



*City of Bristol
Board of Public Works*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/81035025153?pwd=SUJ2WkY4TUtXOE15ZS9CY0F4dlg0QT09>

Meeting ID: 810 3502 5153

Passcode: 401992

Ladies and Gentlemen:

The regular Board of Public Works Meeting will be held on Thursday February 15, 2024 at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

1. Call to Order
2. Approval of Minutes
 - a. January Meeting Minutes
3. Employee Recognition
 - a. Employee Anniversaries
4. Public Participation
5. Correspondence
6. Division Reports
 - a. January 2024 Division Reports
7. Public Works Project Schedule
 - a. January Project Schedule
8. Building Committee
 - a. Bldg.Comm Project List

9. City Hall Report
 - a. City Hall Report
 10. Director's Report
 - a. Directors Report
 11. Old Business
 12. New Business
 - a. *Bristol Sustainable Certification Success Report 2023*
 - b. Board of Finance Transfer
 - c. Street Ordinance Exc Patch
 - d. DPW Budget Narratives
 - e. Police Complex Capital Improvement
 13. Adjournment
- PER ORDER OF THE CHAIRPERSON
Mayor Jeff Caggiano

Board of Public Works
January 18, 2024
6:00 P.M., City Council Chamber Chambers
With Zoom Access

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

Staff Present: Raymond Rogozinski, Director of Public Works

Call to Order:

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

Motion: to move up item 10A on the agenda made by Commissioner Hartley and seconded by Council Member Thibeault. Motion passed.

10. New Business

a. Ridge Road Traffic Calming

Mayor Caggiano stated that the board was asked look at speed humps, speed bumps and that it has been looked at in years past. The police are represented tonight and information was received from the fire department as well. The information is available online for everyone to review.

Raymond Rogozinski, Director of Public Works, reviewed the memo regarding the Ridge Road Traffic Calming issue. The engineering department evaluated Ridge, Briar and the lower portion of East Road. He summarized the memo and reviewed the traffic count of roads. The Police Department has done traffic counts as well as NVOG and Engineering/Public works department. Traffic calming is a challenge and is a function of traffic behavior. Several options were given but each option has an adverse effect to other roads. The conclusion is the benefit of traffic calming doesn't offset the adverse effects and recommends no action be taken other than the suggested remarking the roadway at South and Bridge, south and east.

Officer Krawjewski, Bristol PD, spoke regarding the information collected from traffic counts they did on Ridge and Briar Roads.

Tony Laurenzetti, Engineer City of Bristol, spoke to agree with the memo and the traffic counts that were done. Counts were also done from the dept of transportation which they do approximately every 3 years.

Motion: To move item #3 up on the agenda made by Council Member Thibeault and seconded by Council Member Olsen. Motion passed.

William Bugbee, 8 Briar Road, stated that he notices there is more bottlenecking on Mountain Road to South Street because of the one lane now at the Boulevard. There are speeding issues on Ridge and Briar.

Blocking off roads is not solving the issue or diverting traffic causes which more issues with a new cone pattern.

Rob Cochran, 32 Ridge Road, stated that the traffic and speed is ridiculous. He wants to know how many accidents have been on lower portion of each road. Ridge Road has had lots of incidents. People hit the cones placed there but, it did work while they were there. Hoping for more info at the next meeting.

Jason Harmon, 583 East Road, most of the suggestions discussed would divert traffic to East Road. His conclusion is that East Road has more issues than Ridge. Trying to take a left is very difficult to impossible. Not a fan of any solution that would put more cars on East Road.

Raymond Wilson, 589 East Road, stated that the report from 2019 showed 7,000 cars on East Road within 2 days. Why are the numbers on the newer reports less? Taking a left turn is very dangerous, there is no turning lane. There are no sidewalks for families, dog walkers, or elderly to walk safely. There is no concern for this. There is no access to the Boulevard for these roads to enjoy the park grounds as it is too dangerous to walk there. He stated that many states use traffic circles to alleviate traffic.

Diana Davis, 9 Briar Road, is not supporting closure of Briar Rd. she lives on the corner and her issue is her son's safety at the bus stop on the corner. Speed is an issue for her There is not enough safety issues in place. She asked if there could be a speed study done or maybe more speeding tickets could be given out here.

Emily Williams, 7 Briar Road, is concerned because they live on the corner of Briar and East. There are guardrails on her front yard, which have been hit many times. The cars do not stop at the stop sign and they all speed down the road. Walking is impossible as there are no sidewalks and is unsafe. Cars just whip around the corner and someone is going to get hit. The stop signs at the end of Briar, cars do not stop. Something has to happen to protect all of us.

Richard Silvia, 599 East Road, stated there have been lots of accidents. No one stops at the stop sign drivers can't see the sign at the hill. There is a speeding issue on these roads.

Carolyn Steward, 96 East Rd, spoke there is a problem and it has to do with the traffic increase on East Rd. This caused a lot of traffic and bottlenecking trying to avoid the lights. She feels that East Rd is the problem in general. East and Willis seems like lots of accidents happen there and seems an unsafe intersection.

Maryann Pixton, 549 East Rd, Thanked Public Works for the report. Still has concerns about some of the solutions that are being talked about. Cannot pull into her driveway without being yelled at, flipped off or beeped at to take a right into my driveway. Feels that closing Briar will not be a solution for the reasons mentioned.

Mike Mckeen, 102 Ridge Rd., spoke via zoom and spoke about the drivers speeding and bypassing the stop sign. This is a major factor for them as of the young age of his children. He would like speed bumps like the towns of Hamden and West Hartford have. Would like to see more done to enforce the stop sign issue. We don't want to see someone get killed. We don't walk Briar Rd or Ridge due to the danger.

The Mayor and the Board of Public Works had a conversation regarding this issue. Ray Rogozinski stated he appreciated everyone comments and coming to the meeting. Sidewalks are always supported from the Public Works department as well as cross walk with a traffic light. Everything is a tradeoff.

The mayor recapped that traffic has gotten worse post pandemic. The Police Department traffic division should be fully staffed soon. Traffic and speed issues are prevalent thru the whole city.

Commissioner Dumas spoke about his experience with those roads as he uses them daily.

Council Member Thibeault, likes the idea of rotary's but not sure if it would work in this situation.

Commissioner Stawski, likes the rotary idea as well. Speed is also an issue, maybe more patrols, or maybe get the word out about how many tickets were given out for these issues.

Commissioner Hartley, roundabouts tend to take a huge amount of the right away and need completely level ground. Public Works did suggest 6 options and they all look good and may be a positive step in the right direction.

Council Member Rosengren stated that it is happening all over. Maybe speed traps in high speed or traffic areas. Maybe a rotating schedule for where they are placed.

Council Member Olsen stated she lives on Willis and the speeding is ridiculous there. Stated that people have passed her on the street because she is doing the speed limit and they are speeding. No one is stopping at stop signs.

Council Member Thibeault suggested a stop ahead warning sign due to the steep grade not allowing the view of the stop sign.

Motion: to remark the roadway at South Road and East Road and to shift the center line and establish a left turn lane onto East Road made by Commissioner Hartley and Commissioner Stawski. Motion passed.

10. New Business

a. BPW Council Referral Prospect Street

Charlie Talmadge, 225 North Main St, representing Carrier Construction on purchasing property on Prospect Street, this would be redeveloped into parking for an elderly support care facility. There is a state requirement of 50 parking spots for the 25 residents that the facility will support, which is why they are looking to purchase this portion of the property. Carrier has no intention of stopping the tenants at the apartment building from parking there. The area where there is a homeless encampment will be cleaned up and proactively keep it clean in the future.

Mayor did state that many other departments will be involved in this as well.

Raymond Rogozinski, reviewed his memo regarding this issue. The concern is that the tenants that live there, utilize the parcel as a parking area. It is city owned property, but Carrier and the Owner of the Triangle building would have to coordinate this.

Council Member Thibeault, spoke regarding the residents of Henry Street and thinks this would benefit them with the area being cleaned up. The area with the homeless encampments is located, the residents have said when cleaning up their yard, they are finding items that are not safe that the homeless have left there.

Commissioner Hartley is all for Carrier purchasing and cleaning up the property as long as there is parking for the tenants that already use the lot.

Motion: Recommend that City Council maintain the eastern 300 ft. section that makes up the road of Henry Street of the of Map 30, Lot R4- 1 Prospect Street for City use and the rest be authorized to sell made by Commissioner Stawski and seconded by Commissioner Dumas. Motion passed.

Commissioner Hartley asked about adding to the motion about the parking spots for the Triangle apartment building be kept.

Mayor stated that the parking for the apartment should not be put in the motion thru public works. The land acquisition department and Corp Counsel can maybe do that during the sale.

Mayor Caggiano asked to talk about the timing of the Shrub Road and when it will be done as Ms. Murdoch, who lives in the area is present specifically to see when it will be starting.

The Director stated that the progress has been slow and the company doing the project are short engineers. Today, the owner stated that the would be going out to bid early fall and construction would maybe start late fall or early spring.

Commissioner Stawski asked strongly that every resident on Shrub Road have the sidewalk policy be put in their mail box before next winter.

10 New Business

c. PW Budget

Raymond Rogozinski reviewed the Police department project at length. Renovation verses a complete rebuild was discussed regarding the pros and cons. The HVAC system would need to be replaced as well as the garage structure where the water is leaking down the walls, and the top floor of the garage slab would have to be removed and replaced. The report from Collier is still pending and should be in next week. The estimated costs would be \$46 million for new building or \$20 million for renovations. Once the report comes in from Collier the board will be updated, although, Collier did say it would be more like \$57 million.

Deputy Chief Morello is here on behalf of the police department. He states that they are in favor of a new police complex for Bristol. We are out-growing the space we are in. Investing \$20 million dollars to renovate only to then find out that they have more issues and end up rebuilding later just doesn't make sense. Doors are not closing properly causing access to the building, rebar is visible in the walls, there is water seepage. We also anticipate growth for the police department and need to have space to grow into.

Council Member Olsen asked will the old complex be torn down and rebuilt or build somewhere else.

Raymond Rogozinski mentioned some areas they discussed, but the general consensus was to stay in the downtown area if possible.

Discussion held about various places to rebuild, including at the Center Square lot where there are two 1 acre lots available, and potentially tearing down the police station and making it the town green space.

Commissioner Hartley spoke about the issues of the garage built over a building and that the heating system is still steam. He is in favor of a new building. They need space at shift change to change equipment and the storage for vehicles as well.

Council Member Thibeault asked for a clarification that the \$57 million does includes surface parking, but does not include land and Raymond Rogozinski stated that was correct. She also asked about what area do they consider downtown. She also asked about sub stations around the city as a solution as well to build a presence in the neighborhood.

Deputy Chief Morello stated they want to do what is best for the city. They would not be opposed to moving farther out if that is what is best. He stated he doesn't feel like Bristol is big enough for substations.

Raymond Rogozinski mentioned that emergency management feels that the need a dedicated EOC space. He stated he is in support of having a state-of-the-art EOC but this could be a combination of sharing space but not a dedicated space.

Mayor feels that EOC could be moved to the new city hall space for an office, but moving forward this would become something done virtually.

Deputy Chief said the department would like a training room in the new complex to accommodate internal training and regional training. In person classes will be held as virtual is not an option. It would also be used for community outreach as well. When regional training is done, they do get paid a fee for that. It could also be used as an area for press conferences.

Council Member Rosengren asked about an indoor firing range.

Deputy Chief Morello stated that they are looking for that. It is difficult to find place to do training and using a public range is difficult to do.

Mayor also stated that Plymouth is looking to do their police station as well, and is a smaller community. If there was a way to combine both forces and regionalize them, there could be a substation chance there. Also, Bristol will be partnering with Plymouth animal control.

Deputy Chief Morello stated that would be difficult as we each have our own police chiefs and town governments. There are some strong opportunities for regionalization of dispatch centers, which could help out the cost of relocation of new building.

Mayor stated that a separate communication center would be a good idea. Lots of options to look at.

Motion: to cancel the existing renovation project with the CIP committee and Public Works is in favor of looking to construct a new police facility given the age and condition of the current facility by Commissioner Hartley and seconded by Council Member Thibeault. Motion passed.

The Capital Improvement Projects Budget was reviewed and discussed.

Mayor Caggiano asked if there would be other ways to use LOCIP funding for Clark Ave and James P Casey?

The Director explained that LOCIP funds are used for road infrastructure and cannot be used on local roads.

Council Member Thibeault asked regarding the Bristol/Burlington Health Department and if Burlington is responsible for any of the fees.

Mayor Caggiano stated that Burlington does pay rent for the space within the health department as it is a city owned space and could help defer some of the cost of renovations. Also, the senior center would get over 3,000 sq. feet to grow their space when the Health Department moves.

Motion: I move that the Board of Public Works forward the 2024-25 Capital Improvement Projects proposed budget in the amount of \$18,718,910 for DPW CIP project and to support the proposed capital project as presented subject to the previous motion of the police complex and elimination of item # 5

Clark Avenue and James P Casey Road. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the mayor made by Council Member Thibeault and seconded by Commissioner Dumas.

Raymond Rogozinski reviewed the Public Works Operating Budget increases and decreases for the year.

Commissioner Stawski asked why the snow removal budget did not include increase for payment for contractors snowplowing.

The Director explained that no money or additional funds were asked for as we gave back so much money not used last year. There will be adjustment of plowing rates but this is not a function of the finance board but public works board.

Mayor Caggiano mentioned that the water, sewer and parks took more overtime duties with covering the storm. They did a great job with a difficult storm.

Motion: I move that the Board of Public Works forward the FY24-25 Public Works Department Operating Budget proposal in the amount of \$10,608,650.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Dumas and Seconded by Commissioner Stawski. Motion passed.

Raymond Rogozinski reviewed the Waste disposal fund budget and what is included in this budget.

Motion: I move that the Board of Public Works forward the FY24-25 Solid Waste Disposal Fund proposed budget in the amount of \$1,777,280 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 Transfer Station Special Revenue Fund proposed budget in the amount of \$911,110 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Hartley and Seconded by Commissioner Dumas.

Council Member Thibeault stated that at a future meeting but that the board needs to look at the tire fee and potentially pass that cost on.

Motion: I move that the Board of Public Works forward the FY24-25 Fleet Capital proposed budget in the amount of \$1,378,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 City Building Fund proposed budget in the amount of \$256,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 Major Road Improvement Fund proposed budget in the amount of \$6,019,830 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Council Member Thibeault and seconded by Council Member Olsen. Motion passed.

1. Board of Public Works Minutes of the Previous Meeting

a. December 2023 Minutes

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

b. Employee Recognition

a. Employee Anniversaries

December anniversaries were recognized.

4. Correspondence

Steve Vastola, from the local scouts, wanted to thank the public works maintenance department for locating a plaque that was thought to be lost during the move.

5. Public Works Division Reports

a. Division Reports

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

6. Public Works Project Schedule

a. December Project Schedule

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

7. Building Committee

a. Bldg. Project List

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

8. Director's Report

a. Director's Report

Raymond Rogozinski reviewed the directors report.

The Hope Street garage is currently out to bid.

A \$71,941 grant was received for and has been added to the DPW's City Building account.

The new Asset Management program has been started.

The Land Fill solar lease is still being looked at by an outside consultant.

Repairs on the salt dome have begun.

The City Hall Renovation for punch list items is still ongoing.

The AV is moving forward with two additional cameras in council chambers and the training room on third floor is still being worked on.

Contract with the vendor to have the EV stations up and running.

The Land Use Regulations effective date of the Updated Zoning regulations is 1/16/24. There will be additional revisions in the fall of 2024.

An issue at 311 Farmington Ave which is a state road is having a major icing issue that Public Works has gotten involved in.

NRCS is amending the grant for the house on Burlington Ave.

Motion: to have the mayor authorize an application for federal assistance form SF424 which asks for more money from the NRCS made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

Council Member Thibeault asked about the zoom launch as everyone seems to be having a problem. The sound and video have been an issue at times.

Council Member Rosengren said the they have had issues with audio in other rooms. He is asking for training himself to be able to help trouble shoot during meetings.

Council Member Thibeault thanked the Public Works department for the great job with the snow removal on Sunday, the extra hours and dedicated staff. Also appreciated the rain update which was a lot of work as well.

Raymond Rogozinski stated that the department takes pride in addressing the snow. Credit goes to a lot of people including Craig Kasparian and Lindsey. She monitors social media for complaints.

Commissioner Hartley states how important that the citizens know the people are listening which is important and how quickly Lindsey responds to them.

Council Rosengren stated Lindsey being on there to respond stops a lot of the bashing that happens on social media and helps public relations with people.

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

9. Unfinished Business

a. Unaccepted City Street

Motion: Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, 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) made by Commissioner Dumas and Seconded by Council Member Thibeault. Motion Passed.

10. New Business

b. DPW Paving

The 204 Spring and Fall paving schedule was reviewed.

Raymond Rogozinski reviewed the Public Works Operating Budget increases and decreases for the year.

Motion: I move that the Board of Public Works forward the FY24-25 Public Works Department Operating Budget proposal in the amount of \$10,608,650.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Dumas and Seconded by Commissioner Stawski. Motion passed.

The Solid Waste Disposal proposed budget was reviewed.

Motion: I move that the Board of Public Works forward the FY24-25 Solid Waste Disposal Fund proposed budget in the amount of \$1,777,280 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

The Transfer Station Special Revenue fund was reviewed.

Motion: I move that the Board of Public Works forward the FY24-25 Transfer Station Special Revenue Fund proposed budget in the amount of \$911,110 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Dumas and Seconded by Commissioner Dumas and seconded by Commissioner Hartley. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 Fleet Capital proposed budget in the amount of \$1,378,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 City Building Fund proposed budget in the amount of \$256,000 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

Motion: I move that the Board of Public Works forward the FY24-25 Major Road Improvement Fund proposed budget in the amount of \$6,019,830 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the mayor made by Council Member Thibeault and seconded by Council Member Olsen. Motion passed.

Adjournment

Motion: to adjourn at 8:34 p.m. made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

Signature

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

DRAFT

February Anniversaries

Andrew Koscho	17 Years
Nancy Levesque	6 years
Jason Morrocco	17 years
Zachary Norton	5 years
David Oakes	19 Years
Andrew Chase	2 year
Daniel Raspardo	16 years
John Taylor	19 years



Department of Public Works | 860.584.6125

Board of Public Works
Public Works Department Activity Report: Administration – January 2024

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2391
Number of Bulk Collections	231

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 67 abandoned shopping carts, \$540.00 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. 27 complaints were received in January, resulting 9 tickets \$972.00.
- 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 which starts on January 1st.
- Finishing up odds and ends issues with departments as they settle in.

Administration staff or concerns:

Administration Monthly OT Costs: \$357.39

Engineering Division Monthly Report February 2024 BPW Meeting

(Summary of January 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 – awarded Laviero
- 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. ICM scheduled.
- 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.
- 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.
- Coordinate/permits for Eversource gas for winter work
- Reward contract for Wetlands Map revision (BL Companies) Work ongoing. Field work being scheduled complete. Draft data received.
- Edgewood School for 319 Grant – design plans for tree wells and bioretention. Work for tree wells and bioretention being done.
- Mellen St bridge awarded to Arborio – Scheduled for completion June 2024 (winter work being approved)
- Parking garage Hope St bid
- North Main St Streetscape awarded to Laviero
- Address flooding concerns
- Marlene Dr flooding/washout of yard redesign (IWWC March)
- Jerome Ave bridge funding adjusted for 2024 full bridge reconstruction awarded PJF Construction
- 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
- 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
- Asset management tasks

Engineering Division staff or concerns:

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

Land Use activities for January 2024:

Inland Wetlands & Watercourses Commission

Wetlands application for a breezeway and garage addition at 143 Jacqueline Drive; Assessor's Map 49, Lot 3 – APPROVED WITH STIPULATIONS.

Zoning Commission

Special Permit for 1) motor vehicle repair and service facility and 2. the display or sale of new or fully operable used motor vehicles at 137 Terryville Road; Assessor's Map 67, Lot 16; I (General Industrial) zone – APPROVED WITH STIPULATION.

Special Permit 1) motor vehicle repair and service facility and 2. the display or sale of new or fully operable used motor vehicles at 121 Terryville Road; Assessor's Map 67, Lots 14 & 16B; I (General Industrial) zone – APPROVED WITH STIPULATION.

Special Permit for a public school at 532 Stevens Street; Assessor's Map 50, Lot A+A1; R-15 (Single-Family Residential) zone – APPROVED.

Planning Commission

Site Plan for renovations and improvements to Page Park, 641 & 649 King Street; Assessor's Map 37, Lots 134 & 135 – PUBLIC HEARING CONTINUED TO FEBRUARY 26, 2024.

C.G.S. 8-24 Referrals:

208 Louisiana Avenue – Map 48, Lot 190B – POSTIVE REFERRAL SENT TO CITY COUNCIL.

Prospect Street – Map 30, Lot R4-1 – POSTIVE REFERRAL SENT TO CITY COUNCIL.

Subdivision (Cold Spring Farm – Phase 4) west of Village St. and Silo Rd. (20 lots) Assessor's Map 1, & Lot 7B; R-10 (Single-Family Residential) zone – Request for: a 90 day extension of the deadline for recording of subdivision maps to May 24, 2024 – EXTENSION TO RECORD MAPS APPROVED TO MAY 24, 2024.

Zoning Board of Appeals

Variance request for minimum side yard required for a new garage addition at 1010 Matthews Street; Assessor's Map 66, Lot 267-A; R-25 (single-family residential) zone – APPROVED.

Variance request for minimum front yard required for an existing single-family home at 6 Ridge Road; Assessor's Map 33, Lot 101-4; R-15 (single-family residential) zone – APPROVED.

Appeal of the Zoning Enforcement Officer's (ZEO) December 7, 2023 decision at 110 Hoover Avenue; Assessor's Map 54, Lot 60; R-15 (single-family residential) zone – DENIED – DECISION OF THE ZEO IS UPHOLD.

Historic District Commission

The Commission did not meet in January.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$426.57

Facilities – January 2024

Building Maintenance current month (January 2024) activities:

- SWI Glass replaced damaged bullet-resistant glass at the Police Complex Lobby on 1/2
- Facilities Manager Oakes met with new Department of Aging Director Jason Krueger on 1/9 to discuss facility needs and long term planning for the Beals Senior Center
- Public Work Analyst Lindsey Rivers, Facilities Manager David Oakes and Senior Maintenance Technician Luis Lorenzo reviewed 8 firms RFQs for interview selection for the Animal Control Facility Building design
- Seasonal HVAC filter changes at City Buildings, including belt replacement and motor lubrication
- Staff collected recyclable bottles from Bristol Eastern Environmental Club and delivered to Brian's Angels on a weekly basis
- Staff reported to and addressed lack of heating in Animal Control Facility Kennel #1
- Coordinated with D'Amato-Downes
- AB-MEE installed exterior outlets and wall-pack lighting fixture to support Police Department Crime Scene and ERT vans at the City Hall Annex Garage, as current van location causing a sight line issue to motorists
- Staff conducted snow removal/de-icing operations on: 1/6, 1/7, 1/16, 1/18, 1/19, 1/23, 1/24 and 1/28

Building Maintenance next month (February 2024) activities:

- Conduct RFQ interviews with Purchasing Agent Rousseau on 2/22 for selected firms for the design construction of the new Animal Control Facility, along with other member of the ACF Building Committee
- Facilities Manager Oakes to work with Brightly and their consultant on set-up and data input for the new Asset Management system
- Facility Manager Oakes to participate in the update of the City Energy Plan with Energy Commission Members at the Special 2/6 Workshop and future meetings to establish goals for the future
- Complete final punch list items at City Hall with D'Amato-Downes staff and subcontractors (millwork in the Tax Collectors office, adjustments and additions in Building Department, Chambers audio/visual and other remaining items)
- Conduct staff training and onsite establishment of Brightly Asset Management system platform for Building Maintenance, Fleet and Administration Operations (relating to work orders, asset management and capital planning) from 2/6-2/8
- Conduct snow removal operations as required

Building Maintenance Staff or concerns:

- Anticipate minimal levels of Vacation/Miscellaneous time off during February
- Newly hired 2nd Shift Custodian (Tuesday-Saturday) signed posting for a Street Division Laborer position (starting on 2/5), which will result in a Custodial vacancy until a new employee is brought on

Building Maintenance OT Costs: \$9,165.21

Staffing coverage for after-hour maintenance issues, City Hall Department occupancy and office adjustments per Staff requests, adjustments to 2nd floor office areas at 131 North Main Street for re-use by Training Division and re-establishment of the Police Training Room, snow removal operations, holiday staffing for Police Complex coverage

Streets January 2024 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** (Barber St, Candlewood, Glenn St, Robertson, Huntington Woods DET PND, Kenny St)
- **Major Roads Engineering- OFF SEASON**
- **Permanent Patch for Engineering-**
- Dealt with several winter storms throughout the month
- Dealt with heavy ice concerns due to run off from private properties
- Flooding concerns due to rain (cleaning basins/ culverts)
- Started making our own asphalt with our bagela plant for curb and potholes etc.
- 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-** (Brace Ave)
Installing new poles and signage
- Winter Operations- Several snow storms/ flooding from a rain event. Installing temporary mailboxes

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.

January OT Totals: \$12,958.53 Streets

Solid Waste January 2024 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 29 letters and picked up 9 illegal bulk stops.
- Continued curbside bulk collection, we collected 229 scheduled pick up.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Completed curbside Christmas tree collection, collecting 11.5 tons of trees.
- Worked overtime to make up for New Year's and Martin Luther King Day curbside collections.
- Continued cleaning up areas with high amounts of litter, when weather allowed.
- Assisted Brian's Angels with the clean-up of homeless encampments in the areas of Pine St @ 72, Henry St, Main St and the Lake Ave commuter lot.
- Interviewed applicants for job openings

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.
- Patrol known dumping areas for illegally dumped items.
- Continue cleaning up areas with high amounts of litter.
- Set up a reclaim collection for broken barrels at the transfer station.
- Hire new employee for solid waste laborer position.

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 =	\$13,764.92
Transfer Station OT =	\$4,840.17
TS Revenue (PAYT) =	\$17,142.80
Residential Permits =	\$1,850.00
Commercial Permits =	\$350.00
Yard Waste Revenue =	\$64,360.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$7,599.11
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$226.26
Electronics NewTech =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$1,410.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Barrel Sale =	\$7,285.00
Damaged barrel =	\$67.00
Special Pick up – 2 nd	\$575.00

Fleet Maintenance Current Activities:

- **Streets Div.**

1. **S17** – (2016 6 wheeled dump truck) was brought to replace the hydraulic manifold that had failed during a storm. After further inspection the mechanic discovered a broken rear leaf spring. Springs were upgraded to a heavier duty style. Truck is back in service.
2. **S15** – (2016 6 wheeled dump truck) was brought in for a bad anti freeze leak. A couple new stainless steel lines replaced the rotted out steel ones. During another storm, unit was brought in for a grinding noise. Fleet diagnosed a blown rear end. Parts were ordered and the swap was made in house. Unit is back in service.
3. **S12** – (2009 10 wheeled dump truck) died during a storm. Unit was towed in and a faulty starter and some corroded wires were to blame. New starter and wiring were installed and unit is back in service.
4. **S31** – (2021 6 wheeled dump truck) was brought in for rear brakes and drums.
5. **S20** – (2010 6 wheeled dump truck) Unit had an obsolete spreader control system that was hard to get parts for. System was upgraded to a Muncie system that most trucks in the fleet operate with.
6. **S22** – (2008 10 wheeled dump truck) Faulty P.T.O was replaced and a leaking hydro tank was sent out to be repaired. Truck is back together and in service.
7. **S10** – (2021 mason dump) went down with a transmission issue. It was sent back to dealer and covered under warranty. Truck is due back in early February.
8. **S39** – 2016 mason dump with plow was purchased from DAS program
9. **S40** – 2015 rack body w/plow and lift gate was purchased from the DAS program.
10. Plow blades were installed on these S units: 3, 16, 18, 11, 7, 14, 13, 8, 33

- **Solid Waste Div.**

1. **R12** – (2011 rear packer rubbish truck) was brought in for a new seals and gaskets on the top end of the motor.
2. **R14** – (2019 6 wheeled automated rubbish truck) was brought in for jerking in the braking system. Mechanic found it to be the brackets for the brake air cans were cracked and shifting. New brackets and hardware was installed and unit is back in service.
3. **R2** (2015 crew cab pickup) was upfitted for a plow to take care of our transfer station.

- **BBHD.**

1. Dept. started to bring down their fleet for service, tire rotations and to check brakes.

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 putting multiple units out for auction that are no longer in service.
- Working on our winter ops.
- Awaiting our skid steer and roadside mower.

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?
- Trailer needs to be purchased for new sidewalk unit.
- We really need a dedicated wash building.
- Overtime expenditures and totals \$7280.14 (Holiday, Dispatch and Mechanic).

January 2024 Project Schedule														
Projects	Budget													
Projects in scoping/Design Phase		1/1/2024		2/1/2024		3/1/2024		4/1/2024					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 / utility coordination												Construction Spring 24
Jerome Ave Bridge	\$2,600,000.00	Bid Awarded to PJF Construction												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)bid 6/24												Construction spring 2025
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
Broad St Retaining Wall design	\$83,500.00	Awarded to WMC												
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: February 1, 2024

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 was 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. American Total Protection LLC (ATP) of Hamden won the award for the security camera installations at a cost of \$20,935.00 and a purchase order has been generated.

Beals Center – Window Unit Replacements \$15,000

Manager Oakes 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 Inc. (MBI) via the eZIQC procurement system won the award at a cost of \$8,738.15. Materials are currently be acquired for this work to be completed by MBI.

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

Department of Aging Director Jason Krueger 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 Departments (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 Inc. 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.

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



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James P. Casey Road Salt Dome – Carpentry Repairs \$17,725.92

The Street Division Salt Dome located on James P. Casey Road requires repairs to carpentry and other miscellaneous items to maintain its structural integrity and prohibit water infiltration. Millennium Builders Inc. (MBI) was issued a purchase order on 1/17/24 for this work scope. Work includes repairs to the entrance bump-out, dome siding and elevated roof work which requires a man-lift to complete. MBI is currently gathering materials and will provide an estimated work schedule in the near future.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - FEBRUARY 2024

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	American Total Protection LLC	\$20,935.00	0%	6/30/2024	Contract award issued on 1/8/24	\$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*	J.P. Casey Salt Dome	Salt Dome Repairs	Millennium Builders Inc.	\$17,725.92	0%	6/30/2024	Carpentry repairs to maintain integrity	\$17,725.92

\$222,399.57

Available as of July 2023	21,204.69
2024 Funding	250,000.00
Spent 2023-2024	61,674.17
Less Committed Contracts	66,189.07
Less Committed Projects	160,000.00
Net Available	-16,658.55

NOTE: CT SHPO reimbursement of \$71,941.39 received on 12/8/23 for work completed at 51 High Street (not reflected in balance above)



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MEMORANDUM

DATE: February 8, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: City Hall – Renovations Project Update (Feb 2024)

The renovation/addition of City Hall **is complete**, the building has been occupied since November. DPW continues to work with contractors of punch list and remaining items. A summary of recently completed and pending items is provided below:

1. D'Amato Downes Joint Venture (DDJV) is substantially complete with building punch list items. Replacement of the Tax Collector's front service desk is scheduled for Feb 10, 2024
2. Furniture punch list items were completed by Strategic Space Inc on Jan 31, 2024.
3. Additional furniture has been ordered for various City departments. A purchase order has been issued for \$50,276.
4. The audio visual contractor RnB Inc. is scheduled to install two additional cameras in the Council chambers on Feb 21, 2024. The cameras will face the dais and allow the cameras to track speakers quicker.
5. AV is scheduled to be installed in the 3rd floor training room. The cost is \$51,000 and is scheduled to be installed in mid-March.
6. Additional railing will be installed on the roof to limit OSHA fall protection requirements of staff working on HVAC equipment. Estimated cost is \$32,000.
7. The timers for the building's lights has been reset to limit/ reduce lighting during off hours.
8. The security system has been activated and is now operational.
9. LOTO OSHA training for HVAC/MEP equipment has been performed for DPW Bldg. Maintenance staff.

Since the last BPW meeting, the City has experienced problem conducting virtual meeting in the Council Chambers. A new computer has been installed, the setting have been re-establish on zoom and training documents issued to staff. To date, it appears the problem has been addressed. A

mock meeting was conducted with approximately 60 City staff members participating and no problems were reported. The Council Chamber mic feed (podium) was replaced on Feb 2, 2024. A loose electrical outlet shut off the dais microphones system during a Feb 7 2024 Code Enforcement meeting. The outlet is being investigated /repaired and staff have been notified of issue to limit future problems.

The City Hall project remains on budget. The current contract amount is \$29,136,522. Total change orders to date are \$1,122,094, representing 3.51% of contract change orders to date (not included: change order adjustments to CM contingencies or contract allowances). **DPW projection of a project surplus remains approximately \$1,400,000.** 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.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 8, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works
FROM: Raymond A. Rogozinski, P.E., Director of Public Works
RE: BPW February – Director’s Report

Attached please find a summary report of the Department’s activities, issues, and concerns for the February 8, 2024 Board of Public Works meeting.

- Staffing: Administration, Fleet, & Land Use Division** - Fully staffed. **Eng. Division** – Civil Engineer vacancy. **Building Maintenance Division** – 1 evening/weekend custodian, vacancy will result in additional OT. **Streets Division**: 1 vacant laborer positions. **Solid Waste** – 1 laborer position vacant (interviews conducted). **Fleet Division** – 1 vacant Mechanic Assistant. **COVID**: The increase in DPW staff with COVID reported last month has decreased. No cases of COVID reported within the last 3 weeks.
- Hope Street Parking Garage**: D’Amato submitted the low bid of \$7,830,143.45, and subject to City Council approval, will be awarded the contract to construct the 194-space parking garage on Hope St. The contract award includes a \$150,000 allowance for Eversource electrical infrastructure work to support downtown electrical service (switch gears). As previously reported, based on final construction estimates, additional funding of \$1,500,000 is required. DPW/ECD are requesting available ARPA funds in the amount of \$756,000, and City reserve funds in the amount of \$744,000. Work scheduled to commence this April, with completion in April 2025.
- Jerome Ave Bridge – Freeman Brook**: Bids opened and scheduled to award to PJF Construction Corp subject to City Council approval. The \$2,615,311 bid and \$266,274 for engineering construction services are within DPW’s \$3,427,000 available budget. Work is scheduled to start this April with completion in November 2024. Work will include a full road closure, which will require a lengthy detour. DPW will provide (preconstruction) signage. It should be noted that this is the first project with PJF, however, they have worked with the bridge engineer WMC, and DPW/Purchasing has confirmed references and interviewed the contractor.
- Asset Management**: DPW Divisions (Bldg, Eng, Fleet, & Admin) have initiated Asset Management implementation. A consultant from Brightly was on site, working with Bldg. Main, Fleet, Admin & Eng. managers from 2/6-2/8. The new software does require staff training. Startup is scheduled to be completed in May.
- Landfill Solar**: Proposed lease agreement from \$28,000/year currently being reviewed by the City’s Corporation Counsel and outside consultant.
- Collins Road Storm Drainage**: Required permit application submitted to the City’s Inland Wetland Commission. Hearing scheduled for March 4, 2024. Easement required from New Britain Water to extend pipe all the way to the Coppermine Brook.
- NRCS Grant 396 Jerome Ave**: Contract amendment for NRCS grant to assist (purchase home at 396 Jerome Ave), pending City Council approval. As indicated in attached, the amendment increases funding by \$362,093, from \$21,450 to \$383,543, to include purchase of property (restrictive easement). An appraisal of the property is required and the property owner reserves the right to NOT move forward with the sale of the property.
- Yearly Rain**: The average yearly rainfall in Connecticut is 32 inches. 2023 total Bristol rainfall was 78 inches.
- Riverside & Park St Streetscape & Roadway Improvements**: Currently being designed. Park St construction is scheduled for 2025, Riverside Ave construction scheduled for 2026. See attached schedules.
- Eversource Tree Trimming**: Permit and areas of Eversource tree trimming attached.
- Litter Collection**: DPW Solid Waste performed litter collection in the downtown area (N. Main St., Hope St., Laurel St., Main St.), Minor St., Clark Ave., J.P. Casey Rd., Mix St., Maltby St., Waterbury Rd., Blakeslee St., Mountain Rd., South St. and West St. DPW also posted the attached notice to residents requesting assistance with litter collection. DPW is investigating the purchase of a litter collection vehicle to be purchased with State nipper funds. The ideal vehicle will be operated by one staff member and be capable of extending 10 feet of the edge of the road.
- DPW Office Hours**: Current office hours are Mon, Wed, & Thurs. 7:30 AM -4:30 PM., Tues 7:30 AM – 5:30 PM, & Fri 7:30 AM – 12:30 PM. The office hours extended to 5:30 PM on Tuesdays have been in place since December. However, to date there have been very limited resident use of the Department’s extended Tuesday hours. The limited use may be a result of seasonal resident use. DPW will continue to monitor and maintain current hours until the end of April. However, consideration may be given to making office hours Mon-Thurs 7:00 AM to 4:30 PM & Fridays 7:00 AM to 12:30 PM. Early office hours may assist residents adding funds to their transfer station account.
- CBDG Grant**: DPW submitted a CBDG grant application to replace damaged sidewalk sections on View St (\$89,138.75). See attached CBDG application.
- Hardwick Road Flooding (rear property)**: DPW received a request to dredge widen the brook located in the rear yard of Hardwick Rd properties. The flooding does not enter homes, the flooding is primarily limited to City property. It is a result of the flooding in the brook/rear yards. A portion of Hardwick Rd. in the area of 21-35 Hardwick Road does flood. DPW Eng. will



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survey the area to determine brook elevations and invert elevation of the Brook St culvert to determine viability/potential of improvement project.

15. **Clean Water Act 319 Environmental Grant (Edgewood School):** DPW's grant with Farmington River Association to install bio filtration tree wells and rain garden is nearing completion. Bio filtration tree wells complete, and excavation of the bio-pond scheduled to be completed within the next two weeks. Remaining work consists of FRA installing plantings in the bio filtration areas. DPW will assist with planting and installation of top soil/mulch. FRA also scheduled to provide BOE education program associated with storm water treatment.
16. **N. Main St Street Scape Improvements:** Laviero Construction scheduled to start the N. Main St - Streetscape Improvements (Hope/Laurel to Center) in April, and is scheduled to be completed Nov 2024.
17. **Household Hazardous Collection:** BRFOC scheduled to hold a HHW collection on November 23, 2024 at DPW's V.P. Kelley Road facility.
18. **DPW Budget Meetings:** DPW scheduled to meet with Comptroller's Office to perform review of submitted & BPW approved budget on Feb 21, 2024. DPW's BOF formal budget meeting and presentation scheduled for March 6, 2024 at 5:30 PM in Council Chambers.
19. **Bristol landfill Erosion Repairs:** Yield Industries scheduled to start \$2,600,000 erosion repair project in April 2024.
20. **Unaccepted City Streets:** Per BPW recommendation/approval City Council approval of DPW maintaining Ambler, Grassy, Arnold Court and Burlington Ave (No. 131 to 149) as City streets anticipated on Feb 13. DPW currently reviewing Neuman Place (west of Hill St), portion of Founders Drive, Peter Court, Phelps Rd, portion of Tower Rd. DPW does NOT recommend treating the listed unaccepted roads as City streets and DPW is committed to maintaining existing services. However, DPW is investigating formalizing maintenance requirements. DPW is scheduled to survey Newman Place. As previously reported DPW will be reconstructing Maple Court and is scheduled to pave Minor St (west of Hill St). A wetland permit is required for work on Minor St and easements are required for Maple Court.

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



7

MEMORANDUM

DATE: February 7, 2024

TO: Mayor Jeffrey Caggiano
City Council

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

RE: **EMERGENCY WATERSHED PROTECTION
FLOODPLAIN EASEMENT (EWPP – FPE) GRANT
AMENDMENT**

The Department of Public Works Engineering Division has been working with the Natural Resource Conservation Service (NRCS) since Hurricane Ida on August 31, 2021 to develop and implement projects to mitigate future storm damage. Based on an inspection of various impacted sites, the NRCS identified the property at 396 Jerome Ave as a candidate for an Emergency Watershed Protection Floodplain Easement Grant.

The basis of the grant as originally proposed by NRCS consisted of purchasing a floodplain easement over the entire 396 Jerome Ave property. Through the grant, the property owner will be provided with 100% of the assessed value of the property. The project will include the removal of the house, and all improvements, along with construction of flood mitigation measures. Once the flood easement is acquired, the City is required to purchase the property as open space. Since the property is subject to the restrictions of the floodplain easement, the property title is estimated to cost approximately \$1,100. Property owner compensation for the property is provided through acquisition of the easement, not the transfer of title.

The original grant included NCRS funding for the initial property appraisal, legal and administrative cost of \$21,450. The proposed contract amendment funds acquisition of the restrictive property easement. City cost remain \$1,100.

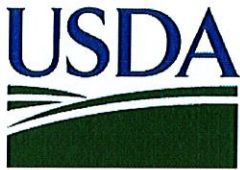
The proposed grant only benefits one property, however, the Department of Public Works is committed to removing homes prone to flooding from the flood plain. Therefore, the Department recommends the following City Council action:

Authorize the Mayor to sign a contract amendment with NRCS associated with an Emergency Watershed Protection Floodplain Easement (EWPP – FPE) Grant increasing NRCS funding from \$21,450 to \$383,543.

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A copy of the proposed contract amendment is attached. In addition, please note that an appraisal for the property has not been performed to date. In accordance with the grant, the property owner reserves the right to elect to **not** proceed with procurement of the property, pending acceptance of the appraisal.

Please feel free to contact the Public Works Department for additional information at 860-584-6111.



U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-ADS-093

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR221106XXXXC001	2. Amendment Number 0001	3. Award /Project Period 07/25/2022 - 04/29/2024	4. Type of award instrument: Cooperative Agreement
5. Agency (Name and Address) Natural Resources Conservation Service 344 Merrow Road, Suite A Tolland, CT 06084-3917		6. Recipient Organization (Name and Address) BRISTOL, CITY OF 111 NORTH MAIN STREET BRISTOL CT 06010-8184 UEI Number / DUNS Number: DKFQQLER8MA6 / 060665783 EIN:	
7. NRCS Program Contact Name: ANNA HERNBERG Phone: (860) 584-6116 Email: Anna.Hernberg@usda.gov	8. NRCS Administrative Contact Name: Dorothea Martinez Phone: (803) 253-3899 Email: dorothea.martinez@usda.gov	9. Recipient Program Contact Name: Raymond Rogozinski Phone: (860) 584-6116 Email: raymondrogozinski@bristolct.gov	10. Recipient Administrative Contact Name: Raymond Rogozinski Phone: (860) 584-6116 Email: raymondrogozinski@bristolct.gov
11. CFDA 10.923	12. Authority 33 U.S.C. 701b-1 16 U.S.C. 2203	13. Type of Action Amendment/Revision	14. Program Director Name: Raymond Rogozinski Phone: (860) 584-6116 Email: raymondrogozinski@bristolct.gov
15. Project Title/ Description: To purchase a floodplain easement at 396 Jerome Avenue, and to restore the floodplain functions and values to natural assistance for the City of Bristol, Connecticut			
16. Entity Type: C = City or township Government			
17. Select Funding Type			
Select funding type:	☒ Federal	☒ Non-Federal	
Original funds total	\$21,450.00	\$1,100.00	
Additional funds total	\$362093.00	\$0	
Grand total	\$383,543.00	\$1,100.00	
18. Approved Budget			

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$376,593.00
Construction	\$0.00	Other	\$6,950.00
Total Direct Cost	\$383,543.00	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$1,100.00
		Total Federal Funds Awarded	\$383,543.00
		Total Approved Budget	\$384,643.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative THOMAS L. MORGART State Conservationist	Signature	Date
Name and Title of Authorized Recipient Representative JEFFREY CAGGIANO Mayor	Signature	Date

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Please note that any narrative below should be considered in addition to the original Statement of Work, as well as any prior amendments.

Purpose

The purpose of this amendment is to increase the amount of funding as shown on the NOA and the updated budget narrative section, establish additional responsibilities in the Responsibilities of the Parties section, and replace the General Terms and Conditions.

NRCS will provide technical and financial assistance to the City of Bristol for EWP project #5027 in Hartford County Connecticut.

Objectives

The implementation of EWP measures as detailed in the Damage Survey Reports (DSR) and described here:

- DSR 09-01-21-5027-001– remove residential structures, provide a flood bench and long-term land protection at 396 Jerome Avenue, Bristol in Hartford County, Connecticut

Budget Narrative

The below Budget Narrative replaces the Budget Narrative in the original agreement.

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award. Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

The budget includes the following. Eligible costs are identified in 2 budget categories, Financial Assistance (FA) and Technical Assistance (TA) and must be tracked separately.

Total Estimated Project Budget: \$384,643.00

NRCS Reimburses Sponsor

FA: Estimated Acquisition Costs (Boundary Survey, Appraisal, land title Title Search, Haz-Mat Inventory, etc.)	\$19,600
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FA: Estimated Acquisition (Purchase Price from landowner)	\$203,700
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FA: Estimated Demolition	\$153,293
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Technical Assistance (TA)	\$6,950
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Sponsor Share

FA: (purchase remaining land title from landowner)	\$1,100
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Sub-Totals	\$383,543
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Total Estimated Project Budget	\$384,643
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1. NRCS pays up to \$383,543.00 of eligible acquisition and construction costs and the Sponsor pays \$1,100.00 of Construction costs. NRCS will contribute up to \$6,950 for contract administration, and management costs. It is possible that technical and administrative costs will exceed this amount, requiring the Sponsor to contribute resources to complete technical and administrative work.

2. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for financial assistance (FA) and one for technical assistance (TA). FA costs are associated with acquisition and construction

activities; TA costs are associated with planning, design, contract administration, and quality assurance inspections. These expenditures shall be accounted for separately in order for expenses to be eligible for reimbursement.

3. NRCS will provide FA for actual costs as reimbursement to the Sponsor for approved acquisition and on-the-ground construction costs, subject to above limits. NRCS may advance FA funds to the Sponsor for approved acquisition costs, subject to above limits. Construction costs are associated with the installation of the project measures including labor, equipment and materials. Acquisition costs are associated with appraisals and reviews (completed by an appropriately licensed/certified appraiser), recording fees, title insurance and search fees, boundary surveys, relocation costs, and acquisition with warranty deeds.

4. NRCS will provide TA reimbursement to the Sponsor for technical and administrative costs directly charged to the project, subject to the above limits. If costs are reduced, reimbursement will be reduced accordingly. These costs include:

- providing necessary quality assurance during construction.
- contract administration costs include, but not limited to, soliciting, evaluating, awarding and administering contracts for construction and engineering services, including project management, verifying invoices and record keeping.

5. The Sponsor will contribute funds toward the total acquisition and construction costs in either direct cash expenditures, the value of non-cash materials or services, or in-kind contributions. The value of any in-kind contribution shall be agreed to by NRCS in writing prior to implementation.

6. The Sponsor is required to report deviations from budget, project scope, or objectives. Recipients must request prior approvals from NRCS for budget and program plan revisions.

7. Allowable Property-Related Costs: Allowable costs for property acquisition and structure demolition or relocation projects for EWP buyouts depend on the scope of work in this cooperative agreement. Generally allowable costs for EWP buyouts are listed below, and other costs will be evaluated on a case-by-case basis; however, the terms and conditions of this cooperative agreement between NRCS and the project sponsor will determine NRCS financial contributions. Generally allowable EWP buyout costs include:

- Market value of the real property (land and structures) either at the time of sale or immediately prior to the most recent flood event, subject to applicable adjustments, provided state/local laws do not prohibit future improvements and/or require structure demolition.
- Removal of demolition debris and household hazardous wastes to an approved landfill.
- Abatement of asbestos and/or lead-based paint.
- Removal of septic tanks.
- Permitted disposal of fuel tanks that support residential use only.
- Filling of basements with compacted clean fill.
- Removal of only the trees, if any, that restrict the demolition work on any structure.
- Termination of all abandoned utilities at least 2 feet below the finish grade of the site.
- Capping of wells and/or removal of associated components.
- Grading, seeding, leveling, and site stabilization.
- Fees for any necessary appraisals, title searches, title insurance, property inspections, permit fees, and surveys.
- Property tax liens or tax obligations can be extinguished with proceeds from property sale while performing the transfer of title.
- Fees associated with the title transfer, contract review, and other costs associated with conducting the real estate settlement, including recordation of the deed and deed restrictions.
- Development of a site restoration plan for the purpose of restoring the natural environment and provide flooding and erosion protection.

8. Non-Allowable Costs: Property-related costs that are not allowable for EWP buyouts include but are not limited to the following:

- Compensation for land that is already held by an entity for open space, conservation, or flooding and erosion protection; however, compensation for development rights (e.g., obtaining a conservation easement) may be an allowable cost.
- Property acquisition and structural demolition projects where state and/or local laws or ordinances create a legal condition that requires structure demolition and/or prohibits future development of the property (e.g., a setback requirement).
- Remediation, remediation plans, and environmental cleanup and certification of contaminated properties; however, permitted disposal of incidental demolition, household hazardous wastes and fuel tanks that support a residential use only may be an allowable cost.
- Aesthetic improvements, new site property acquisition, and public infrastructure and utility development.

Responsibility of the Parties

The sections are hereby revised and/or added to this section:

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

SPONSOR RESPONSIBILITIES

1. Perform the work and produce the deliverables as outlined in this Statement of Work.
2. Comply with the applicable version of the General Terms and Conditions.
3. Accomplish acquisition and construction of the EWP project measures by contracting, in-kind construction services, or a combination of both.
4. Ensure and certify by signing this agreement that its cost share obligation is from a non-Federal source, unless there is statutory authority allowing specific grants to be used as a federal match.
5. Acquire adequate real property rights (land and water), permits and licenses in accordance with local, state, and Federal laws necessary for the installation of EWP project measures prior to construction. This includes any rights associated with required environmental mitigation. Costs related to permits are the Sponsor's responsibility and ineligible for reimbursement.
6. Accept all financial and other responsibility for excess costs resulting from their failure to obtain, or their delay in obtaining, adequate land and water rights, permits and licenses needed for the Project.
7. Provide the agreed-to portion of the actual, eligible and approved acquisition and construction cost. These costs may be in the form of cash, in-kind construction services, or a combination of both. Final acquisition and construction items that are eligible will be agreed upon during the pre-design conference. These costs consist of costs from contracts awarded to contractors and eligible Sponsor in-kind construction costs for materials, labor, and equipment. The Sponsor shall provide NRCS documentation to support all eligible acquisition and construction costs. Costs incurred prior to the Sponsor and NRCS signing this agreement are ineligible and will not be reimbursed.
8. Be responsible for 100 percent of all ineligible acquisition and construction costs and 100 percent of any unapproved upgrade to increase the level of protection over and above that described in the DSR.
9. Account for and report FA and TA expenditures separately in order for expenses to be eligible for reimbursement. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for TA and one for FA, requiring this separation. Refer to the Budget Narrative section.
10. The contracts for design services and construction described in this Agreement shall not be awarded to the Sponsor or to any firm in which any Sponsor's official or any member of such official's immediate family has direct or indirect interest in the pecuniary profits or contracts of such firms. Reference 2 CFR § 200.318 regarding standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts.
11. Comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) for a displaced person. Any displaced person as defined by 42 U.S.C. § 4601(6) (such as a displaced tenant), who is temporarily or permanently displaced from their home as a direct result of a EWP-buyout funded project, is entitled to compensation in accordance with 49 CFR Part 24.
12. For in-kind construction services (materials, labor, and/or equipment supplied by the Sponsor), develop a Plan of Operations describing the construction services to be performed including estimated quantities and values. The Plan of Operations shall be concurred in by NRCS at the pre-design conference. In-kind construction services for equipment shall not exceed published FEMA equipment rates unless otherwise documented and concurred in advance by NRCS.
13. The following documentation is required to support the Sponsor's request for reimbursement of in-kind construction services:
 - a. Invoices covering actual costs of materials used in constructing the eligible EWP project measures.

- b. Records documenting the type, quality, and quantities of materials actually used in constructing the eligible EWP project measures.
 - c. Daily time records for each employee showing name, classification, wage rate, hours, and dates actually employed for constructing the eligible EWP project measures.
 - d. Equipment operating records showing the type and size of equipment, hourly rate, actual hours of operation and dates used to install the eligible EWP project measures. Equipment idle time is not eligible in-kind construction services, even if on the job site, and should not be included in the equipment operating records.
14. Ensure that any special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project.
15. The Sponsor must secure at its own expense all Federal, State, and local permits and licenses necessary for completion of the work described in this agreement as well as any necessary natural resource rights and provide copies of all permits and licenses obtained to NRCS.
16. Will arrange and pay for any necessary location, removal, or relocation of utilities, unless those activities are part of a buyout project.
17. Ensure that technical and engineering standards and specifications of NRCS are adhered to during construction of the Project, as interpreted by NRCS Program/Technical Contact. Provide NRCS Program/Technical Contact progress reports as necessary and agreed to. Progress reports should include technical on-site inspections of work accomplished for the period, work planned, results of material tests, deficient work products and/or tests with corrective actions taken, modifications anticipated, technical problems encountered, contractual issues and other relevant information.
18. Ensure that all contractors on NRCS assisted projects are performing their work in accordance with OSHA regulations and the Contract Work Hours and Safety Standards Act (40 USC 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5). The Sponsor is responsible for periodically checking the contractor's compliance with safety requirements.
19. As determined necessary by the NRCS State Conservationist, provide PE-certified as-built drawings and quantities for the project. A copy of the as-built drawings will be submitted to the NRCS Program/Technical Contact.
20. Refer to the General Terms and Conditions of this Agreement regarding submission of a "Request for Advance and Reimbursement". Payments will be withheld until all required documentation is submitted and complete.
21. Ensure that information in the System for Award Management (SAM) is current and accurate until the final financial report (SF-425) under this award or final payment is received, whichever is later.
22. Sponsor must indemnify and hold NRCS harmless to the extent permitted by State law for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the Sponsor in connection with its acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement. Further, the Sponsor agrees that NRCS will have no responsibility for acts and omissions of the Sponsor, its agents, successors, assigns, employees, contractors, or lessees in connection with the acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement that result in violation of any laws and regulations that are now or that may in the future become applicable.
23. Agreement Assurances from the Sponsor: (a) Declaration that the land will be maintained as open space and for natural resource conservation, and the land uses will primarily consist of the "generally allowable uses" that are compatible with the requirements of the EWP Program and an official deed restriction of the property. (b) Declaration that the project sponsor will be responsible for all maintenance costs of the property. (c) Declaration that adjoining property owners will be notified about the acquisition project.
24. Deed Restriction Language: The project sponsor must include a sample of the deed restriction (not including property-specific details) that the sponsor intends to record with each property deed. The sample must be consistent with the EWP Deed Restriction Template. Modifications to the language in the EWP Deed Restriction Template can only be made with prior approval from a NRCS State Conservationist. Changes may be approved for compliance with local requirements, but changes to substantive program provisions will not be approved. The NRCS State Conservationist must concur on the deed restriction language prior to all EWP buyout settlements.
25. The final offer to a property owner is based on the value assigned to a property ("purchase offer") and applicable additions and deductions. Deductions to the purchase offer may include duplication of benefits deductions, and additions may include any supplemental housing payments. The project sponsor must ensure all property owners are treated fairly and are offered an equitable package of benefits. The project sponsor must inform each property owner in writing the market value (pre-event or current) of the property and the method used to determine the final offer.

26. Purchase Offer: Value of the Property: For each property identified for acquisition, the project sponsor shall establish and document a property value based on market value, which is defined as: The amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the valuation, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the valuation. The current market value reflects the property value at the time of the final offer. Pre-event market value is defined as the market value of the property immediately before the EWP Program eligible event that affected the property. The pre-event market value or current market value may be used at the recipient's discretion. (a) The benefit of the pre-event market value is available only to owners who owned the property during the event. If the current property owner purchased or took possession of the disaster-damaged property after the major relevant event, the project sponsor may not offer the owner more than the current market value. (b) The current market value may be the most efficient method if no damage has occurred to the property or if a reasonable amount of time has elapsed since the event. (c) NRCS generally does not include subsurface mineral valuations in the current market value. However, there is no legal or regulatory requirement to exclude those values. Costs associated with surface or subsurface land appraisal are considered part of the overall cost-effectiveness evaluation of any acquisition project. (d) Typically, EWP buyouts and structure demolition or relocation projects require the valuation of the property (land and structures as a whole). When an eligible entity already owns the property and wants to deed-restrict it, valuation is for the structure and development rights instead of for the land. Relocation projects require the valuation of land only.

27. Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to FPAC.BC.GAD@usda.gov as outlined in the applicable version of the General Terms and Conditions. Reporting frequency is as follows:

Performance reports: annual

SF425 Financial Reports: annual

NRCS RESPONSIBILITIES

1. Assist Sponsor in establishing design parameters; determine eligible acquisition and construction costs during the pre-design conference.
2. Provide Deed Restriction template to Sponsor.
3. If applicable, designate a government representative (GR) to serve as liaison with the Sponsor and identify that person's contact information with this executed agreement.
4. Review, comment, and concur on appraisals and deed restrictions, preliminary and final plans, specifications, O&M Plan, Plan of Operations (if required), and QAP.
5. Make periodic site visits during the installation of the EWP project measures to review construction progress, document conformance to engineering plans and specifications, and provide any necessary clarification on the Sponsor's responsibilities.
6. Upon notification of the completion of the EWP project measures, NRCS shall promptly review the performance of the Sponsor to determine if the requirements of this agreement and fund expenditures as agreed have been met.
7. Make payment to the Sponsor covering NRCS' share of the cost upon receipt and approval of Form SF-270 and supporting documentation. In the event there are questions regarding the SF 270 and supporting documentation, NRCS will contact the Sponsor in a timely manner to resolve concerns.
8. Once the project is completed and all requests for reimbursement submitted, any excess funding remaining in the agreement will be de-obligated from the agreement.

Expected Accomplishments and Deliverables

1. Contract/install the designed construction. Sponsor will obtain NRCS review and concurrence on the appraisals, deed restrictions, warranty deeds, relocation costs, design, construction plans, and specifications. The Sponsor must ensure description of work is reviewed, concurred, and approved by NRCS. A copy of the final deed restrictions, warranty deeds acquired by the Sponsor, signed and sealed plans and specifications shall be provided to NRCS.

2. The following appraisal methodology must be used to determine property value: (a) The appraisal must be conducted by an appraiser in accordance with The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP). (b) The appraiser must comply with relevant state laws and requirements and have the appropriate certification, qualifications, and competencies based on the type of property being appraised. (c) The project sponsor must coordinate with the landowner to determine the assumptions that will be used in the appraisal (i.e., current or pre-event market value), and the assumptions must be applied consistently throughout the project area for all properties to be acquired. Potential deductions from and additions to the purchase offer must also be considered.

3. Contract for services and construction in accordance with the Code of Federal Regulations (CFR), 2 CFR § 200.317 through 200.327, applicable State regulations, and the Sponsor's procurement regulations, as appropriate. (See general terms and conditions attached to this agreement for a link to the CFR.) In accordance with 2 CFR § 200.327, contracts must contain the applicable provisions described in Appendix II to Part 200. Davis-Bacon Act would not apply under this Federal program legislation.

4. Provide copies of site maps to appropriate Federal and State agencies for environmental review. Sponsor will notify NRCS of environmental clearance, modification of construction plans, or any unresolved concerns as well as copies of all permits, licenses, and other documents required by Federal, state, and local statutes and ordinances prior to solicitation for installation of the EWP project measures. All modifications to the acquisition plan and design plans and specifications shall be reviewed and concurred on by NRCS.

5. The O&M Plan shall describe the activities the Sponsor will do to ensure the project performs as designed. Upon completion of the project measures, the Sponsor shall assume responsibility for O&M.

6. Prior to commencement of work and/or solicitation of bids, submit for NRCS review and concurrence a Quality Assurance Plan (QAP). The QAP shall outline technical and administrative expertise required to ensure the EWP project measures are installed in accordance with the plans and specifications, identify individuals with the expertise, describe items to be inspected, list equipment required for inspection, outline the frequency and timing of inspection (continuous or periodic), outline inspection procedures, and record keeping requirements. A copy of the final QAP shall be provided to NRCS and requires NRCS concurrence prior to commencement of construction.

7. Provide construction inspection in accordance with the QAP.

8. Arrange for and conduct final inspection of completed project with NRCS to determine whether all work has been performed in accordance with contractual requirements. Provide a PE certification that the Project was installed in accordance with approved plans and specifications.

9. At the completion of the agreement activity, NRCS and the sponsor shall verify: (a) that all required activities have been accomplished in accordance with all EWP program and cooperative agreement requirements; (b) the final list of acquired properties, and (c) the deed restriction language that was recorded with each corresponding deed.

10. Prepare deed restriction in accordance with the attached Deed Restriction Template.

11. The project sponsor shall provide to NRCS, the following property information: (a) Photograph(s) of the property site after project was completed; (b) A copy of the recorded notarized deed that includes the deed restriction language for each property; (c) Latitude and longitude of each property given to the nearest sixth decimal place; (d) A signed Statement of Voluntary Participation from the owner(s) of each property identified in the subaward scope of work; (e) Description of how pre-event market value was determined, if applicable; (f) Documentation of duplication of benefits review; (g) Date structure was removed from property (this must be 90 calendar days from date of settlement); (h) The property address, the closing date, and the amount paid to the homeowner(s); (i) For relocation projects, a certificate of occupancy from the local government agency or building department for each relocated structure to certify that the structure is code compliant.

Resources Required

See the Responsibilities of the Parties section for required resources, if applicable.

Milestone

These are estimated timelines in sequential order; tasks may be able to run concurrently. Milestones shall include, but not limited to, the following items:

- 7
1. Complete appraisal, review and NRCS concurrence within 60 days.
 2. Obtain NRCS concurrence on deed restrictions to be executed after closing within 14 days.
 3. Acquire fee simple property title and execute deed restrictions within 60 days.
 4. Provide concurrence on NRCS design plans and specifications, demolition plans and specifications, and construction plans and specifications within 14 days.
 5. Provide concurrence on NRCS O&M Plan within 14 days.
 6. Receive NRCS concurrence on QAP for site restoration practices within 30 days.
 7. Solicit bids and award construction contract within 30 days.
 8. Completion of demolition and restoration activities within 90 days.
 9. Complete close-out activities (See General Terms and Conditions and Expected Accomplishments and Deliverables section of this agreement)



107 Selden Street
Berlin, CT 06037-1616

January 20, 2024

BRISTOL
111 NORTH MAIN STREET
BRISTOL, CT 06010
Attention Tree Warden for BRISTOL

At Eversource, we are dedicated to delivering reliable energy and providing excellent customer service. Our comprehensive vegetation management program includes year-round tree work to protect the electric system. Trees are the number one cause of outages during storms in Connecticut.

Statewide, our data shows a continued need for regular tree maintenance due to the challenges posed by drought, tree disease and more intense storms. A total of 4,193 roadside distribution miles are planned under the 2024 scheduled maintenance. Eversource's Vegetation Management team inspects and assesses trees along each circuit and performs & prioritizes tree work to maximize reliability for the greatest number of customers. Included in this mailing is a map of the town. The roads scheduled for vegetation assessment are highlighted. Scheduled maintenance tree work in your town is estimated to begin in July.

John Dyckman, an Eversource Arborist, will be the point of contact for all aspects of the work in your community. John Dyckman can be reached at 860 665-3931.

The enclosed Tree Reliability Scorecard provides a visual representation of vegetation management in your community.

It includes:

- An overview of our 2024 scheduled maintenance for your town
- The number of blocked roads caused by trees during storms
- The number of customers who refused our proposed tree work
- The impact of tree reliability on customers

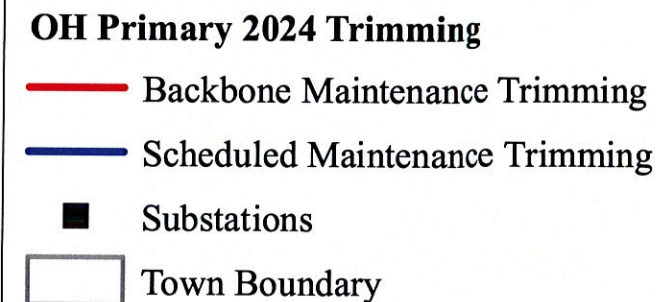
We believe these enhanced communications make it easier than ever to understand how thoughtful tree work strengthens the grid. In the coming weeks, our expert Arborists plan to work closely with community leaders and residents to discuss plans before tree work begins.

Please contact me at 860-665-6149 for any questions regarding Eversource's vegetation management program.

Sincerely,

Jenna Turner, Manager of Connecticut Distribution Vegetation Management

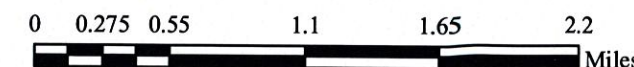
Enc: Town Trimming Map, Town Scorecard



<u>BB METT:</u>	<u>20.49</u>
<u>SMT:</u>	<u>23.40</u>
<u>Total:</u>	<u>43.90</u>



EVERSOURCE



PROPRIETARY INFORMATION: The material contained on the Overhead Distribution Circuit Map shall be considered proprietary to Eversource (ES), and Users (which shall be defined as any person or entity who has received the Map through sale, purchase, exchange gift, or otherwise) shall keep it in confidence and shall not furnish or disclose it to any third party without the prior written permission of Eversource.

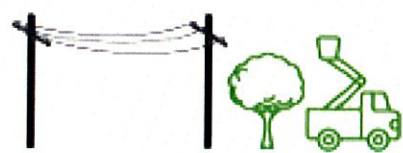
Date: 12/6/2023

EVERSOURCE

BRISTOL



DISTRIBUTION TREE RELIABILITY



TOTAL MILES ASSESSED

43.9

TOWN TOTAL

205.9

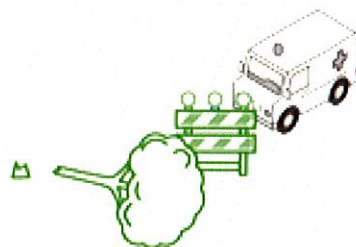


BACKBONE MILES ASSESSED

20.5

TOWN TOTAL

82.5



BLOCKED ROADS (2019-2023)

173



CUSTOMER REFUSALS & LIGHT TRIMS
(2019-2023)

535

TREE RELIABILITY 2023

CUSTOMERS SERVED

30,516

PERCENT TREE-RELATED OUTAGES

21%

OUTAGES

194

CUSTOMERS IMPACTED

10,253

MINUTES CUSTOMERS IMPACTED

944,521

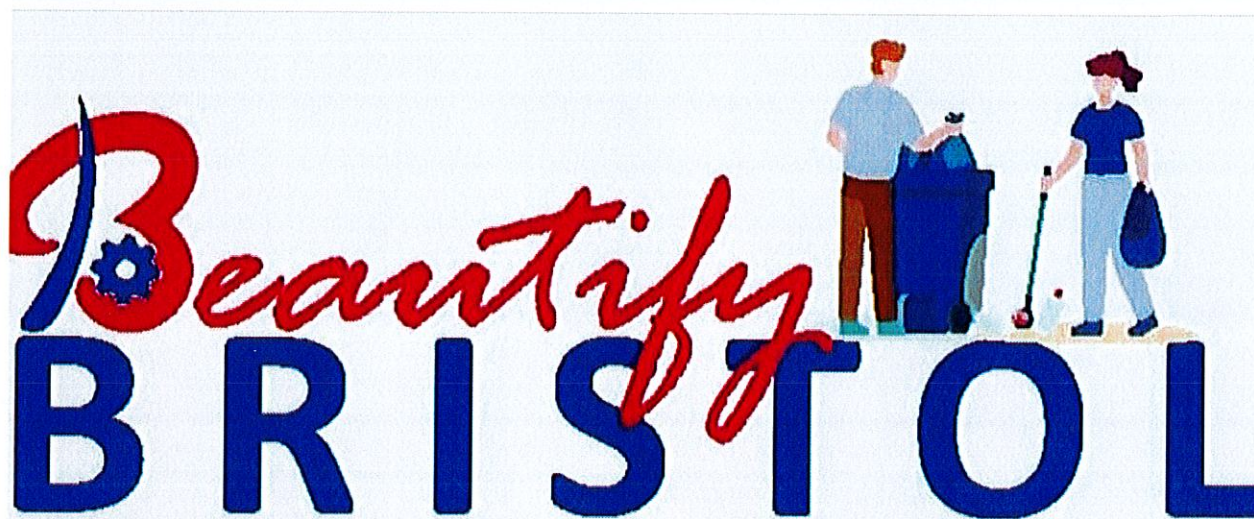


Bristol (CT) Public Works

43m · 🌐



DPW has been picking up litter around the city in some high traffic areas. But the city needs your help to tackle this litter problem. Our department is making litter kits to help with the beautify Bristol campaign. You can pick up these kits in the Public Works office on the second floor of City Hall.



See insights and ads

Boost post



**City of Bristol
ECONOMIC & COMMUNITY
DEVELOPMENT**

**2024-2025
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM**

APPLICATION FOR PUBLIC FACILITY PROJECTS

**Proposals Due by 3:00 p.m.
Wednesday, Jan. 31, 2024**

*Dawn Leger
CDBG Program Coordinator & Grants Administrator*

Bristol Development Authority

Revised 12/2023

111 N. Main Street • Bristol, CT • 06010 • (860) 584-6185 • dawnleger@bristolct.gov

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BACKGROUND AND GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to jurisdictions designated as “entitlement communities.” Funds are allocated according to a formula based on population and the economic characteristics of the community, and can be used for community development and affordable housing activities that benefit low- and low-moderate income households and persons with special needs. The CDBG program in Bristol is managed by Economic & Community Development (ECD) staff, and decisions about the award of funds are made by the CDBG Policy Committee of the ECD Board, in accordance with local policies and HUD regulations. *All projects are required to comply with Federal Davis-Bacon Wage Regulations.*

All Public Hearings and Meetings regarding the 2024-25 CDBG Program will be announced in the legal notices section of the local newspaper, and will be posted on the meeting calendar of the City Website. Additionally, email notification will be mailed to individuals and agencies who request direct notification. To have your name placed on this email list, contact the ECD office at 860-584-6185.

This application is to be used to seek funding for **Public Facility Projects** (capital improvements) as described below:

Eligible construction projects are limited to those activities involving capital improvements of facilities occupied principally by non-profit agencies serving a low- or low-moderate income population in Bristol, CT. Capital improvements may include HVAC, roof/door/window replacements, ADA accessibility, or other structural work that is necessary to protect the health and safety of the clients and staff who use the building or its grounds, provided that the activities performed therein contribute to the quality of life of the community and *benefit low income households and/or persons with special needs.*

All applicants must be pre-screened by David Sgro, ECD Residential Rehab & Project Specialist, no later than January 20, 2024. Applications that do not have a sign-off by Mr. Sgro will not be reviewed by the committee. Please submit a completed Sign-Off Form (Attachment F) with your application.

There are limited CDBG funds available each year. The following restrictions apply to applications for Public Facilities grants:

- An incomplete application will not be reviewed by the committee.
- All attachments must be submitted by January 31 for the application to be considered.
- Applications using forms from prior years will not be accepted.
- **Applicants must demonstrate that the proposed project is SHOVEL-READY and can be completed within the 1-year funding cycle.**
- The applicant must present evidence of permits, schematics, architectural drawings or plans; prepared bid specifications; and a detailed budget demonstrating all funding sources secured at the time of the application and anticipated prior to award.

Applicants who do not meet these requirements are invited to work with ECD staff to prepare an application for a future round when their project is further developed and ready for consideration.

APPLICATION INSTRUCTIONS

Application Overview

The application for CDBG funds includes an Application Summary Form, Application Questions, and Attachments included to assist you in completing the forms. These are several sections that require pages to be attached to your final submission. Applications that are not complete or do not contain all the required attachments will NOT be reviewed by the committee.

A complete application includes the following items in sequence:

1. Part I – Summary Form
2. Part II – Project Narrative (not to exceed 4 double-spaced pages) plus Budget forms
3. Part III – Agency Information (not to exceed 3 double-spaced pages)
4. Part IV – Documentation
 - a. Project Budget Table.
 - b. Current Board of Director's List, including names and addresses.
 - c. Summary of applicant's current year General Operating Budget, and copy of most recent financial audit and A-133 Single Audit, or most recent 990 submission. If unavailable, a treasurer's report and copies of organization bank statements from previous 6 months.
 - d. Proof of existing DUNS registration number (and Federal Tax ID number for all contractors, if and when available).
 - e. Provide a sample of the intake/assessment form(s) that are used to document that a minimum of 51% of beneficiaries are low/low-mod income or special needs. All grant recipients must collect income and demographic information for reporting to HUD.
 - f. Environmental assessment of the site must be complete prior to release of funds for construction projects. Proof of testing/contract with an environmental assessment professional must be provided.
 - g. Milestone Planning Calendar: Timetable for completion of the project, including opportunities for phasing of work and priorities if full funding is not awarded.
 - h. All drawings, site plans, schematics, and permit applications for proposed project.
 - i. Letters of commitment from any collaborating agencies, if any.
 - j. Sign-Off Form (Attachment F).

Specific Application Instructions

- Please keep your responses to questions as brief and concise as possible.
- Submit application in a typed format.
- Submit **one electronic copy** of the application and all attachments, and **one original set**.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) that they will make to the project.
- If your project can be broken into separate activities or phases, please provide estimates that break down the costs in a similar manner.

The application is available at www.bristolct.gov/ecd: Be sure to save it on your computer before filling in the form! Return one original to the Economic & Community Development Office, Bristol City Hall, 111 N. Main Street, and email a complete PDF of your application to dawnleger@bristolct.gov, no later than **3:00p.m. on Wednesday, January 31, 2024.**

CDBG APPLICATION FOR CAPITAL PROJECT PROPOSALS

Receipt
Number:

Instructions for completing this application are provided above.

PART I - APPLICATION SUMMARY (Please type)

Date: 01.24.2024

A. **PROJECT TITLE:** Infrastructure Improvements - HUD Approved Target Areas - View Street

B. **APPLICANT:**

Name of Applicant's Authorized Official: Raymond Rogozinski P.E.

Authorized Official's Title: Director of Public Works

Authorized Official's Email: raymondrogozinski@bristolct.gov

Original Signature of Authorized Official:

Name of Organization: City of Bristol - Department of Public Works

Type of Organization:

☐ Non-Profit Organization

☐ Faith Based Organization

☐ For Profit Organization

☐ Institution of Higher Education

Organization Address: 111 North Main Street Bristol, Connecticut 06010

Contact Person: William R. Stango E.I.T.

Contact Person's Title: Civil Engineer

Telephone: (860) 584 - 6125

Project Manager: Jason Morrocco

Telephone: (860) 584 - 6125

Email: jasonmorrocco@bristolct.gov

FAX: (860) 584-3838

Contact Person's Email: williamstango@bristolct.gov

DUNS # / UEI: 06-0665783

Fed Tax ID #: 06-6001866

Previous CDBG Grants: 2023-2024 \$135,100.00

2022-2023 \$61,023.00

2021-2022 \$37,924.00

C. PROPOSAL:

1. Address of Project:
 2. Census Tract(s) where Project is located (*Census tract map @ Attachment C*)
 3. CDBG Funds Requested \$ 5. Total Project Cost \$
 4. Specific Use of Requested CDBG Funds:
- OTHER FUNDING SOURCES:
- | | | |
|-------------------------------------|----------------------------------|--------------------------------------|
| Other Federal (Specify Source): | <input type="text" value="N/A"/> | \$ <input type="text" value="0.00"/> |
| Other State/Local (Specify Source): | <input type="text" value="N/A"/> | \$ <input type="text" value="0.00"/> |
| Private Sources: | <input type="text" value="N/A"/> | \$ <input type="text" value="0.00"/> |
| Other (Specify Source): | <input type="text" value="N/A"/> | \$ <input type="text" value="0.00"/> |
5. Which CDBG National Objective does your project meet? (*See Attachment A*)

PART II - PROJECT NARRATIVE (Not to exceed 4 typed pages)

- A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address. (Limit 300 words or less)
- B. Project Objective: State the project objective that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- | | | |
|---------------------------------------|------------------------------|--|
| ☒ 1 | Suitable Living Environment | Activities that benefit communities/ families/individuals by addressing issues in their neighborhood |
| ☐ 2 | Public Housing Modernization | Housing activities that meet individual family or community needs |
| ☐ 3 | Improving Quality of Life | Activities related to economic development, commercial revitalization, and job creation |

- C. Project Outcome: State the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- | | | |
|---------------------------------------|-----------------------------|---|
| ☐ 1 | Availability/ Accessibility | Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers |
| ☐ 2 | Affordability | Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare |
| ☒ 3 | Sustainability | Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas |

- D. Performance Measures. In addition to the information on quantity, quality and pace of performance requested in the above items, provide a measure that can be used to gauge the effectiveness or impact of your proposal in meeting the needs of the community. How can it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by public service improvements will benefit from a service that is no longer substandard.
- E. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
1. What percentage of beneficiaries are/will be Bristol residents? %
 2. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
 3. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
 4. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
 5. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
 6. What community organizations are in support of this project?
- F. Timeline. Complete the detailed timeline provided in Appendix E, for the implementation of the proposed project, assuming the availability of CDBG funds in July 2024. **CDBG requests must be limited to activities that can be implemented within 12 months or less.**
1. Provide estimated project expenditures in each quarter of fiscal year 2024-25 (i.e., July 1-September 30; October 1-December 31; January 1- March 31; and April 1-June 30), assuming funds are available on July 1, 2024 (Attachment D).
- G. Zoning & Permits: Describe current zoning on the project site and any land permits or approvals that will be required prior to implementation of the proposed project. Note that proof of proper permitting and sign-offs must be provided as the project progresses.
- H. Collaboration: If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
- I. Previous Accomplishments: For those agencies that have previously received CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives

or delays, describe how that will be overcome in the future. If your agency currently has a CDBG-funded project in process, explain when this project will be completed. If the agency has not previously received CDBG funding, describe accomplishments achieved through other funding sources.

J. Finances:

1. Describe how the project will be fully funded. Indicate status of other funds in the proposal budget and expected commitment dates, if applicable. Indicate when other funds will be available and include letters of commitment from other funding sources.
2. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed from the CDBG program. (Note: CDBG funds are released for approved project costs on a reimbursement basis only.)
3. Discuss specific plans and funding for maintaining the project beyond the period supported by CDBG funds.
4. Submit *Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available. (Attachment E)
5. Attach a summary of the agency's current General Operating Budget.

PART III - AGENCY INFORMATION (Not to exceed three double-spaced, typed pages)

A. Background

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation, and include the date of incorporation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.

B. Qualifications

1. Discuss the agency's capability to develop, implement, and administer the proposed project.
2. Describe how the agency will monitor progress in implementing the program. Describe who will be responsible for monitoring progress.
3. Describe the agency's existing staff positions and qualifications.
4. Indicate who in your organization will undertake the responsibility of Project Manager and describe that person's experience with this kind of role.
5. Include any other pertinent agency information.

- C. Financial: Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

PART IV – REQUIRED DOCUMENTATION

1. Current Board of Directors list, including names and addresses;
2. Applicant's most recent financial audit, A-133 single audit, or if not available, copies of last six months' bank statements or treasurer's reports;
3. Current Insurance Policy and amounts covered;
4. Organizational Chart;
5. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded.

Attachment A

PROJECT ELIGIBILITY

Projects must be a CDBG-eligible activity, must be in conformance with the activities to be funded through this application process, and must meet at least one of the following CDBG national objectives:

1. Primarily benefit low- or moderate-income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 50.64% low- or moderate-income residents, as calculated by HUD.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact BDA staff to determine if your project is eligible under this national objective.
3. Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

HUD Income Guidelines

Attachment B

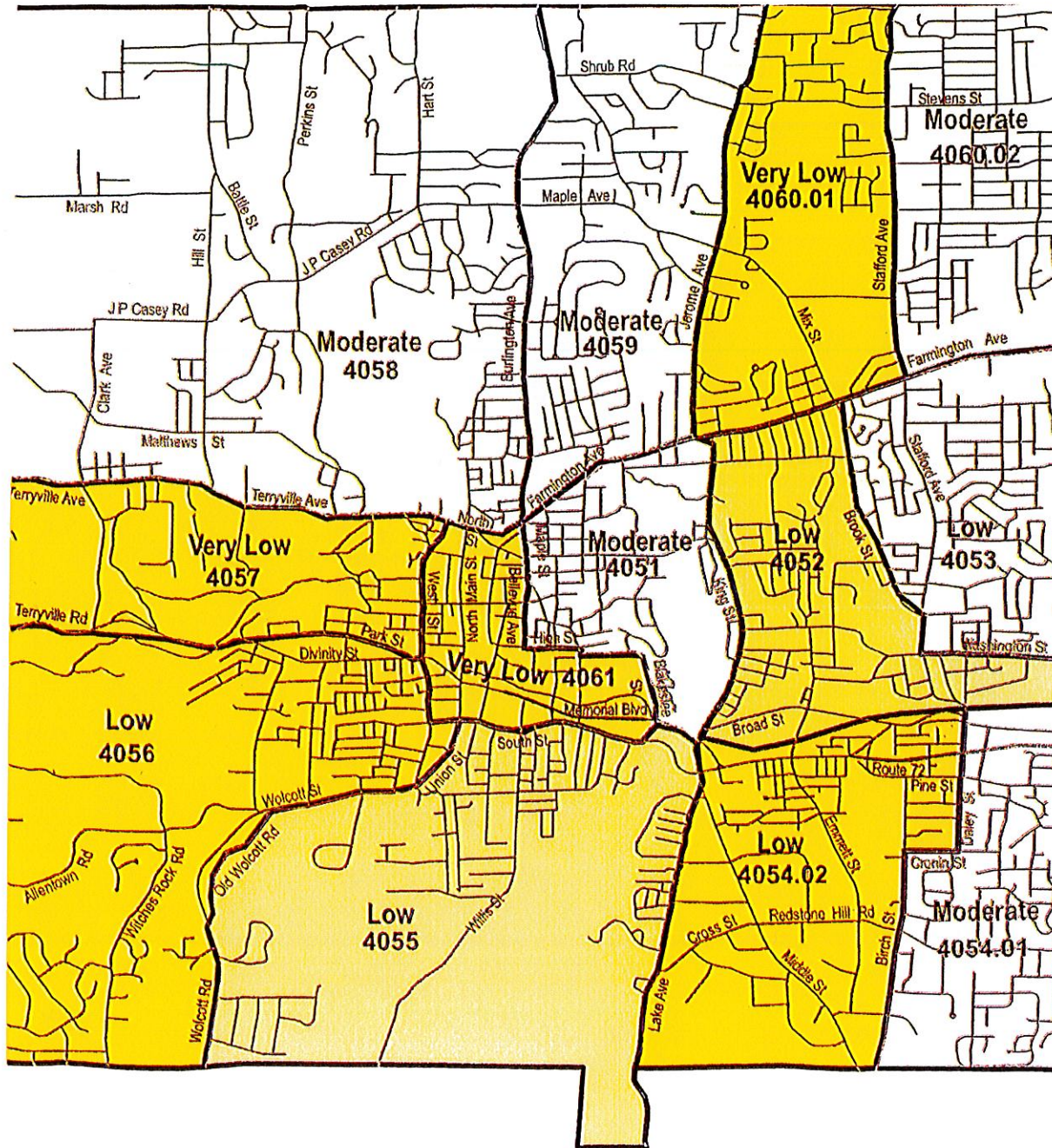
**HUD Income Guidelines FY 2023
(Income Limits Summary)**

MEDIAN INCOME (AMI)

FY 2023 Income Limit Category	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
EXTREMELY LOW (0-30% AMI)	\$24,850	\$28,400	\$31,950	\$35,450	\$38,300	\$41,150	\$44,000	\$46,800
VERY LOW (31-50% AMI)	\$41,350	\$47,250	\$53,150	\$59,050	\$63,800	\$68,500	\$73,250	\$77,950
LOW (51-80% AMI)	\$66,150	\$75,600	\$85,050	\$94,500	\$102,100	\$109,650	\$117,200	\$124,750

Attachment C

Bristol Census Tract Map Showing Low – Mod Income Areas



LEGEND

Census Tract

 Census Tract



Attachment D

Attachment D

Quarterly Milestones Planning Calendar

Action Plan and Schedule:

Describe the implementation plan for the project by listing the key tasks and milestones in the following table. Any CDBG funds awarded should be fully expended within a 12-month period. Provide a schedule of key activities and the corresponding draw down of CDBG funds in the following table.

Calendar Quarter	Key Activities / Milestones During Quarter <i>[list key tasks and milestones]</i>	Estimated CDBG \$ Drawn Down
First Quarter		\$
Second Quarter	Remove and reconstruct sidewalks and sidewalk ramps. (All work is anticipated to be completed within the second quarter).	\$ \$89,138.75
Third Quarter		\$
Fourth Quarter		\$

Budget Form

Attachment E

PUBLIC FACILITY Budget Form (Construction Projects)

Project Title: Infrastructure Improvements - HUD Approved Target Areas - View Street

Applicant: Bristol Department of Public Works

	Estimated Project Cost	CDBG Request	Funds Expected or Already in Place Indicate source, amount and status. * Use additional sheet as necessary.	Total (Should equal estimated cost)
Environmental Study	\$ <u>0.00</u>	\$ <u>0.00</u>	<u>0.00</u>	\$ <u>0.00</u>
Architectural/Engineering	\$ <u>0.00</u>	\$ <u>0.00</u>	<u>0.00</u>	\$ <u>0.00</u>
Construction (Allow for Federal Davis-Bacon Wage Scale)	\$ <u>89,138.75</u>	\$ <u>89,138.75</u>		\$ <u>89,138.75</u>
Contingency	\$ <u></u>	\$ <u></u>		\$ <u></u>
Other: <u></u>	\$ <u></u>	\$ <u></u>		\$ <u></u>
Other: <u></u>	\$ <u></u>	\$ <u></u>		\$ <u></u>
TOTAL	\$ <u>89,138.75</u>	\$ <u>89,138.75</u>		\$ <u>89,138.75</u>

*Status: **R**ecieved, **A**warded or Application **S**ubmitted.

If the amount of the CDBG grant is less than the amount requested, will the project be implemented?

☒ YES ☐ NO Explain impact on the project:

This project consists of removing and replacing existing sections of sidewalk and ADA compliant sidewalk ramps in HUD-approved areas. View Street was chosen due to the recent number of public complaints stating how the existing sidewalks are insufficient and pose an hazard to pedestrians. The Commission for Persons with Disabilities fully supports this project and has provided their letter of recommendation (see attached). This project will have a positive impact on the community by eliminating existing tripping hazards and improving the connectivity of pedestrian traffic through the area. If CDBG funds are less than requested, the project will still be implemented. However, the project would need to be cut down in scope and will target only sections we have found to be critical.



Project Sign-Off Form

Please have this form signed by David Sgro before January 20. Include the original in your packet and include a scanned copy as part of your email submission.

This application has been reviewed and is ready for submission to the CDBG Policy Committee:

David Sgro, Residential Rehab & Project Specialist

Date _____

Comments: _____

Board of Public Works Directors List

Names	Position	Appointment
Jeffrey Caggiano	Mayor - Chairman	9-Nov
Jacqueline Olsen	Council Member	9-Nov
Erick Rosengren	Council Member	9-Nov
Cheryl Thibeault	Council Member	9-Nov
Michael Dumas	Commissioner	19-Apr
David Hartley	Commissioner	22-Feb
Frank Stawski	Commissioner	5-Mar

City of Bristol Public Works Staff Positions and Qualifications

Names	Position	Qualifications
Raymond Rogozinski, P.E.	Director of Public Works	Professional Engineer in Civil Engineering
Nancy Levesque, P.E.	City Engineer	Professional Engineer in Civil Engineering
William R. Stango, E.I.T.	Civil Engineer	Engineer In Training in Civil Engineering
Jason Morrocco	Project Manager	15 Plus Years Experience Working for the City of Bristol
Sean Harris	Highway Inspector	15 Plus Years Experience Working for the City of Bristol

Bristol CT Current Insurance Policy Requirements for Contractor

1. Contract Execution

The person or persons whose Proposal is accepted will be required to furnish all insurance certificates in amounts as hereinafter specified, within five (5) days from the date of notice of the award; said person or persons will also be required to furnish all performance and payment bonds within three (3) days from request by the City, and at least three (3) days prior to the signing of the Contract.

The person or persons whose Proposal is accepted will be required to execute a contract, in substantially the form annexed, as scheduled by the Office of the Mayor. Once the contract is executed via formal contract signing at Bristol City Hall, the Contractor will be issued a City Purchase Order for the contract.

Contracts valued at less than \$50,000.00 may be executed directly via the issuance of a purchase order, at the discretion of the City.

2. Inclusion of Contract Provisions

The bidders' attention is directed to the form of this agreement, which includes as a part of it, the Instructions to Bidders, Bid Proposal, General Provisions, Special Provisions, Specifications, Measurement and Payment, Contract Drawings and Standard Detail Drawings.

3. Provision of Contract Related Documents

Bonds and Insurance Certificates shall be submitted to the Purchasing Agent. In case of failure or refusal on the part of the bidder to enter into a contract or to furnish the required bonds and/or required insurance certificates, within the set time periods, the bidder shall forfeit to the City of Bristol such part of the bid bond as shall be equal to the difference between the total bid of the defaulting bidder, and the total bid of the person or persons with whom the contract is finally executed.

4. Contractor's and Subcontractor's Insurance

The awarded Contractor shall provide a certificate of insurance naming the City of Bristol as an "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Contractor with an insurance company which is licensed to do business in the State of Connecticut.

- a. **General liability** - \$1,000,000 (combined single limit) bodily injury/property damage coverage per occurrence and \$2,000,000 aggregate coverage.
- b. **Auto liability** - \$1,000,000 (combined single limit). Property damage and bodily injury coverage.

In addition to the above, the awarded contractor shall provide a certificate of insurance in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Contractor with an insurance company which is licensed to do business in the State of Connecticut.

- c. **Owners & Contractors Protective Insurance** policy to be provided in the name of the City of Bristol, with no deductible payable by the City, with the same limits required for the General Liability Insurance. A copy of the declaration page must be included with the certificate of insurance.
- d. **Worker's Compensation** as required by Connecticut Law.

The City of Bristol reserves the right to modify and/or change the insurance requirements. All individual modifications to the insurance limits require prior approval of the Comptroller's Office of the City of Bristol.

Certificates of coverage on motorized equipment, cars and trucks, including non-ownership and hired vehicles shall also be filed.

Any subcontractor shall be likewise covered and shall furnish certificates of coverage acceptable to the City before starting work.

All certificates of coverage shall be filed in triplicate. All policies and/or certificates shall have a ten (10) day written notice to the City of Bristol of expiration or cancellation.

5. **Bond Requirements**

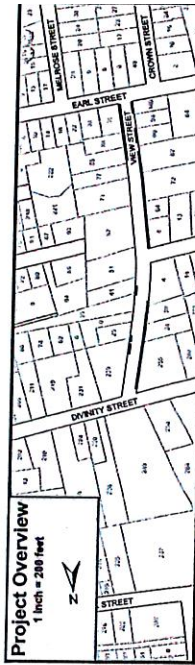
For all contracts valued in excess of \$25,000.00, the awarded contractor shall provide the following bonds in the minimum amounts as specified herein.

- a. **Labor and Materials Bond** in the amount of 100% of the Total Proposal Price guaranteeing to the City payments for all labor, materials, and equipment utilized in the completion of work under the Contract in the amount of contract award.
- b. **Performance Bond**, guaranteed by Surety licensed to do business in Connecticut, in the amount of 100% of the Total Proposal Price guaranteeing to the City the completion of the Contract.
- a. **DRS Guarantee Bond (for out-of-state contractors only)**; A nonresident contractor working in Connecticut and a surety company licensed to do business in Connecticut shall use Form AU-766 enclosed to post a guarantee bond with the Department of Revenue Services (DRS) for a specific project in the state.

All bonds shall be guaranteed by Surety licensed to do business in Connecticut.

It is distinctly agreed and understood that any changes in plans and/or specifications for this work, whether such changes increase or decrease the amount thereof, or the manner or time of payment, shall in no way annul, release or affect the liability and surety on the bond given by the Contractor.

Proposed Sidewalk Repairs View Street



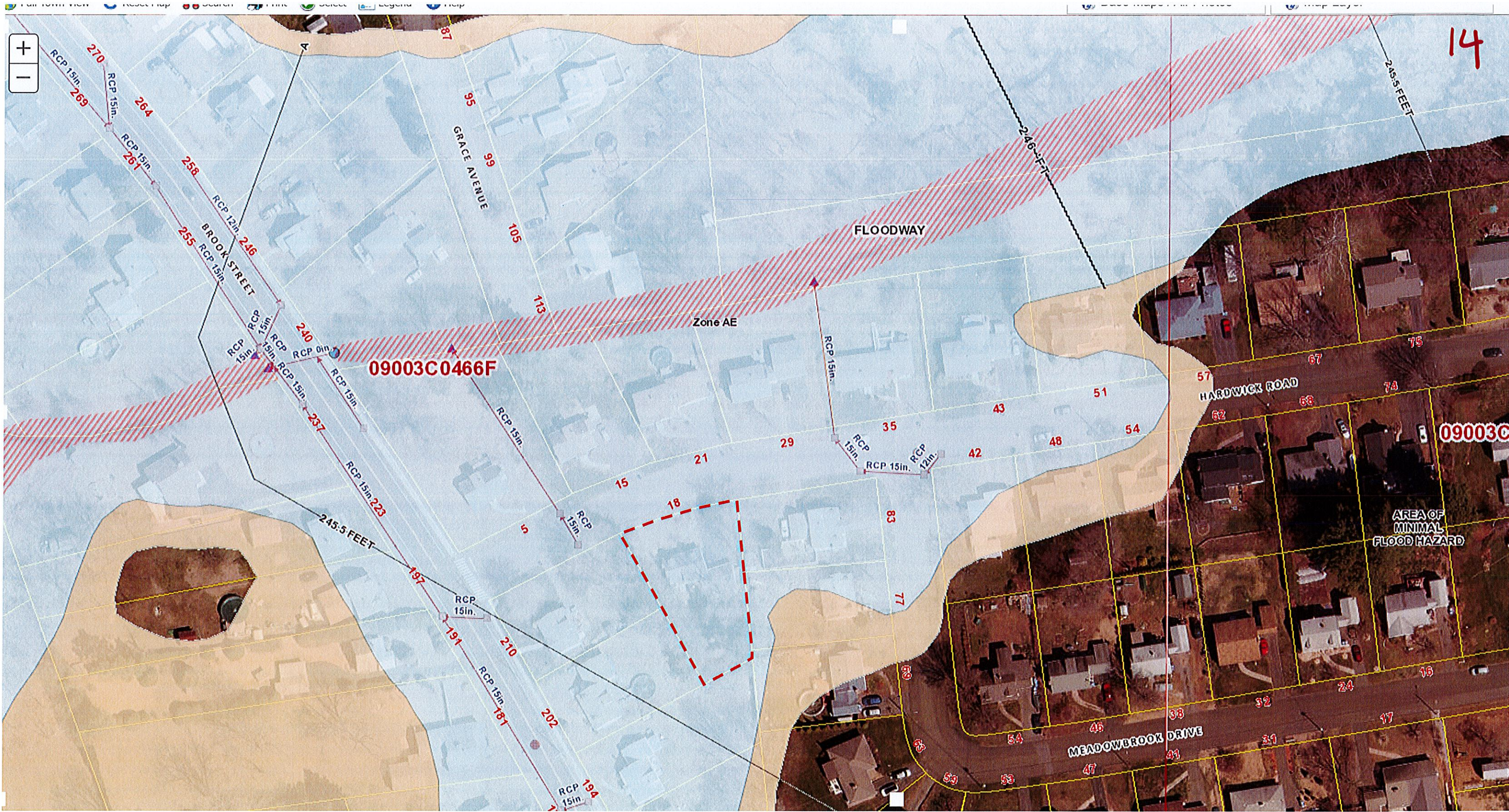
Legend

- Handicap Curb Ramp Required
- Extent of Proposed Sidewalk Repair
- Sidewalk to be Replaced (Areas Identified by Bristol DPW - Engineering)

Disclaimer: This map was prepared by the City of Bristol Geographic Information System. The City of Bristol does not warrant the accuracy or completeness of the information contained herein. The City of Bristol expressly disclaims any liability for any and all damages or claims arising out of or in connection with the use of this map.



13





BRISTOL

2023 SUSTAINABLE CT CERTIFICATION SUCCESS REPORT



Taking action.
Making an impact.
Celebrating success.

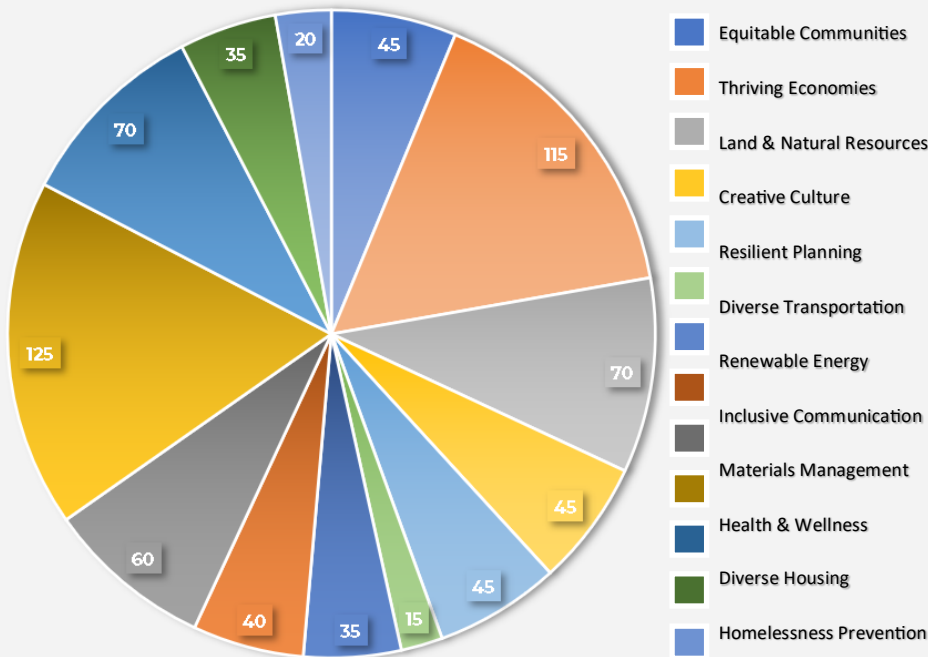


Bristol achieved Silver Certification on September 27, 2023 with 720 points.

Bristol registered with Sustainable CT in 2018. Since registering, the town has held four certifications. Bristol achieved Bronze certification in 2018 and 2020; the town achieved Silver in 2020 as well; and in 2023, Bristol achieved Silver once again with an impressive 720 points.

One of the largest cities in the state, Bristol is a wonderfully diverse and family-oriented community with open country landscapes as well as friendly neighborhoods lined with sidewalks. The city displays a consistent commitment to sustainability that shows in its vibrancy, inclusiveness and resiliency.

SILVER 2023: POINTS EARNED BY CATEGORY



**Bristol in the Community Match Fund:
Outdoor Classroom a Work of Heart**

In 2020, Bristol’s project, “Outdoor Classroom a Work of Heart,” had a mission to get their students outside and learning about nature and the natural environment. They raised nearly \$15,000 to expand curriculum to 13 outdoor classrooms, increasing hands-on learning opportunities while teaching students the importance of taking care of the environment. The project also be added an outdoor classroom to the Pine Lake Adventure Park challenge course.



Supporting equitable food access and local farmers: a Bristol Success Story

In 2022, the Bristol Farmers Market attracted 600-800 visitors each week, on average. The Farmers Market is hosted at Centre Square, a central downtown location, and is an authorized SNAP/EBT market; it accepts payment vouchers from the Women, Infants & Children Farmers Market Nutrition Program, and the Senior Farmers Market Nutrition Program. Additionally, a new bike lane, established on Memorial Boulevard in 2022, allows residents to commute to the Farmers Market to decrease traffic and lower greenhouse gas emissions.



BRISTOL

**Jeffry Caggiano
Mayor**

Sustainability Contact

David Oakes

**111 N Main Street
Bristol, CT 06010**

(860) 584-6100

bristolct.gov

[facebook.com/
bristolallheart](https://facebook.com/bristolallheart)



**View Bristol’s
Sustainable CT
Municipal Profile**

\$14,951

Raised To-Date Thru the
Community Match Fund

12

Action
Success Stories

35

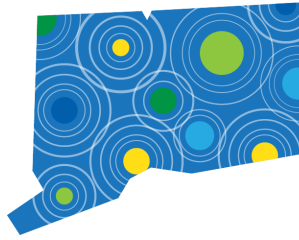
Sustainability
Actions Completed

720

Certification
Points Earned

ABOUT Sustainable CT

Local Actions. Statewide Impact.®



Sustainable CT is a free, voluntary certification program that supports and recognizes thriving and resilient Connecticut municipalities. An independently funded, grassroots effort, Sustainable CT provides a wide-ranging menu of best practices. Municipalities choose Sustainable CT actions, implement them, and earn points toward certification.

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CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: February 7, 2024
(Submission Date)

For the February 27, 2024 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 \$ 40,000.00

☐ Transfer from Contingency \$ _____

☐ Transfer(s) \$ _____

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on February 15, 2024.
(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:

Beautify Bristol Campaign.

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

Account	Account Name	Amount
1213016 432169	Liquor Bottle Deposits Nips	\$40,000
1213016 561800	Program Supplies	\$40,000

MEMORANDUM

DATE: January 30, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: DPW STREET ORDINANCE PROPOSED REVISIONS – DIVISIONS 3-5:
LICENSING, PERMITTING & PERMANENT PATCHING CITY STREETS**

Chapter 21 Streets, Sidewalks and Public Places, Article II, Divisions 3-5 of the City Ordinance specifies provisions for work by private contractors occurring within the roadway right of way. The majority of the Ordinance has not been revised since 1972 & 1978, with provisions associated with patch requirements amended in 2007. A summary of the existing ordinance is provided below:

- A. Division 3 – Sec 21-66 to Sec 21-71, indicates that all work within City roads must be performed by a licensed by the Department of Public Works, which includes insurance and bonding requirements. Bonded (\$10,000) and insured (\$100,000 personal injury and \$10,000 property).
- B. Division 4 – Sec 21-77 to 21-80, indicates that a permit is required to perform work within City roads and includes permit requirements and specifications for performing road work.
- C. Division 5 – Sec 21-81 to 21-84, all permanent patches are installed by the City. Contractors requesting permits are required to submit an estimated fee determined by Public Works as a permit requirement that is sufficient to install a permanent patch. At the completion of the permanent patch, the Department records final cost and either refunds/credits the utility contractor the portion of the unused deposit, or charges the utility company the Department's additional cost to install the permanent patch.

The existing City Ordinance, Chapter 21 Streets, Sidewalks and Public Places, Article II, Division 3-5 is attached for reference.

The general requirements of the existing ordinance satisfy the Department of Public Works' needs. The provision that requires contractors to install temporary asphalt patches and provide funds that enable the City to install permanent patches after one year has been used as a model for other municipalities. The Ordinance requires all utility contractors to obtain permits; specifies excavation, backfilling, and compaction requirements; states utility contractors must temporarily patch trench; and provides a fund that allows Public Works to install a permanent patch one year after installation of the temporary patch.

The Department is proposing revisions to the ordinance to reflect existing policies/procedures such as a moratorium on newly-paved streets, City agreements with public utilities to restore roadway pavement (by milling and paving curb to curb or full lane width or funding City pavement work), and adding procedures for contractor foreman/site supervisors to acknowledge permit requirements prior to the start of any work.

A summary of the proposed changes is provided below:

- 1. Clarify ALL contractors and persons working within the roadway right of way must be licensed and obtain a permit issued by the Department of Public Works prior to performing any work. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric & telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. The proposed ordinance also states that minor work, such as repairs to sidewalks by filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.
- 2. Increase licensed bond requirement from \$10,000 to \$20,000, and insurance requirements from \$100,000 for personal injury and \$10,000 for property, to \$500,000 and \$50,000, respectively.
- 3. Define the type of permits issued by the Department of Public Works for work within the right of way (driveway, sidewalk, excavation). Permit fees are currently \$40, the proposed ordinance states fee as determined by the Board of Public Works.
- 4. All utility boxes shall be installed flush with pavement.
- 5. Failure of the contractor to maintain the trench in a safe condition will result in the Department of Public Works performing the work and charging the contractor for said repairs.
- 6. The storage of materials or equipment within the City's right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.
- 7. All contractors shall be required to identify the temporary pavement trenches by spray painting the company's name at several locations based on the size of the trench as determined by the Department of Public Works. Work performed by Public Utility companies, or their contractors performing the work for the public utility, shall identify the trench using the public utility companies' name.
- 8. Public utility contractors authorized by the Department of Public Works are permitted to install their own permanent patch. However, all work must be performed in accordance with Department of Public Works requirements and specifications. Public utility companies are authorized by the Department of Public Works and passed on roadway pavement conditions may be required by the Department of Public Works to restore roadway pavement by milling and paving roadway section either curb to curb or full travel lane widths. Said pavement restoration (milling and paving) shall be paid for at the sole expense of the public utility company or the utility company may fund the City performing the work.
- 9. Permit process will include a requirement that on-site supervisors/foreman complete a form as part of the permit process acknowledging Department permit requirements.

10. The Department of Public Works may expand the permanent patch limits and increase the area of the permanent patch to correct roadway defects that existing prior to work performed in accordance with the permit. Said work shall be paid for by the City.
11. An application fee shall be charged to each contractor obtaining a Department of Public Works permit, issued in accordance with this ordinance. The application fee shall be set by the Board of Public Works. In accordance with the ordinance a separate application fee shall be established for work performed by public utility companies. Public utilities are not required to pay a permit fee.
12. Contractors shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals.

The existing ordinance and the proposed ordinance, along with the proposed on-site supervisor/foreman acknowledgment form, permits, and license application is attached.

The Department has submitted the proposed ordinance revisions and on-site supervisor acknowledgment form to Eversource Gas, the primary public utility impacting City streets for review and input. The proposed ordinance revisions are in draft form and the Department is seeking Board of Public Works input for potential approval at its March meeting.

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

EXISTING CITY STREET ORDINANCE – EXCAVATION PERMITS AND PERMENANT PATCH REQUIREMENTS

DIVISION 3. - CONTRACTOR'S LICENSE^[3]

Sec. 21-66. - Required; exception.

No person shall lay in any street any new curb or sidewalk or relay any existing curb or sidewalk unless he is licensed as a curb and walk layer; provided, however, that the provisions of this section shall not prevent the making without such license of minor repairs to an existing sidewalk by the owner of the property in front of which such sidewalk is located or by such owner's agent without remuneration.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-67. - Application.

The applicant for the license required by this division shall state in his application his actual place of business, together with the name under which the business is done, and shall notify the superintendent of public works of any subsequent change in either.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-68. - Bond and insurance to be filed at time of application.

Every person making application for a license as a curb and walk layer shall file with the superintendent of public works a satisfactory bond, of a surety company authorized to do business in the city, in the sum of ten thousand dollars (\$10,000.00), and conditioned substantially that the applicant, his employees or agents shall faithfully perform such work in all respects and shall replace and restore that portion of any street in which the applicant, his servants or agents shall make any excavation, to as good a condition as that in which the same was before such work was performed. Such licensee shall also file with the superintendent of public works a satisfactory public liability insurance certificate in the minimum amount of one hundred thousand dollars (\$100,000.00) for personal injury and ten thousand dollars (\$10,000.00) for property damage, to indemnify and save the city and its agents harmless from all suits and actions brought against the city or any officer thereof for or on account of any injuries or damage received or sustained by any person in consequence of, or resulting from, any negligence in guarding such work, or any act or omission of the licensee.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72; Ord. of 12-5-78)

Sec. 21-69. - Issuance.

The superintendent of public works shall issue a license as a curb and walk layer to any person believed by the superintendent to be suitable and competent, who complies with the conditions governing such license.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-70. - Licensee's duties.

The licensee under this division shall comply in all respects with the rules and regulations established by the superintendent of public works relative to the work for which he is licensed, and with the terms of the permits therefor which may be issued to him, and shall also pay all fines imposed upon him for violation of any such rules and regulations. He shall give personal supervision to the work done under his license and shall employ thereon only competent workmen.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-71. - Suspension or revocation.

Whenever, in the opinion of the director of public works, any licensed curb and walk layer violates any of the provisions of this article, or any of the rules, regulations and specifications adopted by the director, the director may order the suspension or revoking of the license of such curb and walk layer.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

Secs. 21-72—21-76. - Reserved.

DIVISION 3. - CONTRACTOR'S PERMITS ^[3]

Sec. 21-77. - Permit required for sidewalk and driveway apron construction.

No work on the construction of a sidewalk or driveway apron shall be started without first obtaining a permit from the director of public works which shall be posted and available for inspection.

(Code 1960, § 36-16; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-78. - Contractor's street work permit—Required.

No curb and walk layer shall commence any work upon any street in the city until he has applied for and secured a permit to do so issued by the director of public works.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-79. - Same—Application.

Applications for the permit required by [section 21-78](#) of this division shall be signed by the curb and walk layer, or his authorized agent. They shall specify the ownership and location of the property where the work is to be done, and shall contain an agreement to be signed by the curb and walk layer that he will do the contemplated work in accordance with the rules and regulations of the department of public works and the city specifications pertaining to such work, and that he will indemnify and save the city harmless from all damages caused by his acts or omissions while acting under the permit applied for.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

Sec. 21-80. - Same—To be kept on job during continuance of work.

The permit required by [section 21-78](#) of this division shall be kept on the job during the continuance of the work and shall be available for inspection by all authorized persons.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

DIVISION 5. - PERMANENT PATCHING OF CITY STREETS^[5]

Sec. 21-81. - General provisions.

The permanent patching of all utility trenches and other excavations in streets maintained by the City of Bristol will be by the public works department or under contract to the city.

All utility contractors shall obtain an excavating permit for any trenches in the public street.

(Ord. of 8-13-84)

Sec. 21-82. - Excavation, backfilling and patching, general requirements.

Pavement and/or sidewalks shall be cut or sawn to straight neat lines, excavation without cutting or sawing will not be allowed. Cut line shall be parallel and six (6) inches minimum, outside either edge of the proposed trench. Tunneling under pavement or sidewalks will not be allowed. Bituminous material, cement concrete, ledge, rock and boulders over six (6) inches in any dimension shall be removed from the job, together with any clay, silt, or organic material. The public works inspector will check the material excavated and will allow re-use as backfill, sandy and/or gravelly material. Material not approved shall be disposed of off the job. Backfill shall be approved sandy gravelly material with no stones over six (6) inches in any dimension. Backfill shall be compacted in twelve-inch layers using mechanical compaction equipment.

The trench shall be filled to within eleven (11) inches of finished grade, eight (8) inches of approved processed gravel shall be spread and compacted, then three (3) inches of bituminous concrete shall be spread and compacted with the finished material flush with the adjacent existing surface. Bituminous concrete material shall be "hot mix," except during winter season when plants are closed "cold patch" will be used. During the period between temporary patch and permanent patch, the utility contractor shall be responsible for maintaining the patch and shall promptly correct all defects upon order of the director of public works. The contractor is an agent of the utility whose pipe, conduit, etc., is laid in the trench and has ultimate responsibility for the trench. In sanitary sewer laterals this is the serviced property owner. This procedure also includes new sanitary sewer construction and the ultimate responsibility shall be the city public works department.

(Ord. of 8-13-84)

Sec. 21-83. - Fees, deposits, records and measurements for patches.

(a)

Annually the city may advertise and receive bids for permanent patching of utility trenches. Bids will be taken on repair of bituminous pavement, curbing and sidewalk. The lowest acceptable unit prices will be utilized with a twenty (20) per cent escalator for charging contractors, that year, for trench permanent patching. Trenches that are temporarily patched during a calendar year normally will be permanently patched the following year, the intent being that temporary patches shall go through one complete winter season.

(b)

At the time of issuance of an excavation permit, the contractor shall deposit a fee equal to the estimated cost of the permanent patch. Upon completion, the actual patch will be measured and the contractor shall be billed for any permanent patch cost to the city that exceeds the amount deposited by the contractor. If the permanent patch cost to the city is less than the amount deposited with the city, the contractor will receive credit. Calculation of estimated patch costs will be based on trench length and width, (width shall be diameter of pipe plus thirty-six (36) inches, minimum forty-eight (48) inches, plus twelve (12) inches for every foot to depth of trench). Permits will not be issued to contractors owing the city any permanent patch fees. The city may institute legal action against contractors and those responsible for nonpayment of any permanent patch costs owed the city if any permanent patch fee is not paid within ninety (90) days of the due date.

(c)

The public works department shall keep a written record of all trenches, with their dates of excavation, temporary patch and permanent patches, deposit fees received, estimated final fees and actual final fees, and the balances owed or the credits due, and the exact locations and types of utilities. The city shall maintain a separate fund for permanent patching of all city streets. All payments by contractors or others excavating in a public way shall be deposited in the fund, and payments for completed permanent patching shall be disbursed from the fund.

(d)

The board of public works may reduce or waive the deposit otherwise required of a contractor under this section for good reason shown. Good reason shall include instances where the calculations required under this section exceed what otherwise is reasonably estimated to be the cost for permanently patching the excavation or other factually-based situations that would work a hardship on the contractor. When granting any reduction or waiver of the deposit requirement, the board of public works shall state its reason(s) on the record.

(Ord. of 8-13-84; Ord. of 11-13-07)

Sec. 21-84. - Detailed patching requirements.

Permanent patching shall be performed as follows:

(a)

Sidewalks. Temporary bituminous material shall be removed. Existing walk faces shall be straight and true with no cracks or breaks, if not, shall be cut at next sound transverse joint. Subgrade material shall be removed to five (5) inches below finish grade one-half inch preformed full depth and width expansion joints shall be placed against existing concrete. Portland cement concrete shall be as specified in [chapter 21](#) of the City Ordinances. Topsoil and seeding shall be repaired as specified in [Chapter 21](#) of the City Ordinances. Bituminous concrete walks shall be repaired as specified in subsection (c).

(b)

Curbing. Curbing shall be replaced to conform to existing adjacent curb. Existing curb shall be cut to neat true lines. Concrete and granite curb replacement shall be not less than three (3) feet. Bituminous curb less than twenty-five (25) feet may be hand formed to proper cross section. Curbing shall conform to [chapter 21](#) of the City Ordinances.

(c)

Pavement. Existing bituminous material shall be removed, existing pavement shall be cut to reasonably straight longitudinal lines, transverse jogs within ten (10) feet of each other shall not be accepted, transverse cuts shall be perpendicular to the longitudinal cut. Several small excavations shall be widened into one. If existing pavement has cracked due to trench settlement, the edge of the trench shall be cut beyond such cracks to firm true pavement. The subgrade shall be graded and compacted to three (3) inches below finished grade. The contractor shall add any necessary processed gravel to bring trench to subgrade, care shall be taken to keep processed gravel tight under adjacent pavement. Edge of existing bituminous shall be painted with hot liquid asphalt prior to paving. Transverse joints in new patch shall be cut square and painted with hot liquid asphalt. Bituminous material shall be placed in two (2) equal layers of one and one-half inches compacted. Finished surface shall meet existing surface neat and true. Edges of completed patch shall be sealed with an application of hot liquid asphalt three (3) inches minimum wide. Finish surface shall be lightly dusted

with cement or fine quarry screenings. Patch shall be barricaded and traffic kept off for at least four (4) hours. Bituminous mixes, placement compaction, etc., shall be as specified in [chapter 21](#) article III of the City Ordinances.

(Ord. of 8-13-84)

Secs. 21-85—21-91. - Reserved.

PROPOSED CITY STREET ORDINANCE – REVISIONS

PERMITS & PERMANENT PATCHES, ROADWAY RESTORATION

DATED 2/1/24

DIVISION 3 – Excavation & Work Within City Roadway Right of Way by Private Contractors and Public Utilities

Sec 21-65: General

No contractor, person or public utility shall work within any portion of the City roadway right of way without obtaining an excavation permit from the Department of Public Works. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. Minor repairs to sidewalks, such as filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.

All work performed within the City roadway right of way shall be performed in a safe manner in accordance with Department of Public Works standards and specifications.

All contractors and persons performing work within the City roadway right of way shall restore all disturbed roadway pavement, curbing, utilities, and sidewalks, including lawn & seed, and any roadside barriers, signs, lights, and structures of any kind to their original condition as they existed prior to any work being performed by the contractor or persons performing the work.

Sec 21-66: License

In order to obtain an excavation permit, all contractors and/or persons shall be licensed by the Department of Public Works. To become licensed, contractors shall submit an application (prepared by the Department of Public Works) demonstrating that said contractor has the knowledge, experience, and equipment to perform work in accordance with City of Bristol requirements. In addition, the contractor shall provide to the Department a certificate of insurance and a bond. As part of the review process, contractors or persons may be required to submit for review an applicable valid trade license issued by the State or Federal government or trade organization. However, the license subject to this City Ordinance is an additional license issued by the City as part of the authorization process to work within the roadway right of way. All licensed contractors or persons require the approval of the Director of Public Works.

The Department of Public Works shall prepare and submit the license application form to the Board of Public Works for review and approval.

Each contractor or person submitting an application for an excavation permit shall provide a bond of a surety company authorized to do business in the City in the amount of \$20,000, and conditioned substantially that the applicant, his employees, or agents shall faithfully perform such work in all respects, and shall replace and restore that portion of any street in which the applicant, his servants, or agents performed any excavation, to the original condition as before such work was performed.

Each contractor or person shall also file with the Department of Public Works a satisfactory public liability insurance certificate in the minimum amount of five hundred thousand dollars (\$500,000.00) for personal injury, and fifty thousand dollars (\$50,000.00) for property damage, to indemnify and save the City and its agents harmless from all suits and actions brought against the City or any officer thereof, on account of any injuries sustained or damage caused by any person in consequence of, or resulting from, any negligence in guarding such work, or any act or omission of the licensee.

The Board of Public Works reserves the right to modify insurance and bonding requirements as required to safeguard the public.

Whenever, in the opinion of the Director of Public Works, any licensed contractor or person violates any of the provisions of this ordinance, or any of the rules, regulations, and specifications adopted by the Director, the Director may order the suspension or revocation of the license of such curb and walk layer.

Sec 21-67: Permits

All contractors or persons shall obtain a permit issued by the Department of Public Works prior to performing work within any portion of the City roadway right of way. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. Minor repairs to sidewalks, such as filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.

Contractors or persons performing work to replace or install a driveway apron within the roadway right of way shall obtain a Driveway Permit issued by the Department of Public Works. Contractors or persons performing work to replace and install sidewalks within the roadway right of way shall obtain a Sidewalk Permit issued by the Department of Public Works. Contractors or persons performing all other work such as: excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind shall obtain an Excavation Permit.

The Department of Public Works shall prepare and submit the permit application form (Sidewalk, Driveway, and Excavation permits) to the Board of Public Works for review and approval. All contractors and/or persons shall submit the applicable permit application prior to completing work. Permit application forms shall include the following:

- A. Sidewalk and Driveway Permits:
 - 1. Name of licensed contractor or person performing work along with contact information
 - 2. Location and type of work to be performed.
- B. Excavation Permit
 - 1. Name of licensed contractor or person performing work along with contact information
 - 2. Location and type of work to be performed.
 - 3. Map indicating proposed work. Note that an A-2 survey survey may not be required by the Department of Public Works. However, the map shall indicate proposed work and existing roadway utilities and facilities. In addition, for house utility laterals, a field walk performed by the applicant and a Department of Public Works representative may be substituted for the submittal of a map.
 - 4. All utilities shall be installed in accordance with City standards with respect to size, depth, location, materials, and bedding.

All contractors or persons shall provide the Department of Public Works information regarding the impact the work will have on traffic. The Department of Public Works may require a traffic control plan. Contractors or persons are advised that all/any road closure requires authorization and approval from the Director of Public Works or the Chief of Police, no other City entity or person is authorized to approve the closure of a City Street.

No work shall be performed prior to the approval of the permit by the Department of Public Works. Public Utilities performing emergency work shall submit a permit to the Department of Public Works within 48 hours of an emergency.

An application fee shall be charged to each contractor obtaining a Department of Public Works permit, issued in accordance with this ordinance. The application fee shall be set by the Board of Public Works. In accordance with the ordinance a separate application fee shall be established for work performed by public utility companies.

Contractors shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals. If required, restoration shall include the milling and paving of the roadway curb-to-curb, or a full lane width at the contractor's expense, as agreed upon by the utility company and the Department of Public Works. Said work shall be performed by the Department of Public Works. Restoration of pavement for lateral installation, during the moratorium period, shall consist of milling a larger patch (2 ft. around perimeter of temporary patch) and repaving in accordance with department of Public Works specifications. Work shall include the installation of a full pavement depth (4 inch min) in the area of the temporary patch.

Sec 21-68: Excavation within City Streets

Pavement and/or sidewalks shall be cut or sawn to straight neat lines. Excavation without cutting or sawing will not be allowed. Outline shall be parallel, and six (6) inches minimum, outside either edge of the proposed trench.

Tunneling under pavement or sidewalks is not allowed. Bituminous material, cement concrete, ledge, rocks and boulders over six (6) inches in any dimension, shall be removed from the job, together with any clay, silt, or organic material. The Public Works inspector will check the material excavated and will allow re-use as backfill, sandy and/or gravelly material. Material not approved of shall be disposed of from the job site. Backfill shall be approved sandy gravelly material with no stones over six (6) inches in any dimension. Backfill shall be compacted in fifteen-inch lifts or layers using mechanical compaction equipment approved by the Department of Public Works.

The trench shall be filled to within eleven (11) inches of finished grade, nine (9) inches of approved processed gravel shall be spread and compacted, then two (2) inches of bituminous concrete temporary pavement shall be spread and compacted, with the finished material flush with the adjacent existing surface.

The limits of permanent patch shall be established/confirmed at the completion of work/installation of temporary asphalt patch. Permanent patches shall extend 6-inches beyond the temporary patch, and require the contractor to re-cut the roadway asphalt. The City of Bristol may require the installation of additional roadway asphalt patch to improve road conditions, and may extend the permanent patch limits to include older patches or road defects. If the City requires the replacement of additional roadway, the cost of the additional work will be paid for by the City, or the utility company will pay the City the application cost of the required patch (not including the additional work) and the City will install the entire/desired permanent patch that is required to repair the utilities work and the road defect. All utility boxes shall be installed flush with pavement.

Bituminous concrete material shall be "hot mix," except during the winter season when plants are closed. "Cold patch" may be used with authorization and approval by the Department of Public Works. During the period between temporary patch and permanent patch, the utility contractor shall be responsible for maintaining the patch, and shall promptly correct all defects upon order of the Director of Public Works. Failure by the contractor to maintain the trench in a safe condition will result in the Department of Public Works performing the work and charging the contractor for said repairs.

The storage of materials or equipment within the City's right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.

Sec 21-68: Permanent Patching and Restoration of City Streets

All temporary pavement patches shall be removed and replaced after one year with a permanent pavement patch or pavement restoration.

Annually, the Department of Public Works will procure the services of a paving contractor to remove temporary pavement patches installed as part of the Department of Public Works permit defined in this ordinance. The procured paving contractor will install all permanent pavement patches installed within the last year. Permit holders are not authorized or permitted to install permanent roadway patches unless otherwise approved by the Board of Public Works.

At the time of issuance of an Excavation Permit, the contractor shall deposit a fee equal to the estimated cost of the permanent patch. Upon completion, the actual patch will be measured, and the contractor shall be billed for any permanent patch cost to the City that exceeds the amount deposited by the contractor. If the permanent patch cost to the City is less than the amount deposited with the City, the contractor will receive a credit. Calculation of estimated patch costs will be based on trench length and width (width shall be diameter of pipe plus thirty-six (36) inches, minimum forty-eight (48) inches, plus twelve (12) inches for every foot to depth of trench). Permits will not be issued to contractors owing the City any permanent patch fees. The City may institute legal action against contractors and those responsible for nonpayment of any permanent patch costs owed to the City if any permanent patch fee is not paid within ninety (90) days of the due date. The Department of Public Works shall calculate the unit pavement cost based on the pavement contractor's cost with a twenty (20) percent escalator for charging contractors, that year, for trench permanent patching.

The Public Works Department shall keep a written record of all trenches including: the dates of excavation, temporary patches and permanent patches, deposit fees received, estimated final fees and actual final fees, the balances owed or the credits due, and the exact locations and types of utilities. The City shall maintain a separate fund for permanent patching of all City streets. All payments by contractors or persons excavating in a public right of way shall be deposited in the fund, and payments for completed permanent patching shall be disbursed from the fund.

All contractors shall be required to identify the temporary pavement trenches by spray painting the company's name at several locations, based on the size of the trench, as determined by the Department of Public Works. Work performed by Public Utility companies, or contractors performing the work for the public utility, shall identify the trench using the public utility companies' name.

Public utility contractors authorized by the Department of Public Works are permitted to install their own permanent patch. However, all work must be performed in accordance with Department of Public Works requirements and specifications. Public utility companies are authorized by the Department of Public Works and passed on roadway pavement conditions may be required by the Department of Public Works to restore roadway pavement by milling and paving roadway sections, either curb to curb or full travel lane widths. Said pavement restoration (milling and paving) shall be paid for at the sole expense of the public utility company or the utility company may fund the City performing the work.

All permanent pavement installation and roadway pavement restoration shall conform with City standards and specifications. Existing bituminous material shall be removed, existing pavement shall be cut to reasonably straight longitudinal lines, transverse jogs within ten (10) feet of each other shall not be accepted, and transverse cuts shall be perpendicular to the longitudinal cut. Several small excavations shall be widened into one. If existing pavement has cracked due to trench settlement, the edge of the trench shall be cut beyond such cracks to firm true pavement. The subgrade shall be graded and compacted to four (4) inches below finished grade. The contractor shall add any necessary processed gravel to bring trench to subgrade, care shall be taken to keep processed gravel tight under adjacent pavement. Edge of existing bituminous shall be painted with hot liquid asphalt prior to paving. Transverse joints in new patch shall be cut square and painted with hot liquid asphalt. Bituminous material shall be placed in two (2) equal layers of one and one-half inches compacted. Finished surface shall meet existing surface neat and true. Edges of completed patch shall be sealed with an application of hot liquid asphalt three (3) inches minimum wide.

The Department of Public Works may expand the permanent patch limits and increase the area of the permanent patch to correct roadway defects that existed prior to work performed in accordance with the permit. Said work shall be paid for by the City.

CITY OF BRISTOL
DEPARTMENT OF PUBLIC WORKS
EXCAVATION PERMIT REQUIREMENTS

Permit No. _____

Public Utility Company: _____

Date: _____

In accordance with City of Bristol Ordinance Division 5 – Permanent Patching of City Streets, all contractors performing work within the City’s roadway right of way are required to obtain an excavation permit from the City’s Department of Public Works. In accordance with the ordinance, the contractor shall restore all roadway pavement, sidewalks, curbing, and City facilities back to the original condition at the completion of said work.

Pursuant to City of Bristol Department of Public Works policies, public utility companies and their contractors are NOT charged a fee for Department-issued excavation permits, nor are they required to provide the City with a permanent patch fee, which would allow the Department to make repairs/install permanent patch. The utility company is responsible for compliance with ALL City permit requirements, including restoration of the City’s right of way, and installation of a permanent pavement patch.

In order to ensure that work performed within the City’s right of way is performed in accordance with City Ordinance and Department of Public Works requirements, the following City Ordinances/requirements require the acknowledgement of the site supervisor/foreman overseeing the work associated with this permit:

I ACKNOWLEDGE THE FOLLOWING STATEMENTS (please mark each box):

1. The Department of Public Works is responsible to oversee all work performed within the City’s right of way, including traffic control and coordination with Bristol Police Department.
2. The location of proposed utilities shall be provided to the Department of Public Works prior to issuance of a permit by the Department. Said map shall not be limited to proposed utilities specifically associated with this permit, and shall indicate all existing underground utilities (sanitary sewer main/laterals, water main/laterals, gas main/laterals along with traffic, and electrical conduits (if applicable)). City GIS mapping can be used as a base map to indicate proposed work.
3. The contractor shall provide an emergency 24/7 contact number, traffic control plan, and a schedule of the proposed work, including permanent restoration.
4. Prior to the start of any work, Eversource and/or the contractor performing the work shall walk the project limits with DPW Engineering staff.
5. No main line utilities (gas, water, electrical/communication, or sanitary sewer) shall be located with 5 feet of the edge of road, in order to avoid conflict with future City storm drainage.
6. Minimum saw cutting of pavement shall be 3 ft. Utilities shall be located in the center of the excavation area. The undermining of existing roadway asphalt shall result in the removal of additional asphalt and roadway asphalt patching.
7. Tunneling/jet/direction drill of utilities under City roadway pavement is not allowed, including traffic loops.
8. All utilities shall be set in bedding material and installed at a depth required by the utility company and in accordance with City standards, specifications and approved by the Department of Public Works.
9. The permanent asphalt patch shall consist of 4 inches of Class 2 asphalt (installed in two 2-inch lifts) over 8 inches of process gravel.
10. The temporary asphalt patch shall consist of 2-inches of Class 2 asphalt over 9 inches of process gravel. Each temporary pavement patch shall be marked with spray paint, indicating the utility (company) that performed the work.
11. Contractors shall have earth-compacting equipment on site at all times during construction. Contractors shall compact, in 15-inch lifts, to 95% compaction. Unless unsuitable and/or wet soil material is encountered, trench shall be back-filled with native/existing soil material. Excess fill shall be removed from site.
12. The storage of materials or equipment within the City’s right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works
13. No road closures or detours will be permitted unless approved by the Director of Public Works or the Public Works Engineering Division.
14. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.
15. The limits of permanent patch shall be established/confirmed at the completion of work/installation of temporary asphalt patch. Permanent patches shall extend 6-inches beyond the temporary patch, and require the contractor to re-cut the roadway asphalt. The City of Bristol may require the installation of additional roadway asphalt patch to improve road conditions, and may extend the permanent patch limits to include older patches or road defects. If the City requires the replacement of additional roadway, the cost of the additional work will be paid for by the City, or the utility company will pay the City the application cost of the required patch (not including the additional work) and the City will install the entire/desired permanent patch that is required to repair the utilities work and the road defect.
16. All utility boxes shall be installed flush with pavement.
17. Utility companies shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals. If required, restoration shall include the milling and paving of the roadway curb-to-curb, or a full lane width at the utility company’s expense, as agreed upon by the utility company and the Department of Public Works. Said work shall be performed by the Department of Public Works.

18. Utility companies shall be responsible for utility trenches for a period of one-year after installation of temporary patch or if the utility company is responsible for the permanent patch the utility shall be responsible until a permanent patch is installed.
19. The Department of Public Works shall notify the utility company of unsafe temporary patches. If the utility company is NOT responsive within 24 hours, DPW shall document conditions and make necessary repairs at the utility company’s expense.
20. Utility companies shall be responsible to repair/replace “as new” all disturbed or damaged public facilities located within the roadway right of way, including sidewalks, curbing, pavement markings, and loam & seed. Said public facilities shall include, but not limited to, streetscape improvements (brick & ornamental lights/ conduit), if applicable. Restoration shall also include the replacement of private driveway aprons and mailboxes within 30 days of installation of temporary pavement.
21. Utility companies performing emergency utility work shall obtain a permit from the Department of Public Works within 48 hours of the start of said work.

The Director of Public Works, City Engineer, or their agents are authorized to waive requirements based on field conditions.

Contractor/Construction Firm/Co. _____

Address (No. & Street): _____
(Town & State): _____

Project On-site Foreman/Supervisor:

- a. Name (Print): _____
- b. Signature: _____
- c. Date: _____
- d. Emergency Contact No. _____

If the original on-site is replaced, the City of Bristol requests the following information:

Project On-site Foreman/Supervisor (if required):

- e. Name (Print): _____
- f. Signature: _____
- g. Date: _____
- h. Emergency Contact No. _____

The on-site supervisor shall keep this document on-site and available for the Department of Public Works inspection at all times.

Please contact the Department of Public Works Engineering Division with any questions or concerns at 860-584-6125.



**City of Bristol DEPARTMENT
OF PUBLIC WORKS BRISTOL,
CONNECTICUT 06010**

860-584-6125 – Front Desk

860-584-6295 – Sanitary Sewer Inspector

Contractor's License & Bonding Information Package

License & Bonding Narrative

This Contractor's License and Bonding Information Package includes the following:

- License & Bonding Narrative
- Excavation Contractor's License Application (to be completed & returned to DPW)
- Excavating Contractor's Permit Bond Form (to be completed & returned to DPW along with bond & Power of Attorney Form)
- List of streets requiring uniformed City of Bristol Police Officer for Traffic Control. Call 860-584-3000 48 hours prior to work to schedule Police Officers. Contractor is responsible for cost of officers.
- Sanitary Sewer Connection fee schedule.

Requirements and procedures to become a licensed and bonded Excavation

Contractor in the City of Bristol

- Contractor must be licensed by the State of Connecticut as a P1, P7 or W-9 Contractor
- Complete and return the Excavation Contractor's License Application to the Bristol Public Works Department.
- Complete and return to the Bristol Public Works Department the Excavation Contractor's Permit Bond Form and supply a bond for ten thousand dollars (\$10,000.00) with a Power of Attorney Form.
- Provide a Certificate of Liability Insurance with the following coverage;
 - o Personal Injury - \$100,000 Minimum(300,000)
 - o Property Damage - \$10,000 Minimum(300,000)

Submit the above listed information as one package to the Bristol Department of Public Works office during regular office hours (M-F, 8:00-5:00). This information will be reviewed by the Sanitary Sewer Inspector.

After you become a licensed and bonded Contractor you must obtain an Excavation Permit from the City of Bristol Sanitary Sewer Inspector prior to conducting any work within a City of Bristol street and/or right of way.



City of Bristol DEPARTMENT
OF PUBLIC WORKS BRISTOL,
CONNECTICUT 06010

License & Bonding Narrative (Continued)

Excavation Permit & Permanent Patch Information

All excavation and utility work conducted within any City of Bristol street and/or right of way can only be conducted by Contractors licensed and bonded **by the City of Bristol**.

To become a licensed and bonded Contractor in the City of Bristol obtain a "Contractor's License & Bonding Information Package" from the City of Bristol Department of Public Works office located in City Hall at 111 North Main Street, Bristol Connecticut.

An excavation permit must be issued by the City of Bristol Sanitary Sewer Inspector (584-6115) a minimum of 48 hours prior to any excavation work within any City of Bristol street and/or right of way.

All **utility connection fees** for the subject property must be paid prior to issuance of an excavation permit.

Excavation permits are issued Monday thru Friday from 8:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 4:30 p.m. and at other times as arranged with the Sanitary Sewer Inspector.

Fees

Excavation permit fee = \$40.00 each. Separate excavation permits are required for each utility.

Permanent Patch fee – At the time of issuance of an Excavation Permit the Contractor shall pay the estimated cost of the permanent patch to the City of Bristol. During the period between temporary patch and permanent patch, the Contractor shall be responsible for maintaining the patch and shall promptly correct all defects upon order of the Director of Public Works or his designated agent. The intent is that temporary patches shall go through one complete winter season prior to being permanently patched by the City of Bristol. Prior to issuing a Certificate of Occupancy, the City of Bristol will measure the total area of the temporary patch, to assure the funds collected will cover the total permanent patch cost. If additional funds are needed to cover permanent patch cost they will be collected before a Certificate of Occupancy is issued.

Calculation of estimated patch cost will be based on length and width, (width shall be diameter of pipe plus twelve (12) inches, minimum twenty-four (24) inches, plus twelve (12) inches for every foot to depth of trench.) Permanent patch fees are calculated by the City of Bristol and subject to payment by the contractor.



City of Bristol
DEPARTMENT OF PUBLIC WORKS
BRISTOL, CONNECTICUT 06010

Excavation Contractor's License Application

Date Filed: _____
Approved: _____
Denied: _____

1. APPLICANT: (Person completing this application)

Name: _____ Signature: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone No.: _____ [] home [] work

2. COMPANY:

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone No.: _____ [] home [] work

3. STATE LICENSES HELD:

Classification & Number: _____

4. REFERENCES: List a minimum of three (3) references (other than material suppliers) who are familiar with your work and the information contained within this application. Attach another sheet if necessary.



City of Bristol
DEPARTMENT OF PUBLIC WORKS
BRISTOL, CONNECTICUT 06010

Sidewalk, Driveway and Curb Contractors License Application

Application for License

Received _____, 20____

Applicant: _____

Address: _____

Person to be examined: _____

General Information: Note – If local license of a different classification is now held by the applicant, state number and classification of such license. If no license is now held, give full information including where training was obtained, what work has been done, names of former and present employers and other facts pertinent to this application.

Experience:

I hereby certify that all of the statements herein are true and correct.

Signed: _____

Subscribed and sworn before me this _____ day of _____ A.D.

Notary Public



Department of Public Works | 860.584.6125

CURB, SIDEWALK, AND DRIVEWAY PERMIT APPLICATION

YOUR INFORMATION									
COMPANY NAME				EMAIL ADDRESS				TELEPHONE NUMBER	
COMPANY ADDRESS			CITY	STATE	ZIP	Bond Expiration Date		Insurance Expiration Date	
ADDRESS WHERE WORK IS TO BE PERFORMED					WORK TO BE DONE				
	HOUSE #	STREET NAME		CONSTRUCT		REPAIR		REPLACE	
				CURB		DRIVEWAY		SIDEWALK	
PAYMENT INFORMATION									
						Check #		TOTAL DUE:	
								\$40.00	

Contractor Signature

Date

In accordance with the specifications of Chapter 21 of the Code of General Ordinances relation to the construction and maintenance of sidewalks, driveway aprons, and curbs. Particular attention is directed to Sections 21 - 51 through 21 - 53 thereof requiring compliance with minimum specification standards as well as the Regulations issued by the Director of Public Works pursuant to said Ordinance.

By Appointment Only

Please make checks payable to: City of Bristol

Mail to: DPW 111 N. Main Street

****Work shall not be performed until final approval by DPW and permit is issued****

OFFICE USE ONLY

<u>CBYD NUMBER</u>		<u>Service Type</u>		<u>Check #</u>		<u>TOTAL PAID:</u>	
PERMIT #		APPROVED	DENIED	APPROVER: Sean Harris			DATE:
<u>Notes</u>							

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



Department of Public Works | 860.584.6125
Excavation Inspector 860.584.6114

EXCAVATION PERMIT

YOUR INFORMATION

COMPANY NAME			EMAIL ADDRESS			TELEPHONE NUMBER		
COMPANY ADDRESS		CITY	STATE	ZIP	Bond Expiration Date	Insurance Expiration Date		
ADDRESS WHERE WORK IS TO BE PERFORMED				WORK TO BE DONE Please select all that apply				
LOT #	HOUSE#	STREET NAME		Repair or Replace		New Service		
				Water Service	Sewer Line	Gas	Electric	Storm
								Other

PAYMENT INFORMATION

A Permanent patch may be required. You will be contacted to determine size and scope of patch/patches

Check #

TOTAL DUE:

0

Contractor Signature

Date

Repair roadway in accordance with City standard & ordinance. Install at least 12 inches of bank run gravel topped with 8 inches of processed gravel. Pavement thickness shall match adjacent pavement. Use of cold patch is only permitted under emergency conditions. All cold patch shall be replaced with hot patch by the end of the next business day. Failure to maintain trench / patch or comply with City requirements may result in City repairing trench and back charging applicant. If permanent patching is required contractor is responsible for patch until the City contractor performs work.

Inspector Available by Appointment Only
Please make checks payable to: City of Bristol

Mail to: DPW 111 N. Main Street

****Work shall not be performed until final approval by DPW and permit is signed and issued****

OFFICE USE ONLY

PERMIT #		APPROVED	DENIED	APPROVER:	DATE:
IF A PERMANENT PATCH IS REQUIRED SEE BELOW					
Type of Patches:	Size of Patch	Patch Fee	Patch Amount	Check #	TOTAL PAID:
Pavement					
Sidewalk					
Other(See Note)					
Notes					

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 6, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW – BUDGET NARRATIVES FY2024-25**

As part of the yearly budget preparation process, the Department of Public Works prepares narratives for each of the Department Divisions' funds. The narratives indicate the goals and accomplishments associated with the fund for the current year, summarizes requests for funding, outlines goals for the upcoming year, and indicates long-term goals.

The attached narratives have been submitted to the City's Comptroller and will be represented to the Board of Finance as part of the Department's FY2024-25 budget. A number of the identified current goals are initiatives that the Department has been working on for a number of years, and have not substantially changed from the Department's FY2023-24 narratives. A summary of major goals/challenges that have been revised/updated are provided below:

Fiscal Year 2023-24 Accomplishments:

1	Oversaw completion of City Hall addition and renovation project, including relocation back into City Hall. The project consisted of the construction of an entryway building addition facing North Main Street, and "renovate as new" renovation of the existing City Hall facility. The project includes streetscape improvements along City Hall's North Main Street frontage, and a complete replacement of HVAC building systems. The project was completed on schedule and under budget by approximately \$1,400,000.
2	Revised City Zoning regulations, restructuring, organizing, and reformatting to improve usability.
3	Complete Memorial Blvd Bridge, a signature bridge serving as a gateway into the City's downtown Memorial Blvd Park area.
4	Updated the City's Street Ordinance to conform with current standards, support downtown development, and storm water requirements.
5	Modify transfer station permits, reclassifying high residential transfer station users as commercial, classifying non-Bristol residents (property owners) as commercial, and adjusting fees.
6	Implement Asset Management for DPW's assets (City buildings, vehicles, roads, bridges, storm drainage, street lights, and service request system).

7	Updated City-wide Inland Wetlands mapping used to determine regulatory limits/permit requirements.
8	Managed the Department's annual road improvement program consisting of: roadway milling, paving, storm drainage upgrades, and permanent patch program. As part of the Department's asset management system, each roadway section of the City Street network (234 miles) is rated on a scale from 1-100, and is used to prioritize and select the proper treatment implemented as part of DPW's annual major roadway improvement program. The current rating of City roadways is 81.20.
9	Oversaw design and completion of the 154-space Municipal Parking Garage located at the corner of Meadow St and Kelley Street. The project was completed on schedule and approximately \$300,000 under budget.
10	Leveraged use of grant funds to design and complete CIP projects (CMAQ - traffic signal upgrades \$3,400,000 fully funded; State Community Connectivity Grant – Sidewalk and ADA ramp improvements \$439,000 & \$794,000 awarded, fully funded; State/Local Bridge - Jerome Ave Bridge \$2,970,000, 50% grant funded; Fed/Local Bridge Program – Mellen St Bridge \$2,200,000, 100% funded; LOTCIP (fully funded) Downs Street \$2,300,000, Wolcott St reconstruction \$3,200,000, Lake Ave \$1,400,000, Divinity St Culvert \$950,000).
11	Upgraded rail line (replace rail ties, rails, plates, switch crossing, and replace crossing at CT Route 6 (Terryville Ave), Pequabuck Golf Course, and Minor Street, to address deficiencies and maintain Class I level service.
12	Obtained new online provider for the Department's online & in-office Transfer Station credit card payments. Including re-establishing transfer station online payments.
13	Upgraded roadway patching program to include milling and paving full lane widths (50-100 ft. length) of roadway sections to address isolated areas of pavement deterioration.
14	Reduced use of outside vendor services to repair/maintain DPW vehicles & equipment.
15	Obtain training for DPW Bldg Maintenance staff on New City Hall MEP/HVAC equipment. Including as built drawing, owner manuals, and preventive maintenance requirements.
16	Manage the design and construction of the 194-space Centre Square Parking Garage located on Hope St.
17	Procured CT DOT surplus trucks to increase snow operations fleet to maximize Department staffing and minimize use of outside snow plow vendors.
18	Reconstructed Transfer Station resident drop-off area, installed concrete curb to reduce tripping hazards.
19	Bid vendor repair and maintenance services for City street lights using unit payment items, updated quantities, and provisions to reduce cost and improve response time.
20	Implemented a Community Litter Reduction Program, organizing community groups to clean up along City streets. Program used COVANTA grant funds to procure litter collection and safety equipment.
21	Reconfigured staffing to create a second Civil Engineer, eliminating the Assistant City Engineer position in FY2024-25. Once DPW Engineering Division has two Civil Engineers obtain engineering licenses, and are fully qualified as Assistant City Engineers, it is DPW's intent to have no Civil Engineer, and instead have two Assistant City Engineers.
22	Continued Public Works staff recognition program.
23	Participated in Building Committee design and construction of a new Fire House No. 3 (Forestville) and Animal Control Facility.
24	Increased staff safety training, and implemented new safety procedures required per Conn OSHA inspection. Training included tree crew operations in areas of overhead power, lock out tag out procedures, and fall protection for DPW Bldg Maintenance staff.
25	Manage design and construction activity to repair landfill erosion (\$930,000).
26	Oversaw proposed FEMA updated Citywide flood plan maps.
27	Prepared/conducted a comprehensive asbestos inventory and management plan for all City buildings. Project includes program to train all existing and new staff.



Department of Public Works | 860.584.6125

28	Participate in the State's "Complete Street" grant program. Fully funded through a grant, the Complete Street Program promotes and supports safe pedestrian and bike use of City streets, through education and the design of streets.
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Summary of Fiscal Year 2024-2025 Requests:

1	Labor contract adjustments in regular and part time wages
2	Labor contract adjustments in DPW Engineering regular wages account to decrease salary account associated with City Council approval to hire a second Civil Engineer in lieu of an Assistant City Engineer. The modification reduces DPW regular wages by approximately \$28,119 in FY2024-25. When (if) both Civil Engineers become licensed engineers and qualified as Assistant City Engineers, future DPW salaries will increase by approximately \$28,119 relative to FY2023-24.
3	Increase funding for DPW Engineering overtime inspection time for required CIP sidewalk and capital improvement drainage projects. Inspection of work associated with roadway resurfacing charged to Major Road Maintenance account.
4	Electrical utility cost increases due projected utility company cost increases (25%).
5	Telephone and emergency communications, cost increases to support elevator, and building's emergency communication requirements at City Hall and Parking Garages.
6	Building Maintenance supply cost increase to support building preventive maintenance.
7	Utilize Road Improvement Funds (RIF) to procure a walk behind asphalt cutter and a pavement compactor.
8	Increase in overtime cost in the Solid Waste and Bldg Maintenance Divisions.
9	Decrease in Household Hazardous Waste collection cost.
10	Increase environmental testing and monitoring cost to comply with new CT DEEP landfill stewardship permit requirements.
11	Natural gas increase to heat DPW operations building due to elimination of use of waste oil.
12	Motor vehicle cost increase associated with increased cost of parts, and the Department's continued decrease of vendor repair services.
13	Increase program supply fund due to road salt material increase of 4.4%.
14	Increase in rubbish disposal. City rubbish is disposed of at Covanta through a long-term contract with Bristol Resources Recovery Facility Operating Committee (BRFFOC). The FY2023-24 disposal rate was \$72.80/ton, the FY2024-25 rate is \$74.20/ton. The current market rate is approximately \$110/ton. The existing disposal contract expires in 2034.
15	Increase expenditure cost of construction debris and tire disposal cost at the Transfer Station.

Fiscal Year 2024-25 Goals:

1	Continue process of establishing formal written policy and procedures of Department operations. Implement best management practices to improve levels of service, increase efficiencies and expand staff training.
2	Expand development of Department's Reduce, Re-use, and Recycle (RR and R) program, increase student/BOE outreach and education programs, enlarge targeted collection programs for items such as Electronic Recycling and Plastic Recycling. Increase awareness of composting, through partnership programs with City Garden clubs, Parks Department, and BOE on the Department's outdoor classroom initiative. RR and R program development includes benchmarking and quantitating savings of solid waste reduction
3	Maintain existing pavement management/resurfacing program to improve surface conditions of City roadways
4	Continue implementation/startup of Asset Management for DPW Engineering Division's Assets (roadway pavement, storm drainage, street lights, and bridges/culverts; building facilities; and fleet vehicles/equipment). Includes specified preventive maintenance program and system to track service requests, manage parts inventory & warranties, calculate and monitor regular wage & overtime labor cost associated with other buildings utilizing Asset Management.
5	Support and assist ECD to implement projects that support economic development
6	Obtain grants to fund/support DPW CIP projects. In particular, construction of a downtown bike/pedestrian path interconnecting Rockwell Park, West End, Brackett Park, Mem Blvd, and Middle Street
7	Complete final phase of re-write of City Zoning Regulations.
8	Expand storm drainage/catch basin cleaning program.
9	Improve roadway curbing repair/replacement program.
10	Pursue grant funding to establish a municipal food collection pilot program. The City's current rubbish disposal cost is approximately 35% below current market pricing. However, the City's existing contract expires in 2034. Implementing food/organic waste collection appears to be a major priority of CT DEEP. However, DPW and the BPW remain concerned with increased costs of potential CT DEEP required organic collection programs. DPW continues to assess the viability, effectiveness, and impact of City organic waste collection program.
11	Continue program to rotate use of Division rear packer refuse truck for bulk pickup to reduce vehicle breakdowns/increase rear packer reliability. Weekly solid waste collections are performed utilizing automated (one arm) solid waste trucks. The Division utilizes older rear packer trucks for collection of bulk pick-ups, leaves, and Christmas trees. Seasonal/limited use of vehicles increase breakdowns.
12	Investigate/implement procurement policies/procedures to purchase used vehicles, and formalize used-part procurement policy.
13	Develop master/future development plan for DPW's V. P. Kelly Road operation facility.
14	Provide employee training to limit over-application of salt.
15	Continue expansion of snow operations fleet to maximize use of staff, and minimize use of outside private snow plow vendors.
16	Investigate/assess use of private contractors to plow BOE facilities, including procuring contractors to plow/treat schools during all snow events. Current BPW policy is to utilize contractors only when snow exceeds 3-4 inches.
17	Expand major roadway work to include replacement of roadway curbing to maintain curb reveal. Roadway curbing replacement will also include limiting concrete curb to the Federal Hill section of the City.
18	Minimize street light outages (repair time) by improving coordination with City vendor and Eversource Electric.
19	Investigate measures to reduce recycling processing and rubbish disposal fees. The City's exposure to increased recycling cost has stabilized in the FY2024-25 budget. However, exposure to future elevated rubbish cost is high (currently paying substantially below market rate). Measures to reduce solid waste disposal costs are a function of the national/international market and regional/State regulations and State funding.



Department of Public Works | 860.584.6125

20	Continue to investigate installation of solar PV array on landfill to either reduce City electrical cost or provide lease payments to reduce transfer station operating costs.
21	Improve account tracking/coordination with Comptroller/Purchasing Offices during fiscal year end close out to ensure real-time availability of account information

Long Term Goals:

1	Prepare policies and procedures to obtain APWA Public Works Certification.
2	Continue roadway pavement management program to improve pavement surface conditions of City roads
3	Continue to preserve open space with the use of zone changes utilizing the Open Space Development (OSD) Overlay Zone regulations.
4	Integrate City departments further into the participation of the Sustainable CT program and actions, thereby leveraging city-wide resources/departments in the creation and implementation of City sustainability initiatives.
5	Establish a long-term capital improvement program for all building facilities for the replacement of equipment assets and infrastructure, including but not limited to: HVAC equipment, roofing systems, underground storage tank removals, fire safety systems, elevators, windows, and doors.
6	Develop in-house training program (heavy and light equipment operators). Including CDL training program for new hires.
7	Investigate equipment to replace use of rear packer refuse trucks for special (bulk pick-up, leaf, and Christmas tree) collections.
8	Investigate/develop a rubbish disposal plan in conjunction with BRFFOC that will be in place after expiration of COVANTA's contract in 2035. Investigation includes monitoring and assessing CT DEEP's solid waste initiatives to implement organic collection programs and "pay as you throw" residential programs.
9	Implement measures to improve efficiencies to reduce fleet fuel/energy cost, including investigating use of alternative fuel/electric vehicles.
10	Analyze use of GPS for snow operation vendors to monitor location and work performed, and install GPS on City vehicles
11	Investigate alternatives for roadway surface treatments
12	Replace City rail road originally installed 100- and 107-pound rail with 115-pound rail line.
13	Prepare A2 Survey (as-built) conditions of rail line. Mapping of entire rail line
14	Improve roadway pavement markings on City roads to support autonomous and self-driving vehicles.
15	Investigate and implement street light technologies associated with dimmer control street lights and public wi-fi access.

16	Construct local/regional recycling process facility to reduce/control cost. Utilization of City rail system may serve as an opportunity to decrease transportation cost.
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Please feel free to contact me at 860-584-6113 regarding any questions or concerns.

CITY OF BRISTOL
FISCAL YEAR 2024-2025 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013010

Division: Administration

Fiscal Year 2023-24 Accomplishments:

- Expanded support of administrative functions to the Streets, Solid Waste, Building, and Engineering Divisions.
- Implement Asset Management for DPW's Administrative Division (resident service request system) and provide administrative support to the Department's Engineering, Fleet, and Building Maintenance Divisions.
- Facilitate moving office back into the renovated City Hall.
- Obtained new online provider for the Department's online & in-office credit card payments. Including re-establishing transfer station online payments.
- Managed the Department's Community Litter Reduction Program, organizing community groups to clean up along City streets. Program used COVANTA grant funds to procure litter collection and safety equipment.
- Support Board of Public Works' modifications to the Department's Transfer Station permit fees and residential/commercial permit classification. Project included streamlining the Commercial & Residential permits, they now receive notices through email when the permit expires. This eliminates businesses getting turned away at the transfer station for an expired permit.
- Continued to improve Public Works (PW) communication with residents via social media (Facebook page - Facebook.com/BristolPW, Twitter (@BristolPW), and mailing lists created using CivicPlus, the City's web provider. Including off-hours (emergency) communication with residents during extreme weather events.
- Provided revamped "Welcome Packages" to new homeowners in Bristol to promote the services that the City of Bristol has available.
- Provided public outreach and education regarding Pay As You Throw at the Transfer Station, "What's In/What's Out" recycling guidance, and Recycle Coach usage.
- Continued to expand use of online complaint reporting through seamless docs for illegal bulk reporting, barrels on the curb too long, basketball hoops, and improper recycling in barrels.
- Managed shredding & electronic events at City Farmer's Market.
- Increased employee training and education for all departments. PW Administrative staff attended the National American Public Works Association conference.
- Continued to implement employee recognition program.
- Implemented the use of digital forms and applications to increase residential access to Department services via the website. Converting Landuse and Engineering applications to digital format.
- Continued the outdoor classroom and garden project. We are working with BAIMS
- Continue Community Litter Cleanup program.

Summary of Fiscal Year 2024-2025 Request:

- Labor contract adjustments in regular and part time wages.
- Increase anticipated revenues from the Department of Public Works, resident funded, yard waste collection program.
- Annual fee to support the Department's Asset Management software provider.

Fiscal Year 2025 Goals:

- Continue process of establishing formal written policy and procedures of Department operations.
- Continue Code Enforcement duties, collection of fees/fines for violations of solid waste & grocery cart Ordinance violations.
- Identify deficiencies in processes, and enable residents to take advantage of self-service when possible.
- Expand development of Department's Reduce, Re-use, and Recycle (RR and R) program, increase student/BOE outreach and education programs, enlarge targeted collection programs for items such as Electronic Recycling and Plastic Recycling. Increase awareness of composting, through partnership programs with City Garden clubs, Parks Department, and BOE on the Department's outdoor classroom initiative. RR and R program development includes benchmarking and quantitating savings of solid waste reduction.
- Enhance processing of account payables/cross-training staff.
- Continue initiative to create a paperless office. Including scanning and file management of existing documents.
- Create a dedicated Reduce Reuse Recycle social media page, branching off the current Department of Public Works social media to focus on recycling and sustainability.

Long Term Goals:

- Prepare policies and procedures to obtain APWA Public Works Certification.
- Expand programs to enable residents to utilize self-service where possible. Enhance seamless docs to add more online services.
- Increase communication and information provided to City residents associated with Public Works services.
- Enhance the Department's Reduce, Re-use and Recycle Programs to include programs videos that can be utilized in schools for student's curriculum. Program

**CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013011

Division: Engineering

Fiscal Year 2023-24 Accomplishments:

- Managed the Department’s annual road improvement program consisting of: roadway milling, paving, storm drainage upgrades, and permanent patch program. As part of the Department’s asset management system, each roadway section of the City Street network (234 miles) is rated on a scale from 1-100 and is used to prioritize and select the proper treatment implemented as part of DPW’s annual major roadway improvement program. The current rating of City roadways is 81.20.
- Substantially complete Memorial Blvd Bridge, a signature bridge serving as a gateway into the City’s downtown Memorial Blvd Park area.
- Implement Asset Management for DPW Engineering Division’s Assets (roadway pavement, storm drainage, street lights, and bridges/culverts).
- Upgraded roadway patching program to include milling and paving full lane widths (50-100 ft. length) of roadway sections to address isolated areas of pavement deterioration.
- Participate in the State’s “Complete Street” grant program. Fully funded through a grant, the Complete Street Program promotes and supports safe pedestrian and bike use of City streets, through education and the design of streets.
- Leveraged use of grant funds to design and complete CIP projects:
 - CMAQ - Traffic signal upgrades \$3,400,000 fully funded
 - State Community Conductivity Grant – Sidewalk and ADA ramp improvements \$439,000 & \$794,000 awarded, fully funded.
 - State/Local Bridge - Jerome Ave Bridge \$2,970,000, 50% grant funded
 - Fed/Local Bridge Program – Mellen St Bridge \$2,200,000, 100% funded
 - Federal/Local Bridge – East Rd Bridge \$4,600,000, fully funded.
 - LOTCIP Downs Street Bridge – \$2,300,000, fully funded construction.
 - LOTCIP – Woodland Street Sidewalks \$340,000, fully funded
 - LOTCIP – Wolcott St Reconstruction \$3,200,000, fully funded.
 - State/Local Bridge – Lake Ave \$1,400,000, 50% funded.
 - LOTCIP Divinity Street Culvert \$950,000, fully funded.
- Formalized DPW policies approved by the Board of Public Works associated with roadway, drainage, retaining wall, and sidewalks, as well as updating the City Street Ordinance.
- Implemented ADA Sidewalk Transition Plan, to comply with State requirements and current ADA standards, to replace deteriorated ADA ramps.
- Provided employee training for roadway pavement, storm water regulation, OSHA safety, and soil compaction testing/requirements. In addition, the City Engineer attended the National APWA conference.
- Reduced backlog of Capital Improvement Projects (storm drainage, roadway reconstruction, streetscape, and bridges).
- Revised City Land Use regulations to comply with the State’s Department of Energy and Environmental Protection (DEEP), associated with Municipal Separate Storm Sewer System (MS4) program requirements.
- Administered Department of Public Works Major Road Improvement, Railroad Maintenance, Line Painting, and Street Lighting programs.
- Provided engineering services to other City Departments, such as Economic and Community Development (ECD), Parks Department, and Board of Education.
- Updated the City’s Street Ordinance to confirm with current standards, support downtown development and storm water requirements.
- Updated City-wide Inland Wetlands mapping used to determine regulatory limits/permit requirements.
- Administer resiliency grant (\$250,000) to evaluate engineering measures along the Pequabuck River & Coppermine Brook, and provide public education on available City, State, and FEMA resources.
- Oversaw proposed FEMA updated citywide flood plan maps.
- Reconfigured staffing to create a second Civil Engineer, eliminating the Assistant City Engineer position in FY2024-25. Once DPW Engineering Division has two Civil Engineers obtain engineering licenses, and are fully qualified as Assistant City Engineers, it is DPW’s intent to have no Civil Engineer, and instead have two Assistant City Engineers.
- Administer Recreational Bike grant (\$360,000) to design a bike/pedestrian path interconnecting Rockwell Park, West End, Brackett Park, Mem Blvd, and Middle St.

Summary of Fiscal Year 2024-25 Request:

- Labor contract adjustments in regular wages. DPW Engineering regular wages account includes a decrease associated with City Council approval of hiring a second Civil Engineer in lieu of an Assistant City Engineer. The modification reduces DPW regular wages by approximately \$28,119 in FY2024-25. When (if) both Civil Engineers become licensed engineers and qualified as Assistant City Engineers, future DPW salaries will increase by approximately \$28,119 relative to FY2023-24.
- Increase funding for DPW Engineering overtime inspection time for required CIP sidewalk and capital improvement drainage projects. Inspection of work associated with roadway resurfacing charged to Major Road maintenance account.
- Capital Improvement Project (CIP) utilizing RIF to install storm drainage on O’Sullivan Street extending the Brace Ave storm drainage CIP project limits. In addition, initiate LOTCIP projects (engineering) to reconstruct radius at Clark Ave & J.P. Casey Road and replace asphalt sidewalks on Burlington Ave (Ladner to Glen) with City standard concrete sidewalks.

Fiscal Year 2024-25 Goals:

- Fully staff division positions to meet required level of service. Procure services of engineering employment recruiter to assist City filling currently vacant engineering positions.
- Maintain existing pavement management/resurfacing program to improve surface conditions of City roadways.
- Prepare formal policy and procedures approved by the Board of Public Works associated for roadway construction/surfacing and storm drainage projects/operations.
- Continue implementation/startup of Asset Management for DPW Engineering Division’s Assets (roadway pavement, storm drainage, street lights and bridges/culverts).
- Update City roadway and utility standards and details, and rewrite City roadway ordinance to reflect current Department and industrial standards.
- Streamline and improve Division permit process through online permitting.
- Support and assist ECD to implement projects that support economic development
- Expand employee training program (roadway reconstruction/paving, project management (budgets), including OSHA safety.
- Improve and expand public access to the Department of Public Works Graphical Information System (GIS).
- Obtain grants to fund/support DPW CIP projects. In particular, construction of a downtown bike/pedestrian path interconnecting Rockwell Park, West End, Brackett Park, Mem Blvd, and Middle St.

Long Term Goals:

- Continue roadway pavement management program to improve pavement surface conditions of City roads.
- Increase training and education of Engineering Division staff.
- Obtain grants to improve public facilities, infrastructure, and roadway conditions.

CITY OF BRISTOL
FISCAL YEAR 2024-2025 OPERATING BUDGET
PRELIMINARY BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013012

Division: Landuse

Fiscal Year 2023-24 Accomplishments:

- 534,000 s.f. of new development projects guided through the Land Use process:
 - 152,000 s.f. – Mixed use development at North Main Street/Hope Street.
 - 108,350 s.f. – 77 senior dwelling units with underground parking at Jennings Road.
 - 101,000 s.f. – 74 senior dwelling units on Camp Street.
 - 71,900 s.f. – Municipal parking structure at 30 Hope Street.
 - 26,000 s.f. – Medical office 5,500 s.f., restaurant and 3,500 s.f. car wash at 1265 Farmington Avenue.
 - 25,000 s.f. – Trucking and courier services facility at 347 Lake Avenue.
 - 16,870 s.f. – Building addition for existing adult day care center at 390 Lake Avenue.
 - 9,600 s.f. – Motor vehicle repair and service facility at 375 Lake Avenue.
 - 8,500 s.f. – 11 - two-bedroom dwelling units at 15 Haviland Street.
 - 5,460 s.f. – Mixed use development at Clark/Terryville Avenues
 - 20 lot – Subdivision (Cold Spring Farm/Phase 4) west of Village St. and Silo Rd.
- Facilitated an update of the Bristol Zoning Regulations:
 - The update focused on the re-formatting of the document, correcting errors and omissions, ensuring compliance with statutory changes, and providing more visual guidance.
 - The existing regulations were cumbersome to use, lacked clarity in many areas, were not compliant with statutes, and lacked specific regulations for some uses.
 - The update of the Zoning Regulations was recommended by the Planning Commission in the 2018 Plan of Conservation and Development.
 - The update will make it easier for applicants, the Commission, and staff to use.
- As mandated by P.A. 21-29, staff delivered 4-hours of training to the various Land Use Boards and Commissions. Among the topics explored were:
 - Overview of the powers, duties and functions of Boards and Commissions.
 - Public Hearing procedures and protocols
 - Fair Housing
 - Affordable Housing

Summary of Fiscal Year 2024-25 Request:

- Adequately fund the advertising and overtime accounts.
- Increase printing/binding account to assist in the zoning update/rewrite process.
- Modest increase to the office supply account to keep pace with the need for supplies.

Fiscal Year 2024-25 Goals:

- Begin Phase 3 of the update of the Zoning Regulations.
- Continue to live stream Land Use meetings via Zoom in order to increase meeting accessibility for the public, applicants and Board and Commission members.
- Continue to promote transparency in the land use process by utilizing the existing Land Use Board and Commission websites to disseminate timely application information and updates.
- Continue to offer applicants pre-application meetings and site walks with staff prior to the formal application submission; this process will facilitate and increase the applicant’s knowledge of the various regulatory requirements.

Long Term Goals:

- Seek out on-going training and educational opportunities for all Board and Commission members.
- Examine additional opportunities to update and improve procedures that make the land use process more efficient and responsive to constituent needs.
- Continue to preserve open space with the use of zone changes utilizing the Open Space Development (OSD) Overlay Zone regulations.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013015

Division: Streets

Fiscal Year 2023-24 Accomplishments:

- Improved maintenance response time for addressing pavement patches, bituminous curbing, and driveway aprons, along with storm drainage, retaining walls, concrete sidewalks, roadway milling, and asphalt patching projects.
- Expanded program to mill and pave large roadway sections (full lane width) to improve pavement conditions.
- Increased storm drainage replacement in preparation of DPW's Major Roadway Maintenance (paving) Program.
- Implemented Asset Management for DPW Street Division's Assets (roadway pavement, storm drainage, and trees).
- Increased staff safety training, and implemented new safety procedures required per Conn OSHA inspection. In particular, tree crew operations in areas of overhead power.
- Formalized DPW policies approved by the Board of Public Works associated with roadway maintenance, right-of-way management, and City tree maintenance.
- Assisted in preparation/updating City Street Ordinance.
- Utilized sign shop to assist city-wide departments (Parks, Economic and Community Development, Police Department, and Library).
- Performed right-of-way lawn maintenance and spring street sweeping program.
- Supported major road infrastructure improvements (roadway reclamation and traffic control).
- Maintained City-operated storm water detention ponds. Increased maintenance to three times a year.
- Repaired concrete and asphalt curbing. Expanded repair to concrete slip curbing, work previously performed by outside vendors.
- Performed exterior cleanup and lawn maintenance in response to City blight ordinance violations/orders.
- Reconstructed transfer station parking, access drive, and curbed drop-off area.
- Construct bio-swale and retaining wall stabilization project in Rockwell Park and bio-pond (grant funded) at Edgewood School.

Summary of Fiscal Year 2024-2025 Request:

- Labor contract adjustments in regular wages and overtime cost increases.
- Utilize Road Improvement Funds (RIF) to procure a walk behind asphalt cutter and a pavement compactor.
- Feet capital funding request to replace Street Division equipment/ vehicles to maintain level of service, improve safety & increase efficiency (10 wheel dump truck, crew cab tree bucket truck, tractor (used), stump grinder, & asphalt hot box).

Fiscal Year 2024-25 Goals:

- Improve maintenance of City roads to reduce service requests and improve public safety.
- Investigate use of equipment, and implement procedures to improve workers' safety.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training
- Implement best management practices to improve levels of service and increase efficiencies.
- Expand storm drainage/catch basin cleaning program.
- Improve roadway curbing repair/replacement program.

Long Term Goals:

- Implement use of technology to improve efficiency and increase the level of service provided to residents.
- Develop in-house training program (heavy and light equipment operators).

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013016

Division: Solid Waste

Fiscal Year 2023-24 Accomplishments:

- Maintained level of service for weekly municipal refuse, recycling, bulk, and yard waste collection.
- Managed annual leaf collection program to eliminate overtime.
- Reduced the amount of illegal bulk within the City by promoting the Division's bulk collection program and increasing the enforcement of illegal bulk activity.
- Oversaw construction of landfill erosion repairs (\$930,000).
- Improved vehicle safety inspections to ensure rear backup cameras operate correctly.
- Maintained compliance with Connecticut Department of Energy and Environmental Protection (DEEP) environmental permits and regulations.
- Increased inspection and collection of illegal bulk. Audited residential recycling to ensure compliance with ordinance, and estimated values in Bristol Resource Recovery Facility Operating Committee (BRRFOC) recycling processing contract.
- Held annual Household Hazardous Waste event, servicing 603 vehicles (largest HHW collection to date), with 262 of them being Bristol residents.
- Replaced Solid Waste bulk truck to ensure reliability of illegal bulk and scheduled bulk collections. In addition, the bulk truck dramatically reduces the potential for staff injuries associated with lifting heavy loads. Division will maintain the existing bulk truck for Street Division use.
- Increased employee education and training (safety, vehicle preventive maintenance, and customer service for transfer station attendants), and developed training program for new staff.
- Submitted grant application to fund a municipal food waste pilot collection program to reduce Covanta waste disposal cost. The City was NOT awarded a grant for food waste collection. Implementing food/organic waste collection appears to be a major priority of CT DEEP. However, DPW and the BPW remain concerned with increased costs of potential CT DEEP required organic collection programs. DPW continues to assess the viability, effectiveness, and impact of City organic waste collection program.
- Established preventative vehicle maintenance procedures to ensure greasing on vehicle equipment.
- Coordinated with Covanta to limit impact of rubbish disposal lines in order to reduce overtime.

Summary of Fiscal Year 2024-25 Request:

- Labor contract adjustments in regular wages.
- Increase in overtime cost and decrease in other wage account.
- Decrease in Household Hazardous Waste collection cost.
- Increase environmental testing and monitoring cost to comply with new CT DEEP landfill stewardship permit requirements.
- Feet capital funding request to replace an automated rubbish/recycling truck and front end loader for use at the transfer station to maintain fleet reliability.

Fiscal Year 2024-25 Goals:

- Reduce service requests associated with weekly collection of municipal refuse and recyclables.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Increase enforcement to reduce illegal bulk activity throughout the City.
- Promote reduce, reuse, recycle programs to reduce the amount of municipal solid waste and single stream recycling.
- Continue program to rotate use of Division rear packer refuse truck for bulk pickup to reduce vehicle breakdowns/increase rear packer reliability. Weekly solid waste collections are performed utilizing automated (one arm) solid waste trucks. The Division utilizes older rear packer trucks for collection of bulk pick-ups, leaves, and Christmas trees. Seasonal/limited use of vehicles increase breakdowns.
- Increase roadside litter collection efforts and support the Department's Community Litter Reduction Program.
- Continue to manage annual leaf collection to eliminate overtime.
- Continue to manage barrel inventory in order to provide all residents with the necessary refuse, recycling, and yard waste barrels.
- Continue to promote Reduce/Reuse/Recycle (RRR) program to reduce municipal solid waste quantities in order to reduce recycling and refuse disposal cost.
- Audit residential recycling barrels to evaluate program/educate residents.
- In accordance with amended ordinance authorization, continue collection of non-renewed yard waste barrels for redeployment.
- Monitor legislative activity and oppose any proposed legislation associated with a Connecticut Department of Energy and Environmental Protection (DEEP) initiative to implement/mandate a "pay as you throw" rubbish disposal system requiring residents to purchase dedicated/paid for colored bags for rubbish collection and collection of residential organic separation program.
- Pursue grant funding to establish a municipal food collection pilot program. The City's current rubbish disposal cost is approximately 35% below current market pricing. However, the City's existing contract expires in 2034. Implementing food/organic waste collection appears to be a major priority of CT DEEP. However, DPW and the BPW remain concerned with increased costs of potential CT DEEP required organic collection programs. DPW continues to assess the viability, effectiveness, and impact of City organic waste collection program.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material.
- Investigate equipment to replace use of rear packer refuse trucks for special (bulk pick-up, leaf, and Christmas tree) collections.
- Reevaluate cost and the number of items collected at transfer station. Increase option to increase sale price (revenue) and the number of items collected at transfer station.
- Maintain automated truck fleet to ensure the quality of service to residents.
- Maintain refuse, recycling, and yard waste barrel inventory.
- Monitor and assess CT DEEP's solid waste initiatives to implement organic collection programs and "pay as you throw" residential programs.

**CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013017

Division: Fleet Maintenance

Fiscal Year 2023-24 Accomplishments:

- Maintained Fleet vehicles and construction equipment to support service level requirements of the Department’s Streets, Solid Waste, and Snow Operations.
- Implement Asset Management for DPW Fleet vehicle assets.
- Reduced use of outside vendor services to repair/maintain DPW equipment.
- Improved service repairs and delivery time, reduced repeat repairs.
- Updated multi-year vehicle and equipment replacement program, analyzing and outlining service needs of the department.
- Provided training to new mechanics and mechanic support staff.
- Increased staff safety training and procedures to comply with Conn OSHA inspection requirements.
- Procured surplus vehicles from Bristol Police Department and the CT DOT for use by the Department’s Engineering, Streets, and Fleet Divisions.
- Managed supply change shortages in parts/vehicles and equipment.
- Expanded service to Police Department vehicles preventive maintenance.
- Rented specialized equipment to supplement operations

Summary of Fiscal Year 2024-2025 Request:

- Labor contract adjustments in regular wages.
- Electrical utility cost increases due projected utility company cost increases (25%).
- Natural gas increase to heat DPW operations building due to elimination of use of waste oil.
- Motor vehicle cost increase associated with increased cost of parts, and the Department’s continued decrease of vendor repair services.
- Construction of multi-use/storage building at garage facility requested as part of the Capital Improvement Program. Proposed metal 200 ft. by 60 ft. building will be used by Police Department to hold impounded and detective vehicles, and will replace DPW Fleet’s existing deteriorated wooded Quonset-hut storage facility, and provide additional mechanic bays.
- Install a dedicated truck/vehicle wash facility. The wash bay would be available to all City Departments (Police, Fire, Water/Sewer, Parks, Building, and DPW) to extend vehicle life/reduce vehicle replacement program cost.

Fiscal Year 2024-25 Goals:

- Maintain inventory, streamline parts and fluids, requisition for repairs of City vehicles and equipment maintained by Public Works.
- Implement an asset management system to track equipment downtime, service requests, parts inventory, schedule routine maintenance, and establish service life.
- Review vendor repair procurement procedures/processes for vehicle and equipment.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Reduce outsourcing of vehicle repairs.
- Improve current services to share Fleet Division services with other City departments to increase efficiencies and reduce cost.
- Investigate/implement procurement policies/procedures to purchase used vehicles, and formalize used-part procurement policy.
- Develop master/future development plan for DPW’s V. P. Kelly Road operation facility.

Long Term Goals:

- Implement measures to improve efficiencies to reduce fleet fuel/energy cost, including investigating use of alternative fuel vehicles.
- Develop performance metrics for Fleet functions.
- Investigate use of electric vehicles including electric heavy equipment and impact on the Department’s fleet repair facility.

**CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013018

Division: Snow Removal

Fiscal Year 2023-24 Accomplishments:

- Maintained level of service of snow operations to ensure safety of traveling public within the City.
- Improved coordination with BOE parking lot for snow removal/treatment operations.
- Coordinated storm weather forecast reports with employee overtime call-ins to improve response time.
- Completed project to re-roof/upgrade Vincent P Kelly Road salt dome.
- Improved response for emergency road treatments. Monitor weather services to coordinate staff scheduling of snow/roadway treatment operations.
- Developed and instituted a plow vendor rate adjustment for fuel, and improved advertising for solicitation of plow vendor services.
- Installed a salt brine treatment system to increase roadway treatment options on City roads.
- Procured CT DOT surplus trucks to increase snow operations fleet to maximize Department staffing and minimize use of outside snow plow vendors.
- Procure utility trailer to transport sidewalk clearing equipment.

Summary of Fiscal Year 2024-25 Request:

- Increase program supply fund due to road salt material increase of 4.4%.
- Feet capital funding request to procure 10 wheel dump truck to maintain level of snow removal service. Truck also serves DPW Street Division's roadway maintenance / construction activities.

Fiscal Year 2024-25 Goals:

- Provide employee training to limit over-application of salt.
- Develop performance metrics for snow operations, including tracking and advising individual plow drivers of salt use.
- Investigate and implement measures to reduce use of contractors for snow operations.
- Increase the number of plowing contractors, improve solicitation advertisement by including on DPW's/Mayor's webpage and social media.
- Update snow plow vendor rates.
- Continue expansion of snow operations fleet to maximize use of staff, and minimize use of outside private snow plow vendors.
- Investigate/assess use of private contractors to plow BOE facilities, including procuring contractors to plow/treat schools during all snow events. Current BPW policy is to utilize contractors only when snow exceeds 3-4 inches.

Long Term Goals:

- Investigate implementing a policy of mandatory call-in/overtime for employees during winter operations.
- Analyze use of GPS for snow operation vendors to monitor location and work performed.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works Org: 0013019

Division: Major Roads

Fiscal Year 2023-24 Accomplishments:

- Administered Department of Public Works expanded Major Road Improvement programs, funding increased through a State grant and Municipal Town Road Aid.
- Maintained procedures to improve/repair utilities located on City streets prior to performance of major road maintenance.
- Crack seal designated City streets (wide latitudinal cracking) to eliminate water infiltration of base.
- Maintained City Roadway Condition Rating of 81.2 (scale 1-100)
- Utilize State DAS contracts to perform roadway reclamation to reduce City cost, engineering design services and expedite construction.
- Increase DPW Street Division repair of large roadway sections, milling and paving full lane width road section approximately 100-150 ft long.
- Experimental use of low/reduced heat type asphalt installation in accordance with pending EPA regulations.

Summary of Fiscal Year 2024-2025 Request:

- Maintain existing level of City funding and optimize use of State grants to improve road surface conditions.

Fiscal Year 2024-25 Goals:

- Expand major roadway work to include replacement of roadway curbing to maintain curb reveal. Roadway curbing replacement will also include limiting concrete curb to the Federal Hill section of the City.
- Improve roadway repairs impacted by utility patches (expand roadway repair area beyond utility trench to include roadway defects).
- Improve resident public notification procedures to inform the public of planned roadway and drainage projects.
- Expand DPW Streets Division program to mill and pave roadway sections (curb to curb, full lane width).
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.
- Continue program to improve storm drainage prior to roadway resurfacing and expand utility replacement coordination with the City's Water/Sewer Department.

Long Term Goals:

- Maintain current Roadway Condition Rating of City roads.
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013020

Division: Railroad Maintenance

Fiscal Year 2023-24 Goals and Accomplishments:

- Completed capital improvement project to reconstruct Route 6 railroad crossing.
- Upgraded rail line (replace rail ties, rails, plates, switch crossing and replace crossing (including drainage) at Pequabuck golf course to address deficiencies identified in monthly inspection to maintain Class I level service.
- Completed pavement repairs at Minor Street crossing.

Summary of Fiscal Year 2024-25 Request:

- Maintain FY2022-23 level of funding for repair/maintenance work.

Fiscal Year 2024-25 Goals:

- Maintain railroad level of service (Class I) and maintain rail line safety.
- Improve coordination with new rail operator (Genesee & Eastern Railroad).
- Expand/establish written policies and standard operating procedures to improve operations and enhance training

Long Term Goals:

- Replace originally installed 100 and 107 pound rail with 115 pound rail line.
- Upgrade LED flashers at Route 6 crossing.
- Prepare A2 Survey (as-built) conditions of rail line. Mapping of entire rail line currently not available.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Public Works

Org: 0013027

Division: Line Painting

Fiscal Year 2023-24 Accomplishments:

- Engineering Division oversees the installation of epoxy paint pavement markings in accordance with Manual on Uniform Traffic Control Devices (MUTCD) standards (cross walks, stop bars, roadway center lines, edge lines, and traffic signal markings). Modifications to existing roadway pavement markings require approval from the Legal Traffic Authority (Police Department/Police Board).
- Maintained existing roadway pavement markings to ensure vehicle safety traveling City roadways.
- Utilized City staff to perform pavement markings in parking lots and emergency conditions.
- Obtained pavement marking tap to delineate pedestrian cross walks.
- North Main pavement marking to support streetscape project (Center St to Hope St/ Laurel St).

Summary of Fiscal year 2024-25 Request:

- Maintain level of funding. Pavement marking on paved roadways is funded though the Road Infrastructure Funds as part of the City's road resurfacing program.

Fiscal Year 2024-25 Goals:

- Inspect and evaluate existing roadway pavement markings for deficiencies.
- Recommend/coordinate modification to pavement markings with Police Department Traffic Control Division to improve safety.
- Maintain the Department of Public Works Graphical Information System (GIS) pavement marking layer.
- Maintain roadway pavement marking program to ensure compliance with MUTCD standards.

Long Term Goals:

- Improve roadway pavement markings on City roads to support autonomous and self-driving vehicles.
- Implement pavement marking asset management system.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Public Works Org: 0013040

Division: Street Lighting

Fiscal Year 2023-24 Accomplishments:

- Engineering Division manages City LED street lighting system (repair street light outages and coordinate installation of new lights).
- Bid vendor repair and maintenance services using unit payment items, with updated quantities and provisions to reduce cost and improve response time.
- Implemented measures to standardize street lights on newly-constructed subdivision roads.
- Assigned Engineering inspection staff with day-to-day coordination task of overseeing City Street lights.
- Establish repair part inventory to expedite light repair (electrical drivers).

Summary of Fiscal Year 2024-25 Request:

- Electrical utility cost increases due projected utility company cost increases (25%).

Fiscal Year 2024-25 Goals:

- Maintain LED street light level of service on City streets.
- Address need for additional street lighting in areas where there are no utility poles.
- Develop program to inspect and replace (as required) existing stand-alone light poles located within residential subdivisions.
- Minimize street light outages (repair time) by improving coordination with City vendor and Eversource Electric.
- Improve communication/coordination with Eversource to improve City budgeting associated with Eversource pole replacement and maintenance.
- Increase schedule requirements associated with developer installation of street lights in new subdivisions.
- Maintain LED street light layer on the Department of Public Works Graphical Information System (GIS).

Long Term Goals:

- Investigate and implement street light technologies associated with dimmer control street lights and public wi-fi access.
- Improve energy efficiency of street lights to reduce electrical costs.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: Solid Waste Disposal Fund

Org: 1213016

Fund: Special Revenue Fund

Fiscal Year 2023-24 Accomplishments:

- Submitted grant application to fund a municipal food waste pilot collection program to reduce Covanta waste disposal cost. The City was NOT awarded a grant for food waste collection. Implementing food/organic waste collection appears to be a major priority of CT DEEP, however DPW and the BPW remain concerns with increased costs of potential CT DEEP required organic collection programs. DPW continues to assess the viability, effectiveness and impact of City organic waste collection program.
- Monitor legislative activity and oppose any proposed legislation associated with a Connecticut Department of Energy and Environmental Protection (DEEP) initiative to implement/mandate a “pay as you throw” rubbish disposal system requiring residents to purchase dedicated/paid for colored bags for rubbish collection and collection of residential organic separation program.
- Developed “Reduce, Reuse, and Recycle” (RR and R) community education program to promote reduction in solid waste disposal. The RR and R education includes the implementation of a “Trash to Treasure” program, recycling app, school garden, and compost seminars.
- Managed impact of fluctuation in commodity prices and impact of such on recycling processing cost.

Summary of Fiscal year 2024-25 Request:

- Increase in rubbish disposal. City rubbish is disposed of at Covanta through a long term contract with Bristol Resources Recovery Facility Operating Committee (BRFFOC). The FY2023-24 disposal rate was \$72,80/ton, the FY2024-25 rate is \$74.20 /ton. The current market rate is approximately \$110/ton. The existing disposal contract expires in 2034.

Fiscal Year 2024-25 Goals:

- Investigate measures to reduce recycling processing and rubbish disposal fees. The City’s exposure to increase recycling cost has stabilized in the FY2024-25 budget, however exposure to future elevated rubbish cost is high (currently paying substantially below market rate). Measures to reduce solid waste disposal costs are a function of the national/international market and regional/State regulations and State funding.
- Implement program to promote the reduction of municipal solid waste in order to reduce recycling and refuse disposal costs.
- Pursue grants to fund a municipal food waste collection program.
- Implement/investigate measures to reduce cost associated with disposal of municipal single stream recycling.
- Address City’s concern with Covanta’s proposed CT DEEP permit to process medical waste by requesting additional air monitoring if proposed Covanta permit application is approved by CT DEEP.
- Increase public education associated with updated solid waste ordinance.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material, and reduce impact on the environment.
- Construct local/regional recycling process facility to reduce/control cost. Utilization of City rail system may serve as an opportunity to decrease transportation cost.

Department: Public Works – Transfer Station Org: 1363016

Division: Special Revenue Fund

- Maintained compliance with CT Department of Energy and Environmental Protection (DEEP) environmental permits and regulations.
- Reconstructed/repaired concrete curb along residential drop off areas to reduce tripping hazards.
- Implemented on-site processing of woody debris and leaf materials at the transfer station.
- Sold generated compost, and wood chips are provided to Covanta Energy to reduce disposal cost.
- Obtain a new vendor for recyclable e-waste collection and clothing
- Improved staff safety training and procedures in accordance with Conn OSHA safety inspection.
- Renewed CT DEEP Landfill Stewardship permit and Transfer Station registration.
- Replaced scale load cell in the outbound scale Fairbanks unit.
- Modify transfer station permits, reclassifying and high residential transfer station users as commercial, classifying non-Bristol residents (property owners) as commercial and adjusting fees.
- Updated/established a virtual server for the Transfer Station's scale software.
- Obtained new provider for Transfer Station online payment system. Investigated and pursue revising system to allow residents the ability to provide Saturday online payments.
- Oversee construction of capital improvement project to repair and eliminate erosion of landfill slopes to maintain compliance with CT DEEP requirements.
- Investigate installation of solar array/panels on DPW landfill.

- Increase revenue projections associated with aluminum and compost and decrease revenue projections associated with residential permit sale, pay as you throw along with the sale of iron.
- Increase funding of rubbish disposal tipping cost. Increase due to increased unit cost of rubbish disposal (COVANTA)
- Increase expenditure cost of construction debris and tire disposal cost.
- Labor contract adjustments in regular & overtime wages.
- Electrical utility cost increases due projected utility company cost increases (25%).
- Feet capital funding request to procure a front end loader to replace existing unit. Maintain level of service (material processing/handling).

- Continue to investigate installation of solar PV array on landfill to either reduce City electrical cost or provide lease payments to reduce transfer station operating cost.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Maintain compliance with CT DEEP environmental permits and regulations.
- Complete construction of capital improvement project to repair and eliminate erosion of landfill slopes to maintain compliance with CT DEEP requirements.
- Increase Trash to Treasure program.
- Manage woody debris to eliminate accumulation of wood chips within the facility.

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material, and reduce impact on the environment.

CITY OF BRISTOL
FISCAL YEAR 2023-2024 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Department: RIF Road Improvement Fund Org: 3063019

Division: Capital Projects Fund

Fiscal Year 2023-24 Accomplishments:

- Administered Major Road Improvement programs, with increased funding through a State grant and Municipal Town Road Aid.
- Maintained procedures to improve/repair utilities located on City streets prior to performance of major road maintenance.
- Maintained City Roadway Condition Rating of 80.4 (Scale 1-100)
- Expand program to mill and pave roadway sections (full lane width/100 ft. lengths) to improve roadway ride ability.

Summary of Fiscal Year 2024-25 Request:

- Maintain funding level and optimize use of state grants and aid to preserve current Roadway Condition Rating of 81.
- Procure a walk behind plate compactor and asphalt saw cutter.

Fiscal Year 2024-25 Goals/challenges:

- Expand program to replace/install curbing as part of Department paving program.
- Improve resident public notification procedures to inform the public of planned roadway and drainage projects.
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.
- Improve account tracking/coordination with Comptroller/Purchasing Offices during fiscal year end close out to ensure real-time availability of account information.

Long Term Goals:

- Maintain current Roadway Condition Rating of City roads.
- Investigate alternatives for roadway surface treatments.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 5, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works
Police Department
FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: **POLICE COMPLEX – CAPITAL IMPROVEMENT**

Attached please find a memorandum prepared by Collier Inc. summarizing an investigation and review of existing City documents associated with the condition of the City’s Police Complex, located on North Main St. Collier Inc.’s investigation includes a field inspection of the building, along with cost estimates that provide a range of cost for preliminary budget purposes. Based on the report, the estimated renovation cost of the existing building is \$41.6 million. The cost to construct a new Police Complex building – without a parking garage – would be approximately \$56.6 million. The estimated cost of a new Police Complex building – with a parking garage – would be approximately \$65.15 million. The need for a parking garage would, in part, be determined on the size of the parcel that the new complex would be built on, and the availability of surface parking. The estimates do not include acquisition of property. However, the estimates do include architect/engineering costs, furniture, audio visual, and specialized facilities associated with a Police Complex, such as a cell holding area and full security infrastructure. Additional investigation, architect, and engineering work, are required to refine the cost estimates.

A link to the previously prepared reports by Desman Associates and Public Works is provided below. As the Board recalls, in addition to concerns associated with the building’s HVAC and electrical systems, there are concerns with the parking garage structure, layout, and space requirements for the Police Department’s future needs.

Desman Parking Garage Evaluation – April 2023:

<https://www.bristolct.gov/DocumentCenter/View/46047/E-PD-GArage>

Public Works – Police Complex Capital Improvement Project, Dated January 9, 2024:

<https://www.bristolct.gov/DocumentCenter/View/46046/Police-Complex-memo-email>

The Department of Public Works notified the City’s Capital Improvement & Strategic Planning Committee (CIP) that the Board of Public Works (BPW) voted at its January 18, 2024 meeting to pursue the construction of a new Police Complex rather than renovating the existing building. DPW staff advised the CIP committee that the Board of Public Works expressed concerns with the condition of the current building, the location of parking above police headquarters, and operation/design of HVAC/MEP systems. DPW stated that the BPW indicated that funding a new building would be a better investment for the City, rather than renovating the existing building, since a renovation would not be an “as-new” renovation. It was also indicated that the BPW was concerned that renovating the existing building would not meet the Police Department’s future space and layout needs.

Public Works notified the CIP Committee that construction of new building on a new/different lot would include the demolition of the existing Police Complex building and the potential construction of a center green on the existing lot. Based on Desman’s report, maintaining the Police Complex building’s parking garage facilities would require approximately \$6,000,000 in renovations for the parking garage alone (not including HVAC/MEP or interior office improvements).

The Public Works Department is coordinating with Desman Associates to prepare an inspection program to manage concerns associated with the condition of the parking garage. Inspection work will be scheduled for April, and will evaluate the structure using the last report as benchmark to monitor the building’s condition.

Collier Inc. is scheduled to present its full findings to the Board of Public Works at its February 15, 2024 meeting.

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

Memorandum

To: Ray Rogozinski

From: Marc Sklenka

cc:

Date: January 24, 2024

Subject: Bristol Police Department Building Option Study

Dear Ray,

Colliers Project Leaders (CPL) performed a high level review of the existing police department facility, located at 131 North Main Street. The purpose of this study was to review / develop:

- The condition of the existing occupied floors (1 and 2)
- The condition of the parking levels (3 & 4)
- The condition of the parking garage ramps
- Any existing reports / information
- Develop total project budgets for a new facility and renovating the existing facility
- Develop project schedules for each option (new versus renovations)
- Identify the pro's and con's of each option

The Colliers team visited the site on two occasions to review the existing conditions. Our team met with and spoke to the Chief of Police and Deputy Chief of Police, Director of Public Works and other City of Bristol representatives. Our summary of findings is noted below:

Existing Building Assessment

General

- Building built in 1979
- Police Department occupy the entire first floor and partially occupy the 2nd level
- Existing 3rd and 4th levels (parking) are showing signs of deterioration (see below)
- 2nd level settled at some point (see below). Cause of the settlement is unknown, although our engineer believes it's a result of the construction and not a seismic event
- Many of the existing spaces on the 1st floor are tired and cramped

Exterior Façade

- There were several areas where the brick veneer is cracked, likely due to restrained expansion. These areas should be **repointed/brick replaced (approximately 10-20 square feet)**
- Along the concrete columns and beams there is noticeable cracking and bubbling of the exterior finishes, indicating that there moisture permeation through the concrete. There is also likely to be delamination within the concrete. Based on a visual assessment of the exterior, **assume**

approximately 1,275 square feet of concrete spall repairs is required for the building walls. We did not assess the square footage of the circular ramp structures due to time.

1st Floor

- The first floor does not have as many noticeable issues due to floor movement but there were intermittent wall cracks. These should be monitored to determine if they increase in width.

2nd Floor

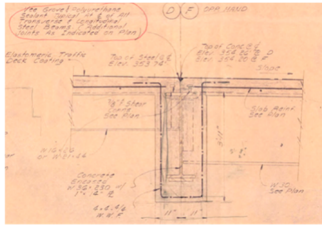
- The 2nd floor is constructed with a 10-inch cast-in-place concrete slab supported on concrete columns. There are only concrete beams supporting the slab at the exterior perimeter and underneath stair walls. Noticeable vertical movement (deflection) was observed at the center of the slabs between column grids, as well as the portions of the slab between the longer column spans. At one of the worst cases, the floor slab deflected 1.625" over 35 feet. The interior masonry walls appear to have cracked due to the amount of deflection in the floor; repairing the cracks via repointing will be a temporary fix but the issue will recur due to occupancy loads and the cracks will likely re-develop.
 - **Consider removing interior masonry walls and replace with cold formed metal framing with deflection tracks, or other flexible wall system to accommodate the movement.**
- Due to the deflection of the 2nd floor, there may be issues installing rigid floor finishes such as floor tiles. Consider the use of flexible finishes such as resilient flooring or laminated flooring.

3rd Floor

- We did not have adequate time to evaluate the condition of the 3rd floor but based on visual observation it is likely that about **25 percent of the 3" floor topping slab (6075 square feet) will need to be replaced.**

4th Floor

- We were able to chain drag the parking deck from the top level and mark using temporary paint. We visually observed the 4th floor deck from the underside. Based on the level of deterioration observed and the mapped delamination's from the top of deck, **at least 9,877 square feet of the 4th floor parking deck will require replacement, which is approximately 41% of the deck.** Our concerns regarding the deck are presented below:
 - The deck is a 5-1/2" minimum thickness concrete slab formed on structural steel beams, with #4 reinforcing bar in the bottom of the slabs only. There is little bar area provided to accommodate section loss due to rusting. Additionally, standard industry practice is to provide top bars where the slab passes over support beams, which this slab has none detailed.
 - Control joints are provided along the center-line of every steel support beam, with a "V" groove and polyurethane sealant required at each joint (see detail below). The beams also have metal stud shear connectors attached to the top of the beams. We suspect that the design intent was to have the concrete slab act with the steel beams as a composite section. Based on the amount of rusting we saw on the tops of the steel beams, we suspect that soluble salts are penetrating through the concrete from these control joints, and the shear studs are likely corroding because of this issue. It is difficult to assess the condition of these studs, but failure of the shear studs can result in progressive collapse if not repaired.

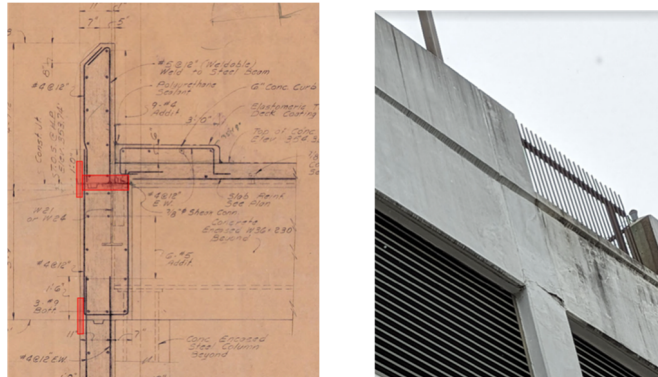


- The center and perimeter beams are structural steel beams encased in concrete. The shear connections of the spandrel beams to the support beams cannot be visually observed but based on the amount of deterioration observed on the spandrel beams, it is likely that there is some level of corrosion to the shear connectors. The concrete encasements should be removed locally to review the condition of the steel beam shear connectors.

The concrete parapets on the 4th floor do not appear to be coated and have spalled in various areas. **Assume at least 550 square feet of concrete spall repairs along the interior face of the parapet**



- The detailing shown in the record drawings suggests cold joints were formed in two different locations at the parapet. Salt water can travel through and corrode the reinforcing bar attaching the parapet to the steel beam below, and cause spalling at the exterior face of the wall which we are currently seeing. The drawings do not specify for the reinforcing bar to be coated with an epoxy coating or galvanizing. It is likely that there is saltwater infiltrating through this cold joint and causing corrosion to the reinforcing steel. The areas of concern are highlighted below in red, and a photo showing the condition in-field is next to it.



New Building Option-Budget

The Colliers team developed a Total Project Budget range for a new build option. Due to the relative unknown location, condition and acquisition costs, program, etc. Colliers could not pin down an exact budget. We used the square footage provided by the City and the concept of building a new parking garage (also noted by the City). If the size of the building changes or the new property dictates a new parking garage is not necessary, the project budget would likely change. **But based on the information known to Colliers at this time, we expect the cost of a new building to range from \$57.5 million and \$72.9 million.** The budget assumes a start of construction in 2026, and carries escalation of 5.5%, annually, to that date. These values do not include acquisition costs, sustainability measures (beyond code), and financing (bond) costs. ***Should the City find a property that does not require the construction of a parking garage, Colliers expects a budget range between \$49.5 million and \$63.8 million.*** This range also excludes acquisition costs, sustainability measures (beyond code), financing (bond) costs.

Renovation Option-Budget

The Colliers team also developed a Total Project Budget for a renovation of the existing facility. The renovation option includes renovating both levels of the occupied spaces (1st and 2nd floors), as well as the parking level and ramp restorations. The option assumes the Police Department will occupy the majority of the 2nd level (excluding the IT department currently occupying a portion of the 2nd level. The budget assumes the PD will relocate to a temporary facility, allowing for the building to be renovated in a single phase (sim to the City Hall Project). **Based on the information known at this time, we expect the cost of a renovation to range from \$26.3 million to \$36.5 million.** The budget assumes a start of construction in 2026, and carries escalation of 5.5%, annually, to that date. These values include a temporary facility cost of \$1.3 million. Excluded from this budget range is financing / bond costs, or any sustainability measures (beyond code).

New Building Option-Schedule

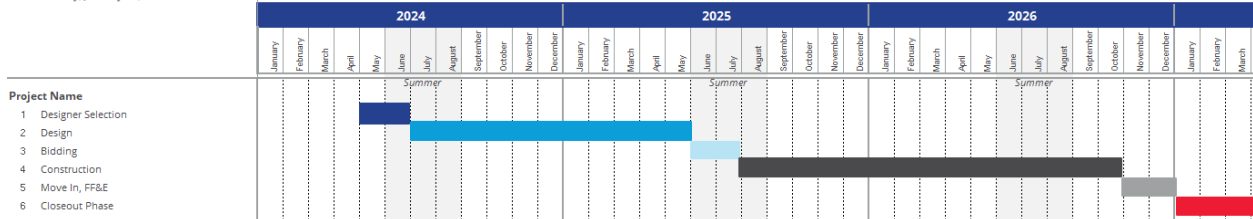
Colliers developed a potential schedule for a new building option. It should be noted the start of any project activities would follow the requisite approvals of funds. A new building would not require the relocation of

existing activities, so the flow is very linear. We estimate a total project timeline of 33 months. Designer selection would take 2 months, design 12 months, bidding 2 months, construction 15 months, FF&E and move in 2 months. Closeout activities would take about 3 months, but are not included in the project timeline duration of 33 months

City of Bristol CT-New Police Facility

DRAFT Schedule

Wednesday, January 24, 2024



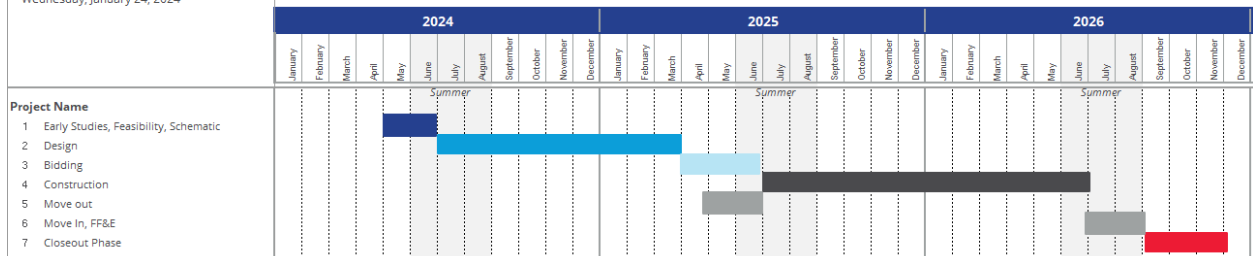
Renovation Building Option-Schedule

Colliers developed a potential schedule for a renovated building option. It should be noted the start of any project activities would follow the requisite approvals of funds. A new building would not require the relocation of existing activities, so the flow is very linear. We estimate a total project timeline of 28 months. Designer selection would take 2 months, design 9 months, bidding 2 months, construction 12 months, FF&E and move in 2 months. Closeout activities would take about 3 months, but are not included in the project timeline duration of 28 months. The existing police department would need to vacate the existing facility prior to construction. Any retrofitting of the temporary facility would need to happen prior to the relocation period. This would happen concurrently with the design phase of the main police department project.

City of Bristol CT-Renovated Police Facility

DRAFT Schedule

Wednesday, January 24, 2024



Conclusions:

The existing facility has issues that may not be completely resolved with a renovation project. The existing structural issues may become more wide-spread as further explorations are performed. The building is tired and even if fully renovated, may not accommodate the entire needs of the PD. Colliers assumed the building would not be expanded to accommodate any new programs. However, the costs are significantly less than a new building. If you use the mid-point of the range of a new building (\$66.1 million) and renovated building (\$32.2 million), the difference is \$33.9 million dollars. And, a renovated building would be completed 5 months sooner. The downside to a renovation option is the temporary relocation of the existing police department. Maintaining

24/7-365 operations during a relocation effort would need to be the top priority. Planning and execution of the temporary facility would take a lot of time.

Should the City of Bristol decide on a preferred option (new versus reno), Colliers recommends a further review of the option preferred with a bit more due diligence, before locking in on a budget or schedule.

We would be happy to sit down and review the contents of this report or discuss any of the preliminary findings.

Sincerely,

Marc Sklenka
Discipline Leader, Project Leaders

PROJECT BUDGET



Project Leaders

City of Bristol, CT

Police Department-New Build No Parking Garage

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - High	PROPOSED BUDGET - Low
\$(000) except \$/GSF	1/24/2024	1/24/2024
New Construction GSF	51,000	51,000
Parking GSF	0	0
Total GSF	51,000	51,000
New Construction \$/GSF - Current	\$ 750.00	\$ 600.00
Parking \$/GSF - Current	\$ 160.00	\$ 145.00
New Construction \$/GSF - Escalated	\$ 834.80	\$ 667.80
Parking \$/GSF - Escalated	\$ 178.10	\$ 161.40
Total Construction w/ site \$/GSF	\$ 994.90	\$ 769.52
Total Project \$/GSF	\$ 1,252.22	\$ 969.75

I. Building Construction		
A. New Building Construction	\$ 38,250.0	\$ 30,600.0
B. Parking Structure	\$ -	\$ -
C. Other Construction	\$ -	\$ -
Total Building Construction	38,250.0	30,600.0
II. Related Construction		
A. Sitework	5,737.5	3,060.0
1 Earthwork / Site Prep	-	-
2 Exterior Improvements		
a. Paving - Asphalt / Concrete / Other	-	-
b. Sidewalks / Paths	-	-
c. Wetlands Mitigation	-	-
d. Landscape & Planting	-	-
e. Athletic / Recreational Surfaces	-	-
f. Fencing / Gates	-	-
g. Retaining Walls	-	-
h. Misc Site Improvements	-	-
B. Site Utility Systems		
1 Water & Wells	-	-
a. Fire Protection	-	-
2 Sanitary Sewage	-	-
3 Storm Drainage	-	-
4 Gas	-	-
5 Steam	-	-
6 Chilled Water	-	-
7 Electric	-	-
8 Data & Communications	-	-
9 Site Lighting	-	-
Total Site Construction	5,737.5	3,060.0
C. Building Demolition (1979 built)	1,600.0	1,600.0
D. Bldg Hazardous Materials Removal	-	-
E. Sustainable Elements		
1 Solar Panels / PV Array	-	-
2 Wind Power Generation	-	-
3 Geothermal Wells	-	-
4 Rain Garden	-	-
5 Waste Water Treatment Plants	-	-
F. Site Soils (Subject to a Phase 1 ESA)	TBD	TBD
G. GC / CM Mark-ups	w/ construction	w/ construction
Total Related Construction	7,337.5	4,660.0
Subtotal Construction - Current \$	45,587.5	35,260.0
III. Escalation (2026 Construction)	5,152.5	3,985.3
Total Construction - Escalated	\$ 50,740.0	\$ 39,245.3
IV. Furniture, Fixtures & Equipment (FF&E)		
A. Loose Furnishings	1,500.0	1,000.0
B. Program Related Equipment	w/ above	-
C. Data / Telecomm Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
D. Audio/Visual Equipment	w/ above	-
E. Security Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
F. Specialty Signage	w/ above	-
Total FF & E	\$ 1,500.0	\$ 1,000.0

PROJECT BUDGET



Project Leaders

City of Bristol, CT

Police Department-New Build No Parking Garage

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - High	PROPOSED BUDGET - Low
\$(000) except \$/GSF	1/24/2024	1/24/2024
V. Fees and Expenses		
A. Fees		
1 Existing Conditions & Space Program	-	-
2 Architect	4,179.2	3,219.6
a Civil Engineering	w/ architect	w/ architect
b Landscape Architect	w/ architect	w/ architect
c Structural Engineering	w/ architect	w/ architect
d MEP/FP Engineering	w/ architect	w/ architect
e Interior / Furniture Designer	w/ architect	w/ architect
f Lighting Consultant	w/ architect	w/ architect
g Acoustical Consultant	w/ architect	w/ architect
h Signage Consultant	w/ architect	w/ architect
i LEED Designer	w/ architect	w/ architect
j Referendum Services	w/ architect	w/ architect
k Code Consultant	w/ architect	w/ architect
l Designer's Cost Estimator	w/ architect	w/ architect
3 Special Consultants		
a Haz. Mat. Consultant	100.0	100.0
b Audio / Visual	w/ architect	w/ architect
c Technology / Security Systems Design	w/ architect	w/ architect
d Geo-Tech Engineering	75.0	10.0
e Traffic Engineer	50.0	50.0
f Ecologist / Soil Sample	-	-
g Peer Reviews	25.0	25.0
h Green Building Consultant	w/ architect	w/ architect
i Storm Water Monitoring	50.0	50.0
4 Project Management	825.0	825.0
5 Building Commissioning	65.0	65.0
6 Owner's Cost Estimator	50.0	50.0
7 CM Preconstruction Fee	150.0	150.0
8 Owner's Legal Fees	not included	-
9 Site Survey	25.0	15.0
10 Utility Assessment	25.0	25.0
Sub-total Fees	5,619.2	4,584.6
B. Expenses		
1 Owner's Insurance	126.9	98.1
2 Permits		
a. Building	w/ Construction	w/ Construction
b. Town / Site	-	-
3 Printing	10.0	10.0
4 Construction Utilities Use	w/ Construction	w/ Construction
5 Site Borings	25.0	10.0
6 Materials Testing	150.0	100.0
7 Special Inspections	50.0	25.0
8 Consultant Reimbursables	50.0	50.0
9 Moving / Relocation	100.0	75.0
10 Temporary Space / Operations	Not Required	Not Required
11 Advertising	10.0	10.0
12 Physical Plant Expenses	10.0	10.0
13 Misc. Expenses	15.0	15.0
14 Financing Costs / Bond Origination	TBD	TBD
15 Site Acquisition	TBD	TBD
a. Real Estate Fees	TBD	TBD
b. Closing Costs	TBD	TBD
Sub-total Expenses	546.9	403.1
Total Fees and Expenses	6,166.1	4,987.7
V. Contingency		
A. Construction	2,537.0	1,962.3
B. Owner's Project	2,920.3	2,261.7
Total Contingency	5,457.3	4,224.0
Total Project	\$ 63,863.4	\$ 49,457.0

PROJECT BUDGET



Project Leaders

City of Bristol, CT

Police Department-New Build w/ Parking Garage

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - High	PROPOSED BUDGET - Low
\$(000) except \$/GSF	1/24/2024	1/24/2024
New Construction GSF	51,000	51,000
Parking GSF	50,000	50,000
Total GSF	101,000	101,000
New Construction \$/GSF - Current	\$ 750.00	\$ 600.00
Parking \$/GSF - Current	\$ 160.00	\$ 145.00
New Construction \$/GSF - Escalated	\$ 834.80	\$ 667.80
Parking \$/GSF - Escalated	\$ 178.10	\$ 161.40
Total Construction w/ site \$/GSF	\$ 578.28	\$ 455.60
Total Project \$/GSF	\$ 722.38	\$ 569.21

I. Building Construction		
A. New Building Construction	\$ 38,250.0	\$ 30,600.0
B. Parking Structure	\$ 8,000.0	\$ 7,250.0
C. Other Construction	\$ -	\$ -
Total Building Construction	46,250.0	37,850.0
II. Related Construction		
A. Sitework	4,625.0	1,892.5
1 Earthwork / Site Prep	-	-
2 Exterior Improvements		
a. Paving - Asphalt / Concrete / Other	-	-
b. Sidewalks / Paths	-	-
c. Wetlands Mitigation	-	-
d. Landscape & Planting	-	-
e. Athletic / Recreational Surfaces	-	-
f. Fencing / Gates	-	-
g. Retaining Walls	-	-
h. Misc Site Improvements	-	-
B. Site Utility Systems		
1 Water & Wells	-	-
a. Fire Protection	-	-
2 Sanitary Sewage	-	-
3 Storm Drainage	-	-
4 Gas	-	-
5 Steam	-	-
6 Chilled Water	-	-
7 Electric	-	-
8 Data & Communications	-	-
9 Site Lighting	-	-
Total Site Construction	4,625.0	1,892.5
C. Building Demolition (1979 built)	1,600.0	1,600.0
D. Bldg Hazardous Materials Removal	-	-
E. Sustainable Elements		
1 Solar Panels / PV Array	-	-
2 Wind Power Generation	-	-
3 Geothermal Wells	-	-
4 Rain Garden	-	-
5 Waste Water Treatment Plants	-	-
F. Site Soils (Subject to a Phase 1 ESA)	TBD	TBD
G. GC / CM Mark-ups	w/ construction	w/ construction
Total Related Construction	6,225.0	3,492.5
Subtotal Construction - Current \$	52,475.0	41,342.5
III. Escalation (2026 Construction)	5,931.0	4,672.7
Total Construction - Escalated	\$ 58,406.0	\$ 46,015.2
IV. Furniture, Fixtures & Equipment (FF&E)		
A. Loose Furnishings	1,500.0	1,000.0
B. Program Related Equipment	w/ above	-
C. Data / Telecomm Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
D. Audio/Visual Equipment	w/ above	-
E. Security Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
F. Specialty Signage	w/ above	-
Total FF & E	\$ 1,500.0	\$ 1,000.0

PROJECT BUDGET



Project Leaders

City of Bristol, CT

Police Department-New Build w/ Parking Garage

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - High	PROPOSED BUDGET - Low
\$(000) except \$/GSF	1/24/2024	1/24/2024
V. Fees and Expenses		
A. Fees		
1 Existing Conditions & Space Program	-	-
2 Architect	4,792.5	3,761.2
a Civil Engineering	w/ architect	w/ architect
b Landscape Architect	w/ architect	w/ architect
c Structural Engineering	w/ architect	w/ architect
d MEP/FP Engineering	w/ architect	w/ architect
e Interior / Furniture Designer	w/ architect	w/ architect
f Lighting Consultant	w/ architect	w/ architect
g Acoustical Consultant	w/ architect	w/ architect
h Signage Consultant	w/ architect	w/ architect
i LEED Designer	w/ architect	w/ architect
j Referendum Services	w/ architect	w/ architect
k Code Consultant	w/ architect	w/ architect
l Designer's Cost Estimator	w/ architect	w/ architect
3 Special Consultants		
a Haz. Mat. Consultant	100.0	100.0
b Audio / Visual	w/ architect	w/ architect
c Technology / Security Systems Design	w/ architect	w/ architect
d Geo-Tech Engineering	75.0	10.0
e Traffic Engineer	50.0	50.0
f Ecologist / Soil Sample	-	-
g Peer Reviews	25.0	25.0
h Green Building Consultant	w/ architect	w/ architect
i Storm Water Monitoring	50.0	50.0
4 Project Management	825.0	825.0
5 Building Commissioning	65.0	65.0
6 Owner's Cost Estimator	50.0	50.0
7 CM Preconstruction Fee	150.0	150.0
8 Owner's Legal Fees	not included	-
9 Site Survey	25.0	15.0
10 Utility Assessment	25.0	25.0
Sub-total Fees	6,232.5	5,126.2
B. Expenses		
1 Owner's Insurance	146.0	115.0
2 Permits		
a. Building	w/ Construction	w/ Construction
b. Town / Site	-	-
3 Printing	10.0	10.0
4 Construction Utilities Use	w/ Construction	w/ Construction
5 Site Borings	25.0	10.0
6 Materials Testing	150.0	100.0
7 Special Inspections	50.0	25.0
8 Consultant Reimbursables	50.0	50.0
9 Moving / Relocation	100.0	75.0
10 Temporary Space / Operations	Not Required	Not Required
11 Advertising	10.0	10.0
12 Physical Plant Expenses	10.0	10.0
13 Misc. Expenses	15.0	15.0
14 Financing Costs / Bond Origination	TBD	TBD
15 Site Acquisition	TBD	TBD
a. Real Estate Fees	TBD	TBD
b. Closing Costs	TBD	TBD
Sub-total Expenses	566.0	420.0
Total Fees and Expenses	6,798.5	5,546.2
V. Contingency		
A. Construction	2,920.3	2,300.8
B. Owner's Project	3,335.2	2,628.1
Total Contingency	6,255.5	4,928.9
Total Project	\$ 72,960.0	\$ 57,490.3

PROJECT BUDGET



Project Leaders

City of Bristol, CT Police Department-Renovation

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - Heavy Modification	PROPOSED BUDGET - Minor Reno
\$(000) except \$/GSF	1/24/2024	1/24/2024
Renovation GSF	51,000	51,000
Parking GSF	15,000	10,000
Total GSF	66,000	61,000
Renovation \$/GSF - Current	\$ 425.00	\$ 300.00
Parking \$/GSF - Current	\$ 50.00	\$ 35.00
Renovation \$/GSF - Escalated	\$ 473.00	\$ 333.90
Parking \$/GSF - Escalated	\$ 55.70	\$ 39.00
Total Construction w/ site \$/GSF	\$ 398.64	\$ 300.57
Total Project \$/GSF	\$ 553.71	\$ 431.16

I. Building Construction		
A. New Building Construction	\$ 21,675.0	\$ 15,300.0
B. Parking Structure	\$ 750.0	\$ 350.0
C. Other Construction	\$ -	\$ -
Total Building Construction	22,425.0	15,650.0
II. Related Construction		
A. Sitework	448.5	313.0
1 Earthwork / Site Prep	-	-
2 Exterior Improvements		
a. Paving - Asphalt / Concrete / Other	-	-
b. Sidewalks / Paths	-	-
c. Wetlands Mitigation	-	-
d. Landscape & Planting	-	-
e. Athletic / Recreational Surfaces	-	-
f. Fencing / Gates	-	-
g. Retaining Walls	-	-
h. Misc Site Improvements	-	-
B. Site Utility Systems		
1 Water & Wells	-	-
a. Fire Protection	-	-
2 Sanitary Sewage	-	-
3 Storm Drainage	-	-
4 Gas	-	-
5 Steam	-	-
6 Chilled Water	-	-
7 Electric	-	-
8 Data & Communications	-	-
9 Site Lighting	-	-
Total Site Construction	448.5	313.0
C. Building Demolition (selective included with renovation)		-
D. Hazardous Materials Removal	765.0	510.0
E. Sustainable Elements		
1 Solar Panels / PV Array		-
2 Wind Power Generation		-
3 Geothermal Wells		-
4 Rain Garden		-
5 Waste Water Treatment Plants		-
F. GC / CM Mark-ups	w/ construction	w/ construction
Total Related Construction	1,213.5	823.0
Subtotal Construction - Current \$	23,638.5	16,473.0
III. Escalation (2026 Construction)	2,671.7	1,861.9
Total Construction - Escalated	\$ 26,310.2	\$ 18,334.9
IV. Furniture, Fixtures & Equipment (FF&E)		
A. Loose Furnishings	1,500.0	1,000.0
B. Program Related Equipment	w/ above	-
C. Data / Telecomm Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
D. Audio/Visual Equipment	w/ above	-
E. Security Equipment	w/ above	-
1. Cabling / Wall Jack / Devices	w/ construction	w/ construction
F. Specialty Signage	w/ above	-
Total FF & E	\$ 1,500.0	\$ 1,000.0

PROJECT BUDGET



Project Leaders

City of Bristol, CT Police Department-Renovation

Project Budget Development - High / Low / Cost Range

Date: January 24, 2024

	PROPOSED BUDGET - Heavy Modification	PROPOSED BUDGET - Minor Reno
\$(000) except \$/GSF	1/24/2024	1/24/2024
V. Fees and Expenses		
A. Fees		
1 Existing Conditions & Space Program	-	-
2 Architect	2,781.0	1,933.5
a Civil Engineering	w/ architect	w/ architect
b Landscape Architect	w/ architect	w/ architect
c Structural Engineering	w/ architect	w/ architect
d MEP/FP Engineering	w/ architect	w/ architect
e Interior / Furniture Designer	w/ architect	w/ architect
f Lighting Consultant	w/ architect	w/ architect
g Acoustical Consultant	w/ architect	w/ architect
h Signage Consultant	w/ architect	w/ architect
i LEED Designer	w/ architect	w/ architect
j Referendum Services	w/ architect	w/ architect
k Code Consultant	w/ architect	w/ architect
l Designer's Cost Estimator	w/ architect	w/ architect
3 Special Consultants		
a Haz. Mat. Consultant	100.0	75.0
b Audio / Visual	w/ architect	w/ architect
c Technology / Security Systems Design	w/ architect	w/ architect
d Geo-Tech Engineering	25.0	25.0
e Traffic Engineer	w/ architect	w/ architect
f Ecologist / Soil Sample	10.0	10.0
g Peer Reviews	25.0	25.0
h Green Building Consultant	w/ architect	w/ architect
i Storm Water Monitoring	10.0	10.0
4 Project Management	750.0	750.0
5 Building Commissioning	56.1	39.1
6 Owner's Cost Estimator	50.0	50.0
7 CM Preconstruction Fee	150.0	150.0
8 Owner's Legal Fees	not included	not included
9 Site Survey	25.0	25.0
10 Utility Assessment	25.0	25.0
Sub-total Fees	4,007.1	3,117.6
B. Expenses		
1 Owner's Insurance	39.5	27.5
2 Permits		
a. Building	w/ Construction	w/ Construction
b. Town / Site	-	-
3 Printing	10.0	10.0
4 Construction Utilities Use	w/ Construction	w/ Construction
5 Site Borings	25.0	25.0
6 Materials Testing	150.0	150.0
7 Special Inspections	50.0	50.0
8 Consultant Reimbursables	50.0	50.0
9 Moving / Relocation	75.0	75.0
10 Temporary Space / Operations	1,300.0	1,300.0
11 Advertising	10.0	10.0
12 Physical Plant Expenses	10.0	10.0
13 Misc. Expenses	15.0	15.0
14 Financing Costs / Bond Origination	TBD	TBD
15 Site Acquisition	not included	not included
a. Real Estate Fees	not included	not included
b. Closing Costs	not included	not included
Sub-total Expenses	1,734.5	1,722.5
Total Fees and Expenses	5,741.6	4,840.1
V. Contingency		
A. Construction	1,315.5	916.7
B. Owner's Project	1,677.6	1,208.8
Total Contingency	2,993.1	2,125.5
Total Project	\$ 36,544.9	\$ 26,300.5