

City of Bristol
Board of Public Works
Approved 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