

Board of Public Works
November 16, 2023
6:00 p.m. Council Chambers
Join Zoom Meeting

<https://bristolct.gov.zoom.us/j/85429202394?pwd=FvO12VamCg7bc7AQ9Vsn9O3jRzaNIi.1>

Meeting ID: 854 2920 2394

Passcode: 997210

1. Board Of Public Works Minutes Of The Previous Meeting

A. October Draft Meeting Minutes

Documents:

[Draft minutes Oct. 2023.pdf](#)

2. Employee Recognition

A. Employee Anniversaries

Documents:

[November Anniversaries.pdf](#)

3. Concerns And Petitions From The Public

4. Correspondence

5. Public Works Divisions Reports

A. Division Reports

Documents:

[Division Reports.pdf](#)

6. Building Committee

A. BldgComm Project List

Documents:

[BldgComm Project memo and List.pdf](#)

7. Public Works Project Schedule

A. Project Schedule November

Documents:

[October 2023 Project schedule.pdf](#)

8. Director's Report

A. Directors Report

Documents:

[Directors Report.pdf](#)

9. City Hall Renovation Project

A. City Hall Report

Documents:

[City Hall Report.pdf](#)

10. Unfinished Business

A. DPW Yard TS Heating Units

Documents:

[OB1A DPW DPW Yard TS heating units - Copy.pdf](#)

11. New Business

A. Street Ordinance Curb And Crown

Documents:

[NB1A Street Ordinance Curb and Crown - Copy.pdf](#)

B. DPW Sidewalk Ordinance Policies

Documents:

[DPW Sidewalk Ordinance policies.pdf](#)

C. Transfer Station Non Profits

Documents:

[Transfer Station nonprofits.pdf](#)

D. BOFForm Landfill Erosion

Documents:

[BOFForm Landfill Erosion rar 11 9 23.pdf](#)

E. BOF Transfer

Documents:

[BOF Transfer.pdf](#)

F. Board Of Public Works 2024 Meeting Schedule

Documents:

[BOPW 2024 Meeting Calendar.pdf](#)

12. Addendum
13. Adjournment
14. Signature

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

Board of Public Works
October 19, 2023
6:00 p.m. City Hall West
Meeting Room 1
With Zoom Access

Members Present: Mayor, Jeffrey Caggiano
Council Member Cheryl Thibeault
Council Member Jacqueline Olsen
Commissioner Michael Dumas
Commissioner David Hartley
Commissioner Frank Stawski
Commissioner Erick Rosengren

Staff Present: Raymond A. Rogozinski, Director of Public Works

Mayor Caggiano called the meeting to order at 6:02 p.m. There was a recitation of the Pledge of Allegiance.

1. Board of Public Works Minutes of The Previous Meeting

A. September 2023 Draft Meeting Minutes

Motion: made by Council Member Thibeault and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

2. Employee Recognition

A. October Anniversaries

October anniversaries were reviewed.

3. Concerns and Petitions from the Public

None

Motion: to move up Item 11A on the agenda made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

11. A New Business

A. Asset Management System

The director reviewed the attached memo regarding the new asset management program for Public Works.

Evan Barker, Brightly Software, Inc. gave a presentation regarding the asset management program and how it will benefit the solid waste and fleet departments. This system has the ability to track a number of things including repair schedules, inventory, as well as depreciation of assets.

Motion: to move up Item 11D on the agenda made by Council Member Olsen and seconded by Council Member Thibeault. Motion passed.

11 D. DPW City Flooding

The City Flood report was updated on the progress being made with corrections to the flooding areas around the city. Public Works is still receiving calls regarding flooding damage and issues. There is a meeting on November 1st with the DOT regarding the cleaning of sediments on Middle Street. There is a meeting for 87 Collins Road regarding the obtaining of an easement and purchase of the property.

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

Motion: to move up item 9A on the agenda made by Council Member Thibeault and seconded by Commissioner Dumas. Motion passed.

9. City Hall Renovation Project

A. City Hall Update

The building officially has a C/O. The moving plan was discussed as well as moving dates for each department. All employee's badges are in process of being reprogrammed for the new building with the proper access levels.

Ken Romeo spoke regarding his final prep and walk through with the moving company. The move is scheduled to begin on Monday. Dupont and Dunagin will be back to make final adjustments to the vault and high-density shelving units.

The parking across the street will be available for approximately three more weeks.

There will be an open house on Saturday for the building dedication and tours for the public.

4. Correspondence

None

5. Public Works Division Reports

A. September Division Reports

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

6. Building Committee

A. BldgComm Project List September 2023

Motion: made by Council Member Thibeault and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

7. Public Works Project Schedule

A.) September 2023 Project Schedule

Motion: made by Council member Cheryl Thibeault and seconded by Commissioner Dumas to accept as presented and place on file. Motion passed.

8. Director's Report

A. Director's Report

The Director's Report was reviewed with the board members.

Staffing was discussed for all departments, including two terminations from the Public Works department.

The final stone for Memorial boulevard has come in and will be installed. The lights are also in and will be installed as well.

There are currently six snow plow contractors for the winter season, which is lower than previous years. It will be reposted on the city web page.

Since the changes were implemented to the Transfer Station, there have only been about twelve concerns brought to the Director. The Wells Fargo payment system has been completed and is now available for the transfer station in person and online.

Paving is now complete. The West End project is moving along and will be continued possibly thru next July.

All Maple Court residents have returned the letters that were sent out to them.

Motion: made by Council Member Cheryl Thibeault and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

10. Unfinished Business

A. FEMA Mapping

The Board reviewed the letter that will be mailed to residents. They recommended to put FEMA's phone number first and the director's name and phone number after, so that residents might call FEMA first regarding any questions they will have. These will be sent out before the November Board of Public Works meeting.

B. Bristol Police Department Memo

The Police Department memo regarding speed humps, bumps and tables was reviewed. A discussion was held and determined that this will be forwarded to the Police Board.

Motion: To request the Police Board to work with Public Works to investigate and implement alternate traffic calming measures on Ridge Road and to affirm that the Board of Public works does not support the installation of speed bumps, hump or tables by Commissioner Hartley and seconded by Council Member Thibeault. Motion passed.

11. New Business

D. DPW CIP Update/Police Complex Bldg. Options

The Director gave an update regarding the Police Complex and the options of updating the existing building or rebuilding a new one. There was a discussion of the pros and cons of remodel versus new construction with the cost differences. A number of locations were mentioned where it would go if a new building was to be done. This will be a continued discussion with the committee.

E. Streetscape

The attached Streetscape were reviewed with the board.

Motion: made by Commissioner Stawski and seconded by Council Member Thibeault to approve the Streetscape plan as submitted. Motion passed.

12. Addendum

None

13. Adjournment

Motion: made by Council Member Thibeault and seconded by Commissioner Hartley.

Meeting Adjourned at 7:55 p.m.

14. Signature

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

November Anniversaries

James Carlo	6 years
Kevin Cybulski	22 years
Brenton Eckstrom	6 years
Brian Hebert	3 years
Emily Oparowski	7 years
Delmar Pereira	6 years
Antonio Ruiz	7 years
Ronald Siemiatkoski	8 years
Brian Watson	6 years
Christopher White	8 years
Antonio Lorenzo Rafael	1 year
Jason Kraft	1 year
Stephen Oakes	3 years



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Board of Public Works
Public Works Department Activity Report: Administration – October 2023

Public Works Monthly Metrics:

Number of Residential Transfer Station Visitors	4176
Number of Bulk Collections	265

Current month activities:

- PAYT reporting and debt collection continues.
- 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 5,862 users.
- Pursued 49 abandoned shopping carts, \$1,080.00 in fines were written.
- Welcome packets to new residents, which included recycling magnets and events we have scheduled, have been going out Monthly.
- Assisting Solid Waste with Illegal Bulk letters and fines. 22 complaints were received in August, resulting 4 tickets \$432.00.
- The 2023 Yard Waste season has begun. We have about 4710 residents have signed up for the season so far.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, Shopping cart enforcement and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app. DPW started posting new features and it is helping gain new app users.
- Continue work on the Department's webpage, Facebook, Instagram and Twitter accounts to enhance media presence. Everything is on our website and social media for residents to fill out or have their questions answered.

- MOVING BACK TO CITY HALL!

Administration staff or concerns:

Administration Monthly OT Costs: \$346.56

Engineering Division Monthly Report November 2023 BPW Meeting

(Summary of October Activity):

- Prepare work orders/ oversee misc. storm drainage work in support of DPW 2024 spring/fall Paving program (Contract awarded Tabacco/Laviero)
- N. Main Street Streetscape – FD expected to go out to bid shortly
- Park St/Riverside Ave Streetscape – Design awarded to GM2 – survey/study progressing
- Divinity culvert waiting on LOTCIP funding approval – construction can start spring 24
- Lake Ave culvert final design by consultant. Water main relocation design
- Wolcott St reconstruction design coordination & review. Third party review just completed and utility coordination. Coordinate ROW easements – easement marked out/ scope added.
- Eversource gas main installation coordination meeting for new mains and replacements, roadway repairs by ES or fee in lieu. Inspect roadways for FIL.
- Mem Blvd Bridge Replacement Project –electric & last of granite -signal control taken back by DOT
- Inspect pavement for roadway patching program/bid
- DOT visit for Complete Streets project and removal of project per permit
- Coordination ongoing with CTDOT for West End 69/72 project (awarded to Richards Corp .) Utility work to begin in March/April overheads completed by end of July.
- Coordination ongoing with consultant Shrub Road Sidewalks design and road diet
- Review PE design Field St culvert award of contract for design (field survey and recommendation complete) Applied for State/Local Bridge Program Recommendation for full replacement – ROW coordination
- Work orders/encroachment permits for ADA ramps/paving/drainage for 2023 paving list.
- PD Memorial coordination with North Main Streetscape
- Coordinate/permits for Eversource gas
- Reward contract for Wetlands Map revision (BL Companies) Work ongoing. Field work being scheduled September.
- City awarded participation in Complete Streets Academy – workshops through spring
- Encroachment permit granted and review comments addressed – installed for 9/29-10/30
- Survey Edgewood School for 319 Grant – design plans for tree wells and bioretention
- Mellen St bridge awarded to Arborio – Scheduled for completion June 2024 (winter work being approved)
- Parking garage open and Hope St readying for bid
- North Main St Streetscape readying for bid
- Issue NTP for Arborio August 1 for Mellen St bridge
- Address flooding concerns
- Receive survey equipment/software
- Jerome Ave bridge funding adjusted for 2024 full bridge reconstruction
- Funding for Divinity St culvert in place
- Inspect DPW facilities – Storm water control program
- Line striping updates for paving and faded markings
- Consultant preparation of Storm water Pollution Prevention Plan – DPW JPC Road site
- Eversource Gas coordination for 2024 projects
- Memorial Blvd coord with contractor for granite/traffic signal
- Maple Ct reconstruction design.
- Update street light inventory for Eversource and Fiber for City
- Arrange install of additional lights on Barlow St – to be connected
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Community Connectivity out to bid 2022 Award to Laviero/grant application for 2023 funds (hear mid-November)
- Inventory bituminous sidewalks
- Utility coordination for Downs St bridge (Eversource Gas/electric & Frontier)
- Utility coordination for Mellen St bridge (Eversource, Frontier, Comcast & Water)
- FIL invoices to Eversource
- Encroachment permit for signage on Rte 72 re Memorial Boulevard (no trucks)

- Assist Parks w/ARPA projects

Engineering Division staff or concerns:

Vacancy - Assistant City Engineer – (filled by Part time Engineer)

Land Use activities for October 2023:

Inland Wetlands & Watercourses Commission

Wetlands application for park renovations and improvements including stabilizing the dam, repair dam seepage, increasing flood storage, replacing the existing spillway, and replace existing wetlands in kind with improved plantings at Page Park; Assessor's Map 37, Lots 134 & 135 – PUBLIC HEARING SCHEDULED FOR NOVEMBER 6, 2023.

Zoning Commission

Revision to an Approved Site Plan for the construction of a splash pad and pavilion at 255 West Street and 33 Jacobs Street; Assessor's Map 28; Lots 115 and 119; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; Boys and Girls Club of Bristol, applicant – SCHEDULED PUBLIC HEARING FOR NOVEMBER 13, 2023.

Change of Zone from R-10 (Single-Family Residential) zone to I (General Industrial) zone at Andrews Street, Assessor's Map 38, Lot 84; 16 Andrews St. LLC, applicant – APPROVED; ZONE CHANGE EFFECTIVE UPON MERGER.

Special Permit and Site Plan for the construction of a Unified Residential Development consisting of 11 units at 15 Haviland Street and the corner of Haviland Street and West Street; Assessor's Map 28, Lots 137 & 137-B; R-15/BT (Single-Family Residential & Downtown/Neighborhood Transition) zone – PUBLIC HEARING CONTINUED TO NOVEMBER 13, 2023.

Proposed amendments to the Zoning Regulations to 1) add a definition for a climate controlled self-storage facility and 2) add climate controlled self-storage as a Special Permit use in the BD (Downtown Business) zone and 3) add an off-street parking requirement for climate controlled self-storage facility use – APPROVED; EFFECTIVE DATE: NOVEMBER 9, 2023.

Proposed amendments to the Zoning Regulations to allow for Unified Residential Developments by Special Permit and Site Plan in the R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone – PUBLIC HEARING CONTINUED TO DECEMBER 11, 2023.

Application #AZR 23-1 – Review, discussion and possible adoption of 2023 Phase 1 Draft of the comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – PUBLIC HEARING SCHEDULED FOR NOVEMBER 13, 2023.

Planning Commission

Application #AZR 23-1 – Referral of the 2023 Phase 1 Draft – Comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – REFERRAL DISCUSSION CONTINUED TO NOVEMBER 27, 2023.

Cold Springs Subdivision Phase 4 – Request for an extension of the deadline for recording of subdivision maps for an additional 90 days period to February 24, 2024 – EXTENSION APPROVED TO FEBRUARY 24, 2024.

Zoning Board of Appeals

The Board did not meet in October.

Historic District Commission

The Commission did not meet in October

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$1324.36

Facilities – October 2023

Building Maintenance current month (October 2023) activities:

- Conducted interviews with Human Resources for vacant 2nd shift Custodian position on 10/6
- Facilities Staff assisted set-up/break-down operations at weekly Farmers Market events, which includes coordination with Bristol Rotary Club members, final event was help on ___ and Staff stored all ECD equipment for the season
- AirTemp Mechanical completed boiler preventative maintenance and start-ups on facility boilers in advance of the heating season to insure no issues are existing that would impact department operations
- Facilities Staff and BPRYCS staff to provide support and equipment for 10/12 Bristol Police Fallen Officers vigil ceremony to honor Lt. Demonte and Sgt. Hamzy
- Conduct planning meeting with Mayor Caggiano, Department of Aging, Probate Court and Bristol-Burlington Health Department staff for space analysis and future needs with the departure of the Bristol Board of Education Early Childhood Center
- Facilities Manager obtained bids for the replacement of 3 waste oil heaters at the City Yard and Transfer Station and replacement of multi-pane window units the at the Beals Community Center, Public Works Board now considering a shift to natural gas units
- Accurate Commercial Door completed upgrades to exterior doors and lock replacements at 51 High Street to increase staff and facility security (Facilities Manager working Purchasing and IT Departments currently on bid for installation of CCTV security camera system)
- Facilities Staff provided support to the Registrar's Office as required in the lead up to November elections and on 10/18 for Emergency Preparedness Exercise with EM Director Harley Graime
- Facilities Manager Oakes accepted the SustainableCT Silver Certification Award for the City of Bristol at the 10/17 SustainableCT Awards Ceremony (certification last for 3 years and the City will be pursuing Gold Level Certification in the Spring of 2024)
- Coordinated with City Hall Departments, Colliers, Downes-D'Amato and Meyers Moving staff in preparation for the October move-in at the newly renovated City Hall
- Facilities Staff received Owner's Operation & Maintenance training on new building systems at renovated City Hall (HVAC, fire systems/sprinklers, site access, security cameras, audio-visual, meeting rooms, elevator, etc.)
- Initiated City Hall Department office moves back to 111 North Main Street, beginning the process of building occupancy and operations at renovated City Hall (daily coordination with City, D'Amato-Downes, Colliers, Meyers and other contractor staff on any final items needed)
- Facilities Staff moved Emergency Management office at 131 North Main Street to the former Purchasing Department office space on the 2nd floor

Building Maintenance next month (November 2023) activities:

- Staff Police Complex Saturday Custodial shifts due to position vacancy to maintain service levels until new Custodian is cleared for Police Complex access
- Provide opportunities for site walks of former office spaces at 131 North Main and 150 Main Street for all City Departments to view and obtain any available furniture, office desk, chairs and other equipment that will not be needed at renovated City Hall
- Facilities Manager continues to work with SWI Glass & Metal to replace the damaged bullet resistant glass that was damaged during the 10/5 incident (6-8 lead time on the Level 8 glass)
- Conduct Police Complex planning for re-use of the former Court House offices and conference rooms for Police Department and their operations (enhanced security measures will be required for access control purposes)
- Facilities Staff to complete annual OSHA refresher training, including Lock-Out/Tag-Out and Blood Borne Pathogen training
- Move Bristol Police Office of Accreditation to new space on the 2nd floor of 131 North Main Street
- Prepare snow removal equipment for the approaching winter months

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during November
- New 2nd Shift Custodian Luther Holley begins on 11/14/23 (work scheduled is 2nd shift Tuesday-Friday, 1st shift on Saturday at Police Complex)

Building Maintenance OT Costs: \$4,693.06

Staffing coverage for after-hour maintenance issues, biological hazard response to Police Holding due to detainee behavior, Police Complex 1st shift custodial coverage on Saturdays due to Custodial vacancy, City Hall Department inhabitation and office adjustments per Staff requests

Streets October 2023 Report

Streets current month activities:

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- 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
- Preparing for winter with salt deliveries
- Serviced trees, including pruning, removals, and testing
 - **Take downs** (Trimmed ROW for snow removal, Birge Rd-2 and Jeffery Rd)
- **Major Roads Engineering**- Swept for Tilcon as well as board/spoil removal
- **Permanent Patch for Engineering**- OFF SEASON
- Dealt with several heavy rain storms which included culvert cleaning, sweeping, tree removals and extensive vactor/jetting work
- Finished 3rd round of maintenance on detention ponds
- Assisted Parks Department paving walkway for dog park
- Installed conduit off Hope St for new light pole
- Installed new asphalt for Minor Rd railroad tracks
- Stump Removals/ Loam
- Continuing small road repair
- Addressing street signs
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- (Dino Rd-2, Daniels Rd and Claire St.)
- Installing new poles and signage
- Winter Operations- **OFF SEASON**

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Milling and Paving
 - Catch basin repair
- Permanent Patch List
- Milling and paving
- Winter Operations- **OFF SEASON**
 - Plowed and treated roads
 - Service Requests
 - Curbing
 - Mailboxes
- 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.

October OT Totals: \$ 4,757.63 Streets

Solid Waste October 2023 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 22 letters, picked up 2 illegal bulk stops, with 2 still pending.
- Continued curbside bulk collection, we collected 265 scheduled pick up.
- We currently have 4,710 residents enrolled in our yard waste program.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Started curbside leaf bag collection.
- Deliver event barrels for Mum-a-thon and Rockin for Rescue.
- Received shipment of new downtown stationary rubbish and recycling barrels.
- Interviewed applicants for laborer positions.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue curbside leaf bag collection.
- Host annual House Hold Hazardous Waste event on November 18th at the City Yard.
- Start to deploy new downtown stationary rubbish and recycling barrels.
- Work overtime to make up for Veterans Day and Thanksgiving curbside collections.
- Patrol known dumping areas for illegally dumped items.
- Continue cleaning up areas with high amounts of litter.
- Continue to interview applicants for job openings.

Solid Waste staff or concerns:

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

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$6,267.92
Transfer Station OT =	\$3,389.45
TS Revenue (PAYT) =	\$28,693.00
Residential Permits =	\$2,855.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$1,340.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$2,977.85
Aluminum Liberty Rec =	\$226.62
Batteries Liberty Rec =	\$0.00
Electronics NewTech =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$20.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$216.00
Clothing Recycling =	\$0.00
Barrel Sale =	\$310.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$1,771.00

Fleet Maintenance Current Activities:

- Solid Waste Div. (R29) AEBl mower parts arrived from Germany. Burnt out brakes were replaced from driving while engaged. Hydraulic system PTO valve was overheated as well. New seal kit was installed to stop the leak. Parts alone to repair exceeded \$2,300. Machine is back in service.
- Solid Waste Div. (R40) 2008 automated rubbish truck was brought in for new packer panel followers. 2 sections in total. 6 new packer rollers were also installed. Truck is back in service.
- Solid Waste Div. (R6) 2021 automated truck was brought in for worn out arm lift chains and bushings. Parts were replaced and truck is back in service.
- Solid Waste Div. (R3) 2019 roll off truck was brought in for a broken winch cable. Cable was replaced with a new one.
- Purchased a state vehicle (crew cab pickup truck) for Solid Waste operations audits, barrels and transfer station maintenance for a cost of \$9,200.
- Fleet has gone through all Solid Waste rear loaders and prepped them for leaf collections.
- Streets Div. (S8) 2019 medium duty mason dump was brought in for new brakes all the way around.
- Streets Div. (S33) 2021 medium duty dump truck was brought in for brakes all the way around.
- Streets Div. (S12) 2009 10 wheeled dump trucks hydraulic PTO and 3 lines were replaced due to failure.
- Streets Div. (S11) 2009 10 wheeled dump trucks main hydraulic valve body was rebuilt with new O rings. Batteries were tested and replaced as well due to electric faults in the system.
- Streets Div. (C41) 2008 Vactor was brought in to repair some rot holes in the units' vacuum impeller.
- Streets Div. (S14) 2012 10 wheeled dump was brought in for a bad slack adjuster. Further inspection of this unit lead to the replacement of all 4 rear brakes, rotors and all additional hardware.
- Streets Div. (S21) 2006 10 wheeled dump trucks drive shaft assembly was replaced.
- Streets Div. (C6) 2011 backhoe was brought in for a new ignition due to broken key. Machine also had emergency brake adjusted.
- Streets Div. units S36 & S37 were outfitted with new poly caster salt spreaders for winter ops.

Fleet Maintenance Next Month's Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.

- Continue to keep Streets & Solid Waste Ops. Running strong.
- Working on rear loaders for fall collection.
- Working on putting multiple units out for auction that are no longer in service.
- Working on some winter ops seasonal equipment and storing summer ops equipment till next season.
- Awaiting our skidsteer and compact tractor purchases. Both units benefit our winter operations.

Fleet Maintenance Staff or Concerns:

- Streets Div. S4 Crew leader pickup needs to be replaced. (Ordered)
- **Fleet garage heaters need to be replaced/Repaired**
- Street Div. (S30) 1985 Tractor trailer truck needs to be replaced.
- Cylinder replacement for R4 \$15,000
- Overtime expenditures and totals \$2,728.84 (Holiday, Dispatch and Mechanic).



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 8, 2023

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

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: City Building Project List Updates

City Yard – Garage Heating Unit Replacements - \$55,000

Manager Oakes met with AirTemp Staff to obtain a quote for installation of a new heating system to replace the antiquated gas fired burners and provide an improved environment for Fleet Division staff during winter months when snow plow operations keep the employees very active and HVAC system demands are high. An estimate of \$80,711.00 was provided to remove (8) existing heaters and replace with (8) Modine gas fired heaters (125,000 BTU input).

City Yard & Transfer Station – Waste Oil Heater Replacements \$42,000

Manager Oakes met with Yankee Services of Windham and the Griffith Company of Bridgeport to obtain quotes to replace three waste oil heaters located at City Yard (main Street Garage area and Automated Rubbish Truck Garage) and the Transfer Station Quonset Hut (roll-off and pay loader garage). The existing REZNOR units are past their life cycle and the manufacturer no longer makes the waste oil heaters or the parts needed to keep the units operating.

Based on direction from Director Rogozinski, Manager Oakes was told to obtain a cost to replace the waste oil heaters with gas fired units per the Board of Public Works. AirTemp Staff met with Manager Oakes on 11/7 to review the sites for this purpose. The Street Garage waste oil unit has an existing natural gas supply to the general location and replacement would be straight forward. However, the Automated Rubbish Truck Garage does not have natural gas service to the building and would require the installation of an underground line from the roadway to accommodate a gas fired heating unit. Similarly, the Transfer Station Quonset Hut does not have a natural gas line from the roadway along Lake Avenue. Installation of an extensive natural gas service run would be required to facilitate the use of a natural gas fired heater at any building located at the Transfer Station property. An estimate from AirTemp is pending at this time for the two units at the City Yard.

51 High Street – Flooring Replacement \$25,000

The conference room flooring at 51 High Street is uneven and the vinyl floor tiles heave, crack and cause tripping hazards. Replacement of the vinyl tile floor is required. The subfloor is not level due to the age of the building and settling, therefore the subfloor will need attention as well. Building Maintenance staff would be able to complete this work scope after hours, but estimates for the replacement will also be solicited from outside contractors for competitive bidding purposes.



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51 High Street – Security Upgrades \$30,000

A purchase order in the sum of \$4,623.00 has been issued to Accurate Commercial Door to make modifications to existing exterior doors and lock systems. Accurate completed their work scope on 10/4/23. The remainder of the security upgrade funding will be used to install exterior security cameras that is compatible with existing Information Technology Department operation systems. Manager Oakes is working with the IT Department staff currently to meet their requirements and Bristol Parks, Recreation, Youth & Community Services Department needs.

Beals Center – Window Unit Replacements \$15,000

Manager Oakes has obtained bids from the Window Shop of Plainville and Genest Construction of Bristol for the replacement of (3) three window assemblies at the Beals Community Center. A third bid is currently pending from Millennium Builders via the eZIQC procurement system.

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

Department of Aging Director Patricia Tomascak informed Manager Oakes that upgrades to the Café and Card Room are pending Department shifts and adjustments within the Beals Community Center. The proposed upgrades will not be possible until a final decision is made to future locations of the State of CT Probate Court and Bristol-Burlington Health Department. Of note, the Bristol Board of Education Early Childhood Center vacated a portion of the north wing which it formerly occupied.

Mayor Caggiano met with Department Staff and Manager Oakes at the Beals Center on 10/13 to discuss future needs and space available at the Beals Center. A follow-up meeting is scheduled for 11/17 to continue the discussion and formulate a master plan for re-use of vacant space at 240 Stafford Avenue.

Fire House #2 – Exterior Trim Painting \$15,000

Manager Oakes has obtained three competitive bids from Roberge Painting, New Cambridge Painting and Millennium Builders. New Cambridge won the contract at a total cost of \$ 9,975.00. Eagle Environmental completed testing to determine if the existing exterior paint has the presence of lead. No detection of lead-based paint was found during Eagle's site sampling on 9/29. The schedule and timing of the painting will be delayed until Spring 2024 when warmer temperatures will meet the paint manufacturer's product specification for proper application.

Main Library – Fire Panel Replacement \$30,000

A purchase order in the sum of \$29,849.00 was issued to Synergy Fire of Bristol, the City's contracted fire alarm systems vendor. Synergy Fire completed the replacement of the Notifier fire panel on 10/5/23.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - NOVEMBER 2023

Funding Year	Location	Project Name	Contractor Name	Current Budget	Construction Estimated % Complete	Schedule/ Completion Date	Comments/Recommendations	Original Budget
FY23-24	City Yard - Fleet	Garage Heating Unit Replacements	TBD	\$55,000.00	0%	6/30/2024	On Hold - Pending PW Board review	\$55,000.00
FY23-24	City Yard & Transfer Station	Waste Oil Heater Replacements	TBD	\$42,000.00	0%	6/30/2024	On Hold - Pending PW Board review	\$42,000.00
FY23-24	51 High Street - BPRYCS	Flooring Replacement	TBD	\$25,000.00	0%	6/30/2024	Floor deteriorating, posing a safety hazard	\$25,000.00
FY23-24	51 High Street - BPRYCS	Security Upgrades	Security Cameras -TBD	\$25,000.00	0%	6/30/2024	Exterior security camera installations	\$30,000.00
			Accurate Commercial Door	\$4,623.00	100%	10/4/2023	Completed on 10/4/23	
FY23-24	Beals Center	Window Unit Replacements	TBD	\$15,000.00	0%	6/30/2024	Final bid outstanding with Millennium Builders Inc.	\$15,000.00
FY23-24	Beals Center	Café & Card Room Upgrades	TBD	\$38,000.00	0%	6/30/2024	Demo wall/install doorway, remove carpet/install VCT tile	\$38,000.00
FY23-24	Fire House #2	Exterior Trim Painting	New Cambridge Painting	\$9,975.00	0%	6/30/2024	Weather delay due to low temperatures - Spring 2024	\$15,000.00
		Environmental Sampling	Eagle Environmental	\$1,000.00	100%	9/29/2023	No lead-based paint detected	
FY23-24	Main Library	Fire Panel Replacement	Synergy Fire Systems LLC	\$29,849.00	100%	10/5/2023	Completed on 10/5/23	\$30,000.00
FY22-23	Police Complex	Parking Garage Assessment Study	Desman Design	\$8,815.00	100%	5/1/2023	Completed	\$3,500.00

\$254,262.00

Available as of July 2023	6,395.77
2024 Funding	250,000.00
Spent 2023-2024	0.00
Less Committed Contracts	50,293.25
Less Committed Projects	200,000.00
Net Available	6,102.52

NOTE: Final close-out documents have been submitted to CT SHPO for \$71,941.39 in grant funds for 51 High Street exterior wood repairs & painting project completed 5/26/23

October 2023 Project Schedule															
Projects	Budget														
Projects in scoping/Design Phase		10/1/2023		11/1/2023		12/1/2023			1/1/2024			2/1/2024		Future	
Divinity Street Culvert design	\$350,000.00	Design/Permit (4/21 to 8/22) - Bid 3/24 (coordinate timing with DOT West End project)												Construction Spring 24	
Downs St Bridge	\$320,000.00	Redesign/Permit (3/20 to 10/22) - Utility coordination required Bid 3/24 (Eversource has installed temp poles.) Coord with DOT regarding signal - 3rd part review (8/23)												Construction Summer 24	
Lake Street Culvert design	\$400,000.00	Design/Permit (3/20 to 4/22) - Bid 10/23 Construction (4/23 to 9/23)													
Wolcott St (Route 69 to Allentown)		Design/Permit (10/20-8/22) ROW easements (offers extended) Third party review by NVCOG starting comments addressed by 4/23												Construction Fall 23/Spring 24	
Jerome Ave Bridge	\$200,000.00	Design/Permit (3/21 to 6/22)					Bid 10/23 (ROW in process)							Construction Spring 2024	
2022 Community connectivity / sidewalk replacement	\$440,000.00	Design/Permit (4/21 to 3/23) - Bid 10/23 (Authorization to advertise received-PAL next) Award 11/23					Construction					Construction Fall 23/Spring 24			
2023 Community connectivity / sidewalk replacement	tbd	Grant application/Design (waiting on grant award)							(Apply for 2023 grant)						
East Street Bridge design	\$350,000.00	Design/Permit (3/20 to 4/24) - Bid 3/24 90% Redesign and encroachment/utility modifications												Construction Summer 2024	
319 Grant at Edgewood School		Survey (12/22) Design (6/23)								Construction					
Active Construction & Other Projects															
Mellen Street Bridge	\$1,758,576.00	Design/Permit (3/20 to 2/23) - NTP August 1 to Arborio											Construction 8/23-6/24		
Route 6 Railroad Crossing		Drainage design/encroachment permit ongoing													
Memorial Blvd Bridge	\$3,000,000.00	Construction (6/21 to 9/22) Granite install currently thru November - Electrical and signal being finalized													



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 7, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW November – Director's Report

Attached, please find a summary report of the Department's activities, issues, and concerns for the November 16, 2023 Board of Public Works meeting.

1. **Staffing: Administration Division** – Fully staffed. **Land Use Division** - Fully staffed. **Eng. Division** –Assistant City Engineer position remains vacant; employment recruiter contract expired in Oct (no viable candidates to date). DPW will prepare request to Salary Comm to modify Civil Engineer position job description and modify Assist City Eng position to hire an additional Civil Eng. The intent would be to have two Civil Eng that upon obtaining PR license will advance to Assist City Engineers. Employment of temp engineer (P.E.) continues. **Building Maintenance Division** – 1 night (Tues – Sat) custodian (Starts on Tuesday) **Streets Division:** 4 vacant laborer positions. **Solid Waste** – 1 laborer position vacant (interviews conducted). **Fleet Division** – Fully Staffed.
2. **DOT West End Intersection Reconstruction:** DOT contractor, Richard Corp, has completed paving operations prior to winter. Finish pavement course on West St north of intersection, Divinity St, Pratt St, portion of Park St and West St, City parking lot and roadway south of Southside Meat Market. Section of binder asphalt will remain over winter in the area of Café Real west to the intersection. Utility work will continue (with temp pavement patch) to the contractor's winter shutdown in mid-December. Road closures will be limited. Temporary pavement marking installed. As previously reported, **no more night work is anticipated.** Traffic signal work, including completion of mast arm foundation, is ongoing. Mast arms installation is scheduled for the next month. Final completion of the project is anticipated July 2024, however the majority of 2024 work will be off/outside the roadway pavement and will have limited impact on traffic.



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3. **Mem Blvd. Bridge:** Trademark Construction scheduled to complete stonework for the top of the four parapets over the next two weeks. Installation of lights at the four plaques, enclaves, and obelisks is scheduled for the next two weeks.
4. **Meadow St Parking Garage:** Temporary CO issued on November 1, 2023. The parking garage is available for use. The EV stations are not operational, due to a delay in Eversource installation of 3 phase power. City currently finalizing easement with Immanuel Lutheran Church for overhead trespass to be assigned to Eversource.
5. **Hope Street Parking Garage:** Scheduled to go out to bid Nov 20 with construction in 2024.
6. **Jerome Ave Bridge – Freeman Brook:** City obtained final required easement from New Britain, scheduled to bid November 23, 2024
7. **Plowing Contractor Advertisement/Solicitation:** Advertisement for plowing contractor's issued. Base rates remain as 2022-23 with provision to adjust for fuel cost increases. Lack of plowing contractors is a major concern of DPW. DPW typically has 38 contractors available for use. Current list is 18. Potential use of available trucks from Water/Sewer Department and Parks Department can provide assistance to DPW snow operations. Acquisition of 5 state surplus trucks (5 X \$12,000 = \$60,000) would maximize use of DPW operation staff. However, current labor contract does not include a provision for mandatory overtime. The City does provide a minimum payment of \$1,500 per truck to cover insurance cost. CT DOT rates are higher, however, the biggest barrier to obtaining additional contractors is that we do not call them in on every storm. We only use contractors when snow is over 4 inches.
8. **North Main St Streetscape:** Scheduled to issue bid Nov 16, with construction starting in 2024. DPW anticipates budget shortfall and will request BOF approval to utilize excess funds from City Renovation project (\$400,000 from estimated \$1,300,000 surplus).
9. **Ridge Road/Brier Road & East Road Traffic Calming:** DPW continues to work with PD on obtaining traffic counts/information. DPW has also obtained traffic counts from NVCOG for the Willis St/East Rd intersection and Wolcott Rd (CT Route 69)/East Rd intersection. DPW met with CT DOT regarding DOT approval to install temporary traffic calming measures at Wolcott Rd and East Rd.

DPW Eng performed traffic travel time study. Use of East Rd traveling northeast from Wolcott St reduces travel time by 1.5-2 minutes compared to traveling north of Wolcott Rd



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and east on South St. Reduction in travel time heading southwest (up East Rd or Ridge Rd) was nominal during study period.

Residents' concern on Ridge Rd, Brier Rd, and East Rd is high. DPW has been contacted by a high number of residents from referenced streets (see attached emails). DPW is scheduled to present a traffic study finding to the BPW at the Dec BPW meeting. Traffic calming solution to address all parties, Ridge/Brier & East Rd residents, remains a challenge. Temporary traffic calming measures (barrels & cones at East Rd/Brier Rd intersection) scheduled to be removed 11/17/23 (or when snow is anticipated).

10. CMAQ Traffic Signal Grant: City received a \$3,370,000 grant to replace 6 traffic signals. However, 3 signals have been eliminated due to a conflict with the proposed CT Route 72 realignment in the area of Brackett Park. Traffic signals deleted from the grant consist of: Riverside/Main, School/Church, & Riverside/North Main. The signal that will be replaced utilizing grant funds will be North Main/Center, South/George, & School/Main. The current estimate is \$2,937,254. It should be noted that in accordance with CMAQ grant requirements, additional funding is not provided. It is capped at the initial award level. In addition, traffic signal costs have increased since the City's original application in 2019.
11. Landfill Stewardship Permit ECO Study: The City and the Town of Southington currently working with LEA Inc. on an ECO study for the landfill. The \$220,000 study is required per the City's landfill permit. Last month CT DEEP indicated that EPA would perform a portion of the study, reducing City cost. However, DPW has been notified that EPA will not be available to assist. WSP has initiated water monitoring and is addressing permit documentation requirements.
12. DPW advised by Conn OSHA that they received a complaint regarding potential OSHA violations relating to DPW tree crew (truck certification, employee aerial training, chemical/pesticide PPE). Complaint appears to be associated with discipline action administered to two (now former) DPW employees. Truck certification up-to-date at time of complaint and proper PPE in place/provided. However, DPW is formalizing staff training 11/9/23 and 11/16/23 to meet OSHA requirements. In addition, to reference OSHA training associated with Conn OSHA notice, it should be noted that the City's insurance carrier provided OSHA training to DPW staff over the last two weeks.
13. LOTCIP Grant – Divinity Street Culvert/Bridge: City received commitment to funds from CT DOT in the amount of \$1,104,018.



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14. Landfill Solar Installation: The City's selected solar vendor, CT Solar, is surveying and preparing a preliminary solar design for the City's landfill. Solar panel installation will be limited to flat areas. The slope will not be used along with the areas currently used for material processing by the Department, and the areas reserved for the potential emergency brush/woody debris area. The current preliminary design indicates 1.8 MG, less than the previously anticipated 2.2 MG. A key component to finalizing the design and moving forward with the project is the negotiation of a lease payment to the City, that is in part based on the size of the solar array. Lease payment requires Corporation Counsel's review and City Council approval. The estimated yearly lease payment a 2.2 MG solar array system was \$25,000.
15. HHW Event: A Household Hazardous Waste event will be conducted at the City Yard, 95 Vincent P. Kelly Road on Saturday 11/18/23 between 9:00 AM and 1:00 PM.
16. EEPI Exercise: DPW participated in a State-wide emergency exercise mock event. The training occurs on a yearly basis and is attended by all applicable City Departments (PD, Fire, Building, Health & Parks). This year's mock event was a chemical tanker train derailment in downtown.
17. DPW Hours: Effective 11/13/23, DPW office hours will be 7:30 AM to 4:30 PM on Monday, Wednesday and Thursdays. DPW hours on **Tuesdays will be 7:30 AM to 5:30 PM**. Friday's office hours will be 7:30 AM to 12:30 PM.
18. Collins Road Storm Drainage: City has negotiated the acquisition of an easement with the adjacent property owner to facilitate installation of Collins Road storm drainage (\$12,000). The survey is also complete. An Inland Wetland permit is required, and the survey indicates multiple New Britain water mains that cross the adjacent property that may pose a challenge. However, construction is anticipated for the spring of 2024.
19. Code Enforcement: DPW cleaned the property at 252 Terryville Rd, 37 Union St, and 95 Lewis St as part of Code Enforcement. DPW work is performed on Saturday on an OT basis. The City liens the property to recover DPW cost.
20. Park St (213) Culvert: DPW has been contacted by property owner of 213 Park St regarding a private culvert. The property owner is requesting assistance. However, the culvert is on private property, and the property is on CT Route 72 (not a City road). See attached email.
21. WSWC Environmental Fee Distribution (nipper funds): DPW has used a portion of the previously provided state nipper funds \$44,614 (litter kits \$15,950, dog waste stations \$8,205, bone shape dog waste dispensers \$4,443, and downtown litter barrels \$20,016). The next round of funding for the period from March to Sept 2023 will be \$58,196



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(1,163,259 nipper/6 months). DPW is investigating potential programs utilizing funds to limit/reduce litter (potential BPW committee).

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

Raymond Rogozinski

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From: Raymond Rogozinski
Sent: Friday, November 3, 2023 12:11 PM
To: 'ROBERT COCHRAN'
Cc: Patrick Krajewski; Mayor's Office; Susan L. Tyler; Brian Gould; Anthony Lorenzetti
Subject: Ridge Road / East Road - Traffic Calming
Attachments: 1565278_Willis_Street_East_Road_2019.zip; 1565279_Willis_Street_East_Road_2021.zip; 1565257_Route_69_East_Road_2021.zip; 1565253_Route_69_East_Road_2019.zip

As discussed on Thursday, DPW and PD continue to obtain traffic counts and traffic information that we are using to determine potential traffic calming measures.

A copy of the traffic count information obtained from our Regional Planning Agency yesterday is attached. DPW will be compiling all available information and reporting to the Board of Public Works in December. Due to winter conditions DPW will be removing the temporary barrels at the intersection of Brier and East the week of Nov 13. As you are aware the barrels was temporary and although I do not feel that they addressed Ridge Road resident's concerns, they did have an effect.

One of the effects of the temporary measures has been feedback/ concerns from East Rd residents (South St to Brier St). As a result DPW is investigating traffic calming measure for East Rd from CT Route 69 to South Street. DPW has performed timing studies that indicate the use of East St is as much as 1.5 to 2 min shorter than South St. DPW had a preliminary meeting with CT DOT regarding potential temporary measures at Ct Route & East Rd on Friday.

As of this writing DPW does not have specific recommendations, however I will keep you advised along with East Rd and Ridge Rd residents.

Please feel free to contact me to discuss further. Please note that I have included the Mayor's office, PD and Council members on this email and will advise the City's Board of Public Works of DPW's status. The BPW took the following action at its October 16, 2023 meeting:

Motion: To request the Police Board to work with Public Works to investigate and implement alternate traffic calming measures on Ridge Road and to affirm that the Board of Public works does not support the installation of speed bumps, hump or tables.

Raymond Rogozinski

Sent: Tuesday, October 31, 2023 2:12 PM
To: raywilson8; mapix@comcast.net
Cc: Craig Kasparian
Subject: RE: Ridge Rd. Brier Rd. East Rd.

Thanks for the email. Bristol DPW is currently working with Bristol PD investigating traffic calming in the area. The initial, recent, specific concern was from residents were on Brier and Ridge Road requested speed humps. The Board of Public Works directed DPW to work with PD to investigate traffic calming. The BPW does not support speed humps.

From: raywilson8 [mailto:raywilson8@aol.com]
Sent: Tuesday, October 31, 2023 1:57 PM
To: mapix@comcast.net
Cc: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Craig Kasparian <CraigKasparian@bristolct.gov>
Subject: Ridge Rd. Brier Rd. East Rd.

Good afternoon Mary Ann

Thank you for the letter you dropped in my mailbox this week regarding traffic in the area. A couple years back I complained about the traffic and speed of traffic on East Rd. the city was kind enough to do a speed study which basically stated traffic is normal based on type of road and volume of traffic.

I was looking for more of a presence from Bristol PD but was advised Bristol PD doesn't have a traffic division and that our officers are direct responders for all incidents. Unfortunately that doesn't help us that are frustrated with the situation at hand.

I live at 589 East Rd. close to the bottom of the hill by South St. since the city changed Rt. 72 in Forestville traffic has been a disaster. Commuters from Terryville, Thomaston, Torrington, Wolcott and Waterbury cut through our city streets with total disregard for the local speed limits or our residents. I watch kids and elderly residents walk along the lower section of East Rd. with out side walks with cars buzzing them over 50 MPH. It's also impossible to make a left hand turn or cross South Street from any road along the corridor from Ridge Rd. to Willis Street. At some point something awful is bound to occur.

While I do not see speed bumps as a practical solution there are some other devices that could improve our neighborhood.

Having side walks from Bristol Central all the way down East Rd. to South Street even on one side would much safer for pedestrians walking his route. Also speed indicators all the way up East Rd. stating posted speed limit and actual driver speed as being driven, would at least let drivers know how much they are speeding. A traffic light at East Rd. and South Street would allow for cars to make left hand turns and people to cross South Street with out taking their lives in their hands.

If the city does not wish to install a light they can put a pedestrian crossing light or stop for pedestrian light at Ridge Rd and South St. so people can get to the park. Anyone on the south side of South St. is cut off to the park by South St. traffic as is currently, very dangerous. Or build a pedestrian overpass for pedestrian access from bottom of East Rd. to park.

Just a couple thoughts.

Also Bristol PD should try and keep unauthorized vehicles off East Rd. that cut to Waterbury and Wolcott as a short cut rather than using Rt. 69 as required. I see a lot of commercial vehicles that should not be using East Rd. as a main though route. An occasional speeding ticket every now and then wouldn't be bad either.



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Department of Public Works | 860.584.6125

November 2, 2023

Sebastian Cannamela, P.E.
Transportation Principal Engineer
Consultant Design – State Roads
Connecticut Department of Transportation
Newington Headquarters
2800 Berlin Turnpike
Newington, CT 06131

Re: Bristol CMAQ State Project No. 17-195
Scope Revision Request

Dear Mr. Cannamela:

Please allow this letter to serve as the City of Bristol's formal request to revise the project scope for Bristol Downtown Traffic Signal Improvements (CT Project No. 17-95).

As you are aware, the City was awarded \$3,370,500 in CMAQ funding in 2022 for the upgrade of 6 traffic signals in Downtown Bristol. The six signals include three on North Main Street, two on Main Street and one on South Street as listed in the CMAQ application.

Subsequent to the awarding, CTDOT has been developing a project that involves the conceptual realignment of Route 72 roadway across North Main Street. This project, if funded and constructed in the future will impact the following three signalized intersection. The impact to these three signals suggests that the replacement of these signals, currently funded under CMAQ grant, should be removed from the CMAQ grant (CT Project 17-195).

1. CT Route 72 (Riverside Ave) @ Main St.
2. Riverside Ave (City Street) @ North Main St
3. CT Route 72 (School St) @ Church St

The revised project scope will include the replacement of the following three traffic signal.

- a. North Main St @ Center St
- b. South St @ George St
- c. CT Route 72 (School St) @ Main St

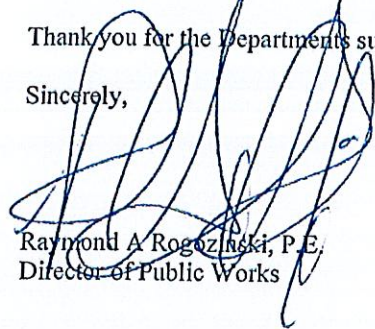
In summary, the City of Bristol requests a scope change in the CMAQ grant, eliminating three of the originally proposed traffic signal locations and retaining three of the previously CMAQ funded locations. The revised project estimate to

replace the three traffic signals is \$2,937,254.

The City of Bristol understands that in accordance with CMAQ grant funding requirements the City of Bristol will not receive additional project funding from the State of Connecticut to complete the project and the City is committed (if necessary) to supplement with additional City funding to complete the project.

Thank you for the Department's support on this CMAQ grant.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond A. Rogozinski', is written over the typed name and title.

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

PRELIMINARY CONSTRUCTION COST ESTIMATE
CITY OF BRISTOL - DOWNTOWN TRAFFIC SIGNAL IMPROVEMNTS
PROJECT No. 17-195
PREPARED BY: BRISTOL DPW
DATED: November 2, 2023

ITEM	UNIT COST
Permanent Signal System - Locally Owned	\$450,000
Sidewalk Ramp Upgrade	\$90,000
Major Modifications	\$80,000
Utility Relocation for Signalization Project	\$12,000
Sub Total Construction Cost	\$632,000
Staking (0.5%)	\$3,160
Mobilization & Closeout (6.5%)	\$41,080
City Police Officers (\$85/hr. x 3 month construction (444 hrs.))	\$37,740
Total Traffic Signal - Construction	\$713,980
Total Cost (3 traffic Signals x \$713,980)	\$2,141,940
North Main St @ Center Street	
South St @ George St	
CT ROUTE 72 (School St) @ Main St	
Preliminary Engineering (PE) -\$60,000/ Intersection x 3 intersections	\$180,000
Sub Total - Construction & PE	\$2,321,940
Inflation (6.5% per year for 2 years)	\$150,926
Contingency 20%	\$464,388
TOTAL ESTIMATED COST	\$2,937,254



October 23, 2023

CERTIFIED MAIL

Mr. Jeffrey Caggiano, Mayor
City of Bristol
111 North Main Street
Bristol, Ct 06010

Dear Mr. Caggiano:

On October 20, 2023, the State of Connecticut, Department of Labor, Division of Occupational Safety and Health received a notice of a health/safety hazard at your worksite located at:

City of Bristol, Department of Public Works
95 Vincent P. Kelly Road (Site Location)
Bristol, CT 06010

The specific nature of the alleged health hazard is as follows:

- (1) Employees are required to use aerial bucket truck without adequate inspections or bucket truck training.
- (2) Employees are required to remove trees within 10' minimum approach distance to energized lines are not trained and qualified to perform this work.
- (3) Employees are required to spray Glyphosate chemical mixtures with no training or protective gear offered.

Location: 95 Vincent P. Kelly Road

We have not determined whether the hazard, as alleged, exists at your workplace and we do not intend to conduct an inspection at this time. However, since allegations of violations have been made, you are requested to investigate the alleged conditions and make any necessary corrections or modifications. Please notify me in writing of the results of your investigation by **November 20, 2023**. Please provide any supporting documentation of your findings, including any applicable measurements or monitoring results, and photographs which you believe would be helpful. Please also provide a description of any corrective action you have taken or are in the process of taking, including photographs of the corrected condition.

Section 31-379 of the Connecticut Occupational Safety and Health Act provides protection for employees against discrimination because of their involvement in protected safety and health related activity.



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October 23, 2023
Mr. Jeffrey Caggiano, Mayor
Page 2

This letter is neither a citation nor a notification of proposed penalty, which, according to the CONN-OSHA Act, may be issued only after an inspection or investigation of the workplace. If we do not receive a response from you by **November 20, 2023**, indicating that appropriate action has been taken or that no hazard exists and why, an inspection may be conducted.

Please note, however, that CONN-OSHA selects for inspection a random sample of cases where we have received letters in which employers have indicated satisfactory corrective action. This policy has been established to ensure that employers have actually taken the action asserted in their letters.

Finally, any action taken by you in this matter will not automatically remove your workplace from the possibility of an unannounced inspection by duly authorized representatives of CONN-OSHA in accordance with routine scheduling procedures currently in effect.

You are requested to post this letter and a copy of your response to it where it will be readily accessible for review by all of your employees.

If you have any questions concerning this matter, please contact this office. Your personal support and interest in the health and safety of your employees is appreciated.

Very truly yours,

John D. Rosa
CONN-OSHA Director

jdr/kdm

From: Dennis Torres <torific79@gmail.com>
Sent: Wednesday, November 8, 2023 9:23 AM
To: Raymond Rogozinski
Cc: Robert Longo; Nancy Levesque; Mayor'sOffice; DiCesare, Peter J
Subject: Re: 213 Park St Creek Tunnel

Good Morning,

Thank you for getting back to me and providing this information as I was not aware that CT DOT maintains that roadway. I also appreciate the information on the grants as my property has already sustain damage due to this issue and is in need of repairs. Hopefully they have something that can be helpful to my situation. I have reached out to some engineering firms but have had a difficult time having someone come out. If you may have any recommendations of any that have done this kind of work that would be great. I will reach out to the utility company and see what can be done because regardless of who owns this property now or in the future this will affect everyone around that area. Thanks again.

Dennis

> On Nov 6, 2023, at 11:57 AM, Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:
>
> Thanks for the email and an opportunity to communicate with you on this issue. Park St IS NOT a City road. Park St is CT Route 72 maintained by the State of CT DOT. The City of Bristol DOES NOT maintain, own or have the right or authority over Park St. The culvert is private, I included the CT DOT on this email. Although I cannot speak for the CT DOT, I believe the CT DOT will take no action/ responsibility for your private culvert. As you are aware, the City of Bristol did clean out the culvert to prevent flooding, however we performed the work as an emergency measure.
>
> The City and DPW does want this issue resolved and as a resident of Bristol we will assist you by indicating to the utility companies the importance of removal the obstruction from within your culvert. However, the culvert is private and the City cannot speak for you or coordinate directly with the utility company. Please do not construed this email as an indication that the City can assist you directly in this manner. Rather the culvert is private and as previously indicated DPW recommends that you contact an Engineering firm to seek assistance on this matter. In addition as previously stated I would note that a permit from the City's Inland Wetland Commission will be required, depending on repair work performed (if any) adjacent to the watercourse.
>
> I would request that you keep the City advised and please let DPW know if we can be of assistance. I am also including the City's ECD on this email. They administer a grant program that at time can assist residents. The grants are income based and do not appear to be applicable to the replacement/repair to your culvert or the relocation of gas laterals, however they will confirm.
>
> Feel free to contact me at 860-584-6113.
>
>
>
> -----Original Message-----

> From: Dennis Torres [mailto:torific79@gmail.com]
> Sent: Monday, November 6, 2023 9:30 AM
> To: Robert Longo <RobertLongo@bristolct.gov>
> Cc: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Nancy Levesque
<NancyLevesque@bristolct.gov>; Mayor's Office <MayorsOffice@bristolct.gov>
> Subject: Re: 213 Park St Creek Tunnel

20

> Good Morning,

> I truly appreciate everyone taking out some time of their day to respond to my concerns. First, I would appreciate if Raymond can explain how the property being on CT-72 is of any relevance. Last I checked Park St is a street in the City Of Bristol and I do pay property taxes to the City of Bristol. Second, I do understand the stance everyone is taking about it being on private culvert but at some point the City of Bristol had to approve the work performed there. Isn't that how the permit process works? I know this most likely happened years ago but you are the persons who represent the City as of right now and have more influence on actually having Eversource find an alternative then just me doing the same. These utility lines are for the benefit of the property located behind my property but yet it's affecting my property and now after the last flood it's affecting city streets and residents across the street.

> Please do not take this email as being combative. I really want to find a solution to this problem before it continues to get bigger but I have a feeling that the City is going to wait for more homes and streets to get flooded in order to assist with the issue. I'm guessing if enough residents have their properties destroyed due to unnecessary flooding then maybe the City will get involved.

> Dennis

>> On Nov 2, 2023, at 8:29 PM, Robert Longo <RobertLongo@bristolct.gov> wrote:

>> Dear Mr. Torres,

>> This is the first I have seen of your email but am slightly aware of the issue on your property. As Mr. Rogozinski stated, the issue is unfortunately on private property. The Bristol Water and Sewer Department does not own or maintain services located on private property. We do own the sewer main in the road and the water service to the property line which are all intact. As Mr. Rogozinski advised, I would agree that you should contact an engineering company to review the situation and hopefully develop a plan to correct the issue. We would be happy to speak with whoever you hire to hopefully assist the process and make sure anything proposed meets our requirements. Sorry we cannot assist any further but it is an issue on private property outside of our ownership.

>> Sincerely,

>> Robert Longo

>> Superintendent

>> Bristol Water and Sewer Department

>>> On Nov 2, 2023, at 5:34 PM, Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:

>>> Sorry I did not respond sooner. As you are aware, the Department of Public Works has cleaned the culvert out twice to reduce/ eliminate flooding. A contributing factor to the clogged culvert appears to be the utilities crossing/ going through the culvert. The culvert is private and not owned or maintained by the City. In addition, your property is not located on a City Street. It is located on CT Route 72. It is my understanding that the utility lines in question are Eversource Gas and your private sanitary sewer lateral.

2C

clogged due to the gas line(pipe) that runs across it. I appreciate you having your team unclogged it in order to prevent more flooding but that was a temporary solution to an ongoing issue. This flooding has already cause significant damages to my property and will continue to do so if we do not solve this problem. Not only is my property at risk but any properties in the surrounding area will be affected as well. Not to mention the safety concerns when the streets continue to flood. I have attached a photo of what the tunnel currently looks like and as you can tell it is beginning to back up again. I look forward to hearing from you and hope that we can come up with a solution. Please feel free to contact me if you have any questions. Thank you.

>>>>>

>>>>> <IMG_4744.jpeg>

>>>>>

>>>>> Dennis Torres

>>>>> (860)692-2041

>>>>

>>>

>

>>>

>>> Please feel free to contact me directly at 860-584-6113 to discuss this matter further, however I am unaware of any direct assistance the Department of Public Works can provide you. I would recommend that you contact eversource regarding options for relocating the gas lateral and have included Robert Longo, Director of the City's Water & Sewer Department in this email. Mr. Longo may provide recommendations regarding your private water and sewer lateral. I would also recommend that you contact an Engineering firm to seek assistance on this matter and I would note that a permit from the City's Inland Wetland Commission will be required, depending on repair work performed (if any) adjacent to the watercourse.

>>>

>>> -----Original Message-----

>>> From: Dennis Torres <torific79@gmail.com>

>>> Sent: Thursday, October 26, 2023 10:19 AM

>>> To: Nancy Levesque <NancyLevesque@bristolct.gov>

>>> Subject: Re: 213 Park St Creek Tunnel

>>>

>>> Hi Nancy,

>>> Your reply is the first email I received. I gave it a couple of more days to see if I would receive anything but no one has reached out to me. I am currently at a stand still because I don't want to complete any repairs on the property until we have a solution to this problem. I've already replaced heating units in the property but the integrity of the foundation and driveway will continue to be a concern because as long as those pipes are crossing that tunnel we will continue to have this issue. There has to be a better way for utilities to be provided to the property at the back the lot. I look forward to hearing from anyone on what the plan is moving forward. Thank you.

>>>

>>>

>>>> On Oct 16, 2023, at 8:02 AM, Nancy Levesque <NancyLevesque@bristolct.gov> wrote:

>>>>

>>>> Hi Dennis, I had forwarded your email to the Director of Public Works. Please let me know if you still haven't heard anything. Thanks, Nancy

>>>>

>>>> -----Original Message-----

>>>> From: Dennis Torres <torific79@gmail.com>

>>>> Sent: Tuesday, October 3, 2023 11:50 AM

>>>> To: Nancy Levesque <NancyLevesque@bristolct.gov>

>>>> Cc: Mayor'sOffice <MayorsOffice@bristolct.gov>

>>>> Subject: Re: 213 Park St Creek Tunnel

>>>>

>>>> Good Morning,

>>>> It has been at least 2 weeks now since my last email. I understand there are a lot of other business that takes precedent over this situation but an acknowledgement of the current situation/email would have been great. I really look forward to discussing a solution to this problem and hope that it doesn't need further escalation. Thank you.

>>>>

>>>>> On Sep 20, 2023, at 2:40 PM, Dennis Torres <torific79@gmail.com> wrote:

>>>>>

>>>>> Hi Nancy,

>>>>> The reason for this email is for us to discuss what are the possibilities of fixing the problem at my property located at 213 Park St. As you are aware, the tunnel that runs behind the property is always getting



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 8, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: City Hall – Renovations Project Update (November)

The renovation/addition of City Hall **is complete**, and the building is currently occupied. Punch list items and work on the building's audio-visual system, including training, remains. The AV contractor RnB Inc., is working directly for the City, along with Strategic Space, the furniture provider. DPW is tracking all outstanding items. A meeting was conducted with all City Hall Department heads to review outstanding issues. It is critical that all punch list and outstanding items are identified in order to have them addressed. DPW will continue to schedule a weekly meeting with Department heads to review outstanding issues. To date, all issues appear manageable, and will be addressed. A summary is provided below, please note that the list is not in priority order:

1. Tax Office Counter Modification: Additional shelf to facilitate employees standing at service window.
2. Distribution of keys. All City Hall staff have been provided with an access card.
3. Exterior Doors: Punch list associated with exterior door unlocking mechanism remains. As of this writing, work required on south doors (Laurel St). DPW Facilities manually unlocking doors. All exterior doors fully function to exit building. Work by D'Amato/Downs required.
4. AV Equipment: City Council AV is functioning, and staff has been trained. However, to date, all other AV systems are not fully functioning and/or lack staff training. City AV contractor scheduled work on AV Thursday 11/9/23 and Friday 11/10/23, however, concerns with training remain. In particular, with meeting rooms adjacent to Council Chambers. DPW configuring 3rd floor training rooms to function as meeting room requires AV coordination (use of City Hall West meeting room equipment). Addition of two additional cameras focused on City Council dais pending.
5. Additional electrical outlet and data drops added (approximately 8).

6. Office furniture punch list item work ongoing. Requests for various small shelving units and white/tack boards being addressed. Privacy barrier in DPW and Purchasing ordered/scheduled to be installed.
7. Repair of damaged sheet rock from movers and furniture installers and touch up painting throughout the building ongoing.
8. Installation of monitors and support brackets in staff lounges (2) and tax office(2) required.
9. Existing vault doors serviced, Assessor's vault door requires new digital lock mechanism.
10. Adjustment in light timers required.

In addition to addressing punch list items associated with painting, completion of audio-visual equipment installation and furniture, critical items remain to be completed, such as balancing the HVAC equipment to ensure proper control of building heating and cooling systems. Staff training of equipment and building systems is ongoing. All training is being video recorded for reference purposes.

DPW has hired an OSHA safety consultant to prepare a written program and training for DPW staff working on roof top HVAC units. Program will include use of safety tie downs, harnesses, and temporary rails. Installation of permanent railing along the southern section of roof may limit requirements.

The City Clerk and Registrar's office are scheduled to move into the renovated City Hall after the election, on November 27, 2023. The return of items stored off-site by each Department during the two-year construction period continues. There was a total of 14 box trucks of material stored off-site during construction. To date, 5 box trucks of material has been returned/shipped back. Of the 5 truckloads of material, 2 truckloads of material have been disposed of to date. DPW will continue to coordinate items with Departments to consolidate/reduce stored items.

The Fitness room is operational and is currently being used by staff. The building is open to the public & staff from 7:30 AM to 10:30 PM. In order to expand hours available to City Hall fitness room, employees will be provided access M-F 5:30 AM to 10:30 PM. Employee access prior to 7:00 AM will be on an individual basis and require authorization to disarm the building security system.

Pavement marking along North Main Street to support City Hall angle parking and North Main Streetscape scheduled to be completed within the next two weeks.

The Meadow/Kelley St parking garage is operational. The EV stations are still not functional and require Eversource installation of 3 phase power, scheduled to be completed in April 2024. All City staff, including Police Department employees, have been directed to park on City property (Police Complex parking garage, City Hall, or the Meadow/Kelley Parking Garage). Parking along North Main and a portion of the Laurel St parking lot is reserved for visitors to City Hall.

The City Hall project remains on budget. No additional funding will be required. The current contract amount is \$29,157,792. Total change orders to date are \$1,093,812, representing 3.44% of contract change orders to date (not included: change order adjustments to CM contingencies or contract allowances). The work that remains to be completed is less than \$50,000. **DPW projection of a project surplus remains \$900,000 to \$1,200,000.** The City utilized \$3,700,000 of ARPA (RLOSS) funding to supplement the issuance of bonds (19C15) and prior funding associated with HVAC units (19C14) to fund City Hall construction.

A copy of the monthly reports prepared by the construction manager, D'Amato/Downs Joint Venture (DDJV) and Collier Inc., are attached.

Feel free to contact me at 860-584-6113 to discuss.

MONTHLY PROJECT STATUS REPORT

REPORTING PERIOD	From: 10/1/2023	To: 10/31/2023	Date Issued: 11/8/2023
PROJECT MANAGER	Ken Romeo	Owner Contact: Raymond Rogozinski	

1.0 PROJECT DASHBOARD

PROJECT PHASE	CONCEPT / FEASIBILITY	DESIGN	BID / AWARD	CONSTRUCTION (Court & Addition and Renovation)	CLOSEOUT
STATUS	N/A	Complete	Complete	Active	Active
PERCENT COMPLETE	100%	100%	100%	~96%	~35%

1.1 EXECUTIVE SUMMARY

The City of Bristol CT and Colliers Project Leaders (CPL) continue to actively support the project by attending to construction activities, checking the status of punch list, monitoring procurement of the generator, along with observing the onsite construction progress and coordination of the construction team along with the movers. On an ongoing basis CPL is checking in on the submittal and RFI process while coordinating with the City on items that require input from the Owner. CPL continues to assist the Owner with additional requests, evaluation of additional scope items, and support with integration of Owner Direct contractors such as the commissioning agent, audio visual, mover, and the furniture fixture & equipment. We facilitate responses to items requiring coordination and or review by the Owner with the design team by hosting weekly meetings to convey information in a timely and clear manner. CPL assists with coordination of City Hall Departments inquiries and additional requests with the Department of Public Works. We maintain a site presence at least four times a week to assist with these activities along with attending meetings and coordination with the City Departments. Construction progress reviews with the Building Department ended this month but assisting with information as requested continues. When not onsite we are monitoring items via email, Procore along with facilitation by phone and virtual meetings. The current construction contract sum/GMP is \$29,136,522.73. The GMP has been adjusted by \$28,282.08 due to two change orders since the last report. CPL continues to identify and track potential financial exposure items along with reviewing them on a weekly basis with the team in the project and proposed change cost meetings. The project budget is tracking to be within the financial parameters set by the City of Bristol. The most cost exposure items at this moment are the changes due to site conditions and department requested enhancements. The project schedule is currently tracking on time. The submittal process continues at a slowed pace with the vast majority of the items being associated with close out of the project. DDJV monthly report has further details related to the current submittal status. Select painting, hardware, electrical, flooring and millwork are progressing nicely as they are nearly completion. The punch list process continues with focus on the lowest level and fall back to the other floors as needed. The commissioning scope is in motion with SES leading the process with the subcontractors and DDJV. The team is addressing field questions also known as Request For Information (RFI) as they come up from the contractors still engaged on the project. The flow of RFIs has slowed with potential of an item to influence the flow of construction narrowing but the team still reviews all these items as a group at the weekly project meeting. Timely responses and team coordination efforts to close these RFIs are still a focus to assist with a successful project completion. The team has been engaged in the closeout process for months now by compiling a log of items required at the end of the project, updating of the record drawings, trade manuals being submitted for review, training schedule is being developed, training has started, and the conformance set of documents by the design team has been complied along with the several inspections of the work by multiple parties. Starting this early coupled with the ongoing commissioning process is assisting in facilitating an efficient closing of the project. SES continues to press for closure of open items with DDJV and DDJV's subcontractors via the open items that are shown in the SES portal. Owner direct contractors that continue to work on the site are

MONTHLY PROJECT STATUS REPORT

Dupont the City Clerk vault shelving contractor, Total Communications the telecommunications contractor, RnB the audio-visual contractor, WB Meyer the moving, Donnegan continues to address their punch list items on the high density storage systems and the furniture vendor. The move back process is underway with meetings and touching base sessions being held with the City, CPL and Meyer. Bristol City IT is working with CPL and DPW to coordinate the moving of the leased equipment with each department as they move back from the multiple locations. The audio-visual work by RnB is progressing with refinement and programing expected to continue for the next several weeks.

BRISTOL CITY HALL ADDITION & RENOVATIONS MONTHLY REPORT – NOVEMBER 2023



Issue Date: 11/8/2023

Table of Contents

Section I – Executive Summary

Section I - Executive Summary

Mobilization / Site Logistics

Electrical, painting, and general trades subcontractors are finishing up punch list, the rest have demobilized. Temporary fencing is down. Certificate of Occupancy has been received. Owner moved into the building. DDJV is working on closeout as well as accommodating any additional work requests that come up.

Demo & Abatement

All abatement and selective demolition work are substantially complete.

Sitework & Landscaping

Sitework landscaping are substantially complete.

Concrete

All structural concrete work is substantially complete.

Structural Steel

All structural steel work is substantially complete.

Miscellaneous Steel

All interior and exterior railings are substantially complete.

Exterior Framing & Sheathing

All exterior framing and sheathing are substantially complete.

Curtain Wall, Storefronts, & Glazing

Curtain wall, storefronts, and glazing are substantially complete.

Masonry & Air Vapor Barrier

All base contract and change order masonry work is substantially complete.

Roofing

All roofing work is substantially complete.

General Trades

General trades work is substantially complete.

MEP & Fire Protection Trades

All MEP & FP work is substantially complete. Building flush out and commissioning are ongoing.

Interior Finishes

Interior finishes are substantially complete.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 3, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works
Commission for Persons with Disabilities
FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: DPW City Yard (95 Vincent P Kelly Road) & Transfer Station (685 Lake Ave) – Heating System

The Department of Public Works – City Building Project Budget FY2022-23, included funding to replace the following building unit heaters that currently burn waste oil collected by DPW Fleet's vehicle maintenance operations (heater cost included):

1. DPW Street Maintenance Building (\$18,330)
2. DPW Solid Waste Building (\$18,015)
3. DPW Transfer Station Quonset Storage Building (\$16,207)

The total cost to replace the three existing waste oil heaters is \$52,556. The DPW was in the process of preparing bid specifications to replace the waste heaters, however, the BPW expressed concerns with the proposed plan to continue the use of burning waste oil. The Board's indicated concerns included the potential for poor internal air quality; increased maintenance, as compared to natural gas and heating oil heaters; lack of future repair/maintenance support; and long-term availability of parts. Some of the concerns stem from the limited number of manufacturers of used waste oil heating equipment and lack of trained personnel to work on the equipment.

As a result of the Board's concerns, the Department of Public Works is currently investigating the use/installation of natural gas heaters at DPW's Vincent P Kelly facility (Streets & Solid Waste Building) and a heating oil furnace at the Transfer Station quonset hut storage building. The DPW Streets Division building is currently occupied on a regular basis, and has a dual natural gas heating system. The DPW Solid Waste building is used primarily as storage, as is the Transfer Station storage building, and although the heat is set at a lower temperature (50 degrees), it is required. The DPW Solid Waste building is adjacent to the DPW Streets building, and although currently not equipped with natural gas, it can be extended (subject to sufficient gas pressure). Natural gas is not available at the Transfer Station, and a small heating furnace fueled with heating oil would be required. It should also be noted, that although the DPW Streets Division building is equipped with natural gas unit heaters, the heaters are over 30 years old, and would be replaced if the waste oil heaters are discontinued.

Although adequate natural gas pressures must be confirmed, it is anticipated that the installation cost of natural gas heaters and a heating oil furnace & AST would be lower (\$44,672 Est saving \$7,800). With that said, a change in heating systems would require engineering design services which would necessitate modifications to the building's electrical system.

In addition, the use of a natural gas and a heating oil system would require less maintenance (cleaner fuel). The cost of heating with natural gas is also less expensive, however, DPW currently uses waste oil generated through maintenance of vehicles (engine, hydraulic, and transmission oils). Therefore, heating fuel cost would increase. Natural gas is approximately thirty percent less expensive, as compared to oil cost. Eliminating the use of waste oil will increase operating costs by approximately \$10,000 (cost of natural gas/heating oil & increased waste oil disposal cost). It should be noted that due to the reduction in outside vehicle repair services, there is sufficient funding within DPW Fleet to transfer budget funds without increasing operating costs.

If the Board of Public Works supports the elimination of waste oil heaters, the DPW recommends the following action:

Direct the Department of Public Works to install natural gas heaters at DPW's Vincent P. Kelly Road facility, and heating oil heaters at the Transfer Station in lieu of replacing the current waste oil heaters as originally proposed.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: September 7, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW STREETS, SIDEWALKS and PUBLIC PLACES ORDINANCE (CHAPTER 21) – AMENDMENT (ROADWAY CURBING & ROAD CROWN GEOMETRY)**

As part of DPW's initiative to perform a comprehensive update of the City's Street Ordinance (Chapter 21), DPW proposes revisions to City standards and practices pertaining to roadway curbing and road crown geometry.

ROADWAY CURBING

In accordance with the City's Street Ordinance, all new roadways shall be constructed with 6-inch curbing. No proposed changes are recommended with the referenced provision; however, the existing ordinance requires the installation of concrete curbing at all cul-de-sacs and radii with a radius less than 20 ft. City ordinance allows slip form concrete curb, which consists of concrete extruded curbing formed directly on the roadway asphalt adhered with an adhesive.

In addition to permitting the use of slip form concrete curbing, the ordinance currently allows the use of precast curbing, full depth concrete curbing, and granite curbing. The ordinance requires the use of concrete or granite curbing at roadway radiuses due to the fact that it is more durable than asphalt curbing. Curbing along roadway radii are prone to damage, they are hit by vehicles more often, and are contact points for DPW during snow plow operations.

The concern with precast curb is that in DPW's experience, it delaminates and crumbles over time. The concern with slip form concrete is that although it is more durable than asphalt, it does break off at the asphalt/concrete seam. Repairing/replacing large slip form concrete sections requires a specialty contractor that is a challenge to procure. DPW's Street Division can repair/replace small (less than 10 ft.) sections of slip form concrete curb, but cannot replace larger sections.

DPW recommends that as part of the Street Ordinance revisions, the use of slip form & precast curbing be eliminated and no longer permitted on City Streets. DPW would propose either requiring granite curbing or allow asphalt curbing on street radii. Granite curbing is very durable; however, it is costly (\$50/LF) and currently has a long lead time to obtain. Asphalt curbing damages relatively easy (cost is approx. \$10/LF), however, it also relatively easy to fix, and the work is performed by DPW staff. It should also be noted that

use of granite curbing at street radii, although a sound engineering practice, is not a typical standard and is not a typical roadway construction requirement in the State of Connecticut. As a result, DPW would recommend the following action:

- A. Authorize DPW to prepare Street Ordinance revisions eliminating the use of precast concrete and slip form concrete curbing on street radii at cul-de-sacs and radii less than 20 ft., and allowing the use of bituminous asphalt curbing.**

In addition to the use of concrete and granite curbing on newly constructed streets, the DPW has maintained a practice of installing concrete slip form curbing to replace either granite or concrete curb. For example, on Birge Road, concrete curb was installed to match existing. However, on Lardner road bituminous curbing was installed. DPW replaced the curb with similar curbing, concrete on Birge Road and asphalt on Lardner Road one block over. Upson St and Pleasant St had concrete curbing on both sides of the road, however, DPW requested and received BPW authorization to install asphalt curbing on both sides of the street. As part of the Street Ordinance revisions, DPW proposes the following BPW action:

- 1. Authorize the use of asphalt curbing throughout the City, except in Federal Hill, Forestville Center, and downtown streetscape areas.**

DPW current roadway construction practice is to install the asphalt curbing on the binder roadway surface. This results in the finish pavement course being installed after the curbing, which locks in and strengthens the curb construction. As a result, curb damage is limited/reduced. However, when repairs are required, the installation of curbing on the binder increase the difficulty of replacing/installing new curbing. Prior to changing DPW's construction curbing practice, DPW will install asphalt curbing on the top pavement course and monitor conditions.

ROADWAY CROWN GEOMETRY

The roadway crown consists of the cross-sectional shape of the roadway. The center of the road is higher elevation than the gutter/curb line which allows for cross drainage. The shape is crown is parabolic and the elevation between the gutter/curb line and road centerline is crown height. The City's current road crown standard is to have a 2% slope between the roadway gutter/curb line and the road center line. The DPW proposes the following BPW action to INCREASE the City's standard roadway crown:

- i. Authorize the DPW to revise existing roadway standards to increase the road crown geometry from the existing 2% cross slope to a slope of 3.12% (3/8 inch/12 inches).**

As part of the City's revisions to the Street Ordinance, DPW also proposed requiring developers/engineers prepare and submit for DPW Engineering review a roadway intersection grading plan with 0.2 ft contour intervals. Said intersections grading plan shall be prepared by a licensed engineer in order to reduce/eliminate ponding/standing water within intersections, at the curb ramp.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 3, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works
Commission for Persons with Disabilities
FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: DPW SIDEWALK ORDINANCE/POLICIES, CAPITAL PROJECTS AND PROGRAMS

The maintenance and expansion of City sidewalks is governed by the City's Street Ordinances and Board of Public Works policies. City sidewalk repairs and replacement of deteriorated sidewalks, along with installation of new sidewalks to expand the sidewalk system, require Board of Finance approval, Board of Public Works approval, and either City funds or grant funds. In addition, new sidewalks are constructed and expanded in the City as part of property development (site plans or subdivisions).

The City currently maintains 234 miles (center lane) of accepted City roads, 230 miles of sidewalks, and 2,700 ADA ramps. It should be noted that there are a number of streets that have sidewalks on both sides of the roadway. In accordance with City standards, City sidewalks are constructed of concrete, and are a minimum of 4-feet wide.

The Department of Public Works views sidewalks as an integral part of the City's transportation system, and is committed to ensuring sidewalks are in safe condition. DPW supports the use of grant funds to maximize and expand the City's sidewalk network.

MAINTENANCE OF EXISTING SIDEWALKS

In accordance with City Ordinance, property owners adjacent to a sidewalk located along a City Street are responsible to maintain and repair the sidewalk in a safe manner. Maintenance includes the removal of snow and ice during winter conditions. The repair of sidewalks by property owners includes the full replacement of sidewalks (if necessary). It should also be noted that only licensed and bonded contractors are authorized to work on City roadway sidewalks. Therefore, residents are not allowed to perform their own work, unless they happen to be a licensed/bonded contractor.

Pursuant to City Ordinance, property owners are required to clear sidewalks within 12 hours after the storm, 9 hours if the storm ends prior to 3 AM. In accordance with the attached policy, residents are instructed to contact the Bristol Police Department to investigate noncompliance (sidewalks that have not been cleared of snow as required per ordinance). Once confirmed by the Bristol Police Department that the sidewalks have not been cleared, DPW is notified by the Police Department, and DPW arranges to clear the sidewalks. DPW invoices property owners for snow/ice removal cost, and liens the property in the case of non-payment. See the attached City Sidewalk Snow and Ice Complaint/Sidewalk Clearing Policy.

It is the City's responsibility to maintain ADA handicap ramps and curbing (including curbing installed monolithically with the sidewalk). In addition, the City is responsible to replace/repair sidewalks damaged by the City. This occurs primarily as a result of City trees located within the street pole border (grass area between curb and sidewalk). Funding of the referenced sidewalk work is through DPW's Road Infrastructure Fund, and is approximately \$60,000. In accordance with the City's approved ADA ramp transition plan (see attached), it is City policy to replace non-compliant ADA ramps as part of the Department's annual roadway paving program. Please note that the BPW has adopted, as a policy, the use of PROWAG standards/guidelines. PROWAG standards allow the City to consider roadway intersection grading when determining ADA ramp compliance.

To assist residential property owners with the cost of repairing sidewalks, the City established a Residential Sidewalk Repair Program that funds a portion of the sidewalk replacement cost (see attached). The percent of reimbursement varies: fifty percent for a single-family home, forty percent for a two-family home, thirty percent for a 3-family home, twenty percent for a 4-family home, and ten percent for a five-family home. The program also includes a loan program that allows residents to pay the sidewalk replacement cost over a period of time at a reduced interest rate. The residential sidewalk program is limited to residential property owners up to five-units, includes non-profits, and is not available to commercial property owners.

The City also seeks and receives grant funding that is utilized to repair/replace damaged sections of existing sidewalks. The use of grant funds is utilized to replace large sections of deteriorated sidewalks across multiple properties, unlike the residential sidewalk program that addresses sidewalk sections of individual properties. The primary grants used by the Department are federally funded, City administered CBDG funds, and State DOT Community Connectivity grant funds. The use of CBDG grant funds are limited, in designated census districts, based on income. The purpose of DOT Community Connectivity grants is to promote pedestrian use and public transportation. Therefore, use of grant funds is primarily used in the City's downtown, West End, and Federal Hill sections of the City.

Although DPW did not receive CBDG in FY2022-23, DPW typically has been awarded \$60,000 to \$80,000 per year that has been used to fund sidewalk replacement on Federal Street, Memorial Blvd, West Street, and Center Street, along with ADA ramps in the downtown, West End, and Federal Hill areas.

The City has also been awarded DOT Community Connectivity grants funds of \$299,916 and \$439,000, and has a pending application for \$794,000 in funds for sidewalk and ADA ramp replacement. Work completed as part of the City's initial CT Community Connectivity grant (<https://ct-bristol2.civicplus.com/1168/Community-Connectivity-Ramp-and-Sidewalk>) included ADA ramp replacement and sidewalk installation on Park St, Muzzy St, Barnes St, Tulip St, West St, Center St, Meadow St, Gaylord St, School St, South St, and Riverside Ave. The City is currently in the process of awarding sidewalk/ADA repairs/replacements associated with the \$439,000 CT Community Connectivity grant. This work (<https://ct-bristol2.civicplus.com/DocumentCenter/View/43457/100-percent-Design-Submission---Community-Connectivity---Plans-SOUTH-ST?bidId=>) will include the replacement of



Department of Public Works | 860.584.6125

sidewalks/ADA ramps on South St, South St Ext, Wolcott Rd, Downs St, Haviland St, Steele St, West St, and Church St.

The City has also submitted an application for a CT Community Connectivity grant in the amount of \$794,000 to replace sidewalks on Gridley St, Allen St, Atkins St, Beleden Gardens, Bellevue Ave, Center St, High St, Jerome Ave, Kelly St, Lake Ave, Maple St, Queen St, Race St, and Summer St. The application is currently pending State approval.

DPW is also planning the use of regional LOTCIP funds to replace the existing asphalt sidewalks on Burlington Ave (CT Route 69), from Claire St to 429 Burlington Ave, with City standard concrete sidewalks. Construction of the 1,500 LF of sidewalk is estimated to cost \$580,000 and will be fully funded through LOTCIP. Pursuant to grant funding requirements, the City is required to fund engineering design costs estimated at \$80,000. The Burlington Ave sidewalk project will be part of the Department's 2023-24 CIP with construction anticipated in 2026.

It should be noted that the State of Connecticut Department of Transportation does not take responsibility to repair, replace, or inspect sidewalks on State roads. All work within the State right-of-way, including work performed by City contractors, requires a State Encroachment Permit. The State does have a policy to replace all non-compliant ADA ramps as part of the DOT's roadway paving program. In addition, as a condition of approval of State encroachment permits issued to the City as part of DPW roadway paving program, the State requires the City to replace ADA ramps when City streets intersecting State roads are paved.

NEW/EXPANSION OF CITY ROADWAY SIDEWALKS

New sidewalks expanding the City's network are constructed as part of property subdivisions, commercial site plans, and the Department of Public Works CIP plan. Sidewalk constructed as part of developments are governed under the City's zoning and planning regulations.

The City's subdivision commission is authorized to waive all, or a portion, of sidewalks on subdivisions, and City Council is authorized to waive sidewalks required per City ordinance on site plans. The Department of Public Works' policy is to NOT recommend waiving sidewalks on subdivisions, and evaluates and supports the waiver of sidewalks on site plans when the sidewalks, if installed would be isolated/disconnected to existing sidewalks.

City-initiated and funded installation of new sidewalks are funded as part of the City's CIP plan. They are initiated and prioritized based on need. The City receives a number of requests each year that are evaluated by the DPW and BPW based on need, cost, and public support. As previously indicated, DPW sees sidewalks as integral to the City's transportation system. However, obtaining property owner support due to property owner maintenance requirements is a challenge. City construction of sidewalks across a parcel encumbers the property owners with the requirement to

maintain sidewalks, including the seasonal removal of snow and ice and the long-term replacement cost. In addition, construction of sidewalks often impacts/disturbs property owners' front yard.

DPW is scheduled to install 6,100 LF of sidewalks on the north side of Shrub Road, and a portion of Jerome interconnecting Shrub Rd sidewalks to Stevens St sidewalks. The \$1,936,000 project is scheduled to be completed in 2024. In accordance with LOTCIP requirements, the City incurred design engineering cost of \$110,000. LOTCIP funds will cover the \$1,936,000 construction cost. See link below to preliminary Shrub Road sidewalk plans:

<https://ct-bristol2.civicplus.com/1084/Shrub-Road-Sidewalks>

The City is also scheduled to install streetscape improvements on Riverside Ave – CT Route 72 from Mem Blvd to Main St, and Park Street from the West End to Muzzy Field. The \$9,000,000 project will be coordinated and partially funded by the CT DOT and a CT SIF grant received by the City. Engineering design costs of \$320,000 will be funded by the City using ARPA. See link below to Riverside Ave and Park St Streetscape Concept Plan/Design Report prepared by GM2 Inc.

<https://ct-bristol2.civicplus.com/1070/Streetscape-Study-Riverside-Ave-Divinity>

The City's regional planning agency NVCOG commissioned a state grant funded corridor Study of CT Route 229 which includes completion of the existing sidewalk network on King St and Middle St. See link below to CT Route 229 (King St and Middle St) Corridor Study indicating proposed sidewalk installation.

<https://ct-bristol2.civicplus.com/1082/Route-229-Improvements>

The DPW has also received a grant and BOF funding to design a bike path and walking path interconnecting Mem Blvd, Brackett Park, West End, and Rockwell Park. The design cost of \$400,000 (\$320,000 funded with CT Recreation grant) is currently in place and the City is scheduled to issue an RFP to procure an Engineering firm in December. Construction costs are estimated at \$4,300,000 and will be coordinated with the relocation of CT Route 72 in the area of Brackett Park. See link below to NVCOG's Preliminary/Concept Design for Downtown Bristol Bike Path:

<https://nvcogct.gov/project/archived-projects/bristol-downtown-trail-routing-study/>

UPDATE CITY STREET ORDINANCE

The DPW and BPW has initiated a comprehensive review of the City's Street Ordinance. As part of the ordinance update, DPW will be recommending the following:

1. Maintain all current Ordinance requirements requiring property owners to maintain and repair sidewalks, including snow & ice removal and replacement requirements.
2. Update Ordinance to include provisions to condemn and lien property owners to facilitate sidewalk replacement/repair. Maintain existing BPW policy indicating that condemnation of sidewalks shall be limited to individual properties. The intent is not to use condemnation to fund street-wide sidewalk replacement. DPW shall continue the practice of optimizing the use of grants to replace deteriorated sidewalks along the entire length of roadway.
3. Maintain Street Ordinance stating that the City is responsible for roadway curbing, including curbing installed monolithically with sidewalk (18 inches of sidewalk), and formalize the City's responsibility to repair/replace ADA ramps.
4. Update Ordinance to require ADA detector pads at each side of a commercial driveway apron/opening.



Department of Public Works | 860.584.6125

5. Update Ordinance to formalize that the City is responsible for the repair/replacement of Streetscape improvements, such as: benches, planting bed structures, ornamental lights, and paved/brick pole borders. Property owners will continue to be responsible for the repair/replacement of concrete sidewalks and are encouraged to maintain landscaping.
6. Formally adopt and incorporate PROWAG standards into the Street Ordinance, allowing the City to consider roadway intersection grading when determining ADA ramp compliance.

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

CITY OF BRISTOL – PUBLIC WORKS

24.60 CITY SIDEWALKS SNOW & ICE COMPLAINT/ SIDEWALK CLEARING POLICY

1. Policy Name

24.60 City Sidewalks Snow & Ice Complaint/ Sidewalk Clearing Policy

2. Policy Statement

Pursuant to City ordinance 21-23, property owners are responsible to clear snow and ice from sidewalks located along City Streets abutting their property. Specifically, City Ordinance 21-23 requires property owners abutting a public roadway sidewalk to clear the sidewalk of snow and ice within 12 hours after a storm which ends between the hours of 3:00 AM and 9:00 PM and within 9 hours after a storm which ends between 9:00 PM and 3:00 AM. For the purposes of the ordinance, the end of the storm is defined as either the end of precipitation or in the event that an emergency parking ban is established pursuant to Ordinance 14-39, the end of a storm shall be defined as the end of the emergency parking ban.

The primary reason the City requires property owners to clear public sidewalk of snow & ice is to improve public safety and reduce risk to pedestrians. The purpose of this policy is define the procedure dictating when the Department of Public Works will be utilized to clear sidewalks. **The policy also includes provisions to charge property owners who are in violation of the city ordinance requiring owner to clear snow & ice from sidewalks.** Obtaining reimbursement ensures that general taxpayers will not incur the costs associated with property owner's violation of City ordinance 21-23.

3. Policy

- A. Complaint of Snow/Ice on City Sidewalks: **ALL COMPLAINTS OF SNOW or ICE ON SIDEWALKS LOCATED ALONG CITY STREETS SHALL BE DIRECTED TO THE BRISTOL POLICE DEPARTMENT.**
 - a. The Police Department shall confirm that the sidewalks have not been cleared and provide the Department of Public Works with the addresses of the un-cleared sidewalk in question.
 - b. The Police Department investigation may or may not result in the property owner being contacted or being issued a written citation or warning for un-cleared sidewalks (violation of City Ordinance 21-23). However, the lack of notice to property owners shall not relieve the property owner of the responsibility to clear said sidewalks in accordance with the City ordinance (the purpose of this policy is to clear sidewalks of snow and ice in order to improve safety).
 - c. The notice from the Police Department to the Department of Public Works that sidewalks have not been cleared of snow & ice shall serve as authorization to the Department of Public Works to initiate the removal of snow & ice from the sidewalk.
 - d. The City recognizes that the Board of Education may have previously cleared snow & ice from sidewalks along City streets in areas of City schools. The

purpose of the Board of Education's policy was to ensure sidewalks were cleared for students walking to schools. However, other than Board of Education properties owned in fee, the **Board of Education program to clear sidewalks along City roads is no longer in place**. Property owners abutting sidewalks previously cleared of snow & ice by the Board of Education are currently subject to all provision of City Ordinance 21-23.

- B. Once the Police Department provides notice of un-cleared sidewalk to Public Works, the Department shall arrange to perform required work to clear identified sidewalks of snow & ice.
 - a. No additional notice to the property owner by the Department of Public Works is required (the primary purpose of this policy is to clear sidewalks of snow and ice in order to improve safety).
 - b. Once the Police Department provide Public Works notice of identified un-cleared sidewalks the Department of Public Works Department shall be authorized to commence work immediately. With that said, due to the Departments work load work may be delayed 24-48 hours
 - c. Prior to any snow & ice removal by the Department of Public Works the Department shall take a time date and location stamped photograph of the sidewalk scheduled to be cleared of snow and ice. Additional photographs shall be taken to document conditions at the completion of the Department's work. Said photographs shall be included in the department invoice provided to property owners
 - d. Due to sidewalk ice conditions, the clearing of sidewalks by the Department of Public Works may take multiply application of salt/deicer treatments to eliminate icing safety hazard.
 - e. Snow and ice clearing shall consist of clearing the entire width of the sidewalk. Clearing of only a portion of the sidewalk, such as a shovel width is insufficient. The sidewalks must be cleared the full width to comply with the City ordinance.
- C. At the completion of the Department of Public Work's sidewalk clearing work the Department shall invoice property owner for the cost of work performed by the Department.
 - a. All to the Department labor and equipment cost to perform snow & ice removal including transportation to the site shall be included in the invoice issued to property owners. The purpose of issuing and invoice to the property owners is to reimburse the Department the cost of removing snow & ice from sidewalks along City streets defined as the property owner's responsibility in City ordinance 21-23. Obtaining reimbursement ensures that general taxpayers do not incur the costs associated with property owner's violation of City ordinance 21-23.
 - b. Public work invoice to property owners shall include time & location stamped photographs taken by the Department prior to and at the completion of the snow & ice clearing.
 - e. The Department will not invoice property owner for snow stockpiled by the Department at intersections, provided the stockpiled snow is no more than three times the height of the snow accumulation of a typical sidewalk. Said height shall be as determined solely by the Department.

- f. The Department of Public Works is responsible to clear sidewalks along City owned property, except property designed as Park, Water of Board of Education facilities. Said properties includes City owned bridges.
- D. All Department of Public Work invoices not paid after a period of 30 days will be forwarded to the City's Corporation Counsel for additional processing.
 - a. Corporation Counsel will re-issue/ re-invoice property owner for work performed by the Department of Public Works
 - b. After a period of 30 days, properties invoices that remain unpaid will be leaned. The office of Corporation Counsel will file said lien on City tax & land records.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

December 15, 2022

7. Effective Date:

December 22, 2022

CITY OF BRISTOL – PUBLIC WORKS

24.15 CITY SIDEWALKS MAINTENANCE AND NEW INSTALLATION

1. Policy Name

24.15 City Sidewalks Maintenance and New Sidewalk Installation

2. Policy Statement

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

3. Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Installation of New/additional Sidewalks

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

- with the City's Subdivision regulations and is not under the authority of the Board of Public Works
- ii. The decision to install sidewalks along properties subject to site plan approval by the City's Zoning Commission or Planning Commission are reviewed and approved by the City's Planning Commission and Zoning Commission in accordance with the City's Zoning regulations and is not under the authority of the Board of Public Works.
 - iii. The Board of Public Works receives referrals from the City's Planning Commission, Zoning Commission and City Council from time to time regarding property owners request to waive or defer the installation of sidewalks required pursuant to City Subdivision regulations, Zoning regulations and City Ordinance. The Board of Public Works reserves the right to make these decisions based on the evaluation of the specific location and need of sidewalks, however Board shall consider the following:
 - a. Prioritize installation of new/ additional sidewalks on roadways based on street classifications (Principal, Minor Arterial, Major Collector and local).
 - b. Install sidewalks to complete the interconnections of sidewalks and loops including sidewalks located across the properties of proposed cul-de-sacs.
 - c. In areas where sidewalks do not form a loop or interconnections installation of sidewalks on a one side of the street shall be considered.
 - iv. The Board of Public Works shall consider the installation of new/additional sidewalks as part of the Department of Public Works yearly Capital Improvement Program based upon request from the general public (including petitions) and the Director of Public Works. Request shall be prioritized based on the criteria provided in Section 3Biii of this policy. In addition, priority shall be given to installing sidewalks in areas to eliminate sidewalk gaps along existing roadway sections and priority shall be given to installing sidewalks in commercial areas along or accessing public transportation (bus routes).

4. Responsible Division

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

5. Approval authority:

Board of Public Works

6. Approval Date:

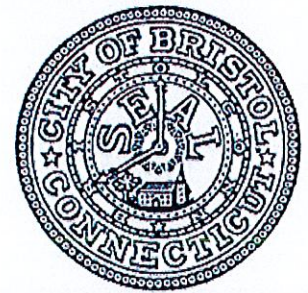
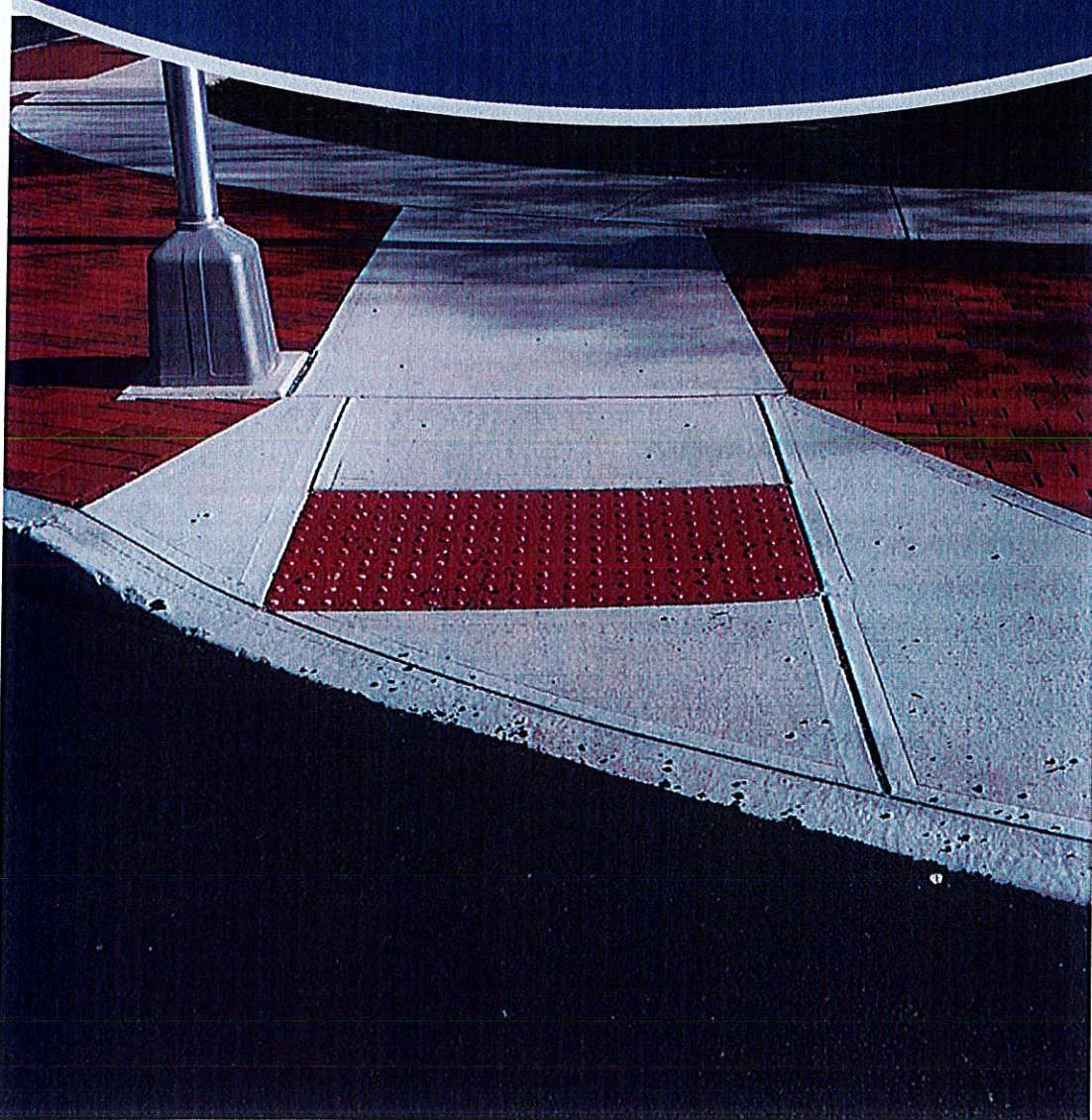
July 21, 2022

7. Effective Date:

August 1, 2022

City of Bristol, Connecticut

ADA Self Evaluation and Transition Plan - Sidewalks and Curb Ramps



Prepared For:
Department of Public Works
City of Bristol
111 North Main Street
Bristol, CT 06010



Prepared By:
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March 2023

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Section 1 - Introduction

1.1 Background

The City of Bristol retained BETA Group, Inc. (BETA) to provide Planning, GIS, and Asset Management services to develop an inventory and assessment of sidewalks and curb ramps along City and State roadways in Bristol. This study was undertaken to establish a database of sidewalks and curb ramps to produce a prioritized list of improvements pertaining to the American Disabilities Act (ADA) standards to preserve infrastructure and to enhance the walkability in our community. This study is a planning tool intended to provide the foundation to manage the City's asset resources by combining professional engineering metrics with local institutional knowledge. These efforts create a Prioritization Plan for the City's overall pedestrian network (Sidewalks & Curb Ramps).

BETA and City Staff worked together to identify goals regarding existing conditions and the City is committed to maintaining and improving its ADA compliance status. However, this can only be achieved by preserving existing infrastructure to the greatest extent and constructing new compliant sidewalks and curb ramps.

This report is designed to act as a planning level tool and to provide the foundation for managing the City's resources by combining local knowledge with engineering judgment. It should be noted that City Buildings, Parks, Cemeteries, and School Properties were not included as part of the study's scope of work.

1.2 Mission

The Department of Public Works (DPW) aspires to create and conserve a comprehensive transportation network in Bristol. This in turn provides safe and accessible options for all modes of travel and for people of all ages and abilities. The City is committed to accessible principles in policy and practice and has partnered with BETA Group, Inc. to develop this evaluation and Prioritization Plan. The City of Bristol has taken multiple steps to create workflows, shape internal policies and allocate funding to transform its transportation infrastructure into an accessible compliant network.

Section 2 - Accessibility Requirements and Regulations

The City of Bristol is bound by the following Federal and State Governing Acts and Regulations:

2.1 Americans with Disabilities Act (ADA) of 1990

The Americans with Disabilities Act (ADA) ensures that qualified disabled individuals shall not be excluded from participation in, or denied benefit of, or be subject to discrimination under any public program or activity. The Titles of the ADA that affect the operations of the Department of Public Works include:

Title II: Public Services

Title III: Public Accommodations

Title V: Miscellaneous Provisions (i.e. Construction Standards and Practices)

2.2 Rehabilitation Act of 1973-Section 504

Section 504 of the Rehabilitation Act of 1973 ensures that no otherwise qualified individuals with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The City of Bristol may receive funding directly from Federal sources or via third party transactions through State agencies with the purpose of meeting ADA compliance.

2.3 General Statutes of Connecticut

The General Statutes of Connecticut, revised January 1, 2019, reinforces standards set to accommodate persons with physical disabilities. The standards incorporate construction, design, and arrangement of all buildings and building elements to be in substantial compliance with the provisions of the ADA.

2.4 Connecticut Department of Transportation (CTDOT)

The Connecticut Department of Transportation (CTDOT) maintains its own Construction Standards and Policies that must be adhered to, especially if such a project will be funded by the Department in full or in part.

2.5 Adoption of Proposed Regulations/Guidelines

The United States Access Board (USAB) has developed guidelines for ADA and the Architectural Barrier Act (ABA) that focus mainly on facilities and sites. While these Acts address certain features common to public sidewalks, further guidance is necessary to address conditions and constraints unique to public rights-of-way. Although not yet approved, The Architectural and Transportation Barriers Compliance Board is proposing accessibility guidelines for the design, construction and alteration of pedestrian facilities in the public right-of-way, known as the Draft Proposed Rights-of-Way Accessibility Guidelines (PROWAG) that can be used by organizations to ensure compliance with other accessible standards.

Section 3 - Proactive Measures

3.1 City Policies for Work Conducted Within the Public Right-of-Way

The City of Bristol has employed a workflow to tackle barriers to accessibility as outlined through this Prioritization Plan. The Department of Public Works (DPW) has also developed internal policies relating to construction within the rights-of-way, such that all projects constructed by the City shall be designed and constructed to meet federal regulations associated with pedestrian access. There are conditions which will be encountered where full compliance is structurally unfeasible and the cost of compliance is excessive without substantial benefit to persons with disabilities, or prohibitive in some other manner. In these cases, variances from the rules and regulations are required.

3.2 Complete Streets Training

The City of Bristol was selected by Smart Growth America to participate in the 2022-2023 Complete Streets Leadership Academies which will develop a demonstration project in order to improve safety for cyclists and pedestrians. The training will include 15 City staff comprised of engineers, planners, public health practitioners, community advocates, and other related professionals who will attend the workshop sessions and help plan the demonstration project. The workshop will run until the end of June 2023 with the presentation of the final local project.

3.3 Community Connectivity

The City of Bristol has participated in the Community Connectivity Grant Program administered by the CTDOT. Through this program the City replaced 96 curb ramps, 30,000 SF of sidewalks, and 40 crosswalks between 2020 and 2021.

3.4 Scope of Projects

The development of this Plan is intended to assist the City and its DPW to be able to understand its assets and to systematically improve its transportation network. Improvements targeted through this plan focus what will benefit and improve access for all users.

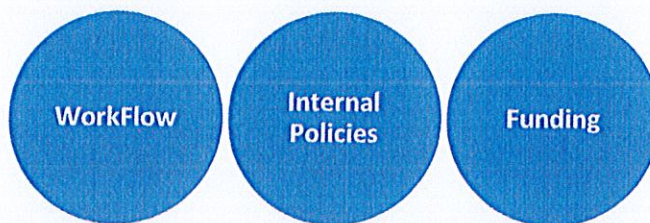
Although improvements are named specifically in this document, actions to implement such work will be at the sole discretion of the City and will be achieved based on available and allocated funding, feasibility of construction and other attributes. It is the responsibility of the designers, engineers and contractors that the end results meet all applicable accessible statutes and standards.

Section 4 – Assessment Approach

4.1 Overview

Through the initial planning stages, meetings were held with the City of Bristol's Director of Public Works to align goals and set strategic milestones for the project. The overall outline for the development of the Assessment follows these key actions:

1. Review existing City-provided curb ramp inventory (**1,863** existing ramp location)
2. Identify and Classify Priority Locations (Areas A, B, C, and D))
3. Conduct desktop inventory of sidewalks (**210 miles**) and preliminary ADA compliance assessment of curb ramps (up to **1,000 locations**) in select area identified by City using Eagleview ortho-photography
4. Analyze Data and generate summary reports for planning purposes
5. Conduct field assessment of select curb ramps (**226 locations**) passing preliminary inventory
6. Produce Deliverables from Existing Conditions and Discussion of Findings
7. Provide Recommendations and Establish Schedule of Improvements



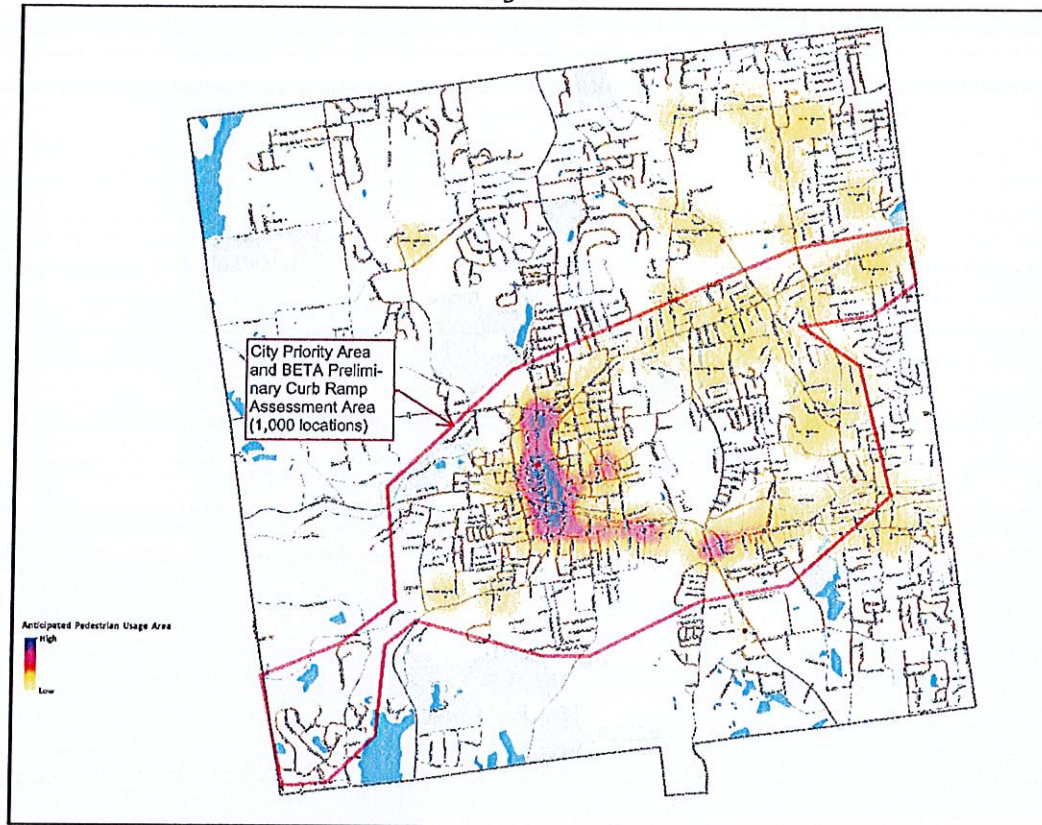
4.2 Priority Areas

Creating a system that prioritizes key areas is vital for both planning and transitioning areas from non-compliance to compliance regarding ADA standards. Therefore, a tiered approach was utilized to classify priority locations that are prone to several variables. These variables include high pedestrian volumes, deterioration from weather such as flooding, snow and ice, or simply an aging infrastructure. Each priority area differs based on its respective variables and must adapt accordingly in order to meet compliance. The City is then provided a set of priority areas directly related to the given variables observed in each area. Pertaining to the City of Bristol, the four priority areas are explained below:

- Priority Area A: Schools (plus ¼-mile buffer)
- Priority Area B: Downtown Central Business District (plus ½ -mile buffer)
- Priority Area C: City Services including City Hall, Senior Center, Libraries, Public Safety, Transit Stops (plus ¼-mile buffer)
- Priority Area D: Remaining Areas

Figure 4.1 displays the 4 Priority Areas that were combined to form a heat map of anticipated pedestrian activity, and which contributed to the overall Prioritization Plan. The red boundary was provided by the City to define the focus area.

Figure 4.1



4.3 Pedestrian Network

Multiple factors can contribute to create gaps or barriers in the pedestrian network. In creating a comprehensive walking network, it is important to identify and eliminate these obstacles. Some of these obstacles can include:

- Lack of sidewalks on one or both sides of the street
- Lack of available marked crosswalk locations
- Missing sidewalk panels
- Poor condition of sidewalks such as; broken, uplifted, depressed panels, etc.
- Crosswalk locations that lack compliant accessible curb ramps on one or both sides
- Intersection corners where sidewalks lack curb ramps
- Some obstructions restrict the clear access to ramp or landing width such as: catch basins, curbing, fire hydrants, utility/light posts, signs and signal posts

Section 5 - Field Data Collection Program

5.1 GIS Base Mapping

Following industry standards and goals established during planning stages, a sidewalk and curb ramp inventory program was developed of each existing asset. The database is structured to facilitate the development of a Prioritization Plan to enhance the pedestrian network in the City.

GIS base mapping used for this Project includes the following data layers for reference:

- Existing Road Centerline
- Buildings
- Parcels
- Aerial Imagery

The availability of this base mapping allows the field inspection team to use a GIS-based data collection approach to optimally provide record keeping and tracking for current and future maintenance.

The City provided an initial inventory of curb ramps that included **1,863** point locations. There was no additional data associated with these locations.

5.2 Inventory Standards

To develop an inventory, sidewalks and curb ramps located along the accepted street rights-of-way were inventoried using Eagleview orthophotography and other desktop tools. Sidewalks were inventoried for overall area and surface material city wide.

The City identified a focus area within the City's pedestrian network and budgeted approximately 1,000 ramp locations. Curb ramps were assessed for preliminary compliance against limited ADA criteria. This allowed the City to efficiently use their field assessment budget efficiently. Only those ramps that were identified in the pre compliance assessment as having concrete surface material and a detectable warning panel at the ramp opening were included in the field assessment set of ramps. Understanding this concept allowed for the most cost-effective results, while factoring prioritization of non-compliant assets.

The attribute data collected by asset is shown in tables on the following page.

Table 5.2.1 Sidewalk – Attribute Data Collected

Data Category	Description
Geographic Location	Street Name, Street Segment
Material Type	Concrete, Asphalt, Brick, Other
Width	Back of curb to back of sidewalk width in feet
Length	Segment length in feet

Table 5.2.2 Curb Ramp – Attribute Data Collected (BETA – Desktop) – 1,000 Total

Data Category	Description
Geographic Location	Street Name, Street Segment, Intersecting Street
Material Type	Concrete, Asphalt, Brick, Other
General Condition	Good, Fair, Poor
Detectable Panel	Presence of detectable warning panel, Yes/No

Table 5.2.3 Curb Ramp – Additional Attribute Data Collected (BETA - Field) - 226 Total

Data Category	Description
Panel Damage	Is the panel damaged, Yes/No
Ramp Opening	Width of ramp opening in inches
Ramp Landing	Presence of a landing, Yes/No
Ramp Slope	Smart Level reading in %
Ramp Cross Slope	Smart Level reading in %
Landing Opening	Width of landing opening in inches
Landing Depth	Length of landing in inches
Landing Slope	Smart Level reading in %
Landing Cross-Slope	Smart Level reading in %
Photograph	Taken at each point

5.3 Sidewalks

As mentioned, sidewalks were inventoried using Eagleview orthophotography provided by the City. This portion of the Desktop Data Collection Program was completed in the **Spring of 2021** and included approximately **210 miles of sidewalk**. A line feature was created and spatially located utilizing the GIS base mapping as each sidewalk was evaluated. Each sidewalk segment was tagged with data that included material type and average width as specified by the City.

5.4 Curb Ramps

The curb ramp inventory includes a combination of the following:

1. Total curb ramps City-wide (**1,863**) point locations provided by City (no additional data)
2. Preliminary ADA Compliance Assessment of **1,000/1,863** ramp locations by BETA using Eagleview orthophotography and other desktop tools
3. ADA Compliance Assessment of **226/1,000** ramps which passed preliminary ADA compliance assessment by BETA field inspectors.

The field portion of the Data Collection Program was completed by BETA in the **Summer of 2021**. The field crew inspected intersections along accepted street rights-of-way to inventory all existing curb ramps, which totaled **226 curb ramps**. The physical inspection allowed for the condition and dimensions for each curb ramp to be measured. The slope of each curb ramp was collected using a smart level while all curb ramp dimensions were recorded using a tape measure. Date stamped pictures were also compiled and linked to the database, allowing each curb ramp to be viewed digitally.

Sample criteria and pictures are illustrated in the table on the following page.

Table 5.4.1 Curb Ramp – Condition Criteria

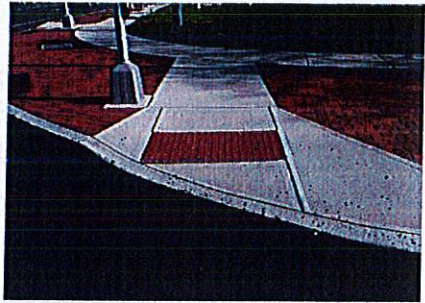
Condition Detail	Photographic Example
Good: No distresses identified, only minor surface blemishes and deterioration observed on ramp. <i>Ramp does not require repairs.</i>	
Fair: Distresses start to develop, but provide minimal to no impedance (cracks, grass, depressions, bumps & patches). <i>Minor attention needed for ramp.</i>	
Poor: Distresses and obstructions are actively found, proving the ramp to be hazardous. <i>Ramp requires replacement</i> <i>*All Ramps rated as "Poor" are considered Non-Compliant*</i>	

Table 5.4.2 Curb Ramp – Findings

	<u>Tier Area</u> <u>A</u>	<u>Tier Area</u> <u>B</u>	<u>Tier Area</u> <u>C</u>	<u>Tier Area</u> <u>D</u>	<u>Total</u>
City-Wide Sidewalk Inventory (Mi.)	30.7	52.9	34.0	92.0	209.6
City-Wide Curb Ramp Inventory	253	449	320	841	1,863
Concrete Ramps with DWP In Tiers B, C	N/A	177	49	N/A	226

Section 6 - Summary of Findings

6.1 Initial Sidewalk Findings

Overall, BETA created **210 miles** of sidewalk line features city wide. Additional data collected included surface material. The majority of sidewalks in the City are concrete (**204.15 miles**) while the remainder are asphalt (**5.28 miles**). **0.16 miles** of sidewalk surface was identified as "other". Figure 6.1.1 shows the distribution of sidewalk miles within priority areas. Figure 6.1.2 shows the distribution of sidewalk surface material.

Chart 6.1.1 Sidewalk Priority Location Distribution (mi.)

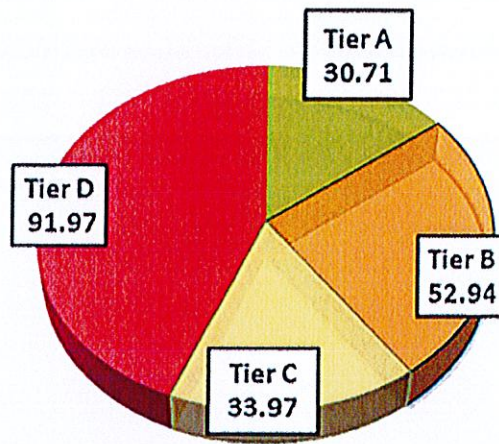
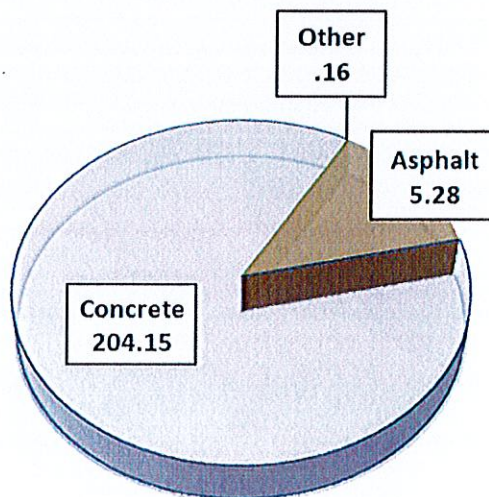


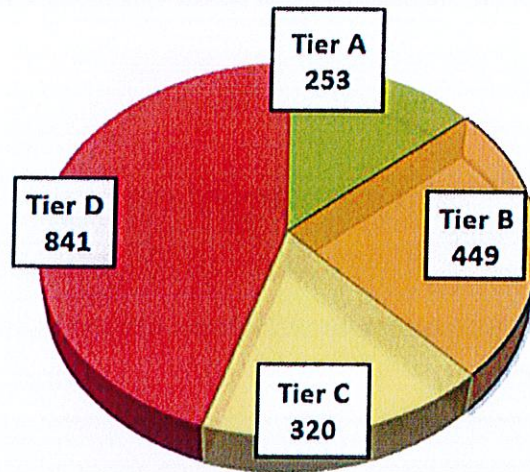
Table 6.1.2 Sidewalk Material (mi.)



6.2 Initial Curb Ramp Findings

Based on a review of the inventory data, a baseline of **1,863 Curb Ramp** point features was created.

Chart 6.2.1 Curb Ramp Priority Location Distribution



From the preliminary assessment, which included **1,000/1,863** total locations, concrete curb ramps that contained a detectable warning panel at the ramp opening, were identified and selected for detailed assessment against additional ADA compliance criteria as described above. This set of ramps included **226** curb ramp locations. Of these ramps most (222) were concrete, while the remainder (4) were asphalt.

6.3 Curb Ramp Compliance

Per ADA standards, each curb ramp was classified as either compliant or non-compliant based on current ADA criteria (ADAAG). Of the 1,000 curb ramps identified within the City's Priority Area, 226 total ramps were selected for a detailed ADA assessment based on a preliminary compliance review. Of those, 16 total ramps passed with compliance, while 210 failed due to one or more of the attributes mentioned. In all, **984/1,000** ramps within the priority area did not pass the comprehensive ADA compliance test for one or more reasons.

For the purposes of this city-wide ADA assessment, the remainder of the curb ramp inventory (1,863 Total), or 1,847 curb ramps are considered non-compliant.

Section 7 - Schedule of Improvements

This Schedule of Improvements is based on the timing of when this report is issued to the City and is subject to change. Factors for change would be the paving program, conditions of sidewalks and ramps, land development, and other projects. Current capital improvement plans call for \$80,000 per year over the next twenty-five years but is subject to change.

7.1 Cost Estimating

Costs associated with the proposed improvements were developed using unit costs provided by the City as follows¹:

Improvement Type	Unit Cost	Unit of Measure
Sidewalk Reconstruction - All	\$ 12.00	per SF
Curb Ramp Replacement or New Construction	\$ 3,000	per EA

7.2 Proposed Plan of Improvements

After establishing priority zones and collecting inventory data of sidewalks and curb ramps, a schedule of improvements was established. **Figures 7.2.1 -7.2.2** on the following page show the existing backlog for replacing sidewalks and curb ramps.

The City intends to prioritize sidewalk and curb ramp improvements in areas that have been identified within areas A, B, and C as funding allows.

¹ \$12/sf=\$315,000/mi.

Table 7.2.1 Sidewalk Backlog Prioritized by Priority Tier

Tier	Sidewalks - Asphalt	Sidewalks - Concrete/ Other Materials	Total Sidewalks (mi.)	Total Sidewalk Backlog ^{1,2}
2021 Status	5.28	204.31	209.59	\$ 66,020,850
Tier A - (Schools - 1/4 Mile)				
A	0.74	29.97	30.71	\$ 9,673,650
Tier B (Business District - 1/2 Mile)				
B	0.17	52.77	52.94	\$ 16,676,100
Tier C (Municipal Services - 1/4 Mile)				
C	1.33	32.64	33.97	\$ 10,700,550
Tier D (Remaining Areas)				
D	3.04	88.93	91.97	\$ 28,970,550
Total				
Total	5.28	204.31	209.59	\$ 66,020,850

Notes:

¹ Sidewalk reconstruction is priced at \$12/sf based on a width of 4 feet. Pricing includes replacement in-kind and does not include curbing.

² Estimated construction costs provided by City January 2023.

Table 7.2.2 Sidewalk Backlog Prioritized by Priority Tier

Tier	Total Non-Compliant Curb Ramps to be Replaced	Total Curb Ramp Backlog
2021 Status	1847	\$5,541,000
Tier A - (Schools - 1/4 Mile)		
A	258	\$774,000
Tier B (Business District - 1/2 Mile)		
B	434	\$1,302,000
Tier C (Municipal Services - 1/4 Mile)		
C	316	\$948,000
Tier D (Remaining Areas)		
D	839	\$2,517,000
Total		
Total	1847	\$5,541,000

Notes:

¹ Curb Ramp reconstruction is priced at \$3000/ea.

² Estimated construction costs provided by City January 2023.

7.3 Funding

The City's goal is to fund sidewalk and curb ramp improvements using a combination of both local funds and competitive grants. The City has indicated that local funds will amount to **\$80,000 annually**. Competitive grant programs available from the State of Connecticut provide additional funding to municipalities for improvements that include sidewalks and curb ramps.

Annual Budget Sidewalks and Curb Ramps	
Funding Source	Potential Funding (\$\$)
Local Funds	\$ 80,000
Community Connectivity	up to \$ 600,000
LOTICIP	up to \$ 2,000,000
TOD-OPM	up to \$ 500,000
State TIP,LOCIP, etc.	TBD
Anticipated Total	\$ 3,180,000

It should be noted that the City has received an average of **\$3.7 Million** in Municipal Grant Aid from State and Federal sources in both FY2021 and FY2022 and anticipate a similar level of funding for FY2023. These funds are not guaranteed on an annual basis over the long term and are not included in the schedule of improvements.

7.4 Implementation

For the purposes of this project, the City has identified that the annual budget will be distributed evenly between sidewalk and curb ramp improvements at **\$40,000** for sidewalks and **\$40,000** for curb ramps annually.

To implement the recommended improvements, a two-track method is proposed to replace existing sidewalks and deficient curb ramps. A forecast of improvements made with local funds (**Track 1**) and competitive grants (**Track 2**) are shown below. Improvements will be made as funding is available and until improvements to the backlog of existing sidewalks and deficient curb ramps is completed.

The City is considering the following implementation scenario, subject to available funding:

Track 1: 25 years at **\$80,000/yr.** from Local Funds

Proposed Annual Budget Scenario (2023 Dollars)	Annual Budget - Sidewalks		Annual Budget - Curb Ramps		25- Year Cost/Benefit Combined	
	Existing Sidewalk Reconstruction (mi.)	Estimated Construction Cost	Existing Curb Ramp Replacement (Ea)	Estimated Construction Cost	Total Spending (2023 Dollars)	% of Overall Backlog
\$ 80,000	0.13	\$ 40,000	13	\$ 40,000	\$ 2,000,000	2.80%

Track 2: 25 years at **\$2.8M/yr.** from competitive grants

Proposed Annual Budget Scenario (2023 Dollars)	Annual Budget - Sidewalks		Annual Budget - Curb Ramps		25- Year Cost/Benefit Combined	
	Existing Sidewalk Reconstruction (mi.)	Estimated Construction Cost	Existing Curb Ramp Replacement (Ea)	Estimated Construction Cost	Total Spending (2023 Dollars)	% of Overall Backlog
\$ 2,782,474	8.26	\$ 2,600,834	61	\$ 181,640	\$ 69,561,850	97.30%

Combined Tracks 1 and 2:

Proposed Annual Budget Scenario (2023 Dollars)	Annual Budget - Sidewalks		Annual Budget - Curb Ramps		25- Year Cost/Benefit Combined	
	Existing Sidewalk Reconstruction (mi.)	Estimated Construction Cost	Existing Curb Ramp Replacement (Ea)	Estimated Construction Cost	Total Spending (2023 Dollars)	% of Overall Backlog
\$ 2,862,474	8.38	\$ 2,640,834	74	\$ 221,640	\$ 71,561,850	100%

For detailed 25-year schedules of improvement see the Appendix.

7.5 Recommendations

- Additional curb ramp assessments should be conducted on the approximately 900 curb ramps in an effort to identify additional compliant locations. This could potentially allow the City to reduce the backlog of curb ramp replacements.
- A field condition audit should be conducted in an effort to identify sidewalks in good/fair/poor condition. This will allow the City to prioritize improvements based on “poor” condition sidewalks only, to reduce the backlog.
- With new construction or curb ramp replacement projects, a City representative should confirm ADA compliance during the design, construction and project close out phases.
- With new construction or curb ramp replacement projects, a City representative should update location, dimensions, photo and other data attributes to each reconstructed or newly constructed curb ramp or sidewalk segment.
- City should assign actual cost and funding source to each reconstructed or newly constructed curb ramp or sidewalk segment to track total spending
- City should update relevant tables in this report to track the City’s overall progress in remediating ADA deficiencies identified in the Self Evaluation.

7.6 Conclusion

This study allowed for the City of Bristol to create a Transition Plan regarding the City’s sidewalks and curb ramps. The proposed improvement projects will be implemented over the next 25 years, concluding in fiscal year 2047.

The database generated from this exercise provided the City a prioritized list of assets in need of improvements to meet ADA standards. In addition to meeting a Federal ADA compliance requirement, the City can use this Plan as a tool for managing asset resources that will only strengthen the overall pedestrian network moving forward.

As improvements are made the plan should be updated to reflect the City’s compliance status. While the detailed accessibility assessment was limited to a small area of the City, likely resulting in an understatement of actual ADA compliance, an expanded assessment effort can serve to update this plan in future years to minimize the backlog of needed improvements. These improvements, and future new construction, will look to adhere to the overall vision and goals set forth by City staff and required by the Americans with Disabilities Act (ADA).

The systematic approach for improving the various areas shown in this report maximizes the overall accessibility, safety and efficiency of Bristol’s pedestrian network. The result is a network that produces not only improved infrastructure, but also overall quality of life, public health and economic opportunity.

Appendices

A. Transition Plan – Improvement Schedule Details

1. Track 1: Sidewalk Improvements 25 years at **\$40,000/yr.** from Local Funds
2. Track 1: Curb Ramp Improvements 25 years at **\$40,000/yr.** from Local Funds

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Track 1 Schedule of Improvements – Sidewalks only:

Baseline	Sidewalk Reconstruction (mi.)	Annual Budget Required (2023 Dollars)	Estimated Total Construction Cost (2023 Dollars)
2023 Status	3.17	\$ 40,000	\$ 1,000,000

Program Year	Sidewalks to be Replaced Annually (mi.)	Sidewalk Remaining (mi.)	Estimated Annual Budget Required ³
2023	0.13	3.05	\$ 40,000
2024	0.13	2.92	\$ 42,000
2025	0.13	2.79	\$ 44,100
2026	0.13	2.67	\$ 46,305
2027	0.13	2.54	\$ 48,620
2028	0.13	2.41	\$ 51,051
2029	0.13	2.29	\$ 53,604
2030	0.13	2.16	\$ 56,284
2031	0.13	2.03	\$ 59,098
2032	0.13	1.90	\$ 62,053
2033	0.13	1.78	\$ 65,156
2034	0.13	1.65	\$ 68,414
2035	0.13	1.52	\$ 71,834
2036	0.13	1.40	\$ 75,426
2037	0.13	1.27	\$ 79,197
2038	0.13	1.14	\$ 83,157
2039	0.13	1.02	\$ 87,315
2040	0.13	0.89	\$ 91,681
2041	0.13	0.76	\$ 96,265
2042	0.13	0.63	\$ 101,078
2043	0.13	0.51	\$ 106,132
2044	0.13	0.38	\$ 111,439
2045	0.13	0.25	\$ 117,010
2046	0.13	0.13	\$ 122,861
2047	0.13	0.00	\$ 129,004
TOTAL			\$ 1,909,084

Notes:

1. Construction cost estimate is for planning purposes only.
2. Estimate based on unit cost for typical sidewalk reconstruction (\$12/SF) provided by the Town January 2023
3. Annual budget values assume 5% annual growth of construction cost.

Track 1 Schedule of Improvements – Curb Ramps only:

Baseline	Non-Compliant Ramps to be Replaced/Retrofit, Priority ABC (each)	Annual Budget Required (2023 Dollars)	Estimated Total Construction Cost (2023 Dollars)
2023 Status	333	\$ 40,000	\$ 1,000,000

Program Year	Non-Compliant Ramps to be Replaced Annually (each)	Non-Compliant Ramps Remaining (each)	Estimated Annual Budget Required ³
2023	13	320	\$ 40,000
2024	13	307	\$ 42,000
2025	13	293	\$ 44,100
2026	13	280	\$ 46,305
2027	13	267	\$ 48,620
2028	13	253	\$ 51,051
2029	13	240	\$ 53,604
2030	13	227	\$ 56,284
2031	13	213	\$ 59,098
2032	13	200	\$ 62,053
2033	13	187	\$ 65,156
2034	13	173	\$ 68,414
2035	13	160	\$ 71,834
2036	13	147	\$ 75,426
2037	13	133	\$ 79,197
2038	13	120	\$ 83,157
2039	13	107	\$ 87,315
2040	13	93	\$ 91,681
2041	13	80	\$ 96,265
2042	13	67	\$ 101,078
2043	13	53	\$ 106,132
2044	13	40	\$ 111,439
2045	13	27	\$ 117,010
2046	13	13	\$ 122,861
2047	13	0	\$ 129,004
TOTAL			\$ 1,909,084

Notes:

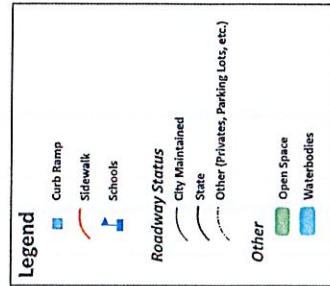
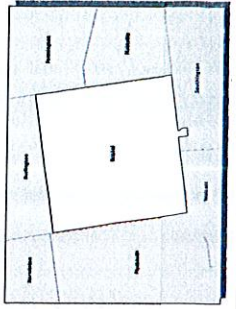
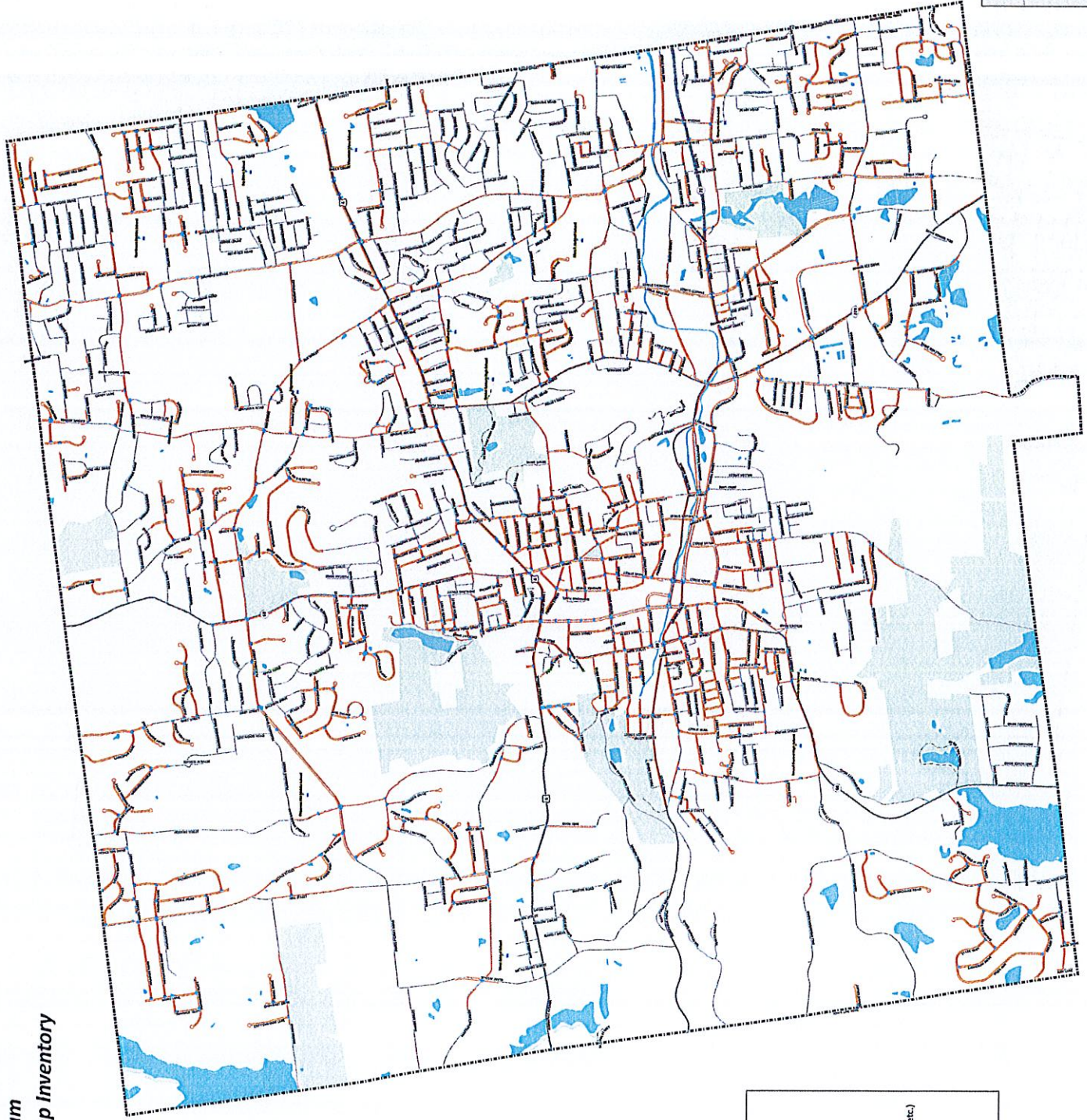
1. Construction cost estimate is for planning purposes only and addresses all non-compliant curb ramps town-wide.
2. Estimate based on unit cost for typical curb ramp replacement (\$3,000/ea.) provided by the Town January 2023
3. Annual budget values assume 5% annual growth of construction cost.

B. Maps

1. Map 1 Citywide Sidewalks (36x48)
2. Map 2 Pedestrian Density Heat Map (36x48)
3. Map 3 Focus Area Curb Ramps (36x48)

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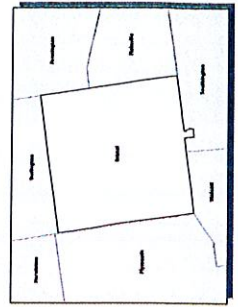
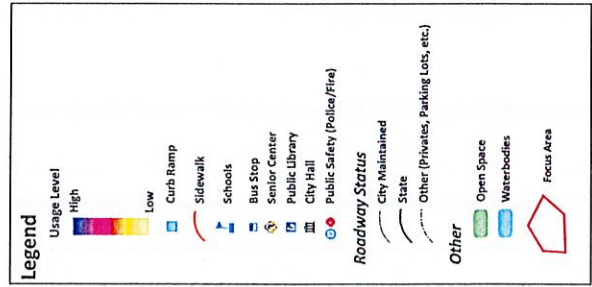
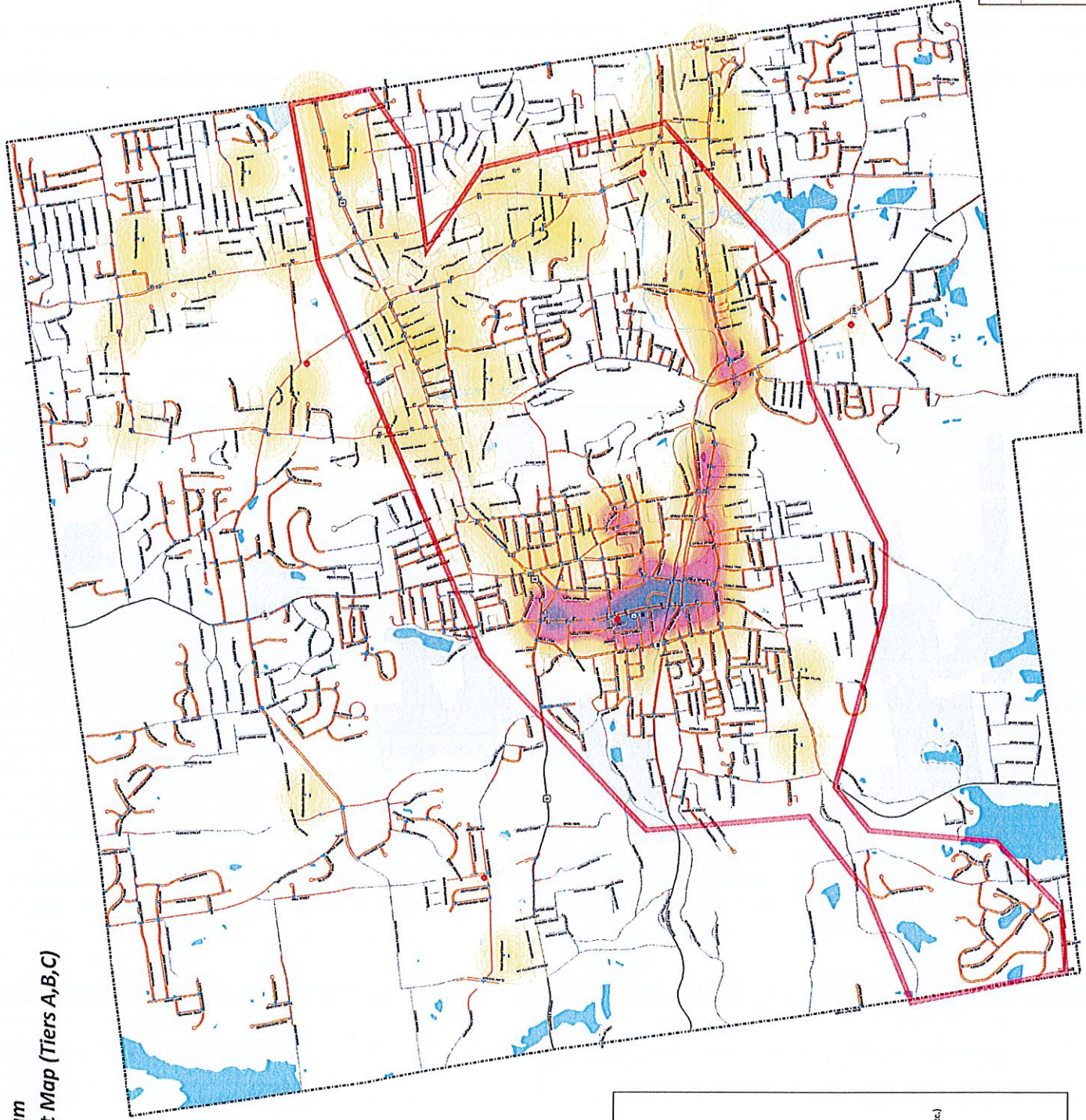
City of Bristol, Connecticut
ADA Compliance Program
Sidewalk and Curb Ramp Inventory



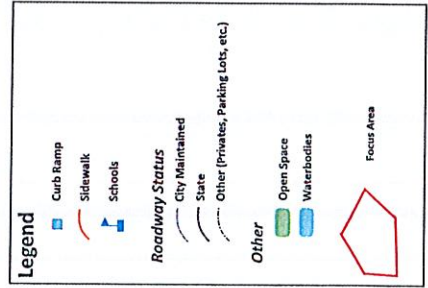
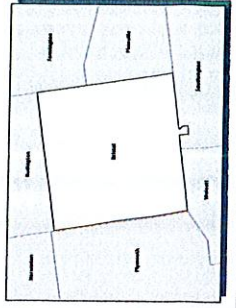
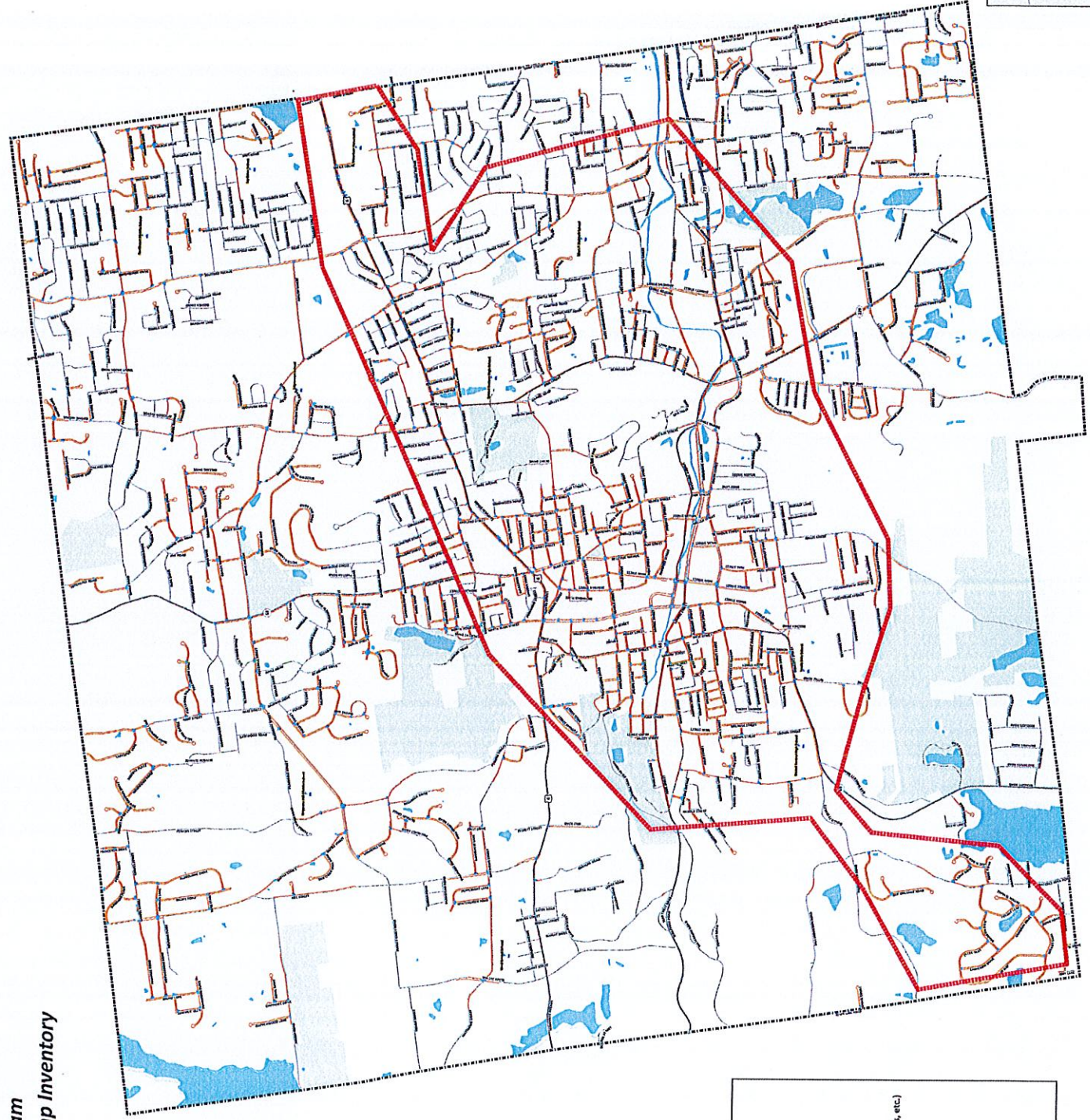
City of Bristol, Connecticut

ADA Compliance Program

Pedestrian Density Heat Map (Tiers A,B,C)



City of Bristol, Connecticut ADA Compliance Program Sidewalk and Curb Ramp Inventory





Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 6, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW – BPW APPROVED MODIFICATIONS TO TRANSFER STATION
PERMIT FEES AND POLICIES (UPDATE)**

The Board of Public Works voted at its July 20, 2023 meeting to re-classify non-Bristol residents, and high transfer station permit users that dispose of more than 4 tons of material on an annual basis, as commercial users. As commercial permit holders, their tonnage fees increased from \$0.60/10 lbs. to \$0.85/10 lbs. and the 100 lbs. free load per day was eliminated. In addition, as a commercial permit holder, a \$5 gate fee is charged for each visit. For existing commercial permit holders, in addition to the standard fee increase, the reduced weekday rate of \$0.20/10 lbs. for yard waste was eliminated (the standard yard waste fee Monday – Saturday is now \$0.60/10 lbs). All residential rates stayed the same, and all previous free materials remain free.

The Department has received a number of concerns and questions from permit holders (approximately 8-10 within the last month). However, most permit holders appear to understand the objective of the enacted policy modification and the need to reduce the subsidy from the general taxpayers. With that said, an issue has arisen with permits issued to non-profits organizations within the City.

All non-profits were previously issued residential permits, subject to the transfer station's lowest rates. Under the current policy, each residential permit holder is required to display a Bristol driver's license. Since not all non-profit staff are Bristol residents, they cannot provide the required Bristol license. In order to address this issue, DPW recommends either reclassifying non-profits as commercial permit holders, or issuing a letter that non-profits can display at the transfer station scale that allows them to access the transfer station without a Bristol driver's license. A draft copy of the letter is attached.

If the use of a letter to identify non-profit residential permit holders is approved by the BPW, DPW transfer station scale operators can verify permit holders are in fact a non-profit entity. The use of a letter to allow non-profit use of residential transfer station permits shall also be contingent on the fact that the material disposed of by the non-profit is limited to the material generated directly by the non-profit, as part of their typical operations of their facility. For example, DPW would not support the non-profit use of a residential permit if the non-profit offered free cleanup of basements to residents, or established a program to pick up and dispose of old furniture at the transfer station.

Potential action by the Board of Public Works consist of the following:

- A. Re-classify non-profits as Commercial permit holders subject to Transfer Station Commercial permit holder fees and policies.**

Or

- B. Authorize the issuance of a letter waiving the requirement to display a Bristol driver's license for City of Bristol non-profit organizations with residential permits. Said use of a residential permit shall be limited to material generated directly by the non-profit.**

DPW also has a policy (attached) that allows non-residents use of the Transfer Station to clean out the house of a family member/loved one in cases where a Bristol resident passes, or is placed in special care. The policy does NOT provide FREE disposal of material, it just provides Transfer Station access at residential rates. The current policy allows Transfer Station access for seven days. If the BPW affirms the existing policy, DPW requests the following action:

- 1. Authorize the Department of Public Works to maintain the existing Board of Public Works policy granting Transfer Station access to non-residents for the purpose of cleaning out the house of family member/loved one in cases where the Bristol resident passes or is placed in special care. Said Transfer Station access shall be limited to seven days and subject to the submittal of required documentation and payment of residential fees.**

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



Department of Public Works | 860.584.6125

November 9, 2023

Non-Profit Organization
Address
City, State, Zip

Re: City of Bristol Transfer Station Account – Non-Profit Organization

Dear Transfer Station Account Holder:

As a non-profit organization, you have been issued a Residential Transfer Station permit to use our Transfer Station facility. Due to recent changes at our Transfer Station, all Residential permit holders are required to provide proof of residency (Bristol driver's license/I.D.) at the gate. However, we recognize that your non-profit organization may have employees who do not reside in Bristol. As a result, they will need to bring this letter, accompanied with your Transfer Station permit, each time you visit the Transfer Station. You may make copies of this letter for any of your employees who use the Transfer Station facility.

Please note that the use of the permit is for your non-profit only. To dispose of material generated at your facility. If your permit is used to dispose of commercial purposes, your account will be reclassified to a Commercial Tier II permit. Commercial Tier II permits observe the following fees and restrictions:

- Material disposal rate \$0.85/10 lbs. Monday-Saturday
- \$5.00 gate fee each visit
- No longer receive free 100 lbs. per day
- Free materials: metals, recyclables, leaves, antifreeze (5 gal/day), oil (5 gal/day), fluorescent bulbs (10/day), paint (10 gal/day), mattresses (5/year), tires (8/year). Mixed loads are chargeable.

We appreciate your cooperation. Please call our office if you have any questions.

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

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

CITY OF BRISTOL – PUBLIC WORKS POLICY

4.5 Non-Resident Special Circumstance Transfer Station Temporary Permit Policy

1. Policy Name

4.5 Non-Resident Special Circumstance Transfer Station Temporary Permit Policy

2. Responsible Division and effective date

Public Works Administrative Division, effective date 8/16/19

3. Rationale or Purpose

This policy establishes the formal Non-Resident the ability to use the Transfer Station temporarily in cases where a loved one has passed away or needs to be placed in special care. The policy also defines the policies and procedures for Non-Resident cleaning out a family member's home in Bristol.

4. Policy Statement

In the course of daily operations, occasionally a non-resident will come in and ask for a Transfer station pass to clean out a family member's home. The City of Bristol will provide a Transfer station pass for \$40.00 with their out of state license. They will need to show proof of the family member's if applicable death and proof of the family member's homeownership or Bristol residency if a renter. The Non-Resident will also have to add \$75.00 on the account for the PAYT charges.

5. Scope

This policy applies to all non-residents who are cleaning out a family member's home in Bristol.

6. Procedures

Non-Resident comes to City Hall to retain a Temporary Transfer Station permit. With approval of all documents required they will be given a Transfer Station permit for.00. The Non-Resident will also have to add \$75.00 to the Transfer Station permit for the Pay As You Throw balance. They will be given all of the guidelines and pricing just as a normal Transfer station permit. This pass will be valid for 7 days.

7. Roles/Responsibilities

It is the responsibility of the non-resident to bring in proper identification, death certificate, and proof of the family members homeownership. Notes from #4

It is the responsibility of the non-resident to have a positive or zero balance before getting the permit fee refunded.

It is the responsibility of the non-resident to promptly return the working transfer station permit within 7 days for a full \$40.00 refund. If the account is negative the office reserves the right to minus it from the \$40.00 refund.

It is the responsibility of Public Works staff to issue a refund check for the \$40.00 with the return of the working permit. Staff will also refund any remaining balances on the account if higher than a zero balance.

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

8. Definitions

N/A

9. References

21.8 Transfer Station - residential permit policy

10. Consequences of Non-Compliance

N/A

Approval authority: Board of Public Works

Approved date: August 16, 2019

Review cycle: Annually



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Department of Public Work
(Requesting Department)

Date: Nov 8, 2023
(Submission Date)

For the November 21, 2023 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 \$ 343,985
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☒ Other (rescind existing appropriation) \$ 404,179.20

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on Nov 16, 2023.
(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

Reason for request:

The City received bid for the construction project to repair & stabilization the DPW's Lake Ave Landfill Cap. A low bid was received by Yield Industries LLC in the amount of \$944,285. The Department received funding as part of the FY2020-21 CIP program in the amount of \$745,000. Excluding expended design engineering cost \$680,300 remain, therefore including a project contingency DPW request an additional appropriation of \$343,985 (\$263,985 budget shortfall plus a contingency of \$80,000). The increase project cost is associated with inflationary construction cost and increase in scope required to repair damaged areas that occurred after the department estimate and budget request. It should be noted that this work is required pursuant to CT DEEP Stewardship permit.

DPW proposed funding for the requested \$343,985 is from the following projects completed by the Department. The remaining project funding can be rescinded:

- | | |
|---|--------------|
| 1. 16C09 Louisiana Ave Bridge | \$191,816.20 |
| 2. 14C11 Union, South & Church Reconstruction | \$212,363.00 |
| Total | \$404,179.20 |

Please feel free to contact me at 860-584-6113, I will also be attending the 11/21/23 meeting to answer any questions the Board may have.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 25, 2023
(Submission Date)

For the November 28, 2023 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 \$ 25,000.00

☐ Transfer from Contingency \$ _____

☐ Transfer(s) \$ _____

☐ 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 November 16, 2023.
(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

Reason for request:

Parks Department is Purchasing 20 Glasdon Jubilee 80G Trash Cans for all parks.

The Glasdon Jubilee™ 80G Trash Can is ideal for high foot traffic environments and trash hotspots in urban spaces, parks, rest areas and tourist locations. It is designed to provide secure cover for a 64 gallon roll-out cart. This traditionally designed housing offers a larger capacity solution to help remove the sight of overflowing waste and reduce collection costs.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1213016 432169	Liquor Bottle Deposits Nips	\$25,000
1213016 561800	Program Supplies	\$25,000



Department of Public Works | 860.584.6125

To: Town & City Clerk

From: **Board of Public Works**

Contact Person: Laura Leger

Telephone #: 860-584-6102

Address: 111 North Main Street- Bristol, CT

Email: lleger@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the **Board of Public Works** for calendar year 2024.

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2024	Thursday, January 18	6:00 p.m. Council Chambers
FEBRUARY 2024	Thursday, February 15	6:00 p.m. Council Chambers
MARCH 2024	Thursday, March 21	6:00 p.m. Council Chambers
APRIL 2024	Thursday, April 18	6:00 p.m. Council Chambers
MAY 2024	Thursday, May 16	6:00 p.m. Council Chambers
JUNE 2024	Thursday, June 20	6:00 p.m. Council Chambers
JULY 2024	Thursday, July 18	6:00 p.m. Council Chambers
AUGUST 2024	Thursday, August 15	6:00 p.m. Council Chambers
SEPTEMBER 2024	Thursday, September 19	6:00 p.m. Council Chambers
OCTOBER 2024	Thursday, October 17	6:00 p.m. Council Chambers
NOVEMBER 2024	Thursday, November 21	6:00 p.m. Council Chambers
DECEMBER 2024	Thursday, December 19	6:00 p.m. Council Chambers
JANUARY 2025	Thursday, January 16	6:00 p.m. Council Chambers

Yours very truly,

Chair

Jeffrey Caggiano

Secretary

Raymond R. Rogozinski

November 16, 2023

(Date)