

Board of Public Works
Amended Agenda
December 21, 2023
6:00 p.m. City Council Chambers
Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/87817383357?pwd=YP6jQSE53ECM2CFs2mUmpCou5PaRV7.1>

Meeting ID: 878 1738 3357

o Passcode: 981022

1. Board Of Public Works Minutes Of The Previous Meeting

A. November Meeting Minutes

Documents:

[Board of Public Works november 2023.pdf](#)

2. Employee Recognition

A. Employee Anniversaries December 2023

Documents:

[December Anniversaries 2023.pdf](#)

3. Concerns And Petitions From The Public

4. Correspondence

5. City Hall Renovation Project

A. City Hall Update

Documents:

[A 2ACH1 A City Hall Report RAR 12 14 23.pdf](#)

6. Public Works Divisions Reports

A. November Division Reports

Documents:

[November Division Reports.pdf](#)

7. Public Works Project Schedule

A. November Project Schedule

Documents:

8. Building Committee

A. Bldg. Project List

Documents:

[Bldg project list.pdf](#)

9. Director's Report

A. Directors Report

Documents:

[Directors Report.pdf](#)

10. Unfinished Business

A. BPW Debris Management

Documents:

[BPW Debris Management.pdf](#)

B. Transfer Station Commercial Yard Waste

Documents:

[A Transfer Station Commercial Yard Waste.pdf](#)

11. New Business

A. Board Of Finance Request Form

Documents:

[BOF Transfer.pdf](#)

B. Fleet Capital FY 2023-24 Budget

Documents:

[Fleet Capital.pdf](#)

C. DPW Public Building FY 2024-25 Budget

Documents:

[DPW Public Building FY 2024-25 Budget.pdf](#)

D. Unaccepted City Street Ordinance

Documents:

[Unaccepted City Street Ordinance.pdf](#)

E. Nipper Litter Memo

Documents:

[A 3OBA1 Nipper Litter memo rar 12 12 23.pdf](#)

F. Lake Ave Sidewalk Waiver

Documents:

[Lake Ave Sidewalk Waiver.pdf](#)

G. Board Of Finance Request Form

Documents:

[A scan_raymondrogozinski_2023-12-12-10-45-22.pdf](#)

H. Solid Waste Disposable Fund

Documents:

[G Solid Waste Disposal Fund Bud.pdf](#)

12. Addendum

A. Major Road Improvement Fund

Documents:

[DPW RIF Budget 12 19 23 rar rev.pdf](#)

13. Adjournment

14. Signature

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

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

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

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

Absent: Council Member Jacqueline Olsen

Mayor Caggiano called the meeting to order at 6:00 p.m. There was a recitation of the Pledge OF Allegiance.

1. Board of Public Works minutes of the Previous Meeting

a. October 2023 Draft Meeting Minutes

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

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

9 City Hall Renovation Project

The Director gave an update regarding the move into the new City Hall and reviewed the minor issues. There will be continued AV training due to hardware/software issues that have been worked on.

Ken Romeo shared information regarding the vault door issues and how it will be corrected. There are two phases left to the moving process. The 21st and 22nd the clerk and registers office will be moved over to the new building.

Motion: made by Council Member Thibeault and Commissioner Dumas to accept and place on file. Motion passed.

2. Employee Recognition

a. November Anniversaries

Employee anniversaries were reviewed.

Motion: to move item 11C up on the agenda made Council Member Thibeault and Seconded by Commissioner Hartley. Motion passed.

11C Transfer Station Non- Profits

Transfer Station calls from the public were reviewed with the board. There have not been very many residents complaining. The new fees were reviewed regarding changes and explained why changes were made based on some concerns from permit holders.

Alex from Alex Landscaping, 113 Grove Street, spoke how much the increase is affecting his small business. He explained that he cannot overcharge the customers because of this increase or he will lose customers and is asking the board to reconsider the amounts charged.

There are 40 commercial permits, and there are many permits that were residents who were converted to a commercial II permit from residential.

The mayor asked that the Board look into this and view a snapshot of those customers that have been moved from residential to commercial II and will get back to the board on this.

The other component of the letter is regarding non-profit permit holders. A discussion was held regarding if they should stay at the lowest rates, but they will need identification to show at the scale attendant. Maybe there should also be a limit of tons per year as well for those permits and clarify what non-profits are allowed.

Motion: made to Authorize the issuance of a letter waiving the requirement to display a Bristol driver's license for City of Bristol 501C3 non-profit organizations with residential permits. Said use of a residential permit shall be limited to material generated directly by the non-profit under 4 tons made by Commissioner Hartley and Seconded by Commissioner Stawski, Motion Passed.

Motion: made to 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 made by Commissioner Harley and seconded by Commissioner Dumas. Motion Passed.

3. Concerns and Petitions from The Public
None

4. Correspondence
None

5. Public Works Division Reports

- a. Division Reports

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

6. Building Committee

- a. BldgComm Project list

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

7. Public Works Project Schedule

- a. October Project Schedule

Motion: made by Council Member Thibeault and seconded by Commissioner Stawski 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. Areas mentioned were staffing, the West End Project, Memorial Blvd. The Hope St. garage was regarding ARPA funds.

The lack of contractors for the plowing season was reviewed.

The traffic analysis is in process and will be reviewed next month with the board based on new data that will be reviewed.

The new City Hall office hours will begin next week after the holiday.

Street Lights that are out were reviewed as a number of residents are upset about the time it takes to get them fixed. Engineering does follow up on all outages and works with ever-source to get them fixed as fast as possible. Commissioner Hartley will come to engineering and work with Nancy Levesque and the GIS area to review how to use the Eversource system to get correct pole numbers which can sometimes be part of the problem.

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

10 Unfinished Business

a. DPW Yard TS Heating Units

The attached memo regarding the replacement of Heating units was discussed installing natural gas heater at the DPW facility and Oil heaters in the Transfer station. Disposal costs were discussed as well. Investigating propane should be done as well.

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

11 New Business

a. Street Ordinance Curb and Crown

The memo regarding the new ordinance regarding roadway curbing and road crown geometry and the replacement of curbing and roads.

Motion: to 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 made by Council Thibeault and seconded by Commissioner Stawski. Motion passed.

Motion: to 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) made by Commissioner Dumas and seconded by Council Member Thibeault. Motion passed.

b. DPW Sidewalk Ordinance Policies

The Disability Commission asked for a review of the policy on how sidewalks are maintained and funded. The ordinance is included in the packet. The city did receive a grant from DOT Community Connectivity.

Motion: to approve a Board of finance request for Community Connectivity Grant for \$439,00.00 and an additional grant for \$794,000.00 made by Commissioner Stawski and seconded by Commissioner Dumas. Motion passed.

d. BOFF Form

Motion: to approve the Board of Finance Request for \$343,985.00 for Louisiana Bridge and Union, South & Church Reconstruction made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

e. BOFF Form

Motion: to transfer \$25,000.00 from the Liquor bottle deposit nipper fund program supplies to purchase 80- gallon trash cans for the parks by Cheryl Thibeault and seconded by Commissioner Stawski. Motion passed.

f. Board of Public Works 2024 Meeting Schedule

Motion: to accept the Board of Public Works 2024 Meeting Schedule made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

12. Adjournment

The meeting was adjourned at 7:38 P.M.

13. Signature

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

December Birthdays 2023

Zachary Burgin	9 years
Spencer Chase	3 years
Jeff Gates	8 years
Nancy King	24 Years
Michael Krenicki	3 years
Rocco Mancini	18 years
Patrick Palmese	5 years
Zachary Pelletier	5 years
Robert Smith	5 years
Matthew Thornton	1 year
Michael Denice	2 years



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 13, 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 (December)

The renovation/addition of City Hall has been occupied for approximately one month. A number of punch list items remain and are currently being addressed. However, the building appears to be well-received by City employees and staff. A summary of the more significant punch list items is provided below:

1. Exterior doors at the building's north and south (Laurel St) entrance. The auto lock and card access system is not functioning. Replacement parts ordered, expected to be repaired by Jan 10. DPW Building Maintenance currently unlocking/locking door manually for public access.
2. Skywalk / PD Complex door: Door frame and card access system ordered, scheduled to be completed Jan 30. DPW Building Maintenance currently unlocking/locking door manually for public access.
3. Building Shelving: Several shelves throughout the building remain to be installed. In particular, document shelves in the Building Department, and shelving for voting equipment in the Registrars storage room. Work scheduled to be completed by Jan 12.
4. Council Chamber Cameras: Two additional cameras directed to dais ordered, scheduled to be installed in late January. The two additional cameras will provide three cameras focused on the dais, which will switch views while members of the dais are speaking. Cameras scheduled to be installed by March 6.
5. Council Chamber AV Computer: Bristol IT replaced the City-provided computer which operates the AV system, to eliminate disconnections during virtual meetings.
6. Training Room AV 3rd Floor: AV system currently under design, installation is scheduled for mid-March. The AV design of the training room is designed to function as a meeting room that can support 37 people (including 11 on the dais (tables)). The arrangement of

furniture will remain flexible, however, use of AV equipment will be optimized with tables set up as a dais.

7. Tax Office – Service Counter: Replacement of the tax counter to facilitate standing of staff is scheduled for mid-January.
8. Furniture: Punch list items remain, and an additional order of supplemental items remain. All items should be addressed by Jan 30.
9. Assessor's Office: Installation of upper cabinet section. Scheduled for install Feb 15.
10. North Entrance: The tile at the north entrance is very slippery when wet. DPW installed mat to mitigate, however etching the tile is being investigated.

DPW continues to track outstanding items. DPW will meet with each Department in January to review outstanding items/concerns. The building security system is operational and is scheduled to be implemented. The interior panic button system connected to Police dispatch has been tested. The permanent emergency generator was installed and tested on 12/14/23. The generator operates the building's smoke exhaust system, emergency lighting and power to the mayor's and DPW Director's offices only. The generator does not power the entire building.

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 complete. All training is being video-recorded for reference purposes.

DPW hired an OSHA safety consultant is currently preparing a written program and training for DPW staff working on rooftop 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 project architect QAM Inc. has submitted a request for addition fees. The request is currently under DPW review, however based on the review to date DPW does not support the full request.

Parking for City Departments has been assigned in the PD Complex. Direction has been given to all City employees to keep angle parking along City Hall North Main Street frontage free for residents' use. In addition, limited employee parking will be designated within the Laurel St parking lot to maximize availability to City residents. 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).

The City Hall project remains on budget. No additional funding will be required. The current contract amount is \$29,185,599. Total change orders to date are \$1,171,171, representing 3.53% of contract change orders to date (not included: change order adjustments to CM contingencies or contract allowances). **DPW projection of a project surplus remains \$900,000 to \$1,100,000.** 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.

Additional updates will be provided to the Board of Public Works. In particular, a report on final cost. However, this is the last monthly report. Moving forward there will not be a dedicated agenda

item for City Hall on the Board of Public Works regular meetings. Future updates will be provided under the Director's report or under old business.

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



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4930
Number of Bulk Collections	224

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 5,869 users.
- Pursued 36 abandoned shopping carts, \$1080.00 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. 35 complaints were received in August, resulting 4 tickets \$432.00.
- The 2023 Yard Waste season. We have about 4710 residents have signed up for the season so far. We are preparing for the 2024 Season.

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.

- Preparing the Rubbish and Yard Waste stickers for the 2024 season
- Still working through the move

Administration staff or concerns:

Administration Monthly OT Costs: \$1,045.73

Engineering Division Monthly Report December 2023 BPW Meeting

(Summary of November 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 awarded – 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
- Coordination ongoing with CTDOT for West End 69/72 project (awarded to Richards Corp .) Winter shutdown – utility work ongoing.
- 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 2024 paving list.
- PD Memorial coordination with North Main Streetscape
- Coordinate/permits for Eversource gas for winter work
- Reward contract for Wetlands Map revision (BL Companies) Work ongoing. Field work being scheduled complete.
- Survey Edgewood School for 319 Grant – design plans for tree wells and bioretention. Work scheduled for tree wells and bi
- 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
- 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
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Community Connectivity out to bid 2022 Award to Laviero/grant application for 2023 funds awarded and PAL signed
- Inventory bituminous sidewalks
- Utility coordination for Downs St bridge (Eversource Gas/electric & Frontier)
- 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 November 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 CONTINUED TO DECEMBER 4, 2023.

Floodplain Application for the replacement of Bridge No. 04104 on Downs Street, over the Pequabuck River; City of Bristol right-of-way – PUBLIC HEARING SCHEDULED FOR DECEMBER 4, 2023.

Wetlands application for the replacement of Bridge No. 04104 on Downs Street, over the Pequabuck River; City of Bristol right-of-way – PUBLIC HEARING SCHEDULED FOR DECEMBER 4, 2023.

Zoning Commission

Change of Zone from R-15 (Single-Family Residential) zone to BG (General Business) zone at 27 Matthews Street, Assessor's Map 19, Lot 24; 250 Terryville Avenue, LLC, applicant
– PUBLIC HEARING SCHEDULED FOR DECEMBER 11, 2023.

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 – APPROVED WITH STIPULATION.

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 – APPLICATION WITHDRAWN BY APPLICANT.

Application #AZR 23-1 – Review, discussion and possible adoption of Phase 1 of the comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – PUBLIC HEARING CONTINUED TO DECEMBER 11, 2023.

Planning Commission

Site Plan for the construction of a trucking and courier services facility at 347 Lake Avenue; Assessor's Map 3, Lot 2; I (General Industrial) zone – APPROVED WITH STIPULATIONS.

Change of Zone from R-15 (Single-Family Residential) zone to BG (General Business) zone at 27 Matthews Street, Assessor's Map 19, Lot 24 – POSITIVE REFERRAL SENT TO ZONING.

Application #AZR 23-1 – Referral of the 2023 Phase 1 Draft – Comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – POSITIVE REFERRAL SENT TO ZONING.

Zoning Board of Appeals

Variance of minimum lot area required to allow for a three-family residential home at Lot 78 Lincoln Place; Map 23, Lot 78; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone – PUBLIC HEARING POSTPONED TO DECEMBER.

Historic District Commission

Request for a Certificate of Appropriateness for the installation of new solar panels at 145 Bradley Street; Assessor's Map 25A, Lot 222-11 – APPROVED WITH STIPULATION.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$1012.37

Facilities – November 2023

Building Maintenance current month (November 2023) activities:

- Provided opportunities for site walks of the 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 continued to work with SWI Glass & Metal to replace the damaged bullet resistant glass that was damaged during the 10/5 incident, installation date of 12/28 provided by SWI
- Conducted 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 completed annual OSHA refresher training, including Lock-Out/Tag-Out and Blood Borne Pathogen training
- Staff provided moving support to the Registrar of Voters and City Clerks offices to occupy their new areas at 111 North Main Street
- Staff completed final clean out of the leased space at 150 Main Street and conducted a site walk with D'Amato Realty staff to successfully end our time at "City Hall East"
- Staff prepared snow removal equipment for the approaching winter weather, provide support to Registrar of Voters for Election Day requirements, collected recyclable bottles from Bristol Eastern Environmental Club and delivered to Brian's Angels on a weekly basis
- Conducted City Hall staff training with D'Amato-Downes staff on various aspects of new equipment and technology at City Hall (site access systems, video systems, HVAC equipment, boilers, hot water heaters, sump pumps, elevator, etc...)
- Participated in ongoing meetings and discussions with Mayor Caggiano, Bristol-Burlington Health Department and Department of Aging in regard to re-use of the former BOE Early Childhood Center at the Beals Community Center

Building Maintenance next month (December 2023) activities:

- Staff to hang holiday wreath at City Hall and provide an opportunity for ECD and the Mayor's Office to highlight our long partnership with Wojtusik Nursery & Garden Center
- Complete work to move Police Department Training Division office to the former Comptroller office at "City Hall West" and then shift Public Relations and Accreditation Officers to vacated areas precipitated by Training Division move on the 1st floor
- Public Work Analyst Lindsey Rivers, Facilities Manager David Oakes and Senior Maintenance Technician Luis Lorenzo to participate in upcoming and future Animal Control Facility Building Committee meetings for bid generation and request for proposals with Purchasing Agent Roger Rousseau
- Submit initial FY24-25 budget worksheets and attend meetings as required for the Comptroller's Annual Budget
- Conduct annual load bank testing of the emergency generator serving the Police Complex to meet Police Accreditation requirements
- Provide support to Mayor's Office and other City Departments in regard to holiday events, food drivers and non-profit donation campaigns
- Provide guidance and support to PointMan Safety staff in relation to establishing Lock-Out/Tag-Out procedures for all new mechanical equipment at City Hall
- Conduct annual kitchen duct cleaning of exhaust systems at Fire Headquarters and Fire House #5 to meet Fire Code compliance with the Fire Marshal's Office

Building Maintenance Staff or concerns:

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

Building Maintenance OT Costs: \$8,311.02

Staffing coverage for after-hour maintenance issues, biological hazard response to Police Holding due to detainee medical issue, City Hall Department occupancy and office adjustments per Staff requests, clearing out 2nd floor of 131 North Main Street for re-use by Training Division and re-establishment of the Police Training Room/Emergency Operations Center

Streets November 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** (Rosemont Ave, Willis St-2, James P. Casey Rd-2, Upson, High St and Mercier Ave)
- **Major Roads Engineering**- OFF SEASON
- **Permanent Patch for Engineering**- (High view, Farrell Ave, Stonecrest-2, James P. Casey Rd and Alder Rd)
- Completed 3 Lean and Cleans for Code Enforcement- (Union St, Lewis Rd, Mountain View Ave)
- Removed Complete Street traffic pattern on West Street
- 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, Jeffery Rd drainage project.)
- 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-
 - 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
- Tilcon Closing for winter will start making our own asphalt with Bagela plant
- 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: \$ 5070.48 Streets

Solid Waste November 2023 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 35 letters and picked up 3 illegal bulk stops.
- Continued curbside bulk collection, we collected 224 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.
- Continued curbside leaf bag collection, collecting 460 tons for the month.
- Hosted annual House Hold Hazardous Waste event at the City Yard. We had 608 vehicles drop off HHW, 262 were Bristol residents.
- Worked overtime to make up for Veterans Day and Thanksgiving curbside collections.

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.
- Place order for 793 new rubbish, recycling and yard waste barrels.
- Finish curbside leaf bag collection.
- Finish curbside yard waste collection for the season.
- Patrol known dumping areas for illegally dumped items.
- Work overtime to make up for Christmas curbside collections.
- 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 =	\$22,207.75
Transfer Station OT =	\$6,989.51
TS Revenue (PAYT) =	\$26,281.80
Residential Permits =	\$1,985.00
Commercial Permits =	\$550.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$5,781.76
Aluminum Liberty Rec =	\$105.60
Batteries Liberty Rec =	\$171.12
Electronics NewTech =	\$1,361.32
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Barrel Sale =	\$0.00
Damaged barrel =	\$134.00
Special Pick up – 2 nd	\$1,223.05

Fleet Maintenance Current Activities:

- Street Div. (S12) a 2009 - 10 wheeled dump was brought in for new tarp cylinders. During an inspection on vehicle, a hydraulic leak was diagnosed as a rotting out tank. New tank was ordered. Unit is still down until arrival of tank.
- Streets Div. (C3) 2007 front end loader was diagnosed with failing valve cover gaskets causing oil to leak on the engine. Gaskets were replaced and engine was cleaned down. Unit is back in service.
- Streets Div. (S29) 2023 - 6 wheeled dump truck was brought in with a faulty circuit board to control all plow and sander controls. Unit was replaced and unit will be ready for winter ops.
- Streets Div. (S14) 2012 - 10 wheeled dump truck was diagnosed with a rotted water cooler causing it to leak. Cooler was replaced and unit is back in service.
- Street Div. (GG3) 1996 utility body was taken out of service for a rotted floor, rotted fuel tank and lines. Utility body and lift gate were removed and will be repurposed on Park Dept. old P6. Scheduled to be completed by mid December.
- Streets Div. (S24) 2013 bucket truck was diagnosed with a bad control arm and tie rods in the front end. New parts were installed and unit is back in service.
- Streets Div. received their new backhoe C18. A John Deere 410P. Old C18 will be sent out for auction.
- Engineering Dept. (E7) 2006 Ford Taurus was diagnosed with bad fuel lines going to the tank causing an evap leak. New lines were installed and unit is back in service.
- BBHD services were done on their vehicles.
- Solid Waste Div. received a 2015 crew cab pickup From the DAS services. This will be used for maintenance on the Transfer station, audits and barrel cleaning.
- Solid Waste Div. (R18) 2018 Automated rubbish truck was diagnosed with a faulty DEF wiring harness. Unit was brought to dealership for repair due to a reprogram issue only allowed by manufacturer. Unit is back in service.
- Solid Waste Div. (R4) 2003 front end loader was brought in for multiple issues. Unit received a new fuel tank (\$2,500) New gear selector and harness (\$800) and a new lift cylinder (\$15,000) This machine will need to have tires replaced. We have quoted them around \$50,000 to replace.
- Solid Waste Div. (R40) 2008 Automated rubbish was diagnosed with needing a total rebuild of the whole packer system. Tracks, guides, rollers, rails etc. Unit is currently down until all parts arrive.
- Solid Waste Div. (R6) 2021 Automated rubbish truck was brought in for extensive mouse damage to the interior wiring harnesses of vehicle. Tech spent 3 days going through the wiring system of the vehicle to repair chewed wires. Unit is back in service.

- Solid Waste Div. (R8) 2022 Automated rubbish truck was diagnosed with a bad valve body and sensor for the packing system. Repairs were made and unit is back in service but will need new packer cylinders soon.

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 skid steer 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.
- Any way we can put our Fleet Auction proceeds back into our Fleet instead of the GF?
- Overtime expenditures and totals \$7,753.98 (Holiday, Dispatch and Mechanic).

November 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 1/24 (ROW in process)								Construction Spring 2024	
2022 Community connectivity / sidewalk replacement	\$440,000.00	Design/Permit (4/21 to 3/23) - Bid 10/23 (PAL signed 12/23) Award 12/23 to Laveiro						Construction					Construction Fall 23/Spring 24		
2023 Community connectivity / sidewalk replacement	\$793,000.00	Grant awarded / Design (12/23 - 4/24 waiting on grant award) bid 6/24						(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 complete - lights on - granite being worked on													



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 7, 2023, 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.

Estimates below are based on the City providing either a direct natural gas service or propane tank/bottles:

Automated Rubbish Truck Garage - \$13,500.00 (natural gas service line installation required)
Main Streets Garage - \$27,227.00 (existing natural gas service available currently)
Transfer Station Quonset Hut - \$18,826.00 (propane tank/bottles required)



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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.

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. A bid is currently posted online and a pre-bid meeting for the camera system is being held on 12/24/23.

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 from Millennium Builders via the ezIQC procurement system won the award at a cost of \$8,738.15.

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 Beals Center Department (Aging, BBHD and Probate Court) Staff and Manager Oakes at the Beals Community Center on 10/13 to discuss future needs and space available at the Beals Center. A follow-up meeting was conducted on 11/17 to continue the discussion and formulate a master plan for re-use of vacant space at 240 Stafford Avenue. At that time, BBHD Director Marco Palmeri provided Director Rogozinski with marked-up prints and a vision of possible modifications to the former BOE BECC that are needed if BBHD offices are to move to that wing of the Beals Community Center.

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.



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Police Complex – Bullet Resistant Glass Replacement \$22,460

Replacement of the Front Desk, Records Division Desk and both side entrance doors (upper glass only) must be replaced due to the incident that occurred in early October. Stanley Wiesen Inc. (SWI) provided an estimate of \$22,460 to replace the glass. The Front and Records Desk glass will be upgraded to Level 8, which is the highest rated glass designed to stop large caliber, high velocity rifle rounds. The Front and Records Desk glass will also incorporate a level of tinting to provide an increase level of security in the event of a long range attack. The door glass will remain at the same Level 3 rating. The glass replacement is scheduled for 12/28/23.

51 High Street – Window Trim Repairs & Exterior Painting Update

The State Historic Preservation Office is in receipt of the final close-out documents associated with the work completed at 51 High Street and their final review is currently ongoing. The City anticipates receiving \$71,941.39 in SHPO Historic Grant Funds, 50% of the total project cost which was \$143,882.18

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - DECEMBER 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 Public Works 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 Public Works 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	Pre-bid meeting on 12/14/23	\$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	Millennium Builders Inc.	\$8,738.15	0%	6/30/2024	PO issued on 12/4/23	\$15,000.00
FY23-24	Beals Center	Café & Card Room Upgrades	TBD	\$38,000.00	0%	6/30/2024	Pending proposed Department shifts in the future	\$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	\$402.50	100%	9/29/2023	No lead-based paint detected	
FY23-24*	Police Complex	Bullet Resistant Glass Replacement	Stanley Wiesen, Inc.	\$22,460.00	0%	12/31/2023	Replacement of Front Desk, Records and side door glass	\$22,460.00

\$231,198.65

Available as of July 2023	6,395.77
2024 Funding	250,000.00
Spent 2023-2024	9,365.17
Less Committed Contracts	66,682.48
Less Committed Projects	185,000.00
Net Available	-4,651.88

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 13, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW December – Director’s Report

Attached, please find a summary report of the Department’s activities, issues, and concerns for the December 21, 2023 Board of Public Works meeting.

1. **Staffing**(95 DPW employees, Admin 6, Landuse 3, Eng 12, Bldg Main 8, Solid Waste 23, Streets 34, Fleet 9): **Administration Division** – Fully staffed – request to increase Public Works Analyst position pending (see attached Salary Comm request) **Land Use Division** - Fully staffed. **Eng. Division** –Assistant City Engineer position remains vacant; DPW has submitted a 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 PE license will advance to Assist City Engineers (see attached Salary Comm request) Employment of temp engineer (P.E.) continues. **Building Maintenance Division** – Fully staffed **Streets Division:** 2 vacant laborer positions. **Solid Waste** – 2 laborer position vacant (interviews conducted). **Fleet Division** – 1 vacant Mechanic Assistant Staffed. 5 DPW staff members have missed work due to Covid.
2. **DOT West End Intersection Reconstruction:** DOT contractor, Richard Corp, currently in winter shutdown. Ct DOT will plow roadway, barrels will remain during winter with Richard’s Corp responsible to reset as required. Traffic barriers removed on Divinity St. Traffic signal work continues, including completion of mast arm foundation. Mast arms installation scheduled for February with new signal equipment operation in March. 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.
3. **Mem Blvd. Bridge:** Lights installed, stonework for the top of the four parapets ongoing.
4. **Meadow St Parking Garage:** Parking garage fully operational except EV station. The EV stations are not operational, due to a delay in Eversource installation of 3 phase power. City submitted documentation to State ECDC to obtain reimbursement (\$4,600,000, however contractor CHRO submittal pending State approval may delay reimbursement. DPW investigating installation of cameras and exterior lighting between PD and garage.
5. **Hope Street Parking Garage:** Bid documents submitted to Purchasing. DPW anticipates \$1,200,000 budget shortfall. ARPA funds are NOT available to cover full anticipated budget shortfall. Bid scheduled for Jan 15, 2024, alternate additional funding discussed with Comptroller’s office. BOF approval of additional funding required once bids received.
6. **Jerome Ave Bridge – Freeman Brook:** Scheduled to bid Jan 16, 2024, with spring construction. Construction funding via State/Local Bridge program 50% reimbursement. Scheduled construction (Aril – Nov 2024) will require on Jerome Ave traffic detour between Mix/Maple and Shrub. Utility meeting to relocate overhead electric/communication scheduled for 12/19/23.
7. **Plowing Contractor Advertisement/Solicitation Lack of plowing contractors is a major concern of DPW.** DPW typically has 38 contractors available for use. Current list is 22. Park Dept offered all available trucks to DPW (4). Water/Sewer Department has provided (1) sewer truck, other 3 trucks will be requested (if required) as emergency.
8. **Ridge Road/Brier Road & East Road Traffic Calming:** DPW continues to work with PD on obtaining traffic counts/information. DPW report will be available for Jan BPW meeting. **DPW will invite Ridge Rd and East Rd residents.**
9. **HHW Event:** Household Hazardous Waste held at DPW’s Vincent P. Kelly Road facility on 11/18/23. 608 vehicles dropped of HHW up from previous years of approx. 430-450. 264 City residents dropped off HHW (cost \$15,840 – within FY2023-24 budget)
10. **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. DPW monitoring and recording number of customers serviced during late Thursday hours (5:30 PM) and early hours (7:30 AM). To date more customers services during early expanded office hours than evening.
11. **Collins Road Storm Drainage:** DPW Engineering currently designing storm drainage improvements (installation of larger storm drain from Collins Rd to Coppermine Brook). As previously reported, the City has obtained an easement from the adjacent property owner (\$12,000). Formal easement from 87 Collins required. The topographic survey indicates a probability that an additional easement from New Britain Water will be required to provide a positive outlet for the storm drain. Bristol DPW has contacted NB DPW to coordinate/facilitate. An Inland Wetland permit is required. Construction scheduled for 2024.
12. **Transfer Station Scale:** Scale calibrated/ certified to meet State requirements, Attached certification posted on DPW website.
13. **DPW FY2023-24 Budget:** DPW currently preparing the Department’s FY2023-24 budget. DPW will be presenting full budget at the BPW’s Jan meeting. Comptroller budget guidance request (attached) is to maintain all non-salary accounts at current level or less. See attached economic forecast prepared by Purchasing Department that will be utilized by DPW to prepare budget.
14. **Shrub Road Mail Boxes:** DPW installed permanent mailboxes to replace previously installed temporary mailboxes (22). Installation was coordinated with US Postal Service to eliminate need for residents to cross Shrub Road. Long term maintenance is the responsibility of property owners.



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15. **Asset Management:** DPW Divisions (Bldg, Eng, Fleet & Admin) have initiated Asset Management implementation. Scheduled to be completed in May.
16. **Edgewood School:** DPW constructing Bio swale and installing storm drainage funded by CT DEEP grant (administered by Farmington River Association). Installation of tree well infiltration units at Park Pool facility scheduled to be performed by City granite curb contractor Jan – Feb. Installation of planting by Farmington River Association scheduled for the spring.
17. **Parking Ban: Per City Ordinance 14-32 (All night parking restricted).** No person shall park a vehicle on any street or highway between the hours of 2:00 a.m. and 6:00 a.m. of any day during the period extending from December fifteenth to March fifteenth of each year. **Per City Ordinance 14-39 (Emergency Restrictions Snow Ban)** (a) the city shall be allowed to tow away vehicles and to restrict parking during severe storms and other emergencies. (b)The mayor or chief of police or director of public works is granted the power to declare an emergency and prohibit any and all parking on any street in the city during and for the period following a severe storm or other emergency until such time as the emergency is past and roads are cleared for safe passage. **Emergency parking bans are typical established by DPW Director contacting PD Shift Commander/dispatch.** Length and time of parking ban based on weather conditions.

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



1

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MEMORANDUM

DATE: November 29, 2023 rev 12/4/23

TO: City Council Salary Committee
Mayor Jeffrey Caggiano
Mark Penney, Human Resources Director
Board of Public Works

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

RE: **DPW – PUBLIC WORKS ANALYST JOB DESCRIPTION MODIFICATIONS
AND CIVIL ENGINEERS/ ASSISTANT CITY ENGINEER REORGANIZATION**

The Department of Public Works proposes to modify the Public Works Analyst and Civil Engineer/ Assistant City Engineer positions within the Department. Both positions are within the BPSA bargaining unit. The proposals consist of the following:

- A. **Public Works Analyst:** Modify the Public Works Analyst job description to increase Project Management responsibilities for special/ non-technical projects as assigned. The current job description includes project management for APWA Certification. Although the Department has not formally submitted an application to obtain APWA certification, the Department is currently preparing/updating policy and procedures that will be part of the Department's future certification application. The proposed job description changes expand the existing Public Works Analyst position duties to include project management/coordination of non-technical engineering type projects such as Department Reuse/ Reduce & Recycling programs RR&R, the position's recent coordination of City Hall construction activities and modification to the Transfer Station's payment and auto credit card account payment systems.

As indicated in the following link

(https://www.bristolct.gov/DocumentCenter/View/43784/Memo_DPW-RRAR-Program-13DEC19) of a previous prepared memorandum to the Board of Public Works, DPW's solid waste RR&R community outreach program is managed by the Public Works Analyst position. The position also manages the COVANTA grant funds and as indicated in the following link

(<https://www.bristolct.gov/AgendaCenter/ViewFile/Item/10750?fileID=16485>) the position

is currently involved in the Department's programs associated with state "nipper" funds. The position's duties also include code enforcement administration and actions including the writing of shopping cart violations. Typical code enforcement revenue associated with shopping cart violation is \$23,000-\$25,000/year. The proposed job description modification also includes a provision for the position to assist the Engineering Division with the preparation of grant closeout documents pertaining to account payables.

As part of the proposed job description modifications DPW recommends a code increase from a 7 (93,239/year) to a code 8 (\$101,872/year) an increase of \$8,633/year. DPW would request an increase in the Department's operating budget to cover the cost increase. In order to implement the Department's proposed job description changes in the Public Works Analyst position, DPW requests the following Salary Committee Action:

Recommend City Council Approval of the Department of Public Works job description modification for the current Public Works Analyst position. Said modification shall include but is not limited to additional project management duties of non-technical DPW projects, code enforcement and administrative duties. The job description modifications shall include a pay code increase from BPSA Code 7 to Code 8.

The current Public Works Analyst staff member is Lindsey Rivers

It should also be noted that the Public Works Analyst serves as a manager of the DPW Administrative Division with 3.5 employees. There are seven Divisions within Public Works and eleven (11) BPSA members. A summary of DPW BPSA positions and associated pay codes is provided below:

POSITION	CURRENT PAY CODE	PROPOSED PAY CODE
City Engineer	11	NO CHANGE
City Planner	11	NO CHANGE
Facility Manager	10	NO CHANGE
Street Superintend	9	NO CHANGE
Fleet Manager	9	NO CHANGE
Solid Waste Superintendent	9	NO CHANGE
Public Work Coordinate (Street, Fleet & Solid Waste assistant superintendent)	8	NO CHANGE
Civil Engineer	7	NO CHANGE
Assistant City Engineer	10	NO CHANGE
Engineering Project Manager	9	NO CHANGE
Public Works Analyst	7	8

The pay codes for each DPW BPSA member is based on the position's education and required work experience & duties. However, it should be noted that the Public Works Analyst is the lowest paid DPW Division manager.

- B. Civil Engineer & Assistant City Engineer: The Department of Public Works currently has vacancy in the Assistant City Engineer position. The Assistant City Engineer position is a licensed engineer position and has been vacant for approximately two years despite the City's active recruitment to fill the position that has included the use of a paid recruiter. Although the Department has hired a civil engineer, which is an un-licensed/ entry level position, the position was vacant for a year due to the difficulty in recruitment. Problems



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with recruiting engineers is not limited to the City; it is a national issue. The City has historically been able to hire/ recruit Civil Engineers but was unable to retain them as their career advanced to be licensed engineers and qualified as Assistant City engineers. In order to obtain additional engineering services within DPW, the Department proposes to modify job descriptions to transition the Civil Engineer automatically into the Assistant City Engineer position upon completion of obtaining a professional engineer license and work experience approved by the City Engineer. The proposed modification also includes recruiting a Civil Engineer in lieu of an Assistant City Engineer. The proposal would effectively create two civil engineers today and results in the creation of two Assistant City Engineers in the future, once the Civil Engineers are fully licensed. The Civil Engineer position is a BPSA Code 7, and the Assistant City Engineer is a BSPA Code 10. Therefore, the proposal will reduce the DPW budget by approximately \$28,119 in the current year and increase DPW's budget in future years by \$28,119 relative to the current year. In order to facilitate the proposal, DPW requests the following Salary Committee action:

Recommend City Council approve the Department of Public Works' proposal to advance Civil Engineers to the position of Assistant City Engineers once Civil Engineers become fully licensed as Professional Engineers. Proposal includes filling the current Assistant City Engineer position with a Civil Engineer resulting in two Civil Engineers. In the future, once the Civil Engineers are licensed DPW staff will consist of two Assistant City Engineers and no Civil Engineers.

The current Civil Engineer staff member is William Stango. As indicated the Assistant City Engineer position is currently vacant.

The two proposals are not inter-connected and can be processed separately of each other. The modification in the Department's Civil and Assistant City Engineers positions is associated with a nationwide shortage of engineers and the modification in the current Public Works Analyst position to include additional project management of non-technical projects in part is to ensure that engineers work on technical/engineering projects. The goal is to utilize the existing expertise of the Public Works Analyst, expand engineering staff, and utilize engineering staff for engineering tasks which limits engineering management of non-technical projects. **Approval of both of DPW's proposals will actually decrease the current DPW operating salary accounts by \$19,486 (\$28,119-\$8,633) in the current year and for the next few years until the Civil Engineers are fully licensed. Once the Civil Engineers become licensed DPW salary accounts will increase by \$36,752, relative to the current year.**

Please feel free to contact me at 860-584-6113 with any questions/concerns. In addition, I will be attending the Salaries Committee's next meeting to address any questions the Committee may have.



TRUCK SCALE TEST RECORD: 542718

134 Mendon Street, Bellingham, MA. 02019 Phone: (800) 232-0252

Test Procedure Used: WI-50718 in accordance with NIST H44

FINAL TEST In tolerance: Yes ✓

CITY OF BRISTOL TFR STA - PlaceID: 9523210002 Task#: 1759117

ATTN JOSH COREY, BRISTOL, CT 06010

Contact: JOSH COREY Ph: 860-584-7792

Scale Location: **Truck Scale - Outbound**

Report Date: 12/07/2023

Inspection Date: 12/7/23

Last Inspection: 2023

Next Inspection Due: 5/2024

Nominal Capacity Sticker: Yes

Test Equipment Used

Test equipment type: NIST Traceable Weights Weight Expiration: 12/31/23 Weight Used: 25000
Certificate Number: NY22-357 Truck No: 1411 Units of Weights Used: Lb
Test Equipment Used: NIST Traceable Certified Test Weights

Equipment Specifications

	Manufacturer	Model	Serial#	Capacity	(d) div	# d	Deck	Size
Indicator:	Fairbanks	FB6011	180580140064	100000	10	10000	Concrete	60x10
Receiver:	Fairbanks	plt6010HV408	6331R					

Certified Weights Applied: 25000 Lbs. NIST H44 Tolerance Used on this Test: Maintenance

SHIFT TEST RESULTS	AS FOUND	Sec. 1	Sec. 2	Sec. 3	Sec. 4	Sec. 5	Sec. 6	Sec. 7	Sec. 8	Sec. 9	Sec. 10
	Indicated:	25000	25010	25000	25000						
	Error:	0	10	0	0						
	Tolerance +/-:	50.0	50.0	50.0	50.0						
	AS LEFT										
	Indicated:	25000	25010	25000	25000						
	Error:	0	10	0	0						
	Tolerance +/-:	50.0	50.0	50.0	50.0						

LOAD TEST	AS FOUND					AS LEFT				
	Applied	Indicated	Error	Tolerance		Applied	Indicated	Error	Tolerance	
	0 ZERO:	0	0	10.0		0 ZERO:	0	0	10.0	
	1	5000	5000	0	10.0	1	5000	5000	0	10.0
	2	13000	13000	0	30.0	2	13000	13000	0	30.0
	3	25000	25000	0	50.0	3	25000	25000	0	50.0

rtm to zero:	0	0	0	10.0	rtm to zero	0	0	0	10.0
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STRAIN TEST	Test/Tare Load	Test Weights	Total Combined	Instrument Reading	Error
	33550	25000	58550	58550	0

Actions taken or comments:

I inspected & tested scale all weights were good, all equipment ok.

Condition of scale or serviceable items:

Approaches & deck good, pit ok, cells & cables ok, checking ok.

✓ Inspector

Alan Gelineau Lic#:

Owner/User

Robert Latko

A safety JHA was completed before service.



TRUCK SCALE TEST RECORD: 542719

134 Mendon Street, Bellingham, MA. 02019 Phone: (800) 232-0252

Test Procedure Used: WI-50718 in accordance with NIST H44

FINAL TEST In tolerance: Yes ✓

Report Date: 12/07/2023

Inspection Date: 12/7/23

Last Inspection: 2023

Next Inspection Due: 5/2024

Nominal Capacity Sticker: Yes

CITY OF BRISTOL TFR STA - PlaceID: 9523210002 Task#: 1759117

ATTN JOSH COREY, BRISTOL, CT 06010

Contact: JOSH COREY Ph: 860-584-7792

Scale Location: **Truck Scale - inbound**

Test Equipment Used

Test equipment type: NIST Traceable Weights Weight Expiration: 12/31/23 Weight Used: 25000
Certificate Number: NY22-357 Truck No: 1411 Units of Weights Used: Lb
Test Equipment Used: NIST Traceable Certified Test Weights

Equipment Specifications

	Manufacturer	Model	Serial#	Capacity	(d) div	# d	Deck	Size
Indicator:	Fairbanks	FB6011	200840080033	100000	10	10000	Concrete	60x10
Receiver:	Fairbanks	plt6010HV408	6330R					

Certified Weights Applied: 25000 Lbs. NIST H44 Tolerance Used on this Test: Maintenance

SHIFT TEST RESULTS	AS FOUND	Sec. 1	Sec. 2	Sec. 3	Sec. 4	Sec. 5	Sec. 6	Sec. 7	Sec. 8	Sec. 9	Sec. 10
	Indicated:	24970	24990	24980	24980						
	Error:	-30	-10	-20	-20	0					
	Tolerance +/-:	50.0	50.0	50.0	50.0	0					
	AS LEFT										
	Indicated:	25000	25000	25000	25000						
	Error:	0	0	0	0	0					
	Tolerance +/-:	50.0	50.0	50.0	50.0	0					

LOAD TEST	AS FOUND					AS LEFT				
	Applied	Indicated	Error	Tolerance		Applied	Indicated	Error	Tolerance	
	0 ZERO:	0	0	0	10.0	0 ZERO	0	0	0	10.0
	1	5000	4990	-10	10.0	1	5000	5000	0	10.0
	2	13000	12980	-20	30.0	2	13000	13000	0	30.0
	3	25000	24970	-30	50.0	3	25000	25000	0	50.0

STRAIN TEST	rtn to zero:	0	0	0	10.0	rtn to zero	0	0	0	10.0
	Test/Tare Load	Test Weights	Total Combined	Instrument Reading	Error					

33540	25000	58540	58540	0
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Actions taken or comments:

I inspected, tested & calibrated scale. All weights were in tolerance, I adj. to make better. All equipment working ok.

Condition of scale or serviceable items:

Approaches & decks ok, pit not bad, cells & cables ok, checking ok.

✓ Inspector

Alan Gelineau Lic#:

Owner/User

Robert Latko

A safety JHA was completed before service.



13A

Comptroller's Office | Phone: 860.584.6130

To: Department Heads
From: Diane M. Waldron, Comptroller *DMW*
Re: 2024-2025 Budget
Date: November 20, 2023

Budget instructions for the fiscal year 2024/25 budget are attached. Please note the following guidelines to assist as you prepare your FY24/25 budget:

- Assess your department needs and set financial priorities of expenditures that align with your department goals.
- As possible, maintain non-salary accounts at **current year levels or less**. Please review prior year trends for reasonableness if there are significant changes and be prepared to justify increases.
- New initiatives that result in opportunities for efficiencies and/or process improvements or are the result of mandates should be identified. Any new initiatives should be the focus of discussion at your department's budget meetings with the Comptroller's Office as well as the budget narrative for the Board of Finance.
- Preliminary Budget Narrative and Analysis should review your department's accomplishments, goals and objectives, and highlight budget trends. The Board of Finance finds this narrative helpful to have in advance to prepare for your budget discussion/presentation. Please complete using the instructions provided on the form.
- The Economic Update for FY2024/25 is provided to be used as a guide for certain areas of your budget. As you prepare your budget, please use actual historical quantities as much as possible to support your budget request.
- **Capital Improvement requests will be submitted using the capital budget software in ClearGov. Projects for the 2024/2025 Capital Budget and any projects anticipated for the following five years, are to be submitted through ClearGov. Instructions to access the portal are attached. Please contact Jodi McGrane for access to the system.**
- In an effort to eliminate duplication of work and reduce the number of budget reports submitted in the past we will continue to have all departments input their budget request and detail directly into MUNIS as well as run applicable reports directly from MUNIS. If all detail was input correctly last year when we first implemented this process it should be very easy to update for any recurring items. **Training on the process will be available on Tuesday, December 5th 3-4 pm and Wednesday, December 6th 10-11 am. Please have your staff attend one of these sessions.**
- Please send the date your Board will be approving your Department's budget to Jodi McGrane, if applicable.

If anyone has any questions, please do not hesitate to reach out to Robin, Jodi, Jessica, JoAnn or me in the Comptroller's Office.



13A

City of Bristol 2024-2025 Budget Calendar

<u>Activity</u>	<u>Date(s)</u>
BUDGET CALENDAR Submitted to Board of Finance for approval	11/28/2023
OPERATING BUDGET FORMS <u>All Departments</u> return forms to the Comptroller's Office (including Capital Improvement Plan requests through ClearGov)	1/12/2024
DISTRIBUTION OF BUDGET HEARING NOTICES	January
COMPTROLLER'S MEETINGS WITH DEPARTMENTS Budget requests are reviewed by the Comptroller's Office with Department Heads	January-February
BUDGET HEARINGS AND/OR BUDGET WORKSHOPS Budget requests are reviewed by the Board of Finance with Department Heads	February-April
BOARD OF FINANCE MEETING To adopt the Budget and 5 Year CIP	4/23/2024
PUBLISH APPROVED BOARD OF FINANCE BUDGET Printed in local newspaper no later than seven (7) days before Special Joint Meeting scheduled for the third Monday in May, Sec 25k City Charter	5/2024
JOINT MEETING To approve the Board of Finance adopted 2024-2025 Budget, Board of Finance to lay taxes, authorize rate book and tax payable dates	5/20/2024
BUDGET NARRATIVES TO COMPTROLLER'S OFFICE All budget narratives for the budget book submitted to the Comptroller's Office electronically. <i>Statistical information due by 7/8/23.</i>	6/16/2024
NEW FISCAL YEAR	7/01/2024

Budget Instructions

Fiscal Year 2024-2025

13A

Overview:

Budgets are due to the Comptroller's Office by January 12, 2024. Please submit budgets by this date even if your Board has not yet approved your budget and if not yet approved provide the date your Board will be voting on your budget to Jodi McGrane. This will assist us to properly schedule the Board of Finance meetings with each department.

All budget forms will be e-mailed and should only be returned electronically. We ask that all forms submitted be filled out completely.

Purchasing Agent, Roger Rousseau, has prepared an economic forecast for fiscal year 2024-2025 to assist you in your budget preparation.

In the aggregate, as possible, it is requested that all non-salary accounts be maintained at **current year levels or less.**

The ***Preliminary Budget Narrative and Analysis*** form is a preliminary version of what is included in the final budget document. The purpose of the *Preliminary Budget Narrative and Analysis* is to link your department's budget to completed and anticipated goals, objectives, any new initiatives as well as any City wide strategic goals and objectives that will support your budget request.

The Budget Narrative and Analysis will also be part of the budget package forwarded to the Board of Finance for the budget hearings. This provides valuable information for the Board of Finance to review in advance and allows for a deliberative discussion of your budget at the budget hearings.

You will be asked to review this summary again and update as needed after final budget adoption for the final budget document.

Note that while Performance Measures are not being asked for at this time, if there is a noticeable trend that is important for the Board of Finance to know about, please include that information as well. Performance Measures will be updated for the final budget document.

Operating Budget:

Budget instructions will be e-mailed to you. All budget information should be electronically returned to Jodi McGrane. All departments will be inputting their budget information directly into MUNIS. All budget detail for budget justification will now be input into MUNIS. Training is scheduled for Tuesday, December 5th at 3:00 p.m. and Wednesday December 6th at 10:00 a.m. If additional assistance is needed with MUNIS input please contact the Comptroller's Office.

13a

Revenues:

Please review your department's revenue projections carefully. If it appears that your 2023-2024 revenue estimates will not be met, please provide an explanation with a supporting analysis. A MUNIS generated revenue estimate form will only be sent to departments that have revenue sources as part of their budget.

Expenditures:

Salaries:

Salary information will be provided by the Comptroller's Office for all departments with the exception of Police and Fire who will be responsible for calculating those wages. For all others updated wage information will be input directly into MUNIS for you to review. Any changes should be coordinated with the Comptroller's Office. Once finalized include final wage information with your department's entire budget request **by January 12, 2024**. For informational purposes salaries are based on 26.1 weeks for 2024-2025.

Note that wages for Locals 233 & 1338 employees will be calculated at the top step for the entire year.

As with all other budget line items, the grand total of all the salaries should be rounded up to end in a 5 or a 0.

Capital Outlay:

Please input and detail Capital Outlay requests directly into MUNIS. Additional supplemental backup and justification can be emailed to Jodi. If you have quotes to support your request you may submit those as well. Please prioritize your capital outlay requests as this will assist to facilitate the budgetary review process. A few notes to assist how to budget various capital expenditures:

- Capital expenditures include items that normally last more than one (1) year and cost at least \$1,000, up to a maximum of \$99,999. These requests are Operating Capital Expenditures.
- When requesting multiple like items, for instance hand held radios, if the total request exceeds \$1,000, include it on the Capital Outlay worksheet provided.
- Capital expenditure requests of \$100,000 or more are Capital Improvement Plan (CIP) requests and should not be included in the Capital Outlay section of the operating budget. Submit Capital requests of \$100,000 in accordance with the CIP budget instructions.
- In the interest of flexibility, there may be some Capital requests that will require a case by case judgment as to how to report the request. Call the Comptroller's Office if this becomes necessary or if you are unsure how to handle the situation.

All Capital Outlay requests are due to the Comptroller's Office by January 12, 2024.

13A

Capital Improvement Plan:

The 5 Year Capital Improvement Plan (CIP) is a multiyear plan that forecasts spending for proposed future capital projects. It addresses both repair and replacement of existing infrastructure as well as construction of new facilities or systems. An effective CIP budget process identifies the location, scale, and timing of needed capital projects and a fiscal plan to fund those projects.

Capital Budget:

The Capital Budget represents the first year of the Capital Improvement Plan. The primary difference between the Capital Budget and Capital Improvement Plan is that the Capital Budget is legally adopted and authorizes specific projects for the ensuing fiscal year. The Capital Improvement Plan, on the other hand, includes the first-year projects as well as future projects for which financing has not been secured or legally authorized. The “out-years” of the Capital Improvement Plan are not binding and are therefore subject to change.

The Comptroller’s Office migrated to a digital budget book format using ClearGov software for the FY23/24 budget including the Capital Budgeting component. ClearGov should be used for all Capital Budget requests for the 2024/2025 budget process, including projects for the out years. Any projects that were included in the FY23/24 Capital Improvement Program for the out years will already be in the system. These need to be reviewed and updated as applicable.

If you or someone in your department needs to be set up as a user in ClearGov please contact Jodi. The user will receive an email from ClearGov to set up access to your account. The website can be accessed from this link [ClearGov](#).

A complete form for each requested project for FY24/25 and the following 5 years is required. If the CIP form is not complete, it will be sent back.

All Capital Improvement requests need to be in ClearGov by January 12, 2024.

5 Year Capital Improvement Approval Process:

The timetable for the Capital Improvement Plan is the same as the operating budget.

The Board of Finance will approve the 10 Year CIP Plan at their budget adoption meeting on April 23, 2024. The final approval will be at the Joint Meeting on May 20, 2024. The Capital Improvement Plan, when approved, becomes effective July 1st. Work cannot begin on the projects until July 1st. The Capital Improvement and Strategic Planning Committee will meet before budget adoption to discuss the projects with departments.

FINAL Budget Narratives:

After budget adoption the Comptroller’s Office will update ClearGov and you will receive an email when it is time to review your Department’s section online in ClearGov. Most departments will update their budget narrative directly in ClearGov, but there are a few Departments (Special Revenue Funds, Enterprise Fund and BOE) who will update and

return a Word document. We understand the quantitative information will not be available until the end of the current fiscal year.

Goals and Accomplishments

Your narrative **must include** the status of your department's Fiscal Year 2024 Goals and Accomplishments, Fiscal Year 2025 Goals and anticipated Long-Term Goals. Goals should be specific, measurable, attainable, and realistic and have a time frame. Non-Financial long term goals should also be discussed.

ClearGov Financial Data

Please DO NOT unhide or change any graphs or charts with the financial data, as we have set up the book uniform for every Department on what should show.

Performance Measures

Performance measures can be any data your department collects. We ask for your help in improving the statistical section regarding your department. Performance measures should focus on results and accomplishments (e.g. output measures, efficiency and effectiveness measures rather than inputs (e.g. dollars spent.) The measures should be related to the mission, goals and objectives of each department from at least three fiscal years.

Organizational Chart, Board Members and Pictures

Organizational charts need to be reviewed and updated as needed. Positions that have been renamed, created, and/or eliminated should be reflected in the organizational chart. Please review the full-time position listing in the Appendix of the budget book. Any corrections can be sent to the Comptroller's Office for updating.

Please update your respective Board members and their terms, if applicable.

Updated pictures are appreciated. Please review the pictures currently in your section and submit any new photos through ClearGov.

Final budget narratives should be updated in ClearGov by June 16, 2024. Updated statistical information should be completed by July 6, 2024. All information should be forwarded electronically to Jodi McGrane at jodimcgrane@bristolct.gov. Please email Jodi when you Department's section is completed.

Thank you for your cooperation as we prepare the 2024-2025 budget and Capital Improvement Plan, to meet the demands of the financial markets, GFOA, and most importantly, the expectations of the taxpayers.



13B

Purchasing Department | Tel (860) 584-6195

To: All Departments
From: Roger D. Rousseau, Purchasing Agent
Date: November 20, 2023
Subject: Economic Forecast - Fiscal Year 2024-2025

Roger D. Rousseau

In an effort to assist you in preparations of budgetary projections for the fiscal year July 2024 through June 2025, I have prepared comments addressing cost projections and an assessment of market conditions for items relevant to your budgets. Please note that these comments are projections only; substantial shifts in market conditions will be reported to you as necessary, separately from the budget process.

The Consumer Price Index for All Urban Consumers ("CPI-U") reported a 3.2% percent change in all items for the period October 2022 to October 2023, before seasonal adjustment; this change is significantly better than was experienced in the prior 12-month period (8.1%), and controls in inflationary tendency appear to be successful.

The New York Mercantile Exchange ("NYMEX") is showing a per barrel cost for crude oil to be in the \$76 range, and the Brent Crude Futures is showing a per barrel cost of \$73, in the futures indexes. The same indexes showed a per barrel cost to be \$78 in December 2021 (i.e. prior to the start of the war in Ukraine). Unease remains in the energy sector, and changes to known conditions will be reported back to you.

I look forward to hearing your comments relative to this report, and providing any other assistance you may need in the preparation of your budgets.

Electricity

The City, Board of Education and Water/Sewer Department participate jointly in procurement of electricity; electric generation has been purchased through participation in a contract governed by the Connecticut Conference of Municipalities ("CCM"), with fixed pricing of 7.071 cents per kWh, inclusive of CCM administrative costs, through June 2024.

There is a new contract for electricity generation, effective with the new fiscal year and continuing through June 2027, with fixed pricing of **10.499** cents per kWh. This pricing incorporates costs related to capacity charges. It is projected that the overall impact to the FY2025 budget would be \$740,000.00; roughly half of the adjustment would impact the Board of Education accounts, and one quarter would impact City accounts and Water accounts respectively.

13B

Please note that the cost per kWh is for the cost of electricity generation only. Distribution costs are independent of the generation charges and are subject to rates established by the Public Utilities Regulatory Authority ("PURA"). Generation and distribution costs historically represent 60% and 40% of the cost respectively for electricity.

Diesel Fuel

Typically, the City, Board of Education, and Water Department jointly use roughly 270,000 gallons of diesel fuel annually, and the gallons are purchased at a fixed per gallon price for the duration of a fiscal year. The City of Bristol currently purchases diesel fuel at a cost of \$3.0066 per gallon for the period through June 2024.

Assuming no new major international disruptions, the futures indexes are currently showing an average per gallon cost of \$2.87 for FY2025. Departmental budgets should reflect an adjustment from last year's cost of \$3.00 to a projection of **\$2.95** per gallon (inclusive of LUST Fund Contributions and the Federal Spill Fee).

Fuel Oil

Bristol's portfolio of buildings utilizing #2 heating fuel has been significantly reduced as migration to natural gas continues; four Parks buildings, three schools (exclusive of CHMS which can use either heating fuel or natural gas), and three water-operated buildings are the sole remaining buildings within this class. It is expected that Northeast Middle School will additionally be migrated to natural gas service as part of the renovation.

Fuel prices for the period through June 30, 2024 are set at \$2.7091 per gallon. For the coming year budget purposes, the cost of **\$2.95** should be reflected in departmental budgets, as diesel fuel and #2 heating fuel generally follow a similar market model.

Gasoline

Contracts for gasoline through December 2023 are fixed at a per gallon cost of \$2.6913; bids for gasoline for the term through December 2024 are expected to be received on November 30 2023. The overall futures market indexes are very favorable when compared to last year's numbers (by approximately 21 cents); it is reasonable to assume that market prices for July 2024 through December 2024 would be significantly less than the current contracted rate.

Given the current position of the gasoline market, bid prices in the per gallon cost of \$2.55 range are expected for January 2024 to December 2024. Allowing for change in markets, the following six-month term (for which forecasts are not yet available) should assume a 20-cent increase for the period January 2025 to June 2025. An average of the two periods indicate that departmental budgets should reflect a cost of **\$2.65** per gallon.

Natural Gas

The City of Bristol purchases natural gas directly through Eversource. Last year's budgeted product cost was **1.15** per ccf; recent billing has averaged approximately 0.78 per ccf inclusive of demand charge. Based on futures indexes, it is expected that product cost will be **0.95** per ccf for the coming fiscal year.

As a clarification to applicable pricing costs, the costs cited are the commodity costs per one hundred cubic feet ("ccf"). There are several components to the cost of natural gas, generally classified as either (1) commodity costs or (2) delivery ("distribution") costs. The distribution costs are governed by the DPUC via publications, primarily for Rate 30. The portion of cost relative to distribution can be assumed to be **0.30** per ccf.

There is a charge separate from standard delivery; demand capacity for distribution is based on the highest single day consumption in the months from November through March. These charges are in addition to the commodity costs, and are not a component of the "per ccf" pricing.

In general, budgets should assume 0.95/ccf for product and 0.30/ccf for distribution, for a net cost of **1.25 per ccf** for the current fiscal year. Due to the nature of the current market and to the individual circumstances of departmental "heavy usage" days, the impact of costs other than product are of more significant impact, and cannot be readily calculated for impact to individual departments.

Transportation

The Bristol Board of Education has a contract effective July 2022 through June 2026 for student transportation services with First Student Transportation. The rate for a regular ("type I" vehicle) bus run for the fiscal year ended June 2024 is \$380.46; the rate for the same run for the fiscal year July 2024 to June 2025 will be **\$394.56**. Be advised that this contract is for transportation service only; a significant component of the BOE transportation budget is the cost of diesel fuel, purchased by the BOE for use by the contractor. This cost is addressed separately in a previous section.

Please note that over the course of this contract, First Student will continue to transition its vehicles from diesel fuel to gasoline. Until other fuel storage provisions are secured by the vendor, the vendor is purchasing gasoline from standard filling stations, and the BOE reimburses the vendor for actual gallons used, at the BOE's contracted per gallon rate.

Costs for special education transportation are established on a per trip basis and overall budget impact cannot be addressed separately from the context of total costs of special education.

Bituminous Materials

Pricing for bituminous materials typically follows the price trends of crude oil production; other factors include the supplier base for liquid asphalt, as well as non-petroleum related trucking costs. For this coming fiscal year, increases in costs for bituminous materials are expected to show an increase of approximately **1 %** per ton from current costs, based on data published by the State Department of Transportation.

Tires

Pricing for tires is significantly based on the cost of crude oil. Economic forecasting data as supplied by the Department of Energy indicates a flat product cost trend for this commodity for the coming fiscal year.

Communications Services

The City of Bristol has fixed rates for long distance services, covering both interstate and intrastate rates. The City of Bristol does not expect to see dramatic unit cost increases for these services for the

approaching fiscal year. Both the City and the Board of Education are investigating SIP trunk services for their VoIP lines, which would reduce costs.

Postage

The US Postal Service currently has a standard first-class rate of 0.63 for metered pieces and a standard first-class rate of 0.66 for stamped pieces. The US Postal Service has proposed increases of 2% across all mailing services and from 0.66 to 0.68 for stamped pieces, which is expected to be approved.

Office Supplies

The current market for paper products has sufficiently stabilized since last year's dramatic costs of \$50.00 per carton of paper, with prices currently \$37.13 per carton. Budgets should accommodate a carton price of \$39.50. For other routine office products, budgets should reflect a 3 % upward adjustment for the coming fiscal year.

Apparel

The Bureau of Labor Statistics has reported in its CPI guideline an increase of 2.6% for the twelve-month period ended October 2023; budget preparations should consider an increase of 2 % for the coming twelve-month cycle.

Food Items

According to the CPI-U index as published by the Bureau of Labor Statistics, food costs have experienced an increase of 3.3 % for the twelve-month term ended October 2023; budget preparations should consider an increase of 3 % for the coming twelve-month cycle.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW DEBRIS MANAGEMENT – COLLECTION & DISPOSAL**

In May of 2023, the Board of Public Works authorized execution of an agreement with Ashbritt Environmental, a national debris management company. Execution of the agreement allowed the City to utilize an existing State DAS contract to procure the services of a debris disposal company (if required) during City emergency operations. A memorandum, issued to the Board at the time of the request, is attached for the Board’s reference. The memorandum provides a review of existing department policies and procedures related to debris emergency management operations.

The State has issued a new contract. Therefore, the Department of Public Works requests the following action:

Authorize the Director of Public Works to execute the attached Mutual Benefit and Use Agreement indicating the potential City use of Ashbritt Environmental to collect and dispose of debris. Said agreement shall be in accordance with State DAS contract. It should be noted, that execution of the agreement does not require DPW procurement of Ashbritt Environmental services. The use of an outside vendor for debris removal will only occur “as required,” if debris disposal exceeds the City’s work force resources, and procurement is authorized by the Mayor.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: May 8, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW DEBRIS MANAGEMENT – COLLECTION & DISPOSAL**

The management of debris following a disaster is critical to returning the City to normal operations. Storm debris is from both City facilities (road right of ways) and private property. Debris generated during disasters has primarily consisted of wood type material associated with downed trees and limbs, resulting from severe weather events such as hurricanes, Tropical Storms, tornados, and the occurrence of snow/ice while tree still have leaves. A few events that have resulted in a large amount of woody debris include: Tropical Storm Isaias (2021), Hurricane Sandy (2012), Hurricane Irene (2011), and the snow/ice storm on Halloween of 2010. Woody debris is generated by either high winds or heavy snow/ice on tree limbs.

The Department of Public Works' primary focus during a severe weather event is to assist emergency services, keeping roads open, and assisting Eversource Electric clear trees (woody debris from power lines) to expedite repairs to electrical service. Once the immediate emergency response work is completed, DPW initiates cleanup activities.

Preparation and pre-planning is the key to addressing the City's needs during and after a disaster. Although each weather event/disaster poses unique challenges, there are similarities, and a summary of DPW actions/activities are provided below:

1. Monitor weather (storm advisories). If flooding is anticipated, monitor stream gauge levels from the USGS station located west of Forestville Center using the following website:

<https://waterdata.usgs.gov/monitoring-location/01189000/>

2. Conduct pre-storm City Emergency Management meeting (Emergency Management, DPW, Fire, PD, Park, and Water/Sewer Department staff). The Library & Senior Center may be included based on anticipated weather. Eversource assigns a dedicated municipal storm liaison that coordinates City/Eversource activity. When storm damage includes downed/broken utility poles, one of the challenges includes coordinating with Frontier. Approximately 30% of utility poles located in the City are owned by Frontier. Frontier is typically not an active participant in pre-planning, or post-storm activities.
3. DPW operations include inspecting/checking equipment including DPW's tree truck, chippers, chain saws, and dump trucks. DPW also checks and confirms available road closure barricades and signs.
4. DPW reviews safety procedures & concerns associated with woody debris removal. Dispatches chain saw & chipper use, along with safety procedures/measures and protocols for Eversource Utilities make safe program.
5. If a flooding event is anticipated, DPW Engineering inspects the bridges across major rivers and streams for blockages and documents pre-storm conditions.
6. DPW Solid Waste documents (takes pictures & field measurements) the size of stored/stockpiled woody debris at the Lake Ave Transfer Station and the Department's J.P. Casey Road facility. Documentation is critical if the storm event is ultimately declared a federal disaster.
7. DPW instructs crews to document conditions prior to the cleanup of woody debris using the following app:

<https://apps.apple.com/app/id1297201432>

This app produces time-stamped pictures with location (address & coordinates). Documentation is critical if the event is subsequently declared a federal disaster.

Once the storm hits, there may be a time that DPW staff remains off the roads due to safety concerns. However, DPW generally provides direct support to the Police and Fire Departments to clear/maintain road access. If utility wires are intertwined/within the woody debris, DPW DOES NOT cut/clear debris until it is confirmed that power has been de-energized (designated as safe) by authorized Eversource personnel. The current Eversource practice is to provide a designated line person that has direct contact with our DPW tree crew to ensure that City crews DO NOT work in areas of live electrical lines.

Typically, within approximately 3-4 days after the storm event, all roads are opened, 80% of electrical power is restored by Eversource, and the issue of debris removal becomes the focus. **It is at this time that a critical policy decision is made regarding what, if any, assistance the City will provide residents regarding the collection and disposal of woody debris from private property.** After the Halloween storm in 2010, and Tropical Storm Isaias in 2021, the City made the decision to collect woody debris brought to the edge of the road by residents. The decision to collect woody debris is difficult. DPW does not recommend providing assistance to residents if a storm with high winds results in the downing of 20-30 trees on private property throughout the City. Although DPW can assist with such an event (20-30 downed trees throughout the City), DPW would not recommend woody debris collection due to the lack of a "public need." However, if a tornado impacted a specific neighborhood that resulted in 20-30 downed trees, DPW would recommend assistance to the specific area. The Department would also recommend providing assistance if the City was impacted with a large storm that resulted in 30% of properties throughout the City having downed trees.

The cost of woody debris collection and disposal is significant. Woody debris management for Tropical Storm Isaias was approximately \$200,000. Through FEMA's public assistance program, the City received FEMA reimbursement of 75% percent of the City's debris collection and disposal cost. The reimbursement included the Department's non-overtime "standard" time cost incurred by DPW to

collect debris during daytime operations. However, FEMA funding is only available if a federal disaster is declared. The determination as to whether an event is a federal disaster is based on property damage on a county-by-county basis. Since the City of Bristol is located in the southwest corner of Hartford County, adjacent to Litchfield and New Haven counties, a weather event impacting Bristol and the surrounding towns (located in Litchfield and New Haven counties) may not qualify/meet the criteria as a federal disaster.

If a decision is made to implement a DPW program to assist residents by collecting and disposing of woody debris, it is critical that the limits of the program be defined, with respect to both the area of the City impacted (where collection will occur), and the time period that residents will be allowed to bring the woody debris to the edge of the roadway for DPW collection.

The program objective should be to collect the majority of the woody debris resulting from the disaster. If the program provided to residents offers to have DPW collect debris too soon after the storm event, or limits the collection period to a short window, the program does not benefit residents. However, if the implementation of a program is delayed, or the period of collection is extended for too long, the woody debris collected will NOT be limited to storm damage. The collected debris will contain woody debris that existed on properties prior to the storm, or was generated after the storm by residents (tree trimming). This occurred during DPW's 2010 collection and increased cost.

As stated, **a City woody debris collection program should be designed to assist residents, and should not be a commitment to collect all woody debris generated by the storm event.** As a result, the Department strongly recommends that collection be eliminated to a single collection (one collection per street), starting one week after the event or the announcement of the program. Once debris is collected from properties on a particular street, DPW will not return to recollect debris.

During the period of time of the woody debris collection program, DPW forces will focus solely on debris collection, and normal routine maintenance will be delayed. As with all policies, DPW understands that there may be exceptions on a case-by-case basis that must be evaluated. However, issues such as residents indicating that they were out of town during the storm, or they need more time to bring material to the road, would typically not warrant a return by DPW to collect debris.

DPW's collection program after Tropical Storm Isaias started approximately one week after the storm. In addition to the collection of woody debris, DPW assigned staff to inspect roads and indicate the roads that did not have debris. Each day, during the City's debris collection period, DPW published on the City's website the roads that DPW completed collection on, or inspected, and identified as having no debris. Once published, DPW did not return to recollect debris from the street. All DPW Street crews were assigned to woody debris collection duties. In addition, DPW Solid Waste staff were assigned to debris collection at the completion of their regular solid waste collections. Overtime was authorized to expedite collection. The pickup of large logs and some large sites/properties were skipped and re-scheduled toward the end of the program to maximize the number of property cleanups. DPW Transfer station hours were also extended, and residents were allowed to dispose of brush at the transfer station at no cost.

During Tropical Storm Isaias, DPW utilized Department resources to perform the debris collection. No outside vendors were utilized. Following a regional disaster, procuring the services of a contractor may be a challenge due to availability/need. However, the use of private contractors may be required. The State of Connecticut does have a DAS contract with a national debris collection/disposal firm. The current State vendor is Ashbritt Environmental. The City utilized the company to assist in debris collection disposal in 2010 and was satisfied with their performance.

The Department's goal is to utilize City resources for collection, and not utilize outside vendors. **Based on the severity of a storm, the use of outside vendors may be required, therefore, the Department of Public Works requests Board approval to authorize the Director of Public Works to execute the attached Mutual Benefit and Use Agreement indicating the potential City use of Ashbritt Environmental to collect and dispose of debris.** Said agreement shall be in accordance with State DAS contract.

The proposed agreement does not require City-use of an outside vendor, and execution of the document is supported by the City's Purchasing Department and Emergency Manager. The agreement identifies the City of Bristol as a potential customer in case Ashbritt Environmental services are required.

The debris removal program outlined in this memorandum has been limited to woody debris. As reported, the City has addressed and implemented measures to assist residents with woody debris on several occasions over the last 25 years. In addition to woody debris management, the need for a debris management program to address flood-damaged materials may also exist in the future. The City has never implemented a debris collection program for flooding events. Such a collection would be for water-damaged household items and furniture. Collections due to flood damage would have similar criteria to the woody debris collection program proposed and outlined above. A collection program for flood debris should only be for a designed area where a high percentage of the properties have been impacted. Since most/all of City building flooding is limited to below the first-floor elevation of buildings, residents do not typically qualify for federal or state direct flood assistance, since debris consists of items/materials stored or used in basements. The state vendor (Ashbritt Environmental) is qualified to address flood debris collection/disposal.

It should be noted that the material collected as a result of flooding does require disposal at an authorized/approved disposal site. DPW would dispose of the material at Covanta at a cost of \$70.40/ton. Woody debris disposal consists of grinding/chipping the material by a vendor working at the transfer station and disposal off-site.

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

MUTUAL BENEFIT AND USE AGREEMENT

WHEREAS, it is foreseen that it may be in the public's interest to provide for the expedient removal of storm debris resulting from a storm or manmade event within the corporate limits of City of Bristol, CT.; and

WHEREAS, the immediate recovery of the City of Bristol, CT. and the health and safety of its citizens is a major concern and a primary priority for recovery; and

WHEREAS, the City of Bristol, CT. has a community interest with the State of Connecticut with respect to the emergency debris removal that may be necessary to affect a recovery from an anticipated storm event; and

WHEREAS, the State of Connecticut has selected through a competitive process a firm proficient in providing debris removal; and

WHEREAS, the City of Bristol, CT. has reviewed the solicitation, proposal, and evaluation related to the selection of AshBritt, Inc. by the State of Connecticut and endorses with the procurement process and the resulting selection; and

WHEREAS, the City of Bristol, CT. has reviewed the Contract for Disaster Debris Response and Management Services between the State of Connecticut and AshBritt, Inc., Agency Document #22PSX0119, and has found the scope of services, prices, terms and conditions as set forth in this Contract to be reasonable, acceptable and of benefit to its citizens; and

THEREFORE, having reached concurrence and acceptance of the procurement process and the contract stipulations, the City of Bristol, CT. agrees to enter into a contract with AshBritt, Inc. for disaster debris response and management services without modification to the original terms, conditions or pricing. Further, any Amendments entered into between the State of Connecticut and AshBritt, Inc., including but not limited to, contract term extensions and pricing, shall automatically apply to this Mutual Benefit and Use Agreement between the City of Bristol, CT. and AshBritt, Inc.

Having full authority, the parties do hereby complete this agreement by signing below.

AshBritt, Inc.

Authorized Signor

Printed Name

Title

Date

City of Bristol, CT.

Authorized Signor

Raymond A Rogozinski

Printed Name

DIRECTOR OF PUBLIC WORKS

Title

Date



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW - INCREASES TO COMMERCIAL TRANSFER STATION
PERMIT FEES AND RESIDENTIAL PERMIT HOLDER POLICIES
UPDATE/REVIEW**

The Board of Public Works voted at its July 20, 2023 meeting to approve policy changes and fee increases recommended by the Department of Public Works. The approved changes have been in place since October 1, 2023, and consisted of creating an additional commercial permit, called Commercial Tier II. All non-Bristol residents, and users of the transfer station that dispose of more than four (4) tons of material per year, have been reclassified as Commercial Tier II. The changes also increased the fees for Commercial Tier I permit holders as indicated below:

Commercial Permits - Tier I

- i. Permit Fee \$50 (Bristol company) & \$100 (non-Bristol company), renewable every 1 year (according to COI expiration date)
- ii. Increase material disposal cost from \$0.60/10 lbs. to \$0.85/10 lbs. and eliminate free 100 lbs. per day.
- iii. Continue the practice of free disposal of leaves. Commercial permit holders will be charged \$0.60/10 lbs. M-F, \$0.85/10 lbs. on Saturday, for yard waste.
- iv. Free disposal of antifreeze (5 gal), oil (5 gal), fluorescent bulbs (10), paint (10 gal), 8 tires per year, 5 mattresses per year, electronics, metals, and acceptable single stream recyclables. Free disposal not applicable for loads/quantities larger than designated above.
- v. \$5.00 gate fee charge (including free items)
- vi. Material Disposal Cost \$0.85/10 lbs. (all materials except for yard waste and leaves).
- vii. Yard waste disposal fees are \$0.60/10 lbs. M-F and \$0.85/10 lbs. on Saturdays.
- viii. Insurance requirements: Certificate of Liability showing a minimum of \$500,000 Auto Liability (Combined Single Limit) and showing the City as an additional insured. Requirement will remain "as is."

A. Commercial Permit – Tier II

- i. Subject to all Commercial Tier I policies and fees, except an insurance certificate is not required. As a result, Commercial Tier II permit holders will not be allowed behind the

residential drop-off area. Commercial Tier II permit holders will utilize the same disposal drop-off area as current residential permit holders.

B. Residential Permits

- i. Subject to all current Residential Permit policies and fees, except modifying the limits currently established on free items allowed (currently 2 mattresses/box springs per day and 4 tires per day) modified to 8 tires per year and 5 mattresses per year.
- ii. The current policy allowing residential permit holders to dispose of leaves at no charge will be maintained.

No resident permit fees and policies were changed as part of the Board July 20, 2023 action. All residential permit fees including the disposal of free materials remain.

A summary of the permit/pay as you throw fees collected since the changes (Oct & Nov 2023) compared (Oct & Nov 2022) is provided below:

BRISTOL PUBLIC WORKS TRANSFER STATION PAY AS YOU THROW REVENUES								
Year	Residential		Commercial Tier I		Commercial Tier II		Total	
	October	November	October	November	October	November	October	November
2022	\$17,315.00	\$17,284.00	\$2,046.00	\$3,015.00	\$0.00	\$0.00	\$19,361.00	\$20,299.00
2023	\$18,038.00	\$13,690.00	\$4,534.00	\$4,021.00	\$5,699.00	\$4,692.00	\$22,403.00	\$22,403.00
REVENUE INCREASE (TRANSFER STATION POLICY REVISIONS/FEE INCREASE)							\$3,042.00	\$2,104.00

The data is limited to a two-month period, and therefore, is not conclusive. DPW will continue to monitor and report findings to the Board. However, the current data does indicate that revenue has increased. There are seasonal variations in transfer station use. However, the key question is whether revenues will remain to increase, or if transfer station permit holders will find alternate means to dispose of materials.

DPW has received concerns from Alex Simoni, the owner of Alex's Landscaping and More, regarding the fee increase for yard waste (brush, grass & woody debris). The approved changes increased yard waste disposal fees from \$0.20/10 lbs. M-F, and \$0.60/10 lbs. on Saturdays, to \$0.60/lbs. M-F, and \$0.85/10 lbs. on Saturdays. Mr. Simoni's concern is that DPW increased yard waste disposal cost by three times the old rate, and that this increase is affecting his business. A summary of Alex's Landscaping transfer station yard waste fees for 2021, 2022 and 2023 for the months of October & November is provided below. However, it is my understanding that his business activity has changes from leaves to yard waste (brush/woody debris).

Alex's Landscaping Yard Waste Disposal Summary		
YEAR	OCT (\$)	NOV (\$)
2021	\$38	\$57
2022	\$249	\$155
2023	\$1,294	\$331

A review of yard waste disposal costs at area facilities indicates the following:

WOODY DEBRIS/YARD WASTE DISPOSAL COST	
FACILITY	COST/TON
Bristol Transfer Station	\$120/ton
WeCare/Denali (Farmington)	\$200/ton
CT Mulch (Enfield)	\$100/ton
Supreme (Southington)	\$50/ton

Based on a review of yard waste disposal fees, the City's disposal fees are not the lowest and are not the highest in comparison to surrounding facilities. I do understand Alex's Landscaping concern that the City has tripled yard waste fees. DPW recommends either referring Commercial permit holders to Supreme Industries to dispose of yard waste, or reduce the current yard waste disposal fee from \$0.60/lbs. M-F and



Department of Public Works | 860.584.6125

\$0.85/10 lbs. on Saturday, to \$0.40/lbs. M-F and \$0.65/10 lbs. on Saturday. **A City reduction in yard waste fees to the indicated \$0.40/lbs. M-F, and \$0.65/10 lbs. on Saturday, would equate to \$80/ton.** Based on the estimated yard waste volume, DPW does not believe that the change will significantly reduce projected revenues. In addition, DPW will see a current reduction in yard waste disposal fees as a step process to increase fees over the next 2-3 years.

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



CITY OF BRISTOL BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 1, 2023
(Submission Date)

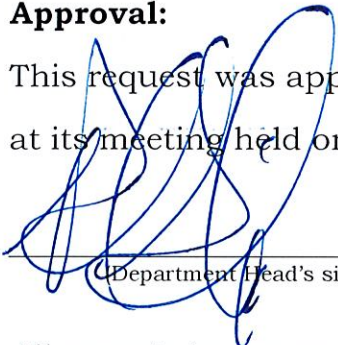
For the December 19, 2023 Board of Finance Meeting Agenda
(Date of Meeting)

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

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 30,000.00
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on December 21, 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:

Use of Temporary staff to fill Assistant City Engineer vacant position. Transfer from regular wages into Part-time wages

Transfer(s) complete the following:

From:	0013011 514000	To:	0013011 515200	Amount:	\$30,000.00
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
	_____		_____		



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 7, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW Fleet Capital FY2023-24 Budget**

The Department of Public Works remains concerned that the Department's FY2022-23 Fleet Capital budget will be adversely impacted with supply chain issues that will delay the delivery of Department's vehicles/equipment. Supply chain issues appear to be improving. As part of the FY2022-23 budget, DPW received delivery of a frontend loader, wood chipper, and sidewalk sentrac machine in 3 months; and a backhoe in 6 months. However, it will take 11 months to receive delivery of a new automated truck, and over a year to obtain a roadside mower.

The DPW FY2023-24 Fleet Capital Budget is attached, and is in priority order. As indicated, the Department's top vehicle priorities consist of: an Automated Rubbish Truck, Crew Cab Tree Bucket Truck, and a 10 Wheel Dump Truck. Total Department requests are \$1,403,500. Recent year BOF approved budgets have been approximately \$800,000. The cost of the top three priority vehicles cost \$900,000.

As previously reported to the Board, procurement of rubbish and dump trucks are not purchased off a dealer lot. Rather, they are fabricated based on specifications issued at the time of bid. In order to improve delivery times, some suppliers are prefabricating trucks. However, supply is still limited. The DPW has investigated leasing dump trucks or rubbish trucks. However, opportunities to lease specialized vehicles such as dump trucks and rubbish trucks that meet the Department's needs are limited or non-existing. In addition, the City does not have the tax advantages that the private sector has, and leasing reduces the cost-saving advantage of the Department's Fleet Division's ability to perform repairs.

The Department continues to procure State DOT surplus vehicles with funds approved as part of the FY 2022-23 budget. Surplus State vehicles have allowed the Department to improve its fleet, especially for mason dumps used for snow operations. However, it is important that the Department is selective to ensure that the State vehicles are of sufficient quality for DPW's use. As a result, DPW does not procure first available state surplus vehicles. In addition, the Department's capital budget includes a tractor trailer truck. The trailer truck is used to transport the Department's heavy equipment. As indicated, DPW is proposing to purchase used truck tractor. If funding is approved, DPW will have to work closely with Purchasing to comply with City procurement policies and/or obtain a BOF bid waiver. Potential savings are substantial. A new tractor trailer costs \$280,000. DPW estimates a quality

use tractor trailer cost at \$130,000. It should also be noted that DPW can obtain the services of local contractors to transport the Department's equipment (approx. \$250 per route). However, it is critical that DPW has the ability to move its own equipment in an emergency. DPW is also exploring use of a trailer for our dump trucks that can haul our paving box and front end loaders.

As Director of Public Works, I support increasing the fuel efficiency of the fleet, such as hybrids and electric vehicles. In particular, I support the purchase of smaller type electric and hybrid SUVs. With that said, the procurement of surplus vehicles has delayed the need to purchase these types of vehicles, and the cost is higher (\$10,000-\$12,000) than typical gasoline-powered vehicles. In addition, the City does not obtain tax credits that the private sector may obtain to purchase electric vehicles. The Department will continue to pursue available grants that may assist the Department to procure electric passenger-type vehicles. The Department will not actively pursue grants to purchase electric or hybrid dump trucks or rubbish type trucks without additional investigation. The hybrid dump truck and rubbish truck the Department had, and the current tree truck and box truck equipped with a hybrid transmission for improved fuel efficacy, have not only been costly to maintain, they are also extremely underpowered.

The Department will also continue its practice of not purchasing specialized equipment or vehicles without renting it first. With cost of new equipment so high, it is imperative that the equipment purchased meets our needs.

The Department will also include as part of the Road Infrastructure Fund FY 2023-24 budget funding for walk behind/water cooled pavement saw (\$8,000), and a reversible asphalt plate compactor (\$10,000).

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

DPW FLEET CAPITAL PROPOSED BUDGET				
FY2024-25				
15-Dec-23				
Priority	Vehicle Request	Replacement/Vehicle Condition	Budget Request	Running Budget Total
1	Automated Rubbish Truck	New automated rubbish/recycling truck will replace a 2013 (ID R17). The truck's engine is malfunctioning (coolant is evident in the engine's crank case). The body is a drop style frame and is exhibiting rust/rot. DPW's goal is to replace the Department's low entry type rubbish trucks.	\$430,000.00	\$430,000.00
2	10 Wheeled Dump Truck with plow and all season body.	New 10 Wheel Dump Truck to replace existing 2003 dump truck (ID S25) with 110,000 miles. This truck body was previously replaced and is showing heavy rust/rot. Replacement is critical to DPW winter snow operations.	\$230,000.00	\$660,000.00
3	Crew Cab Bucket Truck with chip dump body	New tree crew bucket truck to replace the existing bucket truck. The existing vehicle (ID GS24) is a 1998 with 80,000 miles. This unit is a single cab with no chip dump body. Unit does have a lower weight lifting capability compared to proposed units. The old unit will be put out for auction. Proposed will increase lift high from 60 ft. to 70 ft.	\$240,000.00	\$900,000.00
4	Stump Grinder (Tow Behind)	Replace existing 2001 unit with over 200 hours. Replacement part difficult to obtain & unit does not have the safety options (auto stop) that of the proposed model.	\$30,000.00	\$930,000.00
5	Front End Loader	Replace existing 2003 unit (ID R4) with over 20,000 hours on it. This machine needs tires (\$50K) and exhibits loss of power. This unit is used at the transfer station to loads and compacts roll off containers and proposes compost piles at the landfill.	\$280,000.00	\$1,210,000.00
6	Tractor Trailer (Truck Only) - Use	Replace existing 1985 unit with over 375,000 miles. Motor has already been rebuilt and sleeved. Truck is absorbing coolant through the top end of the motor. Truck needed with DPW increased paving operations. Proposed unit will be purchased used.	\$130,000.00	\$1,340,000.00
7	Hot Box	Replace existing 2017 unit . This existing unit is used throughout the year to repair potholes, curbs and aprons. Furnace and electrical components of units has excessive wear.	\$38,000.00	\$1,378,000.00



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 13, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW Public Building FY2024-25 Budget**

The Department of Public Works budget includes a Public Building fund. BOF approved budgets typically range from \$180,000 to \$270,000 depending on DPW building needs. The account is used to fund improvements to the following City building facilities:

1. City Hall
2. Police Complex
3. DPW City Yard Buildings
4. DPW Transfer Station Buildings
5. Park & Youth Services Building – 51 High Street
6. Fire Department (Houses 1-5)
7. Main Library
8. Manross Library
9. Senior Center including Probate & Bristol Burlington Health Dept. facilities
10. Animal Control facility

The projects funded through the Public Building account are projects that are not covered as part of DPW's operation maintenance budgets (project cost under \$10,000), and are not classified as capital projects (budget cost over \$100,000). The Public Building projects have budgets between \$10,000 and \$100,000.

Based on recently completed or currently planned capital improvement projects, no Public Building projects are proposed for City Hall, Animal Control facility, Fire House No. 4, Fire House No. 3, and Fire House No. 5.

Although there is an approved capital project funded for the Police Complex, the Public Building proposed budget does include a request to replace the boiler condenser in the Police Complex for \$50,000. The approved Police Complex capital improvement project includes HVAC work which will replace the boiler condenser that is subject to the \$50,000 budget request. However, the original HVAC project is on hold, pending a determine of the Police Complex building status, as the building may be replaced. Replacement of the boiler condenser will only proceed if the previous HVAC project is

delayed, or if it is determined necessary to construct a new building. DPW assessment is that the existing boiler will NOT last 2-3 years.

A summary of the DPW proposed FY2024-25 City Building Committee Project List total \$256,000 is attached.

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

FY24-25 City Building Committee Project List				
12-Dec-23				
Priority	Facility	Project	Notes	Estimated Project Cost
1	Fire HQ, Fire #2, Fire #5, 51 High Street, Beals Center, Police Complex, Manross Library	Fire HQ, Fire #2, Fire #5, 51 High Street, Beals Center, Police Complex, Manross Library	Hazardous Builindg Materials Assessment Inspections & Reports	\$20,000.00
2	Fire Headquarters	Kitchen Range Hood Upgrade	Upgrade of existing kitchen hood to commerical Level 1 system	\$35,000.00
3	Fire Headquarters	Parking Lot Upgrades & Paving	Address deteriorating parking lot surfaces and Apparatus ramps	\$55,000.00
4	Police Complex	Condensate Tank Replacement	Replacement of deteriorating tank that serves boiler systems	\$50,000.00
5	Police Complex	Basement Overhead Door Replacements	Replacement of deteriorating overhead doors that experience high daily cycle rates and provide Police Complex security requirements	\$25,000.00
6	Fire House #2	Concrete Apron Repairs	Repair of cracked concrete aprons at Appartus Bay entrances	\$15,000.00
7	Manross Library	Upper Window Repairs/Replacement	Repair or replacemnet of upper windows with water infiltration	\$56,000.00
				\$256,000.00



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

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

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

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

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

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

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

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

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

DPW would recommend the following Board of Public Works action:

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

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

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

CITY OF BRISTOL – PUBLIC WORKS

UNACCEPTED STREET SERVICE POLICY

1. Policy Name

Unaccepted street service policy

2. Rationale or Purpose

This policy is designed to define the level of services that will be provided by the Department of Public Works on streets classified as unaccepted City streets.

3. Policy Statement

This policy defines the level of City services that will be provided by the Department of Public Works on unaccepted streets. Unaccepted City streets are streets that do not meet City roadway standards and have not been accepted by a vote of City Council. Unaccepted City Streets consist of the following:

1. Streets currently under construction as part of an approved subdivision. Once construction is completed in accordance with City standards, the road will be accepted as a City road. Under this category of unaccepted City streets, the issue is which services (if any) the Department of Public Works will provide to dwellings along the unaccepted street during construction, until the street is fully constructed to City standard, and accepted by City Council. The Department of Public Works may provide some level of services, such as solid waste collection and/or snow plowing services, recognizing that dwellings are often constructed and occupied while the road construction is being finished.
2. Existing streets that are not constructed to City roadway standards and have not been approved as a City street by City Council are classified as unaccepted City streets. Under this category of unaccepted streets, the roadway is occupied with dwellings. However, due to either narrow pavement width, insufficient or no establishment of right-of-way, lack of (or insufficient) pavement surface, or construction that is not completed in accordance with City roadway standards, the road has NOT been accepted by City Council. These types of unaccepted streets typically predate City subdivision regulations and due to past (historic) practices by the City of Bristol, the level of services provided to dwellings on these unaccepted City streets varies and may or may not include solid waste collection, snow plowing and ice control, maintenance, and reconstruction periodic paving.

Unaccepted City streets are public streets available for use by the general public. Therefore, unaccepted City Streets do not include private drives located on City right-of-way or "paper streets." Since private drives and paper streets are not for use by the general public, the Department of Public Works performs NO maintenance and provide NO services on paper streets or driveways (including combined driveways) located within roadway right-of-ways.

Paper streets are areas reserved as right-of-ways for the purpose of constructing City streets and are in an undeveloped state. The City does not own the property. Title is typically held in the name of the original developer (subdivider). Until a road is constructed to City Standards and accepted by City Council, the Department of Public Works does not,

in general, have any responsibility or authority to perform work or provide services to the area of the paper street. The Department of Public Works in conjunction with the City's Building Department shall ensure that that no permanent structures are built within the paper street which may infringe on the ability of a future developer/building to construct a roadway to City standards within the paper street. Said responsibility is limited to permanent structures and shall not be construed as management of the property, or enforcing property rights (use) of the property by adjacent owners. Since the City does not own the area of paper streets, the Department of Public Works cannot restrict or control use of the property other than limiting the installation of permanent structures and enforcement of applicable zoning and City regulations. The Department of Public Works also recognizes that since the property of paper streets are not owned by the adjacent parcel owners, there may be times that the Department of Public Works action is required, with approval of the Director of Public Works, to remove or eliminate hazards, such as trees.

The sole determination with respect to road classification of accepted or unaccepted City Streets is action (vote) by City Council. No other City documentation or action, and no private documentation, such as property deeds, shall determine road classification. Property owners disputing the Department of Public Works' determination that a road is classified as an unaccepted City street shall submit documentation of City Council action (approval of the street) to the Director of Public Works for review.

A map and list of identified unaccepted City streets within the City is available on the Department of Public Works website using the link below:

<http://ct-bristol2.civicplus.com/578/Documents>

City ownership of roadway right-of-ways or paper streets shall not impact the determination of street classification as accepted or unaccepted, or the level of service provided on unaccepted streets by the Department of Public Works.

Roadway constructed as part of condominiums, common property development, or planned unit development are classified as private roads and are not the responsibility of the Department of Public Works. Private roads have not been accepted by City Council and are NOT located within a roadway right-of-way and therefore receive no services afforded to accepted City streets unless defined in this policy or approved by City Council.

4. Scope – City Services Provided on Unaccepted City Streets

A. Unaccepted City Street – Currently Under Construction as Part of an approved Subdivision.

- i. The City of Bristol shall furnish the normal municipal services [including but not limited to solid waste, recycling and snow removal] to the occupants of dwelling houses along unaccepted highways or streets provided:
 - a. Such unaccepted street or highway shall be completed to the stage of binder course [for the purposes of this section, a "binder course" is defined as one course of bituminous concrete to a completed depth of one and one-half (1 1/2) inches over the traveled portion of such unaccepted street or highway] and with tapered or sloped [1/2" per foot] hot asphalt base material at all manholes and catch basins [placed prior to November 15th]; and
 - b. Such unaccepted street or highway shall be completed to the stage of binder course for the total frontage of any road abutting a house lot for which the services are to be provided, and such binder course shall be contiguous and complete from a

- presently paved street or highway to the furthest point on any unaccepted highway or street for which services are to be provided; and
- c. the dwelling to receive services has been issued a certificate of occupancy by the Building Department; and
 - d. A performance guarantee is on file with and approved by the planning commission of the City of Bristol;
 - e. An Escrow Concentration Account in the amount equal to fifteen (15%) of the amount of the performance guarantee listed in d. above has been provided to the City to cover any repairs that may be needed to be made to the road infrastructure of the unaccepted street in order for the City to continue providing services;
 - f. Property owner or their builder is required to obtain necessary Certificate(s) of occupancy.
 - g. Developer is responsible for providing all improvements as required above and required to provide performance guarantee and Escrow Concentration Account as indicated above.

B. Unaccepted City Street – Existing road not meeting City roadway Standards (Currently Occupied)

- a. The Department of Public Works **shall maintain** the level of services currently provided to unaccepted City streets. No additional services will be provided to unaccepted city streets, for example, sections of unpaved unaccepted roads will not be paved, and storm drainage will not be constructed or improved. However, solid waste collections and snow plowing services will be maintained (if they are currently being provided). It is not the intent of this policy to reduce or eliminate ANY existing services provided to an unaccepted City street. However, in accordance with this policy no additional services currently provided to unaccepted City streets will be expanded or provided unless approved by the Board of Public Works.

C. Definitions

See City of Bristol, Code of Ordinances

Section 21-92 Definitions

Section 21-140. Erection of buildings on unaccepted streets and issuance of building permits thereon.

Section 21-141. Acceptance of certain nonconforming roadways

Section 21-94. Effective date

D. Consequences of Non-Compliance

The City of Bristol will not provide normal municipal services on unaccepted streets that do not meet the criteria of this policy.

Approval authority: Board of Public Works

Approved date: XXXX

Unaccepted Streets Utilized By Residents								
Street Name	Unaccepted Length	Accepted Length	Pavement Length (unaccepted Portion)	Buildings (Unaccepted Portion of Road)	Comments	Plow (unaccepted Portion of Road)	Solid Waste Collection (unaccepted Portion)	ROW Width (Unaccepted Portion)
Adams	2000	0	275	2	City hold title of ROW	Y	N	50
Ambler Road	1700	0	1500	6	Unaccepted road in area of Birge Pond	Y	Y	50
Arnold Court	170	0	170	5	Private road located west of Main Street	Y	Y	0
Barbara Road	635	1000	1000	1	Private drive on paper street	N	Y	50
Barbara Street	250	200	450	1	Driveway to Italian Club on ROW	N	Y	50
Beverly Lane	450		0	1	Private drive on paper street	N	N	50
Bird Road	560	1400	1400	6	Portion of pavement on unaccepted road not located completely eithin existing ROW. City Council voted in 2019 to authorize DPW to maintain road as an accepted City street.	Y	Y	50
Cawley Court	320	0	0	1	Private driveway within ROW	N	N	50
Founders Drive	1050	0	1050	7	One undeveloped parcel on road	N	N	50
Grassy Road	425	0	180	3	Located in area of Birge Pond	Y	Y	40
Hadden Street	225	145	370	4	City maintained access to GreenHills School	Y	Y	0
Hickory Street	700	0	0	5	Private Drives within ROW	N	Y	50
Joseph Street	200		80	1	East of Emmett Street	Y	Y	50
Laurel Place	180	0	180	2		N		0
Lorrain Drive	300	0	0	2	Private drive on paper street	N	Y	50
Maple Court	600	0	600	10	10 driveways with no ROW	Y	Y	0
Medford Street	355	1495	40	1	50ft. Length of roadway pavement east of cul-de-sac provides access to private drive	Y	Y	50
Minor Street (west of Hill St)	440	0	30	1	Gravel access	Y	N	25
Nancy Road	440	300	0	1	Driveway on paper street	N	N	50
Neuman Place (West of Hill St.)	1760	0	0	1	Gravel driveway (1650 LF) Maintained by City	Y	Y	30
Neuman Place (East of Mano Ln.)	425	0	0	1	Private drive on paper street	N	N	50
Neuman Place (West of Mano Ln.)	600	0	150	1	roadway pavement with driveway	Y	Y	50

Peters Court	360	0	0	2	Private drive (passway) located off of South St.	Y, To Garage Area	N	0
Phelps Road	1600	0	0	2	Private Driveways	N	N	50
Pierce Street (SE of Newell Ave)	220	0	0	2	Private drive in paper street	N	N	50
Pine View Street	430	0	0	1	Private driveway within ROW	N	N	50
ROW off Fairlawn	180	0	180	2	Abandoned road (115-117 Fairlawn)	Y	Y	0
Sycamore Street (East of Evergreen St.)	500	0	0	3	Private driveways on paper street	N	N	50
Sylvester Street (South of Margerie Street)	520	0	280	2	Private passway on paper street	N	N	50
Topsfield Road (East of Salem Lane)	550	250	0	1	Private drive on paper street	N	N	50
Tower Road (East of hammerhead turn around)	800	0	0	4	Passway	Y	Y	0
Tuttle Road (South of Melinda Lane)	480	0	0	1	Private driveway within ROW	N	N	50
Vincent Road (North of Coventry Road)	240	0	220	4	Passway	N	N	0
Notes:								
1. List does not include underdeveloped paper street, mobile home parks and private roads approved by planning & Zoning (condominiums/private developments)								
2. DPW reconstructed and City Council accepted Graham St on March 10, 2020								



Public Works | 860-584-6125

Memorandum

Date: March 24, 2020
To: Mayor Zoppo-Sassu
Board of Public Works
From: Raymond A Rogozinski, P.E., Director of Public Works
Re: **Bird Road – Maintaining DPW Roadway Services**

The Department of Public Works currently provide full City services to Bird Road located south of Terryville Avenue adjacent to Saint Joseph Cemetery. The road from Terryville Avenue to its terminus at 206 Bird Road is approximately 1,946 L.F. The portion of Bird Road from Terryville Avenue south approximately 1,356 L.F. has been formally accepted as a City street by City Council, however the southern 590 L.F. has not been formally accepted. However, the Department of Public works has provided full City services to all properties on the road including collection of refuse & recycling, pavement repairs & resurfacing along with snow removal and winter ice treatments.

Six residential homes are constructed on the southern 590 L.F. section of the Bird Road that is not formally accepted as a City street. The condition of the roadway pavement surface for Bird Road is good, the rating index is 76 based on a scale of 1-100. The DPW has investigated recommending that City Council accept the roadway, however a portion of the existing pavement is located outside the formal right of way limits.

The Department of Public Works request the following action to formalize providing services to the southern / formally unaccepted portion of Bird Road.

Forward a recommendation to City Council authorizing the Department of Public Works to continue in perpetuity the current policy of providing full Department of Public works services to the southern/ formally unaccepted portion of Bird Road. Said services shall include the collection of refuse & recycling, pavement repairs & resurfacing along with snow removal and winter ice treatments.

Please feel free to contact me with any questions/concerns.

- **Sec. 21-141. - Acceptance of certain nonconforming roadways.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)

(a)

Statement of purpose and intent. It is recognized that there exists in the City of Bristol certain streets and roads that were constructed prior to enactment of stringent road ordinances by the City of Bristol as well as to other roads or streets where either no bond exists which could be used to indemnify the City of Bristol for the costs of improving or constructing said roads or where there is no written record of city approval or acceptance of said roads. It is also recognized that the condition of these streets or roads are not, in all cases, at the standards of conforming streets or roads and so that the health, welfare and safety of the residents living on these roads or streets may be adversely affected by the conditions of the streets and roads. It is also recognized that these streets and roads cannot meet the requirements of the current road ordinances of the City of Bristol, but it is in the best interest of the City of Bristol that such streets and roads be accepted by the City of Bristol as public highways.

(b)

Other ordinances not to apply. Any street or road which meets the requirements of this section shall not have to comply with the existing ordinances of the City of Bristol pertaining to road construction standards.

(c)

General requirements. The City Council of the City of Bristol shall be authorized to accept streets and roads pursuant to the provisions of this section if, after giving due consideration to the financial impact of such acceptance, the following requirements have been met:

(1)

There must not have been posted with the City of Bristol, or its corporate predecessors, a bond which can be successfully used to indemnify the City of Bristol for the costs of improving or constructing such streets or roads.

(2)

A majority of the owners of property which abuts the road to be accepted must petition the city council for acceptance under the provisions of this section.

(3)

The right-of-way shall not be less than twenty-five (25) feet in width and the traveled portion shall generally not be less than sixteen (16) feet in width along the roadway with slight deviations of no more than two (2) feet in width reduction that do not impact safe travel. The director of the public works and the city engineer must certify to the city council that the road is adequate to support the traffic which is expected to use it and that the road is in condition such that is reasonably safe for public travel.

(4)

Prior to proposed road acceptance the public works director or city engineer shall inspect the proposed road in accordance with road surface rating (RSR) and prepare a report and recommendation to the city council. Roadways with an RSR score of less than sixty (60) points shall not be accepted.

(5)

Access to such road must be available from either a state highway or accepted city streets.

(6)

Petitioning owner(s) of property which abut a road to be accepted which does not intersect two (2) currently accepted streets shall provide an easement or easements necessary for a turnaround of sufficient size which can safely accommodate city public emergency vehicles.

(7)

Petitioning owner(s) of property which abut the road to be accepted must provide to the city at their own expense a Class A-2 survey acceptable to the city engineer for filing on the City of Bristol Land Records.

(8)

This section shall not apply to currently unaccepted streets or roads which service or provide access to three (3) or less permitted building structures and do not intersect or have access to two (2) currently accepted city streets.

(d)

Before final acceptance, a majority of owners of property which abuts the road to be accepted must grant to the City of Bristol a perpetual easement over the proposed road area to be accepted, together with the right to drain surficial water onto adjoining property, sloping rights and a general release of liability in favor of the City of Bristol for any defects associated with the proposed road including but not limited to the roadway geometry (ex. pavement width, grade, vertical and horizontal curves).

(e)

Responsibility of the city. By accepting a street or road pursuant to this section, the city shall not be obligated to construct or reconstruct such a road or street so that it complies with the existing specification of the city, including, but not limited to, [chapter 21](#) of the Code of Ordinances. The sole obligation of the city after accepting such a road or street shall be to maintain such a road or street in a condition that will render it reasonably safe for travel, but consistent with its current condition as a nonconforming street or road and no major upgrading for conformity to be expected or required as consideration for the granting of any easement or privilege under this section.

(Ord. of 4-10-18; Ord. of 12-11-18)

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Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW – Nipper Funds/Litter Reduction Program**

In accordance with the State's nipper bottle program, the City receives \$0.05/nipper purchased in the City. The City received \$58,196 from the State for 1,163,259 nippers sold in the City between April 2023 and September 2023. Assuming the purchase of nippers does not decrease, it is estimated that the City will receive approximately \$116,000/year.

As indicated in the attached summary provided to the State, the City has used nipper funds as follows:

BRISTOL NIPPER FUND USE SUMMARY	
Program/Items	Amount
Litter Trash Kits for Residents	\$15,950
Dog Waste Stations (22) – Park Dept.	\$8,205
Dog Waste Bag Dispensers	\$4,443
Downtown Dome op Litter Containers	\$20,016
TOTAL	\$48,614

The State nipper program designates municipal use of the funds for specific purposes associated with litter reduction, such as funding recycling coordinators, the purchase of street sweepers, and/or programs similar to the ones implemented by the City to date. The DPW's Solid Waste Superintendent duties currently include recycling coordination functions, and the Department currently has four street sweepers to sweep 234 miles of City roads. In addition to the Department's street sweepers, the City has a smaller sidewalk sweeper, and a dedicated vacuum machine to collect litter.

To date, the City has received \$212,497. Nipper funds expended by the City to date is \$50,432. The nipper funds received by the State are currently being deposited into the City's Solid Waste Disposal account. Expenditure of nipper funds require BOF approval for each specific

item/program. The Department recommends the establishment of a defined program nipper fund budget that includes the syncing of funds to accumulate sufficient funds to purchase a new street sweeper for the Department. The budget would also support City programs (DPW & Park Dept.) to limit/reduce City-wide litter. The recommended program budget would consist of \$56,000 for annual litter programs, and \$60,000 funding a street sweeper syncing fund. Based on the current available nipper funds (approx. \$150,000 (\$212,497 - \$50,432)), plus the accumulation of \$60,000/year, DPW estimates sufficient funds to purchase new sweeper at a cost of \$330,000 will be obtained in three years.

In order to establish a budget, DPW requests the following Board of Public Works Action:

Authorize the Department of Public Works to coordinate with the City's Comptroller Office and/or Board of Finance to establish a budget for City revenue received from the State's nipper funds, including the establish of a syncing fund to purchase a new street sweeper for the Department of Public Works.

The new street sweeper would be a Three Wheel Tier IV, similar to the Department's existing sweeper, manufactured by Pelican, except the proposed new sweeper will be a Tier IV model. DPW's current sweeper is a Tier II model and has a very slow traveling speed, the Tier IV model has a faster ground traveling speed.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 5, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW – SITE PLAN INSTALLATION OF SIDEWALK (347 LAKE AVE)/REQUEST FOR WAIVER**

The Department of Public Works has received the attached request to waive the installation of sidewalks at 347 Lake Avenue, required pursuant to City Ordinance 21-49. In accordance with Ordinance, no certificate shall be issued on any new commercial building without installing sidewalks along the property frontage, unless otherwise waived by City Council. It should be noted that if the applicant's request is approved, City Council does not "waive" the installation of sidewalk. The installation of sidewalks is deferred, and a covenant requiring that if sidewalks are installed on the roadway, the property is required to pay for said installation, as ordered by the City.

The current request by the property owner's representative is to waive the installation, associated with the proposed site plan at 347 Lake Avenue (link below):

<https://www.dropbox.com/s/sg0zujre6e0sd50/347%20Lake%20Avenue%20-%20Alpine%2011-14-23.pdf?dl=0>

The proposed site plan is located along Lake Ave, between Vincent P Kelley Road and Cross St. There are currently 8 properties within the 1,740 LF roadway length and there are currently no existing sidewalks within the roadway section. There are also no sidewalks on Cross St. The potential value of installing sidewalks on 347 Lake Ave (294 LF) is to provide a safe walkway from the residential apartment & condominium complexes located south of the 347 Lake Ave property to Casey Field located at Lake Avenue/ Middle Street. The sidewalk, IF INSTALLED, required to connect 347 Lake Ave to Casey Field would be approximately 2,085 LF. There are currently three properties with sidewalks totaling 895 LF (not including the property of 347 Lake Ave). If sidewalks were installed in accordance with the City ordinance as part of the proposed site plan, approximately sixty percent of the properties along Lake Ave required to access Casey Field would have sidewalks. The Department of Public Works recommends that the Board of Public Works takes the following action:

Recommend that City Council deny the request to waive/defer sidewalks along the property frontage of 347 Lake Avenue, and require the property owner to install sidewalks in accordance with City sidewalk standards and in accordance with City Ordinance 21-49.

Please feel free to contact me at 860-584-6113 regarding any questions or concerns. In addition, please note that the property owners represented will be notified of the Department's recommendation and may attend the Board's December 21, 2023 meeting at 6:00 PM located at 111 North Main St (Bristol City Council Chambers).

Stefan J. Stolarz

ATTORNEY AT LAW

11/28/2023

VIA EMAIL @ raymondddrogozinski

Raymond Drogozinski
Director of Public Works
City of Bristol, CT

Re: 347 Lake Avenue Site Plan

Mr. Drogozinski,

This is a follow-up from last night's meeting of our written request for sidewalk deferment. The Commissioners approved it last night with the condition that we put our request in writing today.

Please call or email with any questions. Thank you.

Sincerely,



Stefan J. Stolarz



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

To: Board of Finance Commissioners

From: Department of Public Work
(Requesting Department)

Date: Dec 12, 2023
(Submission Date)

For the Dec 18, 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	\$ <u>450,000</u>
☐	Transfer from Contingency	\$ _____
☐	Transfer(s)	\$ _____
☐	Grant	\$ _____
☐	Carry-over(s)	\$ _____

Approval:

This request will be on the Board of Public Works'
(governing Board of your department)
December meeting agenda for processing.
(date)

(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

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.

The City received bid for the construction North Main St Streetscape Improvements from Hope St/ Laurel St to Center St. The work excludes the City Hall frontage but includes the installation of Centre Square infrastructure utilities.

A low bid was received by Martin Laviero Contractors Inc. in the amount of \$2,175,252. The engineer's project cost estimate prepared by Benesh Engineering was \$1,700,000. The project budget is \$1,770,000 (\$400,000 ECD ARPA, \$560,000 DPW 21C10, \$459,677 DPW Locip 23L01 & DPW RIF \$350,000).

In order to proceed with the project DPW requests an additional appropriation in the amount of \$450,000 to fund construction with a contingency.

Please feel free to contact me at 860-584-6113, I will also be attending the 12/19/23 meeting to answer any questions the Board may have.

Transfer(s) complete the following:

From:	302-8106-589000 CIP Project Contingency	To:	3023015-491002-21C10	Amount:	\$450,000
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Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 13, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **Department of Public Works Proposed 2023-2024 Solid Waste Disposal Fund**

The Department of Public Works manages the Solid Waste Disposal Fund. The fund covers the following City cost associated with Solid Waste:

1. COVANTA disposal cost for the Department's municipally collected curbside rubbish and rubbish (non-metal) bulk pickup items.
2. Recycling processing cost for municipally collected bi-weekly (once every two weeks) recycling. Current contract with Murphy Road LLC
3. BRFFOC Community Member Fee

The City procures solid waste disposal services through Bristol Resource Recovery Facility Operating Committee (BRFFOC) a consortium of fourteen (14) municipal communities. BRFFOC communities obtain lower solid waste disposal/processing service costs by operating as a group with larger quantities of solid waste.

Through BRFFOC, the Department's Covanta rubbish disposal rate is \$74.20/ton (FY2024-25), well below market cost of approximately \$105/ton. The City's rubbish disposal fee is obtained through BRFFOC and is part of a 30-year contract that increases rubbish rates on a yearly basis based on CPI (existing contract expires 2034).

As indicated above, both the City's rubbish collected curbside by the Department, and the rubbish collected during bulk pickups by the Department, are disposed of at COVANTA. Based on estimated rubbish quantities of 18,000 tons (curbside collection), and 400 tons (bulk pickup), the total quantity of rubbish disposed of at COVANTA is 18,400 tons. Rubbish collected at the transfer station is also disposed of at COVANTA, however, it is charged to the Transfer Station account, not the Solid Waste Disposal Fund.

In addition to COVANTA rubbish disposal cost, the City receives a host fee of \$360,000 as a result of COVANTA being located within the City of Bristol. The host fee is included in the Solid Waste Disposal Fund as a revenue to the City.

Municipal recycling processing fees continue to be a challenge to the City and the region. The current recycling processing provider is Murphy Road LLC. City costs are established per the contract as a base fee, with a factor that adjusts the cost based on the commodity price of the recycled materials. Therefore, the cost varies month to month. During FY23-24 the cost has fluctuated from approximately \$4.40/ton to \$90/ton.

The recycling processing cost increase is due to the lower value of recyclable commodities. The City's recycling processing cost is a direct function of the commodity price of recyclable material, and the base fee charges by the recycling processing provider Murphy Road LLC. Commodity prices are established in an international market, and the prices dramatically decreased when China curtailed imports of recycling materials. It should also be noted that municipal recycling is required by state law.

The current contract with Murphy Road LLC is scheduled to end on June 30, 2024. The City, as part of BRFFOC, is currently re-negotiating with Murphy Road LLC. For budget preparation, DPW estimates that Murphy Road LLC's base fee will increase by \$10/ton. However, the commodity recycling material market has appeared to have stabilized. Therefore, the FY2024-25 budget is based on a recycling processing fee of \$90/ton (same as FY2023-24, with base fee increasing \$10/ton and commodity prices increasing/lowering existing cost). Based on a processing fee of \$90/ton, the total solid waste disposal cost for the City is \$396,000 (\$90/ton X 4,400 tons).

The FY2023-24 Solid Waste Fund Expenditure budget was \$1,675,200. The proposed FY2024-25 Expenditure Solid Waste Disposal Funds budget is \$1,773,280. Including the host fee as a revenue net, expenditures is \$1,413,280. The Solid Waste Disposal Fund increase from FY2023-24 to FY2024-25 is \$98,080 (5.85%). The increase is a result of COVANTA disposal cost at \$1.80/ton, and the increase in rubbish disposal quantity from 18,000 to 18,400.

ITEM	RATE	QNANITY	SUB TOTAL
Rubbish Municipal Collected (COVANTA)	\$74.20/ton	18,000	\$1,335,600
Rubbish Bulk Pickup (COVANTA)	\$74.20/ton	400	\$29,680
Recycling Processing (Murphy Road LLC)	\$90/ton	4,400	\$396,000
Bristol Host Fee	N.A.	N.A.	-\$360,000
BRFFOC FEE			\$12,000
TOTAL (net including host fee)			\$1,413,280

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



MEMORANDUM

DATE: December 19, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: Department of Public Works - Major Road Improvement Fund
Budget FY2023-24

The budget to repair and resurface City roads, previously contained within DPW’s operating budget, was moved to separate non-operating fund in FY21-22 identified as “Major Road Improvement Fund.” Funding sources for the account consist of: City funds in the amount of \$500,000, State Municipal Road Aid in the amount of \$663,205, and State Grants in the amount of \$4,856,625. The RIF’s appropriation is a function of grant funding. DPW’s request **does not** include an increase in the City’s portion of funding.

As indicated, the RIF funds DPW major road repair and surfacing work, consisting of: contract services (roadway milling, paving, and storm drainage); DPW overtime costs associated with the Engineering Division’s inspection of roadway work; and Street Division’s traffic control during paving operations. In addition, the RIF funds the Street Division’s material costs of asphalt and roadway construction materials, overtime labor costs, along with equipment.

The RIF “Improvement other than Buildings” account funds all contract services. The RIF “Program Supplies” account funds the Street Division’s construction materials, used for major road construction, along with new equipment to support paving operations.

DPW’s FY2024-25 proposed RIF’s budget maintains FY2023-24 City funding, and maximizes the use of State Municipal Aid and State grants. The proposed RIF FY2024-25 budget is \$6,019,830 with funding for the following equipment:

RIF EQUIPMENT FY2024-25		
DPW DIVISION	ITEM	COST (\$)
Engineering	Walk Behind Asphalt Saw	\$8,000
Streets	Reversible Pavement Plate Compactor	\$9,000
Streets	GPS Survey Unit	\$45,000
Total		\$62,000

The Department will continue the policy to upgrade storm drainage, and coordinate repair and installation of utilities with the Bristol Water/Sewer Department and Eversource Gas prior to paving. Coordinating work and preventing Eversource Gas from disturbing newly-paved roads has continued to be an extreme challenge. Although Eversource Gas does cover roadway repair costs, there are delays in the work. Therefore, this is problematic for drivers and is overall, a poor practice. DPW will be proposing City Street Ordinance revisions to improve required coordination by Eversource. Revisions include formalizing DPW’s current policy to have a three-five-year moratorium on disturbing a roadway after paving (3 years for lateral & 5 years for main line). With respect to storm drainage upgrades, DPW has approximately \$1,300,000 of storm drainage repairs over the last few years. The Department performed utility work one year prior to paving. Based on the current amount of storm drainage work that has been completed, DPW anticipates a reduction in the amount of storm drainage upgrades performed in FY2024-25.

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