



City of Bristol
BRISTOL, CONNECTICUT 06010

REGULAR MEETING NOTICE

The regular meeting of the Salary Committee will be held on Wednesday, December 20, 2023 at 5:00 p.m. in the Human Resources Conference Room, 3rd floor, City Hall.

AGENDA

1. Call to order.
2. To approve the November 15, 2023 regular meeting minutes.
3. To consider a proposal from the Building Official to change the regular work week for some Building Department staff from 37.5 hours/week to 40 hours/week through June 30, 2024 pending agreement of Local #233.
4. To consider a proposal from the Director of Public Works to change the title and upgrade the salary code of the Public Works Analyst position.
5. To consider a proposal from the Director of Public Works to add a second position of Civil Engineer; and to provide an opportunity for promotion of Civil Engineers to Assistant City Engineers upon attainment of Professional Engineer licensing.
6. To establish the 2024 Salary Committee meeting schedule.
7. To adjourn.

Per order Cheryl Thibeault, Chairperson

Human Resources is inviting you to a scheduled Zoom meeting.
Time: Dec 20, 2023 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/83227920276?pwd=7oUcxOM7NPYZ9X3s5Fu9yxOsqG1deG.1>

Meeting ID: 832 2792 0276

Passcode: 123456

Dial by your location

• +1 929 205 6099 US (New York)

Salary Committee
REGULAR MEETING MINUTES
Wednesday, November 15, 2023
Human Resources Conference Room
3rd Floor, City Hall

Present: Councilmembers Cheryl Thibeault, Sebastian Panioto, Erick Rosengren

Staff: Linda Milia and Mark J. Penney

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Cheryl Thibeault at 5:00 p.m.

2. APPROVAL OF MINUTES OF REGULAR SALARY COMMITTEE MEETING OF SEPTEMBER 20, 2023.

On motion of Council Member Sebastian Panioto and seconded, it was unanimously voted: to approve the minutes of the regular Salary Committee meeting of September 20, 2023.

3. PROPOSAL FROM THE DIRECTOR OF PRY&CS TO INCREASE THE WAGES OF BPRYCS PART-TIME/SEASONAL EMPLOYEES.

Director of PRY&CS discussed the increase in minimum wage and explained reasoning for proposed wage increases to all part-time/seasonal positions.

On motion of Erick Rosengren and seconded, it was unanimously voted to recommend to City Council to approve an increase in the wages of BPRY&CS part-time/ seasonal staff as proposed.

4. At 5:15 p.m., on motion of Council Member Sebastian Panioto and seconded, it was voted: To adjourn.

ATTEST:

Linda J. Milia
Recording Secretary

I am requesting to increase the work hours of the Electrical Inspector, Mechanical Inspector, the two Assistant Building Inspectors and myself from 37.5 to 40 per week through June 30, 2024. The reason is an increase in the amount of permits and other work that this department is responsible for that cannot be accomplished in a 37.5 hour work week.

My intention is for the additional hours to be paid at straight time which would increase payroll costs by approximately \$550 per week and should be covered in my current regular payroll budget. Should this request not be approved and additional hours required are worked on an overtime basis, the additional pay would impact my overtime budget so that I would need to request an influx to that account which has already been 73% depleted.

In any case, revenues collected from the increase in activity already exceed any payroll expenses incurred or that would be incurred. I have included Building Department Performance Measures from the budget book showing the increase in revenues collected for the past several years and thus far this year.

Respectfully submitted,

Richard Brown
Building Official

Performance Measures /

Activity	FY 2020	FY 2021	FY2022	FY2023
Building/Mechanical Permits Issued	3,103	3,983	3,757	3,938 *
Value of Construction	\$70,719,145	\$142,916,513	\$139,289,943	123,239,289
Actual Revenue Collected	\$1,472,385	\$2,064,193	\$1,996,177	2,518,043



Department of Public Works | 860.584.6125

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 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



Department of Public Works | 860.584.6125

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 BPSA 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.

Title: Public Works Office/ Administrative Manager Analyst
Department: Administration Division - Public Works Department

Position Goal: Provides administrative and professional support to analyze and coordinate the Department of Public Works service delivery and public information activities to support the Department's mission. Supervises and coordinates administrative activities. Performs liaison duties with various Public Works Divisions and reports on various Public Works operations to the Director of Public Works or as assigned.

Primary Duties: Works under the general direction of the Director of Public Works. Consults and works in conjunction with other division heads. Assists in coordination of operation support and service delivery internally between all Public Works Divisions as well as other City Departments interacting with Public Works. Performs critical analyses of the Department's operations and service delivery functions. Seeks continuous improvement opportunities and assists in implementing changes to increase efficiency. Coordinates reviews and performs efficiency and effectiveness audits of Public Works service and support. Reviews work performance records and conducts critical analysis to recommend changes in staffing, equipment and procedures to improve service delivery. Tracks and develops reports on budget expenditures in all Public Works service areas for the Director; analyzes expenditure trends and recommends changes in procurement and inventory control measures to enhance operations. Coordinates Public Works Department wide training with other City Departments. Project Manager responsible for non-technical "special projects" such as but not limited to ~~to~~ coordinating the Department's efforts to attain and maintain American Public Works Association (APWA) Certification; assists in policy development, scripting, review and approval by the Board of Public Works, implementing Department Asset Management System, and the Department's Reuse/Reuse & Recycling projects. Project management task also include coordinating and managing grant programs that will include but is not limited to the COVANTA and State nipper funds. Position duties also including administrating revisions and updates to Department policies, asset management system implementation & maintenance and providing assistance in preparation of grant closeout documents pertaining to account payables

Responsible for internal and external communications on behalf of the Public Works Department. Creates public information and press releases as needed; ensures that appropriate officials and public are informed with correct timely information on Public Works operations. Oversees the preparation of notices to residents regarding Public Works project work that may impact them including guidance on alternatives to minimize impacts and guidance on resident's responsibilities. Manages software and database for complaint and service requests to provide services and support in a timely fashion in support of the Department's mission. Tracks and develops reports on service and support delivery for the Director and as directed. Maintains and improves the Public Works web site and social media outlets with the goal of making information easy to locate, timely, and user-friendly. Seeks opportunities to promote Public Works service delivery and improve public relations with the Department. Assists other City Departments in their public outreach and educational efforts as requested and as assigned.

Supervises the Administration Division. Plans and organizes work according to department policies and directives received. Assigns and supervises office administrative work in the functional areas of budget control, accounts payable, employee payroll and benefits, equipment use, permits, and related departmental reporting systems according to established procedures. Establishes and maintains financial and administrative records and files including overseeing the processing of Department invoices/ account payables. ~~Support all Department Division administrative functions.~~ Compiles and prepares statistical and narrative reports. Receives and responds to inquiries from the public and provides the public with information about municipal utilities and other departmental records. Researches, collects and prepares data for reports and compiles reports of complex nature regarding department operations, records, policies, and procedures, etc.

Additional Duties: Within guidelines, may represent department at public meetings and meeting with other City departments, state and federal agencies. Develops budget for the Division and assist the Director in compiling budget for Department. Assists staff with technical questions and work management issues. Promotes use of technology for greater effectiveness and efficiency. Troubleshoots and debugs existing MS Access, Excel and Visual Basic programs. Creates and maintains databases and spreadsheets for trending and reporting. Works with other Public Works Divisions to prepare reports for state aid, street acceptance, and documentation for easements and deed descriptions. Performs related work as required.

Supervised by: Receives general supervision from the Director of Public Works or as assigned.

City of Bristol

Title: Civil Engineer
Department: Engineering Division-Public Works

Date: November 20, 2018

Position Goal: Selects and applies standard civil engineering techniques, procedures, and criteria to a variety of public works planning, construction, design and land surveying projects; provides technical assistance and consultation to City Departments, Boards, and Commissions; inspects construction projects as required.

Primary Duties:

Receives oral or written directions from the Assistant City Engineer. Organizes and plans work according to standard procedures. Prepares plans, specifications, and designs for public works projects, including street and sidewalk construction, drainage and flood control improvements, sanitary sewers, recreational fields, and municipal buildings improvements. Prepares costs and materials estimates for construction projects. Represents department at bid openings and contract signings for Public Works projects. Performs technical reviews and oversees tests as necessary. Provides technical information and general assistance to City Departments, Boards, and Commissions. Investigates drainage or sewer system problems and complaints, and prepares design changes as needed. Is available in emergency cases at the direction of immediate supervisor. Prepares, analyses, and reports in specialized engineering areas as hydraulics, drainage, and sewer systems. Oversees soil tests to determine surface profile type and characteristics of soil and water table as necessary. Prepares technical reports for the Assistant City Engineer, including supporting graphical and tabular data and charts as required. Reports work accomplished to the Assistant City Engineer. Attends trainings and conferences relative to assigned duties.

Additional Duties: Inspects public works projects in progress for conformity to design, materials, and schedule specifications. Supervises engineering technicians/inspectors. Assist in the supervision of inspectors during the issuance of Division permits (excavation, sewer, sidewalks and driveway). Oversees survey crew on assigned public works projects. Uses computer, drafting, and specialized engineering equipment. Performs administrative and field work as directed by the Assistant City Engineer. Prepares and coordinates the application for and procurement of regulatory permits associated with Public Works projects. Represents the Department and makes formal presentations before regulatory Boards and Agencies.

Supervised By: Receives general supervision from the Assistant City Engineer.

Qualifications Profile: The skills and knowledge required would generally be acquired with a Bachelors Degree in Civil Engineering. Ability to operate computer. Ability to lift medium weights and to work occasionally in poor weather conditions.

License or Certification:

Connecticut Motor Vehicle Operator's License. Certification as an Engineer-in-Training.

Career Possibilities:

Promoted From: Entry Level Engineering position.

Promoted To: Assistant City Engineer (with completion of minimum professional requirements).

City of Bristol

Title: Assistant City Engineer
Department: Engineering Division-Public Works

Date: December 1, 2022

Position Goal: Selects and applies standard civil engineering techniques, procedures, and criteria to a variety of public works planning, construction, design and land surveying projects; and inspects construction projects. Maintains thorough knowledge of current and proposed Federal, State and local environmental regulations and applies to public works programs, operations, regulations and capital improvement projects. Provides technical assistance and consultation to City Departments, Boards and Commissions. Assumes responsibility for the Division during absence of City Engineer.

Essential Duties: Receives oral or written directions from City Engineer. Supervises the civil engineering, drafting, inspection, and record keeping sections of the Bureau of Engineering. Oversees and provides technical review of the preparation of plans, specifications, and designs for public works projects, including street and sidewalk construction, drainage improvements, recreational fields, and facilities improvements. Prioritizes work as needed. Reviews costs and materials estimates for construction projects. Represents Department at bid openings and contract signings for public works projects. Performs field inspections and design work. Recommends change orders as necessary. Provides technical information and general assistance to City Departments, Boards, and Commissions. Investigates drainage problems and complaints, and prepares design changes as needed. Prepares, analyses, and reports in specialized engineering areas such as hydraulics, drainage, and sewer systems. Prepares technical reports for the City Engineer, including supporting graphical and tabular data and charts as required. Recommends partial payment to private contractors upon completion of specified tasks. Reports work accomplished to City Engineer.

Inspects public works projects in progress for conformity to design, materials, and schedule specifications. Assists contractors, architects, or others in applying for construction, wetlands and flood plain permits. Supervises engineers, inspectors and technicians. Administers the City Inland Wetland regulations and acts as liaison to the Inland Wetlands Commission and Conservation Commission. Oversees Division personnel on assigned public works projects and supervises the Inland Wetlands Enforcement Officer. Develops and coordinates policies, programs, training and procedures to ensure City compliance with Federal and State environmental regulations in areas including, but not limited to storm water runoff, sedimentation and erosion control, urban flooding, wastewater management, solid waste management, air quality and underground storage tanks. Prepares MS4 documents and industrial permits for solid waste. Participates in long range and near term planning for Department. Performs administrative and field work as directed by the City Engineer.

Supervised By: Receives general direction from the City Engineer.

Qualifications Profile: Requires a Bachelor's degree in Civil Engineering or equivalent, and following registration as a Professional Engineer, at least three years of progressively responsible civil engineering experience. One year of unit or project supervisory experience desired. Demonstrated knowledge of land surveying to include boundaries, topography, and construction. Must be proficient in the use of computer programs and applications related to engineering design and project management. Demonstrated knowledge of the principles and practices of municipal land use and construction of public infrastructure. Knowledge of the principles and practices of planning, design and development of public infrastructure. Ability to analyze and interpret laws, ordinances, rules and regulations. Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public. Ability to represent the department in technical and procedural matters and to establish and maintain effective working relationships with a wide range of individuals and groups. Ability to present ideas clearly and concisely, orally and in written form. Computer literacy with word processing, spreadsheet and other software required. Ability to make oral and written presentations.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Works in indoor office conditions and outdoors including construction sites with some exposure to outdoor conditions and traffic, fumes, dust and dirt.

Physical Abilities: Hearing and speaking sufficient to exchange information in person, at formal presentations, or on the telephone; vision within normal range with or without correction; sitting or standing for extended periods of time, walking on uneven surfaces; uses hands to handle, feel or operate standard office equipment including personal computer; occasional movement of objects of up to 25 pounds and frequent or constant movement of objects of negligible weight; ascending/descending and various other positioning of oneself.

License or Certificate: Connecticut State registration as a Professional Engineer; Connecticut Motor Vehicle Operator's License.



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Salary Committee
(Name of Board or Commission)

Contact Person: Linda J. Milia

Telephone Number: 860-584-6177

Address: 111 North Main Street

E-mail Address: lindamilia@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Salary Committee
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
FEBRUARY 2023	21 st	5:00 P.M. Human Resource Conference Room
MARCH	20th	5:00 P.M. Human Resource Conference Room
APRIL	17th	5:00 P.M. Human Resource Conference Room
MAY	15th	5:00 P.M. Human Resource Conference Room
JUNE	19 th Juneteenth	NO MEETING
JULY	17th	5:00 P.M. Human Resource Conference Room
AUGUST	21st	5:00 P.M. Human Resource Conference Room
SEPTEMBER	18th	5:00 P.M. Human Resource Conference Room
OCTOBER	16th	5:00 P.M. Human Resource Conference Room
NOVEMBER	20th	5:00 P.M. Human Resource Conference Room
DECEMBER	18th	5:00 P.M. Human Resource Conference Room
JANUARY 2024	15th	5:00 P.M. Human Resource Conference Room

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)