

City of Bristol
Board of Public Works
Approved Meeting Minutes
For May 21, 2026
With Zoom Access

Members Present: Mayor Ellen Zoppo-Sassu
Commissioner Michael Dumas
Commissioner David Hartley
Commissioner Frank Stawski

Absent: Council Member Eric Rosengren
Council Member Greg Hahn
Council Member Steven Seymour

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

1. Call to Order

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

2. Approval of Minutes

a. April Draft Minutes

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

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

8. New Business

a. 110 Melinda Lane Mailbox Claim

David Bombard, 110 Melinda Lane, spoke regarding the check amount for the replacement of his mailbox that was damaged in a snow storm. He stated he appreciates the \$125, but He felt it should be replaced at the full price he paid for it.

Raymond Rogozinski, P.E., Director of Public Works, stated we do have an approved policy. We do hit them during the snow removal process. The policy is we provide and install a mailbox, or we offer to reimburse \$125.00. The only time we don't do that, is if there's evidence that the post has already deteriorated. It is our right of way, the area reserved for the road. We were not negligent and from my perspective, it's an allocation of resources. We understand that people go above and beyond the \$125.00, but we do have to set the limit somewhere, otherwise, more tax money goes disproportionately because someone wants a special mailbox.

Commissioner Hartley stated that we did double the reimbursement amount, but we do need a limit on this.

Raymond Rogozinski, P.E., Director of Public Works, stated once again, equity matters and there is a policy of \$125.00.

Mayor Zoppo-Sassu stated that it's hard because we have a lot of people come before us with these types of mailboxes and was one of the reasons, we felt it was time to increase the reimbursement. We appreciate when people make their homes look nice and enhance it through aesthetics, but because we are self-insured and there is a lot that goes into the

equity piece as Ray advised. We have been advised to offer a standard issue pole and mailbox, done on regular time by one of our crews or for people who want to go above and beyond the aesthetic, we are going to offer money toward the replacement of something of your choice.

MOTION: made by Commissioner Stawski and seconded by Commissioner Hartley to deny the appeal for additional payment for the mail box. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, stated that Paul Brand, from GM2 is online for an update on the Route 72 project, is an item not on the agenda but can be added.

Paul Brand, GM2 Consultant, gave a PowerPoint presentation of an update on the Route 72 project. The last update was about a year ago. At the end of January, we submitted 60% semifinal design to the department. Because the state DOT is participating on this project for the construction cost, we do have to go through a more rigorous approval process with the DOT.

Commissioner Hartley mentioned some issues regarding poles in the area that need to be addressed with Frontier.

Mayor Zoppo-Sassu stated that there are two sites now under contract with developers and asked if they were part of the new driveway configurations.

Paul Brand, GM2 Consultant, stated that Justin Malley from ECD had provided them with their latest site plans so we incorporated the driveways to match up to their plans. He stated as plans develop further, they can be modified and coordinate as needed. He stated that they will also work with the electric company for these issues as well. The DOT is handling the acquisition of right of way from the formerly Pan-Am Railroad Company.

Commissioner Stawski, asked about the carousel museum and is there a plan to put a retaining wall there for the entryway.

Paul Brand, GM2 Consultant, stated yes, they are replacing the retaining wall there, because the slope there is fairly steep, we would be using mulch behind the sidewalk, up the hill. We could add the wall in as a feature. We haven't had a conversation with the museum yet but will be.

Commissioner Stawski, asked about the delivery trucks on that road, they usually pull up on the sidewalks which is why they are all broken up. What is the plan for the trucks to make these deliveries?

Paul Brand, GM2 Consultant, stated that they are putting a new granite curb throughout the entire corridor which will help deter people from jumping that curb.

Raymond Rogozinski, P.E., Director of Public Works, stated that he would not support eliminating the curb to facilitate truck traffic especially what the property owners haven't raised that as a concern.

Commissioner Hartley asked if they could go with a heavier sidewalk, as I can see we will have cracked sidewalks in a few years.

Paul Brand, GM2 Consultant, stated that there are heavy-duty sidewalks that have a thicker section with more reinforcement in them. He stated that the gas station property stated it would be very difficult for his trucks to get in, at his area there will be a mountable concrete curb and pavers that his trucks can drive over and get into his area without crushing the sidewalk. So that is something we can see the other property's that want that.

Raymond Rogozinski, P.E., Director of Public Works stated that I don't know if that's really in the context of this presentation, Public Works can work with the designer on this. It is a good point and we will look into reinforcing sidewalks. He also noted that he wanted to make sure that the board members understand what the project is and isn't. This project is a joint venture with the DOT, meaning that there will be roadway improvements and the DOT is going to incur most of the cost of roadway improvements, but it does mean that the existing roadway width will be narrower. The intent is to streetscape the area and it is a challenge. The overhead utilities will remain overhead.

Paul Brand, GM2 Consultant, reviewed the plans for the lights and utilities. The lights will be on the north side and will be breakaway light poles which is the DOT standard. As far as Landscaping, trees are difficult to find space for due to the height of the wires. We are doing retaining walls in some areas and maybe some shrubs or planters, although planters are a maintenance issue. We are looking throughout the corridor to incorporate landscaping features into the design where we can.

Raymond Rogozinski, P.E., Director of Public Works, stated that with respect to the DOT, will the DOT be contacting owners for right of way?

Paul Brand, GM2 Consultant, stated yes. Any modifications to the driveway reconstruction will be notified by the DOT.

Raymond Rogozinski, P.E., Director of Public Works, stated that we have done public information meetings, but they were really not that well attended. On the Riverside section, the DOT will contact every property owner. Where DOT is not participating is the Park Street project and it is up to us to contact them.

Paul Brand, GM2 Consultant, stated we completed final design last December for Park Street and we had to get an encroachment through District 1 and that has been more difficult than anticipated. We have gone back three times and we think we are in the final stretch. The latest comments have to do with Tulip Streets pedestrian signs and we are in the process of accommodating those comments now. We should be able to start construction this fall.

MOTION: made by Commissioner Dumas and seconded by Commissioner Hartley. to authorize the Department of Public Works to execute an amendment for GM Engineers not to exceed \$5,000.00 to update the Connecticut DOT traffic signal plan for the intersection of Park Street, Connecticut RTE 72 and Tulip Street. Said traffic signal improvements shall be incorporated in the Park Street Streetscape project. Motion passed.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to move up item 8C. Motion passed.

C BPW Resiliency Grant

Antonio DiCamillo, Civil Engineer with Stantec, presented an update on the climate resiliency project. He reviewed the engineering tasks, public engagement, and planning. A sediment removal plan was added for what improvements will help using data that Ray provided us with. A workshop with first responders was held as well as a community workshop to review issues residents have had. An emergency preparedness plan was created. We will also look at increasing infrastructure with potential ponds, some berms, and possibly potential property acquisitions where those properties don't have a potential solution that meet cost-benefit ratio.

Raymond Rogozinski, P.E., Director of Public Works, stated some of the changes with this study are in the project development. Bristol's quality of life is adversely affected by flooding, but since it doesn't go above the first-floor elevation, it doesn't meet FEMA criteria. We went and methodically tracked them and went back and made improvements so a lot of the smaller areas are addressed. The bigger ones we have done at least two studies and had consultants but is a challenge. When we talk about planning and zoning regulations, it should be done but it does come with a cost to the development.

Antonio DiCamillo, Civil Engineer, Stantec, agreed with Ray, there are no easy solutions, so it makes sense to help people to be able to get them do some things on their own and get them educated.

Raymond Rogozinski, P.E., Director of Public Works, stated that a section of the report should talk about flood insurance. It is an education for the community on this.

3. Public participation

None

4. Employee Recognition

Mayor Zoppo-Sassu reviewed the employee anniversaries.

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

5. Division Reports

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

6. Project Lists

Commissioner Dumas asked about Wolcott Street and the status of this.

Raymond Rogozinski, P.E., Director of Public Works, stated that if getting funded 100% by LOPSA, but VCOG has a policy that we can only have two projects in construction at a time which are Shrub Road and Down Street bridge. Once one of these are complete, it will be Wolcott Street next.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to accept the engineering project list as presented and place on file. Motion passed.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to accept the BldComm project list as presented and place on file. Motion passed.

7. Directors Report

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report with the board. He mentioned that since last month's decision to not use Recycle Coach any longer due to the renewal fee increasing, they reached out with a price change of \$7,500 for three years and he is asking if the board wants to reconsider renewing it.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to reconsider and continue with the recycle coach application with the new contract price. Motion passed.

Raymond Rogozinski, P.E., Director of Public works, discussed that the retaining wall on Broad Street contract was awarded. DPW is looking for a contract amendment to WMC Engineering for the construction inspection and administrative services for \$44,716.97.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to support the Department of Public Works in support of a contract amendment to WMC Engineering for the construction inspection and administrative services in the amount of \$44,716.97.00. Motion passed.

He also reviewed the solar project and that they are still trying to move forward with this. A solution could be to parcel out the RCRA portion of the landfill. This would have to be approved by City Corp Council as well as a recommendation from this board. CT DEEP and EPA would get involved.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to support the Board of Public Works recommendation to divide and create a separate parcel for the RCRA portion of the landfill. Such approval shall be contingent upon City Corporation Council approval. Motion passed.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to accept the directors report as presented and place on file. Motion passed.

Mayor Zoppo-Sassu mentioned that it is Public Works Appreciation week and we did go down to the yard and had some recognitions throughout the course of the week and would like a picture with our citizen commissioners so we can do something with that as well.

8. New Business

b. Street Ordinance Draft

Raymond Rogozinski, P.E., Director of Public Works, reviewed the draft of the Streets policy that is being updated. There will be another revision and then finalized. It hasn't been touched since 1965 and this will restructure it to be more user friendly for residents.

Mayor Zoppo-Sassu stated that we all need to pull up the ordinances as they currently exist because some of them in my estimation, are way too extensive to be an ordinance and needs to be extracted out and formalized as policy. I think its more business friendly when up against something that requires immediate action.

d. Frederick St. Sediment Removal

Raymond Rogozinski, P.E., Director of Public Works, reviewed the plans and cost for Frederick Street the accumulated sediment under the bridge as well as the Louisiana Avenue Bridge.

MOTION: made by Commissioner Stawski and seconded by Commissioner Dumas that the Board of Public Works and acting as the Flood Erosion Board, endorse the actions as presented by the Director of Public Works and place on file. Motion passed.

e. Transfer Station Building

Raymond Rogozinski, P.E., Director of Public Works, gave a brief description of the fire at the transfer station recycling material processing building. DEEP responded to the site for an inspection and had no concerns or corrective action. The insurance will process the claim and issue a check for damage minus the deductible. The building is usable, but the metal siding is damaged.

f. Work Order Policy

Raymond Rogozinski, P.E., Director of Public Works reviewed the work order policy draft. He explained the reasoning behind it and how it can be utilized.

Mayor Zoppo-Sassu stated that the success or failure of this policy is who has access to inputting these orders. During one of the storms, I was answering phones and wrote all the issues on stickies and can see how easy it is to lose them. Who is going to input these into the system?

Raymond Rogozinski, P.E., Director of Public Works, stated the easy answer is both parties, Dispatch and the office will import them to the system. But, yes, during extreme conditions like snowstorms it somewhat breaks down. The street superintendents just want phone calls rather than entering them, but I as director want them entered so we have a record that they existed and can be tracked.

Commissioner Stawski, stated that he thought he could go online and report an issue.

Raymond Rogozinski, P.E., Director of Public Works, stated it is no longer working that way. You need to call the department.

Mayor Zoppo-Sassu stated that there are a couple of layers here and I think everything needs to entered, and I understand what happens during an active storm response. Everything should be entered because it's the only easy to look at problem areas and see trending issues as well as driver behavior. I think it's a great policy.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to approve the proposed Department of Public Works Policy 24.06 Work Order Management as presented. Motion passed.

g. Complete Streets Draft Policy

Raymond Rogozinski, P.E., Director of Public Works, reviewed the complete streets policy and the context behind it.

MOTION: made by Commissioner Dumas and Commissioner Stawski to accept as presented and place in file. Motion passed.

9. Old Business

None

10. Any other Matter to Come Before said Meeting

Mayor Zoppo-Sassu stated we have two finance transfers from the Public Works Department, one for \$48,000.00 from RIF other Buildings to RIF Railroad improvements, and one for \$14,991.00 for three accounts to move to commercial plows and a DPW snowplow.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to approve the transfers as presented. Motion passed.

11. Adjournment

MOTION: to adjourn at 7:39 p.m. made by Commissioner Stawski and seconded by Commissioner Dumas. Meeting adjourned.

Signature,

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