these into those projects since they can do more intensive design work(ped crossing, flashing beacons etc.) and property acquisition, if necessary, to make a location work within reason.

Typically, 75% or more shelters requested will work based on other communities.

We also make sure the ridership meets some minimum criteria thresholds since we would not be installing shelters where there is only a few boarding per day. (I know that seems obvious, but we have had requests where there was only one boardings or less per day)

Also, we are talking to Walmart's regional real estate people to see if there is something we can be worked out with them globally since Walmart is typically a major destination for our riders.

If the above seems reasonable we will start the feasibility evaluation of your requested locations.

We also like to do a site tour with the stakeholder from the city to make sure we are all on the same page. Typically, people from DPW, Planning, engineering, utilities? join us on a site tour. We provide the transportation i.e. bus.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Sent: Friday, August 29, 2025 1:26 PM

To: Curtis, Graham <Graham.Curtis@ct.gov>

Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>

Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I attached the City's original request for bus shelters (summarized below):

Here is a list of the requested bus shelter replacements from June 2024:

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership

7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership

8. Walmart on the East Bound side- Install bus shelter.

Can you confirm the DOT is agreeable to provide the requested bus shelters & improvements and the requested maintenance agreement is limited to the 8 bus shelters?

Thanks for your assistance. Available to discuss 203-592-3497.

From: Raymond Rogozinski

Sent: Tuesday, August 26, 2025 9:59 AM

To: 'Curtis, Graham' <Graham.Curtis@ct.gov>

Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>

Subject: DOT Request Bus Shelter - Maintenance Agreement

Thanks for the email. DPW has an existing (attached) policy with respect to maintenance. The policy does provide a mechanism for the City to take maintenance responsibility of bus shelter, however the current policy is NOT for the City to accept responsibility for bus shelter. One of the key concerns for the City was the location of bus shelters on private property. Is the DOT obtaining easements for the proposed bus shelters and where and what type are specifically the proposed bus shelter.

Can we meet (virtually) to discuss 860-584-6113. I am available on the following:

1. 8/28/25 at 11:00 AM
2. 8/29/25 at 9:00 AM
3. 9/3/25 at 10:00 AM
4. 9/4/25 at 9:30 AM

I will forward the DOT's request to the City's Board of Public Works and also recommend input from the City's Transportation Committee. I also submitted the previously provided bus shelter use numbers provided by the DOT

From: Curtis, Graham <Graham.Curtis@ct.gov>

Sent: Friday, August 8, 2025 10:54 AM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>

Subject: FW: Maintenance agreement

Ray,

We are working on the list of potential shelters for Bristol and want to discuss the list and Maintenance aspects with the city.

As I think I mentioned as part of the program the municipalities are expected to do the light maintenance i.e., snow and trash and we would handle any structural repairs.

After an extensive review by multiple municipalities and Transit Districts during our pilot program we have developed a final version of the Master Agreement

We also have included a list of FAQ that address some of the question raised.

Take a lot at these and we can set up a call with the appropriate people in Bristol.

This has been reviewed by CIRMA who insures many municipalities already.



Public Works | 860-584-6125

MEMORANDUM

DATE: October 3, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**Re: DPW BUS SHELTER MAINTENANCE – PROPOSED
NEW/ADDITIONAL BUS SHELTERS**

As indicated in the attached September 8, 2025 memorandum to the Board of Public Works, the CT DOT has contacted the City to request the execution of an agreement requiring DPW to maintain the following new bus shelters:

1. Gaylord Apartments – 56 Gaylord St
2. Delorenzo Towers – 284 North Main St
3. Bristol Hospital – 41 Brewster Rd
4. Lake Ave at Middle St – CT DOT Commuter Parking Lot
5. Bristol Senior Center – 240 Stafford Ave
6. Pine St at Emmett St
7. Hefbern St at Stop & Shop
8. Walmart – Farmington Ave

In accordance with the agreement, new bus shelters would be provided by the CT DOT. The CT DOT would supply and install the new bus shelters at the referenced locations. The CT DOT's proposal is subject to approval of grant funding. The sites of the proposed new bus shelters were selected by, and submitted to, the CT DOT by the City as part of the City's request to improve bus shelter and transit service within the City. With that said, the Department of Public Works and the Board of Public Works are concerned with the availability of required resources to meet bus shelter maintenance requirements indicated in the proposed CT DOT bus shelter maintenance agreement. The BPW and DPW is also concerned with property owner support of bus shelters located along their property frontage.

The Department of Public Works has contacted the DOT regarding the maintenance agreement, primarily with respect to DOT contact with property owners in the area of the

City of Bristol

111 North Main Street
Bristol, CT 06010
www.bristolct.gov

proposed bus shelters. DPW's preference would be to have property owners, where the bus shelters are located, to be responsible for maintenance of the bus shelter. DPW's preference is not solely associated with the allocation of required maintenance resources, it is also a function of the fact that bus shelters improve transit availability and benefits the property owners. For example, bus shelters at the Hefbern St (Stop & Shop), Gaylord Apartments, and Delorenzo Towers would benefit the community.

Based on DPW communications with the DOT, the DOT is open to the City contacting effected property owners directly to request that property owners execute the DOT maintenance agreement. DPW supports the execution of the agreement for the Senior Center bus shelter located on City property. The bus shelter on Brewster Rd is currently maintained by Bristol Hospital and the bus shelter at the DOT Lake Ave commuter lot is maintained by the DOT. DOT has stated that they are in discussions with Walmart on a regional basis regarding bus shelter maintenance along their property. A link to a recording of the DPW and DOT discussion is provided below:

<https://www.bristolct.gov/DocumentCenter/View/50114/DOT-Bus-Shelter-Maintenance-Agreement-Meeting-Zoom-Recording>

In order to facilitate the installation of the bus shelters, the Department of Public Works recommends the following Board of Works action:

Authorize the Department of Public Works to contact the owners of Gaylord Apartments, Delorenzo Towers, and Stop & Shop at Hefbern St with the objective of determining if the property owners would participate in or be responsible for bus shelter maintenance. The Board of Public Works further moves to direct DPW to meet with the DOT regarding the proposed location for the bus shelter at Pine St and Emmett St.

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



Public Works | 860-584-6125

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DATE: October 3, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

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



Public Works | 860-584-6125

MEMORANDUM

DATE: September 8, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

Re: DPW BUS SHELTER MAINTENANCE – CT DOT MASTER AGREEMENT

The CT DOT has forwarded the attached Master Maintenance Agreement for bus shelters to the Department of Public Works. The information includes frequently asked questions and indicates that the CT DOT handles structural repairs to the bus shelter and the City would handle all other “light maintenance” such as snow and trash. Installation of all new bus shelters associated with CT DOT request will be paid for by the State as part of a grant by CT DOT. If approved by the CT DOT, there will be no cost to the City for the initial bus shelter installations.

The CT DOT proposed bus shelter upgrades indicated below are in response to the City’s Transportation Committee request and previous request from City residents.

CT DOT PROPOSED BUS SHELTER/ UPGRADES	DPW Comments
Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request	The City has received a number of requests over the years for a bus shelter. The proposed bus shelter would be located on private property
DeLorenzo Towers (284 N. Main) – Install bus shelter, previous request	The City has received a number of requests over the years for a bus shelter. The proposed bus shelter would be located on private property
Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter	The proposed bus shelter would replace an existing bus shelter that is currently located on private property and maintained by Bristol Hospital.

Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter	The proposed bus shelter would replace an existing bus shelter that is located on and maintained by the CT DOT.
Senior Center (240 Stafford Ave) – Replace existing Bus Shelter	The proposed bus shelter would replace an existing bus shelter located on and maintained by the City of Bristol
Pine at Emmett – Install bus shelter, ridership	The proposed bus shelter would be a new bus shelter. A potential location for the bus shelter would be the additional City ROW located along D’Amato’s property (northwest section of intersection along Emmett Street).
Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership	The proposed bus shelter would be a new shelter in the area of Stop & Shop. The City has received a number of requests for a bus shelter in this area. City attempts to install a bus shelter in this area have failed due to the inability to obtain an easement (Stop & Shop Plaza owner’s request for the City to indemnify liability).
Walmart on the East Bound side- Install bus shelter	Proposed new bus shelter on private property

Based on a review of the proposed bus shelter, the locations would support public transit within the City. The Senior Center bus shelter is currently on City property and is maintained by DPW. The City has received a number of requests to install bus shelters at Gaylord Apartments, DeLorenzo Towers, and Hefbern (Stop & Shop). The bus shelters at Bristol Hospital and the Lake Ave CT DOT Commuter Lot currently service the City, although the bus shelters are not maintained by the City. In addition, the proposed installation of bus shelters at Pine & Emmett and Walmart appear to correspond to a potential high use of public transit. With that said, DPW has received concerns from property owners adjacent to bus shelters associated with the location and maintenance of bus shelters. Ideally, adjacent property owners would take responsibility or assist in the maintenance of bus shelters.

In accordance with the attached BPW approved bus shelter maintenance policy, the Board of Public Works shall consider the correspondence from the CT DOT and the Bristol Transportation Committee as a formal request for the Department of Public Works to maintain the following bus shelters.

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. DeLorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Pine at Emmett – Install bus shelter, ridership
6. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
7. Walmart on the East Bound side- Install bus shelter.

The Senior Center bus shelter is currently located on City property and maintained by the Department of Public Works and therefore has been eliminated from the above list.

The Department of Public Works is currently coordinating to conduct an additional meeting with the CT DOT on this matter. In particular, it is unknown to DPW if any of the adjacent property owners have been approached to provide or assist in the maintenance of the proposed bus shelters, or if a City commitment to maintain all of the proposed bus shelters is required to facilitate the installation of any new bus shelters under the CT DOT grant program.

In addition, previous attempts by the City to install bus shelters have been hampered with difficulties obtaining property rights, in particular for the proposed shelter on Stop & Shop property. Although a City commitment to maintain the bus shelters, if approved by the BOW, would assist the CT DOT, it is unknown if the DOT will be able to obtain property rights.

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

Agreement No. _____

BUS STOP ENHANCEMENT PROGRAM MASTER MAINTENANCE AGREEMENT

BETWEEN

STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION

AND

THIS BUS STOP ENHANCEMENT AGREEMENT ("Agreement") is entered into as of the Effective Date (as hereinafter defined) by and between the State of Connecticut, Department of Transportation ("CTDOT"), acting herein by its Commissioner or duly authorized designee, and the _____ (Municipality or Transit District), acting herein by its duly authorized official, each a "Party," and collectively the "Parties".

RECITALS

WHEREAS, in an effort to standardize the appearance and functionality of Bus Stops in the State, CTDOT secured funding and initiated competitive procurements for both the design and installation of certain Enhancements at Bus Stops along CTDOT funded transit routes.

WHEREAS, [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] has certain Bus Stops located along various transit routes as described in further detail in Exhibit A, attached hereto and made a part hereof;

WHEREAS, CTDOT has installed certain Enhancements at the Bus Stops as set forth in Exhibit A and desires to turn over ownership of the Enhancements to [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] upon completion.

WHEREAS, in consideration for the design, procurement, and installation of the Enhancements at the Bus Stops, [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] has agreed to accept ownership and management of the Enhancements at said Bus Stops, and be responsible for those certain items and standards set forth on Exhibit B at its sole cost and expense in accordance with the terms and conditions of this Agreement; and

WHEREAS, CTDOT has the authority, pursuant to Sections 13b-34 and 13b-38ff of the Connecticut General Statutes, as revised, to enter into this Agreement.

NOW, THEREFORE, subject to all the terms and conditions of this Agreement, and in consideration of the mutual covenants and agreements herein contained, CTDOT and Transit District agree as follows:

1. DEFINITIONS.

As used in this Agreement, the following terms shall have the following respective meanings:

(a) ADA: the Americans with Disabilities Act of 1990, Public Law 101-336.

(b) Bus Shelter: a structure providing shelter from the weather.

(c) Bus Stop: a designated location, as set forth in Exhibit A, marked and maintained by a Transit District where passengers are picked up and dropped off, and includes specific Enhancements, as defined herein.

(d) Claims: All actions, suits, claims, demands, investigations, and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.

(e) Cure Period: Has the meaning given to it in Section 5.B.

(f) Effective Date: Has the meaning given to it in Section 15.

(g) Enhancements: Items installed or to be installed at a Bus Stop to improve customer comfort, convenience and security as well as the overall attractiveness of the Bus Stop and shall include all Transportation Amenities and Transportation Facilities as outlined in this document .

(h) Environmental Laws: Any Federal, State or local statute, law, ordinance, code, rule, regulation, order, or decree regulating or relating to the protection of human health or the environment, or imposing liability or standards of conduct concerning any hazardous, toxic, or waste substance, element, compound, mixture or material, as now or at any time hereafter in effect, including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. Section 9601 *et seq.*, the Federal Oil Pollution Act of 1990, 33 U.S.C. Section 2701, *et seq.*, the Federal Toxic Substances Control Act, 15 U.S.C. Section 2601 *et seq.*, the Federal Resource Conservation and Recovery Act, as amended, 42 U.S.C. Section 6901 *et seq.*, the Federal Hazardous Material Transportation Act, 49 U.S.C. Section 1801 *et seq.*, the Federal Clean Air Act, 42 U.S.C. Section 7401 *et seq.*, the Federal Water Pollution Control Act, 33 U.S.C. Section 1251 *et seq.*, the River and Harbors Act of 1899, 33 U.S.C. Section 401 *et seq.*, and all rules and regulations of the United States Environmental Protection Agency, or any other State, local

or Federal agency or entity having jurisdiction over environmental or health and safety matters, as such may have been amended.

(i) Event: Has the meaning given to it in Section 7.

(j) Event of Default: Has the meaning given to it in Section 5.A.

(k) FTA: Federal Transit Administration.

(l) Hazardous Substances: Any and all materials, chemicals, or other substances that are hazardous or toxic or otherwise regulated or controlled pursuant to any of the Environmental Laws.

(m) Highway Right-of-Way: Real property, reserved for State highway purposes, owned and controlled by CTDOT and containing the roadway, roadside, drainage systems or other appurtenances necessary for public travel.

(n) Maintenance Area: The Bus Stop and the area within a 5-foot radius from it, including any Enhancements.

(o) Other Agreements: Has the meaning given to it in Section 5.C.

(p) Parties: Municipality or Transit District's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees, contractors or subcontractors, or any one of them or any other person or entity with whom the Municipality or Transit District is in privity of oral or written contract and Municipality or Transit District intends for such other person or entity to perform under the Agreement in any capacity.

(q) Plans: The design, materials, installation details and specifications, included in Exhibit D attached hereto and incorporated herein, including the chemical or technical composition of any materials, paint, or other items used, and requirements of ongoing, continued maintenance and restoration for the Bus Stop and any Enhancements, as approved by CTDOT.

(r) Records: All working papers and such other information and materials as may have been accumulated by Municipality or Transit District in performing the Agreement, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

(s) Safety Hazard: Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

(t) State: The State of Connecticut, including CTDOT and any office, department, board, council, commission, institution or other agency or entity of the State.

(u) Structural Repair: On-site repair of damage to transit or non-transit property including Enhancements or other infrastructure that disrupts the operations of the transit agency and adversely affects the structural strength, performance, or operating characteristics of the property **excluding** immediate removal prior to safe operation.

(v) Term: Has the meaning given to it in Section 4.

(w) Transportation Amenity ("Amenity") means an item approved by the DOT, in its sole discretion, for installation or construction as part of the Project that serves as a nonfunctional accessory or aesthetic element to the functional items of the Project, including but not limited to:

- Advertisement applied or affixed to the structure or glass and the like.
- Aesthetic objects and treatments including but not limited to artwork applied to the structure or glass.
- Bench/lean rails/seating.
- Bike racks/bike storage lockers.
- Concrete and associated items including, but not limited to tactile areas, boarding pads, sidewalks, and curb ramps.
- Map cases/advertising panels/schedule holders.
- Real Time Information Signs (RTIS).
- Sign/signpost.
- Solar lighting.
- Trash/recycling receptacles.
- Wraps applied to the structure or glass.

(x) Transportation Facilities ("Facility") means any roadway, structure, building or other associated facilities, including, but not limited to, bus shelters, traffic control signals and hard-wired illumination.

2. MUNICIPAL OR TRANSIT DISTRICT WORK AT BUS STOP LOCATIONS: MAINTENANCE, REPAIR AND REPLACEMENT.

A. The initial list of Bus Stops with Enhancements thereon in Municipality or Transit District as of the Effective Date is set forth in Exhibit A. The Parties agree that Exhibit A might need to be updated from time to time as existing Bus Stop locations are relocated or removed and/or new Bus Stop locations are identified. The Parties shall update the locations of the Bus Stops by mutual written consent signed by authorized representatives from each Party without the need for a formal amendment to this Agreement.

B. The Municipality or Transit District represents that prior to the addition of any Enhancements, other than those to be located within the State Highway Right of Way it has sufficient easements, encroachment permits, or licenses to permit the installation of the Enhancements. The Municipality or Transit District shall retain ownership of the Enhancements and shall not sell, transfer, lease or mortgage any portion of the Enhancements, except for leases to use the Enhancements for mass transit and related or incidental purposes. Any such leases shall be subject to the obligations of the Municipality or Transit District under this Agreement.

C. CTDOT shall install the Enhancements in accordance with all pertinent laws, ordinances, rules and regulations, whether Municipal, State, or Federal (including but not limited to the ADA).

D. Municipality or Transit District shall, at its own cost and expense, promptly maintain and repair each Bus Stop with Enhancements as listed in Exhibit B, in compliance and accordance with the following:

- (i) the Plans as set forth in Exhibit A;
- (ii) the maintenance standards set forth in Exhibit B attached hereto and made a part hereof, as may be amended from time to time;
- (iii) FTA requirements, if applicable;
- (iv) any directive or requirement by CTDOT; and
- (v) All pertinent laws, ordinances, rules and regulations, whether State, Federal (including, but not limited to ADA), or municipal.

E. [Municipality or Transit District] shall be permitted to sell advertising space on the Enhancements but only to the extent that revenue gained from advertisers is used to pay the costs of maintaining the Bus Stops as listed in Exhibit B. [Municipality or Transit District] shall ensure that the advertising content be aligned with community standards, as determined by [Municipality or Transit District]. CTDOT reserves the right to prohibit advertising it finds to be

offensive, objectionable or in poor taste. [Municipality or Transit District] shall remain fully liable for all of its duties and obligations under this Agreement, regardless of the existence of any such maintenance contract with a third party.

F. Municipality or Transit District shall seek and obtain prior written permission from CTDOT for any, restoration, alteration, removal or other activities related to the Bus Stop that are set forth in this Agreement and waive any right to reimbursement of costs and expenses from CTDOT for any of these activities. Municipality or Transit District shall complete any further maintenance, restoration, alteration, removal or other activities to CTDOT's sole satisfaction. Municipality or Transit District acknowledges that CTDOT may inspect the Bus Stops at any time to ensure the Maintenance Area continues to conform with CTDOT's maintenance standards and policies.

G. Municipality or Transit District shall be responsible for repair and restore, to CTDOT's satisfaction, any damage to any State assets within the Maintenance Area, including, but not limited to, ADA accessible boarding areas, curbing, sidewalks, structures, vegetation, or any other appurtenances within the Highway Right-of-Way, caused by Municipality or Transit District or their contractors while performing under this Agreement. This provision shall survive the termination or expiration of this Agreement.

H. Municipality or Transit District shall provide and maintain competent and adequate engineering supervision for any repair and restoration work. If any mechanic's lien is filed against a Bus Stop, Municipality or Transit District shall promptly notify CTDOT of such filing and cause the same to be canceled and discharged of record within ninety (90) days after the date of filing thereof.

3. RELOCATION AND RESTORATION. In the event that CTDOT deems it advisable, convenient or necessary to (a) design, redesign, construct, reconstruct, install or maintain the Highway Right-of-Way, any drainage facility, sidewalk, utility, curbing or roadway, within the Maintenance Area or (b) relocate or remove a Bus Stop based on changes in transit needs, CTDOT shall be solely responsible for the cost and expense of engaging in activities related to such Enhancements or of relocating or removing the Bus Stop. Any relocation site proposed by CTDOT is not subject to Municipality's or Transit District's consent. This provision shall survive the termination or expiration of this Agreement.

4. TERM. The term of this Agreement ("Term") shall commence on the Effective Date and continue until terminated as stated herein.

a. CTDOT may terminate this agreement for any reason by giving the Municipality/Transit District thirty (30) days Official Notice.

b. The Municipality or Transit District may request termination of this Agreement, and if determined by CTDOT in its sole discretion to be in the best interests of the parties, CTDOT may approve the termination request by giving Official Notice to the Municipality or Transit District specifying the extent to which performance of work under this Agreement is terminated and date upon which termination is effective.

5. DEFAULT.

A. For purposes of this Agreement, a failure on the part of Municipality or Transit District to perform any covenant or condition of this Agreement that Municipality or Transit District is required to perform hereunder, or a breach of a representation or warranty by Municipality or Transit District hereunder shall be deemed an "Event of Default."

B. Upon the occurrence of any Event of Default by Municipality or Transit District, CTDOT shall give notice to Municipality or Transit District specifying such default. Following its receipt of such notice, Municipality or Transit District shall have thirty (30) days to cure the default specified in the notice ("Cure Period") provided, however, that if such default is reasonably susceptible of cure but not within such thirty (30) day period and Municipality or Transit District shall commence such performance within such thirty (30) day period and shall thereafter diligently pursue such performance, then CTDOT may extend the Cure Period for a reasonable period of time to allow the Municipality or Transit District to complete such performance, but such Cure Period shall not exceed one hundred twenty (120) days after receipt of such notice.

C. If the Municipality or Transit District fails to fulfill the maintenance responsibilities set forth in Exhibit B, it may be disqualified, at CTDOT's sole discretion from any future federal or state government funded projects that impart maintenance responsibilities on the Transit District or Municipality. In addition to other rights provided herein, CTDOT shall have all rights and remedies available at law or in equity, including the right to offset any reimbursable amounts due from Municipality or Transit District under the Agreement with any amounts due to Municipality or Transit District under any other agreements or arrangements that Municipality or Transit District has with CTDOT ("Other Agreements"). If Municipality or Transit District breaches, defaults or in any way fails to perform satisfactorily under any or all other Agreements with CTDOT, then CTDOT may, in its sole discretion, without more and without any action whatsoever required of CTDOT, treat any such event as an event of default.

6. ENVIRONMENTAL LAW. Municipality or Transit District shall comply strictly and in all respects with the requirements of the Environmental Laws in its performance pursuant to this Agreement. Transit District and Municipality Parties shall not allow others to store, generate or use any Hazardous Substances at, on, or under the Premises.

7. ENVIRONMENTAL EVENT AND ENVIRONMENTAL RECORDS RETENTION. Municipality or Transit District, for a period of ten (10) years following the date of termination of this Agreement, shall maintain copies of all Records required by law to be generated by it with respect to environmental conditions on the Premises and of all incidents impacting same ("Event"). For purposes of this Agreement, an Event shall include, but not be limited to, the discharge, spillage, uncontrolled loss, seepage, or infiltration, of oil, or petroleum, or chemical liquids or solid, gaseous products, or hazardous waste, or waste regulated under State or Federal law. Within twenty-four (24) hours following the occurrence of any Event, Municipality or Transit District shall notify CTDOT of same

in writing. Said notification to CTDOT shall be in addition to, and not in lieu of, any and all other Record keeping and reporting requirements imposed upon Municipality or Transit District by law. Upon written request by CTDOT, Municipality or Transit District shall permit CTDOT to inspect any and all Records required to be maintained hereunder and promptly shall provide CTDOT with such copies of same as CTDOT may request in writing, at no cost to CTDOT. Municipality or Transit District hereby waives any claim of privilege that may attach to said Records.

8. INSURANCE. With respect to the operations performed by Municipality or Transit District under the terms of this Agreement and also those performed by Municipality or Transit District Parties, Municipality or Transit District shall carry for the duration of this Agreement, and any supplements thereto, with CTDOT being named as an additional insured party for paragraphs (A) and (B) below, the following minimum insurance coverages at no direct cost to CTDOT. In the event Municipality or Transit District secures excess/umbrella liability insurance to meet the minimum requirements specified in paragraphs (A) and/or (B) below, CTDOT and the State shall be named as an additional insured.

A. INSURANCE

Municipality or Transit District shall carry Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

B. AUTOMOBILE LIABILITY

The operation of all motor vehicles, including those hired or borrowed, used in connection with the Agreement shall be covered by Automobile Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least Two Million Dollars (\$2,000,000).

C. RAILROAD PROTECTIVE LIABILITY

When the Agreement involves work within fifty (50) feet of the Railroad Right-of-Way or State-owned rail property, with respect to the operations performed by Municipality or Transit District and/or Municipality or Transit District Parties, Municipality or Transit District shall carry Railroad Protective Liability insurance providing coverage of at least Two Million Dollars (\$2,000,000) for each accident or occurrence resulting in damages from (1) bodily injury to or

death of all persons and/or (2) injury to or destruction of property, and subject to that limit per accident or occurrence, an aggregate coverage of at least Six Million Dollars (\$6,000,000) for all damages during the policy period, and with all entities falling within the following listed categories named as insured parties: (i) the owner of the railroad right-of-way, (ii) the owner of any railcar licensed or permitted to travel within that affected portion of the railroad right-of-way, (iii) the operator of any railcar licensed or permitted to travel within that affected portion of the railroad right-of-way (iv) CTDOT and the State, and (v) any other party with an insurable interest. If such insurance is required, Municipality or Transit District shall obtain and submit the minimum coverage indicated above to CTDOT prior to the commencement of rail related work and/or activities and shall maintain coverage until the work and/or activities is/are accepted by CTDOT.

D. WORKERS' COMPENSATION

With respect to all operations Transit District or Municipality performs, and all those performed for Transit District or Municipality by Transit District or Municipality Parties, Transit District or Municipality and Transit District or Municipality Parties shall carry Workers' Compensation Insurance and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States respectively.

E. CERTIFICATE OF INSURANCE

Municipality or Transit District agrees to furnish to CTDOT a Certificate of Insurance on form(s) acceptable to CTDOT, in conjunction with Items A, B, C, and D above, fully executed by an insurance company or companies satisfactory to CTDOT, for the insurance policy or policies required hereinabove, which policy or policies shall be in accordance with the terms of said Certificate of Insurance. Municipality or Transit District further agrees to notify CTDOT within five (5) business days of any cancellation or material insurance coverage change as required by this Agreement.

Municipality or Transit District shall provide a copy or copies of all applicable insurance policies prior to the effective date of the Agreement and whenever requested by the State subsequent to the effective date of the Agreement. Municipality shall not begin performance under this Agreement until the policy(ies) are delivered to CTDOT and CTDOT acknowledges receipt of said policy(ies) and approves the commencement of work under this Agreement. In providing said policy(ies), Municipality may redact provisions of the policy(ies) that are proprietary. This provision shall survive the suspension, expiration or termination of this Agreement. CTDOT shall be entitled to recover under the insurance policy(ies) even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent.

9. NOTICE. It is mutually understood and agreed by the Parties hereto that any official notice from one Party to another Party (or Parties) is not binding unless the following criteria are met:

(a) the official notice must be in writing (hardcopy) and addressed to:

(i) when CTDOT is to receive such notice -

Commissioner of Transportation
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546,
Newington, Connecticut 06131-7546;

(ii) when Municipality or Transit District is to receive such notice -

the person(s) acting herein as signatory for Municipality or Transit District receiving such notice;

(b) the official notice must be delivered in person, by email with acknowledgement of receipt by United States Postal Service with return receipt requested by any method identified by the mailing standards of the U.S. Postal Service, or by recognized courier; and

(c) the official notice must contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "official notice" as used herein, shall be construed to include but not be limited to any request, demand, authorization, direction, waiver, and/or consent of the Party(ies) as well as any document(s) including any electronically produced versions provided, permitted, or required for the making or ratification of any change, revision, addition to or deletion from the document, contract, or Agreement in which this "official notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the Parties hereto from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such notice(s) is (are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such notice(s) is (are) to be made, provided such subsequent Agreement is concluded pursuant to the adherence to this specification.

10. STATE OF CONNECTICUT REQUIRED PROVISIONS. The Parties agree that this Agreement is made subject to each and every requirement contained in the "State of Connecticut Required Provisions" set forth on EXHIBIT C, attached hereto and incorporated herein.

11. ENTIRE AGREEMENT. This Agreement, when fully executed by both Parties, constitutes the entire agreement between the Parties and shall supersede all previous communications, representations, or agreements, either oral or written, between the Parties with respect to the subject matter hereof; and no agreement or understanding varying or extending the same shall

be binding upon either Party hereto unless in writing signed by both Parties; and nothing contained in the terms or provisions of this Agreement shall be construed as waiving any of the rights of State under the laws of the State of Connecticut. Each recital and exhibit referred to in this Agreement shall be considered a part of this Agreement as if fully set forth herein.

12. NO CHANGE OR MODIFICATION. No change or modification of any of the covenants, terms or provisions hereof will be valid unless in writing and signed by the Parties. Nothing herein shall prevent the Parties from amending this Agreement pursuant to the preceding sentence. There are no understandings or agreements of any kind between the Parties with respect to the subject matter hereof, verbal or otherwise, other than as set forth in this Agreement.

13. CONFLICT. In case of conflict between the Agreement and terms or requirements of any other documents, the Agreement shall govern.

14. SEVERABILITY. The provisions of this Agreement are severable and it is the intention of the Parties that if this Agreement cannot take effect in its entirety because of the final judgment of any court of competent jurisdiction holding invalid any part or parts thereof, the remaining provisions of the Agreement will be given full force and effect as completely as if the part or parts held invalid had not been included therein.

15. COUNTERPARTS. This Agreement may be signed in counterpart copies, all of which, taken together, shall constitute but one and the same document.

16. ELECTRONIC SIGNATURES. This Agreement may be executed by electronic signatures and such electronic signatures shall be deemed to be the original signatures of the Parties.

17. EFFECTIVE DATE. This Agreement shall become effective and binding on CTDOT and Municipality or Transit District as of the date it shall have been executed by both parties (the "Effective Date").

[Signature pages immediately follow.]

Agreement No. _____

The Parties have executed this Agreement by their duly authorized representatives on the date indicated.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Garrett T. Eucalitto, Commissioner

By: _____
Benjamin T. Limmer
Bureau Chief
Bureau of Public Transportation

Date: _____

MUNICIPALITY OR TRANSIT DISTRICT

By: _____
Name:
Its:

Date: _____

EXHIBIT A
(Project Description, Location of Bus Stops, List of Amenities and Associated Site Plans/Drawings)
DATE

Example Table

Unit	Date Installed	StopName	StopID	Latitude	Longitude	ProjectID
Shelter	6/1/2025	Central Row @ Main St	58	41.765839	-72.673034	State Project No. 170- 5016

EXHIBIT B
Maintenance Standards
DATE

CTDOT's Responsibility

CTDOT's responsibility to the Bus Stops is limited to the Bus Shelters only as follows: structural repairs or replacement of missing or broken parts **excluding** the temporary remedy of safety hazards, replacement of broken panels, or removal of Enhancements. In the event of a replacement of Enhancements including but not limited to Real Time Information Signs (RTIS), solar panels, lightning systems is required, CTDOT, at its discretion, will provide in kind replacement according to project/program plans.

Municipality or Transit District's Responsibility regarding Bus Stops and Enhancements:

A. General Maintenance Standard:

Municipality or Transit District shall strive to keep Bus Stops clean, safe, accessible, and well-maintained as the Parties agree that properly maintained transit stops are crucial for improving both rider experience and the image of Connecticut's bus transit services. Municipality or Transit District shall retain maintenance records for a period of no less than three (3) years and provide CTDOT with such records upon request.

B. Inspection:

Municipality or Transit District shall perform monthly visual inspections required for the timely notification of issues related to the condition of installed amenities. Structural damage or missing and broken parts should be reported to CTDOT within twenty-four (24) hours of discovery.

C. Compliance with Applicable Law:

Municipality or Transit District shall pay all costs associated with routinely maintaining all Enhancements at a Bus Stop, including any costs necessary to comply with any Federal, State or local laws and regulations that are related to maintenance. Municipality or Transit District shall maintain all Bus Stops, as listed in Exhibit A, in good operational condition, including the interior, exterior, lighting, and solar panels, and in accordance with any guidelines, directives, or regulations that a transit service provider or municipality may issue or have issued, if any. Any chemicals or soaps used for cleaning or weed removal shall be in compliance with Federal, State and local laws and regulations.

D. Routine Maintenance:

Municipality or Transit District shall, at a minimum ensure that the following maintenance tasks are performed within the Maintenance Area when necessary:

- Cleaning
 - Enhancements and associated aesthetic objects and treatments must be cleaned including the removal of all dirt, litter, graffiti, and pasted material, including unauthorized postings.
 - A wash down of the Enhancements including a wipe down of any glass (or plexiglass?) surfaces.
- Trash and Litter Removal
 - All trash and litter must be collected and removed including the removal of any dead animals.
 - Trash and recycling regardless of quantities or fullness of bag must be removed.
 - Trash receptacle bags are the responsibility of Municipality or Transit District.
- Debris Removal
 - Grass, brush, trees, and shrubs must be trimmed or pruned of any obstructing foliage or overgrowth.
 - Dust and dirt shall be swept.
 - Storm drainage appurtenances must be cleared.
- Lighting Levels
 - Lighting bulbs and ballasts must be in working order and replaced when needed to maintain lighting levels.
 - Operational issues with solar components and the Real Time Information System are to be reported to CTDOT and the State funded transit service provider when discovered.
 - Hard-wired electrical connection repairs and associated maintenance are the responsibility of Municipality or Transit District.
 - The proper maintenance and operation of all RTIS installed as part of Enhancements to the Bus Stops shall be responsibility of the transit provider in the Municipality or Transit District's area.
 - The payment of energy costs for the operation of all RTIS and illumination installed under this Agreement.

E. Repairs

General repairs that do not pose safety concerns shall be completed by the Municipality or Transit District within three (3) days of notice that a repair is needed. Damaged sidewalk, boarding pads and concrete within Maintenance Area should be repaired by Municipality or Transit District.

F. Snow and Ice Removal

- Snow and ice accumulation in, on, and around the Bus Shelters must be removed within twenty-four (24) hours after the cessation of a storm.
 - A four (4) ft wide accessible path shall be cleared per ADA guidelines.
- Salt or equivalent traction control mixture shall be applied as appropriate.

G. Safety Hazards and Emergency Repair

- All safety hazards must be addressed immediately and reported to CTDOT within twenty-four (24) hours of discovery or notification of the issue.
 - Broken paneling or materials must be removed from the Bus Shelter properly and replaced with a suitable alternative.

- Repair, replacement, or removal of items or material that pose a safety problem must be performed promptly or within twenty-four (24) hours of discovery or notification.

EXHIBIT C

State of Connecticut Required Provisions

For the purposes of this document, references to “contract” or “Contract” mean this Agreement, references to “contractor” or “Contractor” mean Municipality or Transit District, and references to “Contractor Parties” mean “Municipality or Transit District Parties.”

1. Audit Clause. Audit Requirements. For purposes of this paragraph, the word “contractor” shall be deemed to mean “nonstate entity,” as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to CTDOT for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

2. Whistleblowing. This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

3. Disclosure of Records. Intentionally omitted – Not Applicable.

4. Access to Contract and State Data. Intentionally Omitted – Not Applicable.

5. Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

6. Termination for Convenience. Notwithstanding any provisions in this Contract, CTDOT, through a duly authorized employee, may terminate the Contract whenever CTDOT makes a written determination that such termination is in the best interests of the State. CTDOT shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the Contract prior to such date.

7. Tangible Personal Property. Intentionally Omitted – Not Applicable.

8. Indemnification.

The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance of this Contract.

The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.

- (a) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- (b) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to CTDOT prior to the effective date of the Contract. The Contractor shall not begin performance under this Contract until the delivery of the policy to CTDOT. CTDOT shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent.
- (c) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

9. Sovereign Immunity. The parties acknowledge and agree that nothing in the Contract shall be construed as a modification, compromise, or waiver by the State of any rights or defenses of any

immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have, or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

10. Summary of State Ethics Laws. Intentionally Omitted – Not Applicable.

11. Audit and Inspection of Plants, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- (b) The Contractor shall maintain and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) The Contractor shall pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor shall remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may set off the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Contract's setoff provision.
- (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

- (g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

12. Campaign Contribution Restriction. Intentionally Omitted – Not Applicable.

13. Protection of Confidential Information.

For the purposes of this Section 13, the following definitions apply:

“Confidential Information” shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that CTDOT classifies as “confidential” or “restricted.” Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

“Confidential Information Breach” shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, CTDOT or State.

- (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- (b) Each Contractor or Contractor Party shall develop, implement, and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of CTDOT or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
 - (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;

- (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify CTDOT and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess, or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, CTDOT and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from CTDOT, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate (as defined in 45 C.F.R. § 160.103) of CTDOT.

14. Executive Orders and Other Enactments

- (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
- (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of

Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

- (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

15. **Nondiscrimination.** Intentionally Omitted – Not Applicable.
16. **Health Insurance Portability and Accountability Act.** Intentionally Omitted – Not Applicable.
17. **Iran Investment Energy Certification.** Intentionally Omitted – Not Applicable.
18. **Consulting Agreements Representation.** Intentionally Omitted – Not Applicable.
19. **Large State Contract Representation for Contractor.** Intentionally Omitted – Not Applicable.
20. **Large State Contract Representation for Official or Employee of State Agency.** Intentionally Omitted – Not Applicable.
21. **Compliance with Consumer Data Privacy and Online Monitoring.** Intentionally Omitted– Not Applicable.

Bus Stop Enhancement Program (BSEP) Master Maintenance Agreement

Frequently Asked Questions

GENERAL

1. Are the requirements of the Agreement applicable to all Bus Stops in the Municipality or Transit District's Area?

No. The requirements of BSEP Agreement are applicable only to the specific bus stops enhanced through BSEP, as listed in the Exhibit A of the Agreement.

2. Who owns the Bus Stop Enhancements?

Municipality or Transit District assumes the ownership of the Bus Stop Enhancements upon completion of installation.

3. What federal requirements does Municipality or Transit District comply with?

Municipality or Transit District must comply with applicable Americans with Disabilities Act (ADA) of 1964 regarding its Transit Amenities and Transit Facilities. Should federal funding be utilized for BSEP, the list of applicable federal regulations will be attached to the BSEP Agreement in the form of an additional Exhibit. Currently, CTDOT is only using state funds for BSEP.

4. How should Municipality or Transit District communicate with CTDOT regarding BSEP, i.e. notify CTDOT about a safety hazard at the Bus Stop or seek permission to alter or remove any enhancements?

Municipality or Transit District should communicate via BSEP email address: dot.busstops@ct.gov

5. Can the Municipality or Transit District modify the Enhancements?

Not without written explicit permission from CTDOT.

6. Is Municipality or Transit District responsible for cost associated with any restoration, alteration, removal or other activities related to Bus Stop Enhancements after CTDOT grants permission?

Yes. Municipality or Transit District waives any right to reimbursements of costs and expenses associated with any of these activities.

7. Is Municipality or Transit District responsible for repair and restoration of any damage to State assets in the Bus Stop's Maintenance Area within Highway Right-of-Way caused by Municipality or Transit District or by their contractors?

Yes, Municipality or Transit District is required to repair and restore to CTDOT's satisfaction any damage to State assets within Enhanced Bus Stop Maintenance Area on Highway Right-of-Way.

8. Is CTDOT allowed to relocate or remove Bus Stop because of any Highway Right-of-Way, drainage, sidewalk, or roadway redesign/reconstruction?

Yes, if it advisable or necessary, and with Municipality and Transit District's consent. Any costs and expenses associated with the relocation will be responsibility of CTDOT.

9. Can Municipality or Transit District terminate BSEP Agreement?

Yes, Municipality or Transit District can request CTDOT to terminate BSEP Agreement. If CTDOT determines that it is in the best interest of the parties, it can grant the permission.

10. Is Municipality or Transit District required to comply with Environmental Laws with respect to storing, generating or using any hazardous substances on or under Maintenance Area?

Municipality or Transit District is required to comply with all relevant Environmental Laws starting with the date of installation of the Bus Stop Enhancements.

11. Can State Required Provisions in Exhibit C be modified or revised?

No, State of Connecticut Required Provisions cannot be changed, revised or modified as they are issued and approved by Attorney General Office and are applicable to all CTDOT agreements.

12. What is the difference between Transportation Amenity, Transportation Facility, and Enhancement?

- Transportation Amenity is a non-fixed, non-structural portion of the collective bus location. This includes but is not limited to trash and recycling cans, seating and railings, signage, lighting, and other aesthetic objects or treatments.
- Transportation Facilities are fixed and permanent structures at a particular location, and can include structural shelters, signposts fixed in concrete, and any hard-wired electrical fixtures.
- "Enhancement" is a generalized term to include all Transportation Amenities and Transportation Facilities and other modifications to the current bus location as specified in "Section 1. Definitions of the Agreement."

13. What is the current responsibility of the CTDOT regarding bus shelters not included in the BSEP?

CTDOT is not responsible for bus shelters not included in BSEP.

14. What is the record keeping requirement for the Bus Stop Enhancements?

All maintenance records such as work orders, purchase orders, and third-party billing should be maintained for no less than 3 years. Environmental record keeping has a ten-year timeline for record keeping for any event or incident.

MAINTENANCE

1. What are CTDOT's responsibilities in terms of repairs or replacements of Bus Stops enhanced through BSEP?

CTDOT is responsible for structural repairs or replacement of missing or broken parts excluding the temporary remedy of safety hazards, replacement of broken panels, or removal of Enhancements. CTDOT, at its discretion, will also provide in-kind replacement of RTIS, solar panels and lightning systems.

2. How are damages that cause safety hazards to be handled?

Any damage to an enhancement that may cause harm to the public must be cleared, "made safe," and reported directly to the CTDOT within 24 hours. This can include coning or taping off the area to prevent access, or complete removal of the enhancements to ensure a safe resting, boarding, and alighting area for transit riders. Non safety concerns can be rectified in three days.

3. How much of the area around the Bus Shelter is Municipality or Transit District required to maintain?

Municipality or Transit District is responsible for maintenance of Bus Stop Enhancements in the Maintenance Area which is the area of 5-foot radius from the shelter, including Enhancements.

4. Is Municipality or Transit District required to maintain Trash/recycling receptacles?

Yes. Trash/recycling receptacles installed under BSEP are part of Transportation Amenities which Municipality or Transit District is responsible for maintaining. Trash/recycling receptacles are not to be confused with electric receptacles which are not part of the BSEP.

5. What type of activities are required of Municipalities or Transit Districts to maintain Bus Stops Enhanced under BSEP?

The list of required maintenance activities is in Exhibit B of BSEP Maintenance Agreement and includes but is not limited to: routine maintenance (i.e. cleaning, trash and litter removal, debris removal), maintaining lightning levels, snow and ice removal, general repairs including damaged boarding pads and concrete, and replacement of broken panels and safety hazards removals.

6. Can Municipality or Transit District seek reimbursement of costs associated with maintenance of Bus Stops enhanced through BSEP from CTDOT?

No, all costs associated with maintenance of enhanced Bus Stop are responsibility of Municipality or Transit District as stipulated in the Exhibit B of the Agreement.

7. If the Municipality or Transit District cannot perform maintenance activities in-house as stipulated in Exhibit B, can they contract these activities to the third party?

Yes, these activities can be performed by the third party, however Municipality or Transit District is responsible for any costs and expenses, which cannot be passed to CTDOT.

8. Who is responsible for operation and maintenance of solar products, such as lighting and RTIS, and who is responsible for hard-wired electrical?

The CTDOT and State funded Transit Providers are responsible for RTIS and all solar-based electrical products. The Municipality or Transit District are responsible for all hard-wired electrical connections, including energy costs.

INSURANCE AND LIABILITY

1. Are the Insurance Requirements in the BSEP Agreement different than insurance requirements in other CTDOT agreements?

Insurance requirements in terms of Commercial Liability, Automobile Liability and Workers Compensation in BSEP Agreement are similar to Master Municipal Construction Agreement and Master Transit Districts Capital Operating Agreements and are required by Attorney General Office.

2. Can Municipality or Transit District seek indemnification or limitation of liability?

Indemnification provisions are included in the 'State of Connecticut Required Provisions' (Exhibit C) which are issued and approved by Attorney General Office and cannot be modified/revised/changed.

3. Does Municipality or Transit District have to comply with the Railroad Protective Liability if the Enhanced Bus Stop is within the fifty (50) feet of Railroad Right-of-Way or State-owned rail property?

Yes, if a bus stop enhanced through BSEP is within 50 feet of Railroad Right-of-Way or State-owned rail property.

4.) even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent?

This is required by Exhibit C, State of Connecticut Required Provisions, Section 8. (b). These provisions cannot be modified/revised/changed by CTDOT as they are issued by Attorney General Office.

ADVERTISING

1. Can Municipality or Transit District use revenue from selling advertising space on Bus Stop Enhancements to pay for its maintenance costs?

Yes, CTDOT allows utilization of advertising revenue for maintenance of Bus Stop Enhancements if advertising content is aligned with community standards.

2. Are there any restrictions on the income generated by advertising?

The income generated from any advertising on the shelters must be used for the maintenance - whether to offset incurred internal expenses or to pay for a third-party maintenance contract.

3. How will CTDOT restrict advertising that is not “offensive, objectionable, or in poor taste?”

Advertising content should be aligned with community standards. If concerns are reported to CTDOT through any channel, CTDOT will investigate the concern, and if necessary, contact the Municipality or Transit District to address the concern.

Laura Leger

From: Curtis, Graham <Graham.Curtis@ct.gov>
Sent: Friday, August 29, 2025 2:18 PM
To: Raymond Rogozinski
Cc: Camara, Rahmane; Kornacki, Ryan
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

Ray, thanks for the quick response.

The agreements would only be for shelters placed and they would be listed as an exhibit in the agreement along with the site plans, we would prepare.

We will do a feasibility study for each location before we commit to doing the installs since we won't be acquiring any property for this program, nor will we be installing any on private property, at least the first year of the program.

If the CTDOT has any roadway projects in the area, we can incorporate these into those projects since they can do more intensive design work(ped crossing, flashing beacons etc.) and property acquisition, if necessary, to make a location work within reason.

Typically, 75% or more shelters requested will work based on other communities.

We also make sure the ridership meets some minimum criteria thresholds since we would not be installing shelters where there is only a few boardings per day. (I know that seems obvious, but we have had requests where there was only one boardings or less per day)

Also, we are talking to Walmart's regional real estate people to see if there is something we can be worked out with them globally since Walmart is typically a major destination for our riders.

If the above seems reasonable we will start the feasibility evaluation of your requested locations.

We also like to do a site tour with the stakeholder from the city to make sure we are all on the same page. Typically, people from DPW, Planning, engineering, utilities? join us on a site tour. We provide the transportation i.e. bus.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Friday, August 29, 2025 1:26 PM
To: Curtis, Graham <Graham.Curtis@ct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I attached the City's original request for bus shelters (summarized below):

Here is a list of the requested bus shelter replacements from June 2024:

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request

3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter.

Can you confirm the DOT is agreeable to provide the requested bus shelters & improvements and the requested maintenance agreement is limited to the 8 bus shelters?

Thanks for your assistance. Available to discuss 203-592-3497.

From: Raymond Rogozinski
Sent: Tuesday, August 26, 2025 9:59 AM
To: 'Curtis, Graham' <Graham.Curtis@ct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: DOT Request Bus Shelter - Maintenance Agreement

Thanks for the email. DPW has an existing (attached) policy with respect to maintenance. The policy does provide a mechanism for the City to take maintenance responsibility of bus shelter, however the current policy is NOT for the City to accept responsibility for bus shelter. One of the key concerns for the City was the location of bus shelters on private property. Is the DOT obtaining easements for the proposed bus shelters and where and what type are specifically the proposed bus shelter.

Can we meet (virtually) to discuss 860-584-6113. I am available on the following:

1. 8/28/25 at 11:00 AM
2. 8/29/25 at 9:00 AM
3. 9/3/25 at 10:00 AM
4. 9/4/25 at 9:30 AM

I will forward the DOT's request to the City's Board of Public Works and also recommend input from the City's Transportation Committee. I also submitted the previously provided bus shelter use numbers provided by the DOT

From: Curtis, Graham <Graham.Curtis@ct.gov>
Sent: Friday, August 8, 2025 10:54 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: FW: Maintenance agreement

Ray,

We are working on the list of potential shelters for Bristol and want to discuss the list and Maintenance aspects with the city.

As I think I mentioned as part of the program the municipalities are expected to do the light maintenance i.e., snow and trash and we would handle any structural repairs.

After an extensive review by multiple municipalities and Transit Districts during our pilot program we have developed a final version of the Master Agreement

We also have included a list of FAQ that address some of the question raised.

Take a lot at these and we can set up a call with the appropriate people in Bristol.

This has been reviewed by CIRMA who insures many municipalities already.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 7, 2024
TO: Raymond Rogozinski, P.E., Director of Public Works
FROM: Transportation Commission

RE: Public Bus-Bus Shelter Upgrades

At their June 6, 2024 Special Meeting of the Transportation Commission the Commission reviewed the matter of the Public Bus Shelter Upgrades and additions.

The Commission passed the following motion: **The Transportation Commission forwards a positive recommendation for the Director of Public Works list of Bus Shelters**

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter



**City of Bristol
Transportation Commission
Thursday June 6, 2024
6:00 p.m.**

Meeting Room 1-3, Bristol City Hall, 111 North Main Street, Bristol, CT 06010

Attendance: Cheryl Thibeault (City Council Liaison)
Craig Minor
Ramon Peters (via Zoom)
Robert Flanagan, City Planner

Absent: Bruce Lindsley
David Rooks

1. Call to Order

Acting Chair Thibeault called the meeting to order at 6:02 p.m.

2. Approval of Minutes

a. March 26, 2024

Motion made by Commissioner Minor and seconded by Commissioner Flanagan to accept the minutes as presented and place on file. Motion passed.

3. Public Participation

No Public Participation

4. Committee Reports

Council Member Thibeault stated that the Mellen Street bridge is almost complete the major work is done and they are working on the punch list currently. The other bridge off the Blvd. will not be closed until the Mellen Street Bridge reopens. They are currently working on a punch list all major work is completed.

Council Member Thibeault stated that the other transportation issue is the Shrub Rd/ Jerome Avenue bridge, which will be finished way ahead of schedule and should be reopened by Christmas. High police presence they have issued many citations for speeding. Jerome Avenue will be going under a traffic diet and some narrowing to slow traffic down.

5. New Business

a. Resignation of Commissioner Maria Montelli-Tramazzo

Cheryl Thibeault mentioned the resignation of Commissioner Montelli-Tramazzo, and stated that she has a few names in mind for her replacement.

b. Welcome New Commissioner Bruce Lindsley

Acting Chair Thibeault stated she has known Mr. Lindsey for many years and he will be a good addition.

c. Additional Meetings

The Commission discussed adding more meetings, making The Transportation Commission a Monthly meeting instead of bi-monthly. Commissioner Flanagan stated he attends many meetings and will try to attend every meeting, some may be via zoom.

Motion made by Commissioner Minor and Seconded by Commissioner Peters to make the Transportation Commission monthly. Commissioner Flanagan abstained from the vote. Motion passed.

d. Updated 2024 Meeting Calendar

Motion made by Commissioner Minor and seconded by Commissioner Flanagan to approve the updated 2024 calendar to represent the monthly meeting change and the room assignment. All in Favor, motion passed.

6. Old Business

a. Public Bus Shelter Upgrades

Commissioner Flanagan went over and email that The Director of Public works sent regarding repairing current bus shelter and adding new ones.

Motion made by Commissioner Minor and seconded by Commissioner Peters to forward a positive recommendation for the Director of Public Works list of Bus Shelters

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter

All in favor. Motion Passed.

b. Appointment of Chair

Acting Chair Thibeault requested to table this until we have more commissioners present.

7. Adjournment

Motion made by Commissioner Minor and seconded by Commissioner Peters to adjourn at 6:29 p.m. Motion Passed. Meeting Adjourned

Respectfully Submitted,

Janet Little
Recording Secretary

Laura Leger

From: Banquer, Kyle A. <Kyle.Banquer@ct.gov>
Sent: Wednesday, May 8, 2024 1:25 PM
To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Jason Morrocco; Roth, Tyler C.; Lucceus, Jonas; Lee Adams Kusinski; bmclaughlin@cttransit.com
Subject: RE: Bristol Bus Shelter discussion

Hi Raymond, see ridership info for Bristol below.

Stop Name	Latitude	Longitude	City
Farmington Ave @ opp Stewart St	41.683762	-72.940492	BRISTOL
N Main St @ Race St	41.678707	-72.947030	BRISTOL
Jerome Ave @ Case St	41.694165	-72.928322	BRISTOL
South St @ Opp Ridge Rd	41.668186	-72.928769	BRISTOL
Jerome Ave @ opp Case St	41.694040	-72.928068	BRISTOL
Main St @ South St	41.668379	-72.943347	BRISTOL
Farmington Ave @ Brook St	41.693326	-72.914682	BRISTOL
N Main St @ Post Office	41.674632	-72.946382	BRISTOL
Farmington Ave @ Oakland St	41.686294	-72.936939	BRISTOL
Brewster Rd @ opp Bristol Hospital	41.675768	-72.935616	BRISTOL
Pine St @ opp Hemlock St	41.669192	-72.909292	BRISTOL
Farmington Ave @ opp Morris Ave	41.691454	-72.920585	BRISTOL
North St @ Hungerford Aly	41.681309	-72.945135	BRISTOL
Jerome Ave @ Stevens St	41.713156	-72.927974	BRISTOL
Stevens St @ opp Sheffield Ln	41.714200	-72.918024	BRISTOL
Farmington Ave @ Oakland St	41.686356	-72.937181	BRISTOL
N Main St @ North St	41.680923	-72.947082	BRISTOL
South St @ West St	41.667598	-72.947459	BRISTOL
N Main St @ Center St	41.676142	-72.946626	BRISTOL
Main St @ South St	41.668442	-72.943117	BRISTOL
Stafford Ave @ Mountain View Ave	41.692973	-72.907698	BRISTOL
N Main St @ Race St	41.679269	-72.947334	BRISTOL
Riverside Ave @ Main St	41.671257	-72.943219	BRISTOL
N Main St @ McDonalds	41.674722	-72.946249	BRISTOL
Pine St @ Emmett St	41.668429	-72.914397	BRISTOL
Pine St @ Emmett St	41.668429	-72.914022	BRISTOL
Pine St @ Terry Commons	41.666968	-72.920371	BRISTOL
West St @ School St	41.671761	-72.949244	BRISTOL
Jerome Ave @ Dorothy Rd	41.690502	-72.927385	BRISTOL
Pine St @ Dunkin Donuts	41.667030	-72.920783	BRISTOL
N Main St @ Center St	41.676142	-72.946868	BRISTOL

Farmington Ave @ Stewart St	41.683476	-72.940528	BRISTOL
South St @ East St	41.668781	-72.933790	BRISTOL
Farmington Ave @ opp WalMart	41.698626	-72.898651	BRISTOL
Church St @ Upson St	41.669110	-72.945441	BRISTOL
Farmington Ave @ Burlington Ave	41.682223	-72.942523	BRISTOL
Farmington Ave @ Eblens	41.698394	-72.898966	BRISTOL
Farmington Ave @ Stephen Auto Mall	41.696271	-72.907387	BRISTOL
Farmington Ave @ Camp St	41.699379	-72.894186	BRISTOL
Todd St Park & Ride	41.670785	-72.905580	BRISTOL
Pine St @ opp Emmett St	41.668519	-72.914239	BRISTOL
Farmington Ave @ Hartford Health Go Health Urgent Care	41.697524	-72.903334	BRISTOL
Gaylord St @ Gaylord Towers	41.673447	-72.951994	BRISTOL
Main St @ South St	41.668433	-72.943117	BRISTOL
Lake Ave Park & Ride @ Sunnysdale Ave	41.665421	-72.921809	BRISTOL
North Main St @ Park Plaza	41.671871	-72.945736	BRISTOL
North Main St @ Hope St	41.672631	-72.945653	BRISTOL
Riverside Ave @ Main St	41.671319	-72.943400	BRISTOL
Hefbern St @ Stop&Shop	41.691397	-72.925123	BRISTOL
N Main St @ Riverside Ave	41.672729	-72.945665	BRISTOL

Kyle Banquer (he/they), MPlan

Member, Irish Planning Institute

Member, Royal Town Planning Institute

Transportation Planner



Connecticut Department of Transportation

Bureau of Public Transportation • Office of Transit & Ridesharing

2800 Berlin Turnpike • Newington, CT 06131-7546

Office Phone: 1-860-594-3024

E-mail correspondence preferred

From: Curtis, Graham <Graham.Curtis@ct.gov>

Sent: Tuesday, May 7, 2024 4:53 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

I will have someone send the information in the morning.

Also, it looks like the legislature is going to remove the prohibition on advertising on bus shelters in the state right of way if you want to pursue that program as a maintenance option.

I can connect you with some vendors who would be interested in talking to you about how it would work.

PS glad to see that you are interested in the program.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Sent: Tuesday, May 7, 2024 2:55 PM

To: Curtis, Graham <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmcclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

Some people who received this message don't often get email from raymondrogozinski@bristolct.gov. [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Bristol prepared the attached bus route map with bus shelters. Can you provide ridership info for the bus stop? In addition, can the DOT resend the link for the form that the City has to complete for the grant?

Thanks for your assistance

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

From: Raymond Rogozinski

Sent: Tuesday, April 23, 2024 8:41 AM

To: 'Curtis, Graham' <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Nancy Levesque <nancylevesque@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>

Subject: Bristol Bus Shelter discussion

<< File: Bus Shelters Memo.pdf >> << File: Bus Shelters.pdf >> Bristol prepared a map of the bus shelters in Bristol and we would like to develop a map indicating all bus shelters, routes and bus stops. However, we our GIS tech is having difficulty obtaining a map that indicates all the bus stops for all the routes in Bristol. Can you assist (either provide map or link to bus stop info).

In addition, please see Bristol's current bus stop policy.

Thanks, available to discuss 860-584-6113.

-----Original Appointment-----

From: Curtis, Graham [<mailto:Graham.Curtis@ct.gov>]

Sent: Tuesday, April 9, 2024 10:53 AM

To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Nancy Levesque; Jason Morrocco; Roth, Tyler C.; Banquer, Kyle A.; Lucceus, Jonas

Subject: Bristol Bus Shelter discussion

When: Thursday, April 18, 2024 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 253 579 325 506

Passcode: FtY2gJ

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



Department of Public Works | 860.584.6125

CITY OF BRISTOL – PUBLIC WORKS

27.00 DEPARTMENT OF PUBLIC WORKS – MAINTENANCE AND INSTALLATION OF TRANSIT BUS SHELTER POLICY

1. Policy Name

27.00 Department of Public Works – Maintenance & Installation of Transit Bus Shelter Policy

2. Policy Statement

Transit bus shelters are currently located throughout the City. The Department of Public Works maintains bus shelters located on City property and within the City's roadway right of way. The Department of Public Works does not maintain bus shelters located on private property or property that is not under the control of the Department of Public Works, such as the Bristol Housing Authority.

The City understands that bus shelters may serve a benefit to the public by providing a protective location to bus riders to wait along transit bus routes. The City also recognizes that locating a bus shelter in front of a property may enhance the property by increasing the availability to mass transit. The purpose of this policy is to provide a mechanism for property owners to request that the City take over maintenance responsibilities of existing bus shelters, and define the information that the Board of Public Works will require to accept maintenance responsibility of bus shelters based on public benefit. The policy will also provide a process for property owners to request the installation of a new (additional) shelter.

In order to determine if the Department of Public Works will take on the maintenance responsibility and expense, the Board of Public Works will evaluate the public benefit of the bus shelter. Factors that the Board of Public Works may consider are: the location of shelter, number of uses of the bus

stop, cost, bus route, and the transit authority's commitment to service to maintain the bus stop and the facility (building) that the bus shelter abuts.

Based on the information submitted to the Board of Public Works, and its evaluation, the Board may determine that the Department of Public Works will maintain and/or install the bus shelter, cost share of maintenance and installation, or determine that the public benefit of the bus shelter is insufficient for the City to fund the cost of maintenance and/or installation.

For the purpose of this policy, "maintenance" is defined as repairs to the bus shelter only, and does not include custodial cleaning of the shelter. In addition, it is understood that the Department of Public Works will not regularly inspect bus shelters. It is the responsibility of the property owner that the bus shelter is located on to inform the Department of any defects or hazards.

In accordance with this policy, the Board of Public Works also reserves the right to terminate maintenance responsibilities of a bus shelter. If it is determined that the Department of Public Works will no longer maintain a bus shelter, the City shall provide the property owner 60 days' notice. If the bus shelter in question was installed by the City, the Department shall offer the owner the option of City removal of the bus shelter, along with restoration of the property to pre-shelter installation conditions.

All maintenance responsibilities of the Department of Public Works associated with bus shelters shall be filed on City land records of the property that the bus shelter is located on. Said documentation shall define the Department's maintenance responsibilities. The absence of a maintenance agreement filed on City land records indicates that the Department of Public Works is not responsible to maintain the bus shelter on the subject property.

3. Policy

A. Maintenance of Existing Bus Shelters (City Property)

- a. The City of Bristol shall maintain all existing bus shelters located on property controlled by the Department of Public Works, including City street right of ways.
- b. Said responsibility does not include property controlled by the Parks Department, Housing Authority, State of Connecticut right of way, or the Board of Education.

B. Petition the Department of Public Works to Maintain Existing Bus Shelters (Private or non-City controlled property).

- a. All requests for the Department of Public Works to maintain an existing bus shelter located on private property, or property currently not controlled by the Department of Public Works, shall be submitted in writing to the Director of Public Works for review and approval by the

Board of Public Works. Said requests shall include the following information:

- i. Location of bus shelter and bus route(s) the shelter services.
- ii. Signed petition of bus shelter users along with an estimate of total daily users.
- iii. Signed request of the property owner requesting Department of Public Works' maintenance of the bus shelter in question.

Request shall include the following:

1. Statement indicating that if the maintenance agreement is approved by the City, the property owner will grant the Department of Public Works formal access rights to the property in question for the purpose of maintaining the bus shelter.
 2. Statement indicating public benefit of the bus shelter, along with the reason the property owner cannot incur maintenance cost.
 3. Condition of the bus shelter, including a list of required repairs (if any), and cost of such repairs.
 4. Maintenance cost-sharing provision.
- iv. Communication from transit authority indicating support & need of bus shelter.
- b. The Board of Public Works shall review requests and shall either approve, provide conditional approval, or deny said request.
- C. Installation of a new (additional) bus shelter**
- a. All requests for the Department of Public Works to install an additional bus shelter that shall be located on private property, or property currently not controlled by the Department of Public Works, shall be submitted in writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:
 - i. Items required pursuant to Policy 3.B.a.
 - ii. Evaluation of bus shelter alternatives, such as benches
 - b. The Board of Public Works shall review requests and shall either approve, provide conditional approval, or deny said request.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

January 19, 2022

7. Effective Date:

December 30, 2022



Department of Public Works | 860.584.6125

CITY OF BRISTOL – PUBLIC WORKS

27.00 DEPARTMENT OF PUBLIC WORKS – MAINTAINANCE AND INSTALLION OF TRANSIT BUS SHLELTER POLICY

1. Policy Name

27.00 Department of Public Works – Maintenance & Installation of Transit Bus Shelter Policy

2. Policy Statement

Transit bus shelters are currently located throughout the City. The Department of Public maintains bus shelters located on City property and within the City's roadway right of way. The Department of Public Works does not maintain bus shelters located on private property or property that is not under the control of the Department of Public Works such as the Bristol Housing Authority.

The City understands that bus shelters may serve a benefit to the public by providing a protective location to bus riders to wait along transit bus routes. The City also recognizes that locating a bus shelter in front of a property may enhance the property by increasing the availability to mass transit. The purpose of this policy is to provide a mechanism for property owners to request that the City take over maintenance responsibilities of existing bus shelters and define the information that the Board of Public Works will require to accept maintenance responsibility of bus shelters based on public benefit. The policy also will provide a process for property owners to request the installation of a new (additional) shelter.

In order to determine if the Department of Public Works will take the maintenance responsibility and expense the Board of Public Work will evaluate the public benefit of the bus shelter. Factors that the Board of Public Works may consider are the location of shelter, number of uses of the bus

stop, cost, bus route, transit authority commitment to maintain bus stop and the facility (building) that the bus shelter with service.

Based on the information submitted to the Board of Public Works and its evaluation the Board may determine that the Department of Public Works will maintain and/or install the bus shelter, cost share or maintenance and installation cost or determine that the public benefit of the bus shelter is insufficient for the City to fund maintenance or installation cost of a bus shelter.

For the purpose of this policy “maintenance” is defined as repairs to the bus shelter only and does not include custodian and cleaning of the shelter. In addition, it is understood that the Department of Public Works will not regularly inspect bus shelter and it is the responsibility of the property owner that the bus shelter is located on to advise the Department of any defects or hazards.

In accordance with this policy the Board of Public Works also reserves the right to terminate maintenance responsibilities of a bus shelter. If determined that the Department of Public Works will no longer maintain a bus shelter the City shall provide the property owner 60 days’ notice and if the bus shelter in question was installed by the City the Department shall offer to the owner the option of City removal of the bus shelter along with restoration of the property to pre-shelter installation condition.

All maintenance responsibilities of the Department of Public Work associated with bus shelters shall be filed on City land records of that the bus shelter is located on. Said documentation shall define the Departments maintenance responsibilities. Absent of an maintenance agreement filed on City land records indicates that the Department of Public Works is not responsible to maintain the bus shelter on the subject property.

3. Policy

A. Maintenance of Existing Bus Shelters (City Property)

- a. The City of Bristol shall maintain all existing bus shelter located on property controlled by the Department of Public Works including City street right of ways.
- b. Said responsibility does not include property controlled by the Park Department, Housing Authority, State of Connecticut right of way or the Board of Education.

B. Petition the Department of Public works to Maintain of Existing Bus Shelter (Private or non-City controlled Property).

- a. All request for the Department of Public works to maintain an existing bus shelter located on private property or property currently not controlled by the Department of Public works shall be submitted in



Department of Public Works | 860.584.6125

writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:

- i. Location of Bus Shelter and bus route or routes the shelter services.
- ii. Signed petition of bus shelter users along with an estimate of total daily users.
- iii. Signed request of the property owner requesting Department of Public maintenance of the bus shelter in question. Request shall include the following:
 1. Statement indicating that if the maintenance agreement is approved by the City the property owner will grant the Department of Public Works formal access rights to the property in question for the purpose of maintaining the bus shelter. Without
 2. Statement indicating public benefit of bus shelter along with reason property owner cannot incur maintenance cost.
 3. Condition of bus shelter including list and cost of required repairs (if any)
 4. Maintenance cost sharing provision.
- iv. Communication from transit authority indicating support & need of bus shelter.
- b. The Board of Public Works shall review request and shall either approve, conditional approval or denial of said request. Approval may be conditional on obtaining Board of Finance funding.
- C. Installation of a new (additional) bus shelter
 - a. All request for the Department of Public works to install an additional bus shelter shall located on private property or property currently not controlled by the Department of Public works shall be submitted in writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:
 - i. Items required pursuant to Policy 3.B.a.
 - ii. Evaluation of bus shelter alternatives such as benches

- c. The Board of Public Works shall review request and shall either approve, conditional approval or deny said request. Approval may be conditional on obtaining Board of Finance funding.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

January 19, 2022

7. Effective Date:

December 30, 2022

Laura Leger

From: Banquer, Kyle A. <Kyle.Banquer@ct.gov>
Sent: Wednesday, May 8, 2024 1:25 PM
To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Jason Morrocco; Roth, Tyler C.; Luceus, Jonas; Lee Adams Kusinski; bmclaughlin@cttransit.com
Subject: RE: Bristol Bus Shelter discussion

Hi Raymond, see ridership info for Bristol below.

Stop Name	Latitude	Longitude	City	Avg On	Stop Abbr	On
Farmington Ave @ opp Stewart St	41.683762	-72.940492	BRISTOL	2	FARSTES	8
N Main St @ Race St	41.678707	-72.947030	BRISTOL	2	NMARACN	8
Jerome Ave @ Case St	41.694165	-72.928322	BRISTOL	2	JERCASS	8
South St @ Opp Ridge Rd	41.668186	-72.928769	BRISTOL	2	SOURIDW	8
Jerome Ave @ opp Case St	41.694040	-72.928068	BRISTOL	2	JERCASN	8
Main St @ South St	41.668379	-72.943347	BRISTOL	2	MAISOUHS	9
Farmington Ave @ Brook St	41.693326	-72.914682	BRISTOL	2	FARBROOE	9
N Main St @ Post Office	41.674632	-72.946382	BRISTOL	2	NMAPOSS	9
Farmington Ave @ Oakland St	41.686294	-72.936939	BRISTOL	2	FAROAKLN	10
Brewster Rd @ opp Bristol Hospital	41.675768	-72.935616	BRISTOL	2	BREBRISE	11
Pine St @ opp Hemlock St	41.669192	-72.909292	BRISTOL	2	PINHEMW	11
Farmington Ave @ opp Morris Ave	41.691454	-72.920585	BRISTOL	2	FARMORW	12
North St @ Hungerford Aly	41.681309	-72.945135	BRISTOL	3	NORHUNW	13
Jerome Ave @ Stevens St	41.713156	-72.927974	BRISTOL	3	JERSTEN	13
Stevens St @ opp Sheffield Ln	41.714200	-72.918024	BRISTOL	3	STESHEE	13
Farmington Ave @ Oakland St	41.686356	-72.937181	BRISTOL	3	FAROAKS	14
N Main St @ North St	41.680923	-72.947082	BRISTOL	3	NMANORN	14
South St @ West St	41.667598	-72.947459	BRISTOL	3	SOUWESW	14
N Main St @ Center St	41.676142	-72.946626	BRISTOL	3	NMACETN	16
Main St @ South St	41.668442	-72.943117	BRISTOL	3	MAISOUTN	17
Stafford Ave @ Mountain View Ave	41.692973	-72.907698	BRISTOL	3	STAMOUN	17

N Main St @ Race St	41.679269	-72.947334	BRISTOL	3	NMARACES	17
Riverside Ave @ Main St	41.671257	-72.943219	BRISTOL	4	RIVMAIW	18
N Main St @ McDonalds	41.674722	-72.946249	BRISTOL	4	NMAMCDSN	18
Pine St @ Emmett St	41.668429	-72.914397	BRISTOL	4	PINEMMEE	18
Pine St @ Emmett St	41.668429	-72.914022	BRISTOL	4	PINEMME	21
Pine St @ Terry Commons	41.666968	-72.920371	BRISTOL	4	PINTERE	22
West St @ School St	41.671761	-72.949244	BRISTOL	4	WESSCHN	22
Jerome Ave @ Dorothy Rd	41.690502	-72.927385	BRISTOL	5	JERDORN	23
Pine St @ Dunkin Donuts	41.667030	-72.920783	BRISTOL	5	PINDUNW	24
N Main St @ Center St	41.676142	-72.946868	BRISTOL	5	NMACENTS	25
Farmington Ave @ Stewart St	41.683476	-72.940528	BRISTOL	5	FARSTEN	26
South St @ East St	41.668781	-72.933790	BRISTOL	5	SOUTEASW	26
Farmington Ave @ opp WalMart	41.698626	-72.898651	BRISTOL	5	FARWALMW	27
Church St @ Upson St	41.669110	-72.945441	BRISTOL	6	CHUUPSS	28
Farmington Ave @ Burlington Ave	41.682223	-72.942523	BRISTOL	6	FARBURLS	29
Farmington Ave @ Eblens	41.698394	-72.898966	BRISTOL	6	FAREBLE	30
Farmington Ave @ Stephen Auto Mall	41.696271	-72.907387	BRISTOL	7	FARSTEW	34
Farmington Ave @ Camp St	41.699379	-72.894186	BRISTOL	8	FARCAME	39
Todd St Park & Ride	41.670785	-72.905580	BRISTOL	10	TODPARN	49
Pine St @ opp Emmett St	41.668519	-72.914239	BRISTOL	13	PINEMMEW	66
Farmington Ave @ Hartford Health Go Health Urgent Care	41.697524	-72.903334	BRISTOL	16	FARFRAE	78
Gaylord St @ Gaylord Towers	41.673447	-72.951994	BRISTOL	18	GAYTOWE	88
Main St @ South St	41.668433	-72.943117	BRISTOL	21	MAINSOUN	104
Lake Ave Park & Ride @ Sunnydale Ave	41.665421	-72.921809	BRISTOL	22	LAKBPRN	108
North Main St @ Park Plaza	41.671871	-72.945736	BRISTOL	27	NMACVSS	134
North Main St @ Hope St	41.672631	-72.945653	BRISTOL	27	NMAHOPN	135
Riverside Ave @ Main St	41.671319	-72.943400	BRISTOL	31	RIVMAINW	155
Hefbern St @ Stop&Shop	41.691397	-72.925123	BRISTOL	49	HEFSSN	243
N Main St @ Riverside Ave	41.672729	-72.945665	BRISTOL	78	NMARIVNB	391

Kyle Banquer (he/they), MPlan
Member, Irish Planning Institute

Transportation Planner



Connecticut Department of Transportation
Bureau of Public Transportation • Office of Transit & Ridesharing
2800 Berlin Turnpike • Newington, CT 06131-7546
Office Phone: 1-860-594-3024

E-mail correspondence preferred

From: Curtis, Graham <Graham.Curtis@ct.gov>

Sent: Tuesday, May 7, 2024 4:53 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

I will have someone send the information in the morning.

Also, it looks like the legislature is going to remove the prohibition on advertising on bus shelters in the state right of way if you want to pursue that program as a maintenance option.

I can connect you with some vendors who would be interested in talking to you about how it would work.

PS glad to see that you are interested in the program.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Sent: Tuesday, May 7, 2024 2:55 PM

To: Curtis, Graham <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

Some people who received this message don't often get email from raymondrogozinski@bristolct.gov. [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Bristol prepared the attached bus route map with bus shelters. Can you provide ridership info for the bus stop? In addition, can the DOT resend the link for the form that the City has to complete for the grant?

Thanks for your assistance

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

From: Raymond Rogozinski

Sent: Tuesday, April 23, 2024 8:41 AM

To: 'Curtis, Graham' <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Nancy Levesque <nancylevesque@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Luceus, Jonas <Jonas.Luceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>

Subject: Bristol Bus Shelter discussion

<< File: Bus Shelters Memo.pdf >> << File: Bus Shelters.pdf >> Bristol prepared a map of the bus shelters in Bristol and we would like to develop a map indicating all bus shelters, routes and bus stops. However, we our GIS tech is having difficulty obtaining a map that indicates all the bus stops for all the routes in Bristol. Can you assist (either provide map or link to bus stop info).

In addition, please see Bristol's current bus stop policy.

Thanks, available to discuss 860-584-6113.

-----Original Appointment-----

From: Curtis, Graham [<mailto:Graham.Curtis@ct.gov>]

Sent: Tuesday, April 9, 2024 10:53 AM

To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Nancy Levesque; Jason Morrocco; Roth, Tyler C.; Banquer, Kyle A.; Luceus, Jonas

Subject: Bristol Bus Shelter discussion

When: Thursday, April 18, 2024 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

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Passcode: FtY2gJ

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