

City of Bristol  
Board of Public Works  
Draft Meeting Minutes for June 18, 2026  
No Zoom Access

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

Staff Present: Raymond Rogozinski, P.E., Director of Public Works  
Craig Kasparian, Superintendent of Streets  
James Divirgilio, Fleet Manager  
Carlos Dacruz, Public Works Coordinator

1. Call to Order

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

**MOTION:** to waive the Pledge of Allegiance due to no flag present at the City Yard made by Council Member Seymour and seconded by Commissioner Stawski. Motion passed

2. Approval of Minutes

a. May Draft Minutes

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

3. Public Participation

None

Mayor Zoppo- Sassu, asked the supervisors present to introduce themselves to the board and add a little about themselves.

4. Consent Agenda

- a. Employee Anniversaries
- b. Division Reports
- c. BldgComm Project Lists
- d. Directors Report

Mayor Zoppo-Sassu reviewed how the new consent agenda will work. These are items where if there are no outstanding issues, can be approved as a whole. I am going to have the director's report taken off the agenda tonight for an update.

**MOTION:** made by Council Member Hahn and seconded by Council Member Rosengren to accept as presented for items A, C and D and place on file. Motion passed.

Mayor Zoppo-Sassu asked Ray to review the traffic signal technician that is being posted.

Raymond Rogozinski, P.E., Director of Public Works, stated that the traffic signal technician position will be posted. It is a new job description that includes a licensed electrician component. If no one internal applies, it will go out to the general public. This position will also include streetlights repairs.

Mayor Zoppo-Sassu asked about how service requests from the public are addressed.

Craig Kasparian, Superintendent of Streets, stated that they are all addressed through emails, phone calls or dispatch as well as the work order system. They are reviewed throughout the day to ensure they are all taken care off.

**MOTION:** made by Council Member Hahn and seconded by Council Member Rosengren to accept item 4B- Division Reports as presented and place on file. Motion passed.

5. Old Business

a. Street Ordinance Draft

Raymond Rogozinski, P.E., Director of Public Works, reviewed the draft policy for the Street Ordinances. The previous draft was revised and new elements were added. Once the board approves it, it will move forward with the new amendments to the ordinance committee for approval around September or October.

Commissioner Hartley stated he is very happy with the progress on this draft.

Mayor Zoppo-Sassu stated that this will be sent to ordinance committee, and they will take it up as a recommendation from this board, then a public hearing will be held.

**MOTION:** made by Commissioner Stawski and seconded by Commissioner Dumas to authorize the Department of Public Works to proceed with revisions to Chapter 21, Street, Sidewalk and Public Places ordinance coordinating with the City's Corporation Counsel and report to the Board of Public Works at its September meeting. Motion passed.

6. New Business

a. DPW Budget Narrative 2026-27

Raymond Rogozinski, P.E., Director of Public Works, stated the budget narratives enclosed in the packet are the revisions made to match the approved budget.

Commissioner Hartley stated this was very well written and now we have a roadmap for the next couple of years of where we will be.

Mayor Zoppo-Sassu, stated that the board should keep this on hand for questions from the public and it will also be uploaded onto the website for anyone to reference.

**MOTION:** made by Commissioner Hartley and seconded by Council Member Seymour to approve the public works 2026-2027 budget narrative. Motion passed.

b. FEMA Mapping

William Stango, Civil Engineer City of Bristol, gave a presentation of the revised FEMA mapping with what the new changes are.

Raymond Rogozinski, P.E., Director of Public Works stated that these maps cover approximately 75% of the city.

William Stango, Civil Engineer City of Bristol, stated that this includes what addresses are out of the flood zone and which addresses are now considered a flood zone. He stated letters were sent out to the addresses that were affected initially. He spoke about how flood insurance works for homeowners.

Mayor Zoppo-Sassu, asked what is the plan to let people know that these maps are going into effect on November 13<sup>th</sup>.

William Stango, Civil Engineer City of Bristol, stated that original letters were sent out to residents that were affected. We could send out again informing them of the official launch of the new maps.

Raymond Rogozinski, P.E., Director of Public Works, stated we did send letters previously and did not get a lot of feedback. I wouldn't send letters again unless the board wants to, but we can get the word out with social media.

Commissioner Hartley stated we should do a FAQ list on the website with this information and put on social media.

Mayor Zoppo-Sassu stated her concern regarding the people in the original letter, are any of them who were told they are out and now they are in or people who were not notified at all.

Raymond Rogozinski, P.E., Director of Public Works, stated there was no adjustments to the maps since the original assessment. Is it possible we missed some, yes, but we are unaware of that? The draft maps have not changed.

Mayor Zoppo-Sassu stated, we will work on social media strategy and potentially a video with Bill explaining the updates, along with the FAQ's, which should be very basic.

**MOTION:** made by Commissioner Hartley and seconded by Council Member Seymour to approve the revision of the FEMA Mapping ordinance and forward to the ordinance committee. Motion passed.

c. BPW Custodian Policy

Commissioner Stawski, asked if there would be paperwork after these inspections are done.

Raymond Rogozinski, P.E., Director of Public Works, stated that public works is making policies for everything. The items on the policy are already being done and documented, but now this is more formal.

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

d. Stafford Avenue Referral

Mayor Zoppo-Sassu stated that there was an inquiry about this property from a contractor at page park who needs a temp spot for excavation soil as well as another interested in purchasing.

Council Member Hahn stated, it would fit the Dog Pound Building. This is not an urgent matter, but we want to put it out as RFP to gain some interest.

**MOTION:** made by Commissioner Hartley and seconded by Council Member Hahn to defer action on the sale of Lots 37-2, Map 45, and 46-37A pending finalization of the Animal Control Facility parcel selection and a further review from the Department of Public Works. Motion passed.

Commissioner Stawski asked about the infringement by the racetrack; we have a liability that we can't control.

Council Member Rosengren stated that he has had a lot of complaints about that, and is digging up the area between properties.

Mayor Zoppo-Sassu stated that the police are called a lot and are well aware and can continue to monitor, maybe with utilizing their drones.

Mayor Zoppo-Sassu asked the resident who is here to explain the issue for her driveway at 29 Emory Court. This is a new business item added to the agenda, which is for a waiver for ordinance of the driveway 21-51 for the driveway distance to the adjacent parcel and a driveway width reduction. Everyone has the packet showing the driveway was installed and we just need to take the action on this tonight.

Raymond Rogozinski, P.E., Director of Public Works, stated that public works recommends approval of the waiver. We have received complaints from a neighbor on the opposite side. They stated that this will make less parking. Even though it was done without a permit, once they pay for the permit and the board approves it will be all set.

Commissioner Hartley stated the homeowner has certainly improved the housing down there. I am supportive of the initiative to make improvements.

Sondra Tutela, 29 Emory Court, spoke regarding the driveway issues that she has been having.

Mayor Zoppo-Sassu, stated we understand this happens and people don't understand the permit issues. If you are willing to take out the permit and work with public works staff to finish what needs to be done, we are good and that it has been approved.

**MOTION:** made by Commissioner Hartley and seconded by Council Member Hahn to approve the waiver request from the property owner of 29 Emory Court from the requirements of City Ordinance Sec. 21-51 and allow the property to maintain two driveways. Approval shall be subject to payment of all applicable fee and the installation of a paved driveway apron. Motion passed.

Mayor Zoppo-Sassu asked for a motion on the Board of Finance Request Form for the MS4 appropriation. There is also one for \$160,000.00 as well for professional fees for the Stormwater Consultant.

**MOTION:** made by Council Member Hahn and seconded by Commissioner Stawski to forward a recommendation to City Council requesting Mayor authorization to execute a contract amendment to

BL Company Engineers Inc. (PO 22603121) for Storm Water MS4 Permit services in the amount of \$87,310.00. Motion passed.

**MOTION:** made by Council Member Hahn and seconded by Commissioner Stawski to approve the Board of Finance Request of \$160,000.00. Motion passed.

e. City Yard Preliminary Design

Mayor Zoppo-Sassu stated that it is interesting to see the various components at the yard and we should do a tour on an annual basis. Mr. DiVirgilio has worked to get a car while working with the Bristol Hospital to take over a grant regarding recovery assistance for people that have had an overdose or hospital intervention that is done by BBHD right now. Bristol Hospital has the ability to handle it, but doesn't have a vehicle. We had a detective vehicle that came off their inventory and we believe it is something the hospital can use, which means the grant will continue to run.

Raymond Rogozinski, P.E., Director of Public Works, gave a brief review of the preliminary design of the City Yard. We are trying to move forward with a master plan and address some of the issues we currently have.

Mayor Zoppo-Sassu left the meeting at 6:50 p.m.

**MOTION:** made by Commissioner Hartley and seconded by Council Member Seymour that Public Works be authorized to move forward with a master plan for refurbishment, renovation and review of the city yard. Motion passed.

7. Any other matter to come before said meeting
8. Adjournment

**MOTION:** made by Council Member Rosengren and seconded by Council Member Hahn to adjourn at 6:50 p.m. and start the tour of the yard. Motion passed.

Signature,

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Raymond Rogozinski, P.E.  
Director of Public Works