



*City of Bristol
Board of Public Works*

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*Meeting ID: 867 1189 5976
Passcode: 584796*

The regular Board of Public Works Meeting will be held on March 21, 2024, at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. February Draft Minutes
3. Employee Recognition
 - a. March Anniversaries
4. Public Participation
5. Correspondence
 - a. Mailbox Appeal
6. Division Reports
 - a. Division Reports
7. Public Works Project Schedule
 - a. Engineering Project Schedule

8. Bldg. Project List
 - a. BldgComm Project List
9. Director's Report
 - a. March Directors Report
10. New Business
 - a. BPW Roundabout Presentation
 - b. BPW Roadway Rating System Presentation
 - c. Ordinance Committee
 - d. Streetscape Project Update
 - e. Recycling
 - f. BOF FLeet Trailer
11. Old Business
 - a. DPW Street Ordinance Proposed Revisions
12. Adjournment

PER ORDER OF THE CHAIRPERSON
Raymond Rogozinski

City of Bristol
Board of Public Works
Meeting Minutes for
February 15, 2024
With Zoom Access

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

Staff Present: Raymond Rogozinski, Director of Public Works

1. Call to order

Council Member Thibeault called the meeting to order at 6:00 p.m. There was a recitation of the Pledge of Allegiance.

2. Approval of Minutes

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

3. Employee Recognition

The employee anniversaries were reviewed

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

4. Public Participation

None

5. Correspondence

None

6. Division Reports

The division reports were contained in the packet for review. One item that is an ongoing issue is the heat in the fleet garage. We are still looking at propane for the new heat system.

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

7. Public Works Project Schedule

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

8. Bldg. Comm Project List

MOTION: made by Council Member Rosengren and seconded by Council member Olsen to accept as presented and place on file. Motion passed.

9. City Hall Report

Raymond Rogozinski, Director of Public Works, reviewed the city hall report. Items are being closed out as complete. All remaining punch list items are being addressed. There will be a camera added to council chambers for a better view of the room. There are supplemental furniture orders for small items that are needed which includes a conference room table for assessors and tax office, a desk assembly for the mayor's office, engineering desk adjustments and drawer additions which adds up to \$50,000. The AV training room on the third floor will be completed. Railings are being added to the roof for OSHA requirements for \$32,000.

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

10. Director's Report

Staff openings were reviewed. The solid waste and streets division does have openings. We would like to move forward with a summer intern. This could be a civil engineer student and grant funding could be used to cover the expense for this.

MOTION: to authorize the Director of Public Works to move forward to hire an intern for the summer of 2024 utilizing RFI funding made by Commissioner Stawski and seconded by Erick Rosengren. Motion passed.

The Jerome Ave. bridge is moving forward and a notification sign will be put up to let residents know there is a detour coming in April. There will be a recommend detour. The signs will be going up in the next three weeks.

Collins Road storm drainage-During very intense rains the road floods on the low point of Collins Rd. Public Works received notice from the homeowner that she is not providing an easement. Public Works has met with Corporation Council and will withdraw the wetland application and the project will be in limbo until resolved. On Hardwick Road there is a portion of the road that abuts a stream that goes thru a box culvert on Brook Street and is a concern with flooding. They are so close to Brook Street culvert that we would have to chase the culvert all the way down and replace it. When the stream floods the water from Hardwick Road cannot flow out quickly. Public Works is going to survey it and if relief can be provided it will be.

The internal budget meeting is next week. The formal meeting with the budget committee will be on March 6, 2024 at 5:30 p.m.

The unaccepted streets policy was approved by Corporation Council. Public Works will continue to maintain them as usual. There is still a list of unaccepted city street and public works will move forward with resolving those. If there is any interest from the board to form a committee to meet with Corp council and Public Works.

The residents of Pine Lake on the private road had a complaint about the plowing and trash pickup. The deed was pulled from the property and was determined there was an easement in place that as long as a descendant of The Lobaczewski's owned the house Public Works would maintain the road and trash pickup. There are no longer any family members there so public works will maintain services the rest of this season only.

We had 13 inches of snow on February 13. The snow was very heavy and we had lots of complaints about not pushing the snow back. The removal and plowing of roads as well as mailboxes being knocked over which are all common calls received during snow season. One resident researched it, talked to the post master. The guidelines we have handed out for years which says 10 inches off the face of the curb, but the post office regulations say 6-8, so we will change it. There are two areas where we don't replace, 1.) is the category of inches off the road, 2.) is the post is compromised beforehand.

Nancy Levesque, City Engineer, was asked to be a presenter for the APA regional event.

Southside School- A parent was concerned about the snowbank on Tuttle St. makes it impossible to open the door. If there is an operational need then it goes to the Board of Education, if they need help, they can reach out to Public Works.

Council Member Thibeault stated a gentleman spoke with her regarding he shoveled his sidewalk on Jacobs St. said they put the snow back on the sidewalk and he is 87. She gave him public works phone number and advised him to not attempt the side walk so early because they will come back through.

The director stated that is a common complaint and that is why we are not going back now to push the snow back. If there is still snow on the road, it will end up back on the sidewalk. The best number to give is dispatch, but the number rolls over to public works and vice versa.

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

11. Old Business

None

12. New Business

a. Bristol Sustainable Certification Success Report 2023

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

b. Board of Finance Transfer

Raymond Rogozinski stated this is utilizing nipper funds which will fund the beatify Bristol campaign. We continue to push litter collections. Solid waste picked up areas around the city. Lindsey Rivers continues to post to social media to encourage residents to go out and clean up Bristol. There are materials associated to do this and the appropriation will fund that for the year.

MOTION: to approve the additional appropriation of \$40,000 for the nipper deposits made by Council Member Rosengren and seconded by Commissioner Stawski to accept as presented and place on file. Motion Passed

c. Street Ordinance Exc. Patch

There is a restructure of one section of the street ordinance called permanent patching. If a homeowner is doing work within the public road, they need to hire a licensed bonded contractor. They submit paperwork to the city, the city then approves them as licensed. They must submit bonds and insurance before they do the work. They need to pay sufficient funds to cover patching of the road and at the conclusion of their work, they are responsible for it for a year. After a year, we hire one contractor that repairs all the patches in town. After the work is done, the account gets reconciled. The ordinance is void of work done by utility companies. This change will include a check list that would need to be completed by the company doing the work. There is no approval needed this month, it will be reviewed and discussed again at next month's meeting.

d. DPW Budget Narratives

The budget narratives were presented in the packet and will be presented to the Budget committee this month for approvals. Raymond Rogozinski stated that this year there were a great deal of accomplishment within the public works department including zoning revisions, wetland revisions, a new asset management, pay to throw program and ordinance rewrites. The mayor, council, board of public works and the staff deserve a lot of credit for all the accomplishments that were done.

e. Police Complex Capital Improvement

Mark Sklenka, Colliers Project Manager, reviewed the plan presented to the board regarding the comparison of rebuilding or renovating the current police building. A team of architects and engineers walked thru twice to access the current building and spoke to the police chief about the wants and needs of the department. This is just an estimate of the cost analysis. They looked at historical data, other police departments design in the area as well as any land in the area. There would be a lot to be done for the final number.

The board asked numerous questions of what was included in the estimate that was done. Does it include surface parking, shooting range, training space as well as an area for the canine unit. Are we underestimating the size of the building that is needed?

Raymond Rogozinski stated that they are looking for grant opportunities as well. The idea to make it a regional facility will increase dramatically the possibility of receiving grant options. We are working with Desmond to have a program to monitor the building until a decision is made for the next 3-5 years.

Mark Sklenka summarized the biggest issue was some of the settlement that engineers saw, cracking in the masonry. The building was built as a two-way slab system. They are also using spaces that were not meant to be used as offices or work out facilities. The police activity is different today than 40 years ago and they are using the facility to the best they can.

Public Works will work with collier and see what funding level is required to support programming to firm up those number for next year to tighten up the range and address some of the unknowns.

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

The mayor entered the meeting at 6:58 p.m.

Council Member Thibeault asked for any board member that would be interested to be a part of a sub- committee for the unaccepted city streets. Commissioner Hartley and Council Member Olsen stated they will be on the committee.

MOTION: to authorize the Board of Finance transfer of \$21,284 for Covanta Outreach grant made by Commissioner Hartley and seconded by Council Member Olsen. Motion passed.

MOTION: to authorize the Board of Finance transfer of \$54,000 to purchase new tires for the transfer station front end loader made by Council Member Olsen and seconded by Commissioner Dumas. Motion passed.

13. Adjournment

MOTION: to adjourn at 7:11 p.m. made by Mayor Caggiano and seconded by Commissioner Stawski to adjourn. Motion passed.

March Anniversaries

Sean Harris 17 Years

Craig Kasparian 13 years

Charles Villard 1 year

Laura Leger

From: Raymond Rogozinski
Sent: Thursday, March 14, 2024 2:36 PM
To: Laura Leger
Cc: Lindsey Rivers
Subject: FW: Public Works dispute
Attachments: Mailbox appeal.docx

Please place item on agenda under correspondence for the March BPW meeting.

From: Mayor'sOffice
Sent: Monday, March 11, 2024 1:16 PM
To: Jeffrey Caggiano <jeffcaggiano@bristolct.gov>; Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Subject: FW: Public Works dispute

Kirsten Girouard
Office of the Mayor
Executive Administrator
111 North Main St.
Bristol, Ct. 06010
860-584-6250

From: Martin Meehan <mmeehan@ctrenaissance.org>
Sent: Friday, March 8, 2024 11:11 AM
To: Mayor'sOffice <MayorsOffice@bristolct.gov>
Subject: Public Works dispute

Dear Mayor Caggiano,

I have attached a letter of appeal that I sent to the Public Works department regarding my mailbox that was struck by a plow in February. I just wanted your office to be aware of the situation because I believe their initial denial was unjust and I now have to wait until March 21st to have this appeal even heard. I have been a tax payer for or over 20 years and have never requested anything from the city until now. Any help that your office can give would be greatly appreciated.

Thank you in advance,

Martin Meehan

Martinmeehan842@yahoo.com
203 592-2913

Date: March 8, 2024

TO: Board of Public Works, City Of Bristol

I am writing this appeal to dispute the findings that my mailbox was placed too close to the curb per the specifications set forth by the US Postal Service and Bristol Public Works.

I have lived at 289 Tyler Way for over 21 years and my mailbox has been in the same location since I bought the home which meets the guidelines set forth.

The mailbox was struck by a plow while I was out of state for the month of February. I became aware that the mailbox was hit upon my return because my neighbor told me that he witnessed it. The mailbox was put back into the hole which is now bigger than what it was due to it getting struck and pulled out of the hole where it stood. The mailbox is now leaning forward due to the oversize hole which could be the only reason that the person who inspected it denied my claim. When and if you repair this and have the mailbox upright it will be back within the outlined specifications.

I find this denial unjust because as I said previously that I have lived at this address for over 20 years and it has never before been struck by a plow so for that reason alone it is obvious that the mailbox was within guidelines.

Sincerely,

Martin Meehan

Martin Meehan

289 Tyler Way, Bristol



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	1986
Number of Bulk Collections	135

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 78 abandoned shopping carts, \$180.00 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. 21 complaints were received in February, resulting 4 tickets \$432.00.
- The 2024 Yard Waste season. We have about 1322 residents have signed up for the season so far.

Next month activities:

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

- Yard Waste renewals are in full swing for the 2024 season we have over 1000 residents signed up.
- Working with BAIMS Science club to create a recycle program.

Administration staff or concerns:

Administration Monthly OT Costs: \$379.05

Engineering Division Monthly Report March 2024 BPW Meeting

(Summary of February Activity):

- Prepare work orders/ oversee misc. storm drainage work in support of DPW 2024 spring/fall Paving program (Drainage contract awarded Tabacco)
- 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 (LOTICIP submitted)
- 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)
- East St pre-advertisement meeting anticipated construction start June 2024 (2 season)
- North Main St Streetscape awarded to Laviero
- Address flooding concerns -
- Marlene Dr flooding/washout of yard redesign (IWWC April) Perkins St & Collins Rd also
- Jerome Ave bridge funding adjusted for 2024 full bridge reconstruction awarded PJF Construction – Utility coordination water & gas
- 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
- MS4 reporting
- 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/restoration coordination with Eversource
- Encroachment permit for signage on Rte 72 re Memorial Boulevard (no trucks)
- Assist Parks w/ARPA projects
- Asset management tasks/GIS upgrades

Engineering Division staff or concerns:

Vacancy – Civil Engineer

Assistant City Engineer (no longer advertised)– (filled by Part time Engineer)

Land Use activities for February 2024:

Inland Wetlands & Watercourses Commission

Wetlands application for the replacement of Bridge No. 04487 on East Street and over the Pequabuck River; City of Bristol right-of-way – APPROVED WITH STIPULATIONS.

Floodplain application for the replacement of Bridge No. 04487 on East Street and over the Pequabuck River; City of Bristol right-of-way – APPROVED WITH STIPULATIONS.

Floodplain application for cuts and fills for an above grade storage tank facility and floodplain compensatory storage area at 340 Broad Street; Assessor's Map 39, Lot 100D – APPROVED WITH STIPULATIONS.

Wetlands boundary change application for the restoration of the White Bridge Waterworks facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151 – PUBLIC HEARING CONTINUED TO MARCH 4, 2024.

Wetlands application for the restoration of the White Bridge Waterworks facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151 – PUBLIC HEARING CONTINUED TO MARCH 4, 2024.

Floodplain application for the restoration of the White Bridge Waterworks facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151 – PUBLIC HEARING CONTINUED TO MARCH 4, 2024.

Zoning Commission

Site Plan for a public school at 532 Stevens Street; Assessor's Map 50, Lot A+A1; R-15 (Single-Family Residential) zone – PUBLIC HEARING CONTINUED TO MARCH 11, 2024.

Special Permit for recycling center or facility at 95 Wooster Court, Assessor's Map 42, Lot 4; I (General Industrial) zone – APPROVED.

Planning Commission

Site Plan for renovations and improvements to Page Park, 641 & 649 King Street; Assessor's Map 37, Lots 134 & 135 – APPROVED WITH STIPULATION.

Proposed amendments to the Zoning Regulations to allow for Unified Residential Developments by Special Permit and Site Plan in the R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone – POSITIVE REFERRAL SENT TO ZONING.

Laurentide Glen Subdivision – Assessor's Map 67; R-15/OSD (Single-Family Residential/Open Space Development) zone; Request for reduction of bonding for public improvements for: Phase 1 (12 lots); Phase 2 (11 Lots); Phase 3 (20 Lots) and Phase 4 (19 Lots) – BOND REDUCTION APPROVED.

Zoning Board of Appeals

The Board did not meet in February.

Historic District Commission

The Commission did not meet in February.

Land Use staff or concerns:

- Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings): \$618.90

Facilities – February 2024

Building Maintenance current month (February 2024) activities:

- Aldi Fence installed a chain-link fence enclosure on 3rd level parking garage to provide security for two HVAC condensing units that serve the IT Department Server Room on 2/1
- Staff participated in Lock-Out/Tag-Out Training conducted by PointMan Safety on 2/8
- Facilities Manager Oakes continued to work with Brightly and their consultant on set-up and data input for the new Asset Management system
- Facility Manager Oakes participated 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
- Completed several 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 system, roof-top exhaust fan cover installations, staff lounge television installations)
- Public Work Analyst Lindsey Rivers, Facilities Manager Oakes Senior Maintenance Technician Luis Lorenzo and other members of the Animal Control Facility Building Committee interviewed three selected architecture/engineering firms from RFQs reviews for the Animal Control Facility Building design on 2/28
- Staff collected recyclable bottles from Bristol Eastern Environmental Club and delivered to Brian's Angels on a weekly basis
- Staff participated in teleconference with AmpUp EV Charging representative in regard to establishing service for 2 EV charging units at City Hall and for future installations at 80 Meadow Street and Hope Street Municipal Parking Garages
- Staff conducted snow removal/de-icing operations on: 2/12, 2/13, 2/14 and 2/17

Building Maintenance next month (March 2024) activities:

- Staff to install a historic, operational wall clock in the Council Chambers that was supplied by the Bristol Clock Museum
- Staff to attending Roof Top/Elevated Work safety training on 3/11 with PointMan Safety
- Place Early/Absentee Ballot Box at City Hall for City Clerk office
- Facilities Manager to conduct seasonal quarterly site visits at all City Facilities and coordinate with site contacts on existing issues and planning for future projects
- Complete and file EECBG application with ECD Grants Administrator Dawn Leger
- Conduct snow removal operations as required and begin the shift to Spring landscaping and exterior maintenance in preparation for warmer months ahead (snow removal equipment repairs and preventative maintenance prior to seasonal storage)

Building Maintenance Staff or concerns:

- Anticipate minimal to moderate levels of Vacation/Miscellaneous time off during March
- 2nd Shift Custodian (Tuesday-Saturday) position was not signed for by any internal candidates and the position is now posted on the City website for potential applicants, vacancy will require weekly Saturday overtime for coverage at Police Complex until filled
- Staff offered CPR Training in conjunction with Street Division on April 4th for those that wish to participate

Building Maintenance OT Costs: \$4,977.80

Staffing coverage for after-hour maintenance issues, construction and installation of records storage shelf systems at City Hall, overhead door issues at Police Department and Fire Headquarters, snow removal operations, construct and install storage shelving systems for City Hall that support most City Hall Departments, holiday and Saturday staffing for Police Complex coverage

Streets February 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** (Transfer Station, Excavation Site, Marlene city property and Barber St.)
- **Major Roads Engineering**- OFF SEASON
- **Permanent Patch for Engineering**- (Westwood Rd, James P. Casey Rd, Beech Ave, Carol Dr and Harvard Pl.)
- Continued 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**- None
- Winter Operations- Several Storms resulting in snow removal for dead ends and corners as well as downtown clean up

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.

February OT Totals: \$ 6,024.17 Streets

Solid Waste February 2024 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 21 letters and picked up 8 illegal bulk stops.
- Continued curbside bulk collection, we collected 135 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Shipped out over 400 broken barrels at the transfer station for reclaim.
- Worked overtime to make up for Presidents Day curbside collections.
- Continued cleaning up areas with high amounts of litter, when weather allowed. (Downtown area, Clark Ave, Minor Rd, James P Casey, Waterbury Rd)
- Assisted Brian's Angels with the clean-up of homeless encampments in the area of Mountain Rd.
- Performed audits on curbside recycling barrels with the hopes of better educating residents on what are acceptable recycling materials.
- 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.
- Cut high vegetation at the transfer station and landfill.
- Continue cleaning up areas with high amounts of litter.
- 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 =	\$2,988.03
Transfer Station OT =	\$2,741.15
TS Revenue (PAYT) =	\$17,975.20
Residential Permits =	\$1,590.00
Commercial Permits =	\$100.00
Yard Waste Revenue =	\$55,620.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$1,469.57
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$0.00
Electronics NewTech =	\$1,317.68
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Barrel Sale =	\$2,635.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$450.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S16** – (2019 6 wheeled dump truck) New upgraded LED plow lights. New upgraded heavier duty rear leaf springs due to failure of original set.
2. **S26** – (2018 10 wheeled dump truck) is down due to main PTO drive setup. This is an outdated setup that was installed on this truck brand new. Fleet is currently looking into an updated system that we can easily repair if it should fail again.
3. **S17** – (2016 6 wheeled dump truck) Control box for plow functions was replaced.
4. **S20** – (2010 6 wheeled dump truck) Broken exhaust stack was replaced with a new one. Original plow for truck had to be replaced with a spare plow due to excessive wear and tear. Truck needs a new knox sensor and reprogramming that can only be done at a dealer shop. Scheduled for 3/12/24.
5. **C48** – (2020 hot box) New burner and housing were installed that heat the unit. Brakes were inspected and replaced. Tires were at their wear limit and replaced.

Solid Waste Div.

1. **R4** – (2003 front end loader) Leaky radiator was replaced with a new one. Due to availability of this radiator, Fleet sent the old one out to be repaired and kept as a spare. New tires were brought up as the old ones have no traction left.
2. **R14** – (2019 6 wheeled automated rubbish truck) is down due to transmission faults. Unit is scheduled for warranty work on 3/5/24.
3. **R27** – (2015 automated rubbish truck) Truck was diagnosed with 2 faulty injectors and a bad ABS module. Repairs were made and truck is back in service.
4. **R5** – (2014 automated rubbish truck) Truck was diagnosed with a bad joystick for arm and claw controls. After further diagnoses, the tech also replaced the ABS module and air dryer. New camera system was ordered to replace the burnt out current system.

Building Dept.

1. **B7** – (2019 SUV) Oil change. New brakes and rotors were replaced all around. New front tires and alignment were done as well.
2. **B6** – (2014 Sedan) New brakes and oil change.

Building Maint.

1. **A4** – (2008 pickup truck) Oil change. Front axle snapped during snowstorm while plowing. Axle was replaced and truck is back in service. **This unit should be considered to replace next budget.**
2. **A5** – (2014 pickup) Rear spreader vibrator was replaced. Oil change.

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 our winter ops.
- Awaiting our skid steer and roadside mower. (Due on 3/6/2024)
- Working on yard waste trucks.
- Working on our rear loaders for leaf collections.

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 \$2,220.55 (Holiday, Dispatch and Mechanic).

February 2024 Project Schedule														
Projects	Budget													
Projects in scoping/Design Phase		2/1/2024		3/1/2024		4/1/2024		5/1/2024						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
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												



MEMORANDUM

DATE: March 12, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW March – Director’s Report

Attached please find a summary report of the Department’s activities, issues, and concerns for the March 21, 2024 Board of Public Works meeting.

1. **Staffing: Administration, Fleet, & Land Use Division** - Fully staffed. **Eng. Division** – Civil Engineer vacancy, Engineering will also be advertising for a summer intern. **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. **COVID:** Based on CDC revised Covid guidance limiting isolation period to 24 hours after a fever, the City has updated Covid protocol accordingly. Implementation of new protocol will diminish/reduce DPW staff loss time related to Covid. See attached updated Covid policy.
2. **Hope Street Parking Garage:** D’Amato scheduled to start site work the week of March 21, 2024. Geopiers installation scheduled to start March 25, 2024. Site work will be substantially complete on August 15, 2024. Off-site precast fabrication of building will occur from July 15, 2024 to November 11, 2024, with on-site building erection on November 18, 2024 to January 3, 2025. Elevator install is scheduled for February 1, 2025 to March 15, 2025. **Completion of the parking garage will be April 30, 2025.** Note that there will be gap in work between performing the site work/foundation and precast building erection, due to the precaster’s schedule. See attached schedule.
3. **Asset Management:** DPW Divisions (Bldg, Eng, Fleet, & Admin) progressing on implementing Asset Management. Startup is scheduled to be completed in May.
4. **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.
5. **FEMA Flood Map Revisions:** Public Notice has been issued notifying property owners that a 90-day appeal period started on February 28, 2024. The City posted the attached notice on the Mayor’s and DPW’s website. In addition, property owners identified by DPW to have a structure that is not currently in the flood plain, were mailed letters notifying them of their reclassification within the flood plain. It should be noted that the reference mapping is prepared by FEMA, and appeals must be based on engineering data. As indicated in the posting, property owner comments stating, “*It has not flooded as long as I have lived here,*” or “*I don’t want my house in the floodplain or to pay flood insurance*” are not grounds for appeal.
6. **EECBG Program:** DPW will utilize \$50,000 of the Federal EECBG grant to install LED lighting at DPW Vincent P Kelly Road facility. The LED lighting will replace all existing exterior lighting with LED fixtures along with interior lighting in the solid waste building. The \$119,000 grant is for energy conservation projects. The remainder of the funds will be used by the Parks Department to install LED exterior lighting in a portion of City parks.
7. **Bus Shelters Replacement Program:** The CT DOT has announced a bus shelter replacement program. As indicated in the attached, the program appears to address bus shelters on private and public (City) property. The schedule of the program has not been established. In addition, it should be noted that there are existing deteriorated bus shelters that are currently no longer on public bus lines (bus shelter on Blakeslee St at Huntington Woods& Field St.).
8. **South Street Pavement Markings at East Road & Ridge Road.** Proposal regarding pavement markings attached. Proposes the elimination of the left turn arrow on South St, directing traffic to Ridge Road, along with the installation of an arrow at South St and East Road. Note that a painted island at South St and Ridge Rd will be provided to create a refuge area for vehicles turning left onto Ridge Rd from South St. The proposed plan will be forwarded to the Police Dept. for Police Commission approval of revisions to roadway pavement markings.
9. **DPW Safety Training:** DPW Fleet staff received fork lift training and DPW Bldg. Maintenance staff received fall protection training to work on rooftop HVAC equipment in accordance with OSHA requirements. DPW staff schedule to receive OSHA work zone safety training on May 14, 2024 and tree cutting within 10 ft. of electrical lines on April 15, 2024.
10. **DPW Paving Program:** Milling scheduled to start 3/26/24. See attached spring paving list, please note update/revisions. DPW posted the paving list on 3/13/24. See attached media posting. The primary concerns consist of Eversource work/coordination, roads deferred by DPW due to construction that the public may not be aware of, and recent (winter) work by the Water Department (Stonecrest & Louisiana).
11. **Maple Court Roadway Reconstruction:** Design complete, DPW has contacted property owners to execute easement. Easements required from each property owner to commence work. See attached plan.
12. **Memorial Blvd Bridge:** DPW has received notification from New England APWA that the proposal to present Memorial **Boulevard Bridge Reconstruction - A Gateway into Bristol** at the APWA New England Chapter’s Fall Conference has been accepted. The presentation will focus on creating a City gateway, incorporating art into the bridge design, obtaining grant funding, and procuring specialty contractors in compliance with City & grant purchasing requirements.
13. **Rubbish Disposal (MIRA):** MIRA community’s market rate for rubbish disposal is \$131/ton, an increase from \$106/tons (see attached article). Bristol, as part of BRFFOC FY2024-25 cost is \$74.20/ton. If Bristol’s rubbish disposal fee was \$131/ton the



Department of Public Works | 860.584.6125

additional cost would be \$1,045,120 ((\$131/ton-\$74.20/ton) x 18,400 tons). The City's (BRFFOC) existing rubbish disposal contract with COVANTA extends to 2034.

14. **Code Enforcement Clean up – Grassy Road:** DPW conducted a code enforcement cleanup of 45 Grassy Road on March 2, 2024. A second cleanup of the same property is scheduled for March 16, 2024. DPW OT costs charged to property owner/property lien.
15. **Fleet Vehicle/Equipment:** New John Deere roadside mower delivered/received on February 27, 2024. New heavy duty truck (66 ton) vehicle lift scheduled to be installed April 15, 2024. Delivery of skid steer, box truck, and 2 pickup trucks anticipated in May. The automated rubbish truck ordered in July 2023 is scheduled for delivery in Nov 2024.
16. **City Hall Renovations:** Replacement of exterior tile at north entrance scheduled for April. Per code an automatic door opener is not required at the north inner hallway door, however the City has received a number of complaints and DPW is investigating installation of an auto door opener. AV in 3rd floor training room scheduled for April. Additional camera in council chamber (2) scheduled for the beginning of May. Furniture schedule for mid-April. Additional roof railing scheduled for May.
17. **Unaccepted City Street Committee:** The BPW Committee to discuss/ address unaccepted city street did not convene due to my availability. However, I did request the attached request for a legal opinion from the City's Corporation Counsel to ascertain if the City has the legal authority to reduce the level of existing services on an unaccepted City street, and whether or not the City can assign effected property owners a fee to improve the roadway.
18. **Eversource Gas Roadway Restoration:** Streets and map of Eversource Gas streets scheduled to be paved attached. Kenny/Hillcrest/Mieclin work will be performed in the spring. Kenny/ Hillcrest mill and pave by DPW paid for by Eversource. Henderson/Arlington, Anderson/Curtis & Twining work will occur in the full. Wolcott Ave (CT Route 69) is not listed (State Rd., however pavement restoration scheduled for the spring.

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



1

Department of Human Resources | 860.584.6173

DATE: March 4, 2024

TO: All City Employees

FROM: Mark J. Penney, Director of Human Resources *MJP*

RE: City of Bristol Respiratory Illnesses (Covid-19, RSV and/or Influenza) Policy

In light of recent CDC changes the previous Covid-19 policy has been revised and now includes RSV and/or Influenza. Please disregard previous versions. **This memo is not meant to be all encompassing and may be subject to change as the need arises.** Please feel free to contact me at 860-584-6179 should you have any questions or concerns.

IF YOU ARE SICK

First and foremost, employees who are sick should remain home until they feel better. Employees should refer to and follow their union's contract for direction on notification and the usage of sick leave for all illnesses. Non-bargaining employees should follow the City's policy on sick leave, located in the Personnel Policies and Procedures handbook for all illnesses.

COVID-19, RSV and/or Influenza

If you have symptoms and/or tested positive for a respiratory virus test stay home. Isolate yourself from others, including those in your own home. You are likely most infectious during the first few days.

You may return to work if you have no symptoms or your symptoms are improving and you are fever-free without the use of fever-reducing medication for at least 24 hours.

City of Bristol
Department of Human Resources
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

HOPE STREET PARKING GARAGE DRAFT - CONSTRUCTION SCHEDULE

D'AMATO

HOPE STREET PARKING GARAGE DRAFT - CONSTRUCTION SCHEDULE

Published: February 12, 2024

ID	Task Name	Duration	Start	Finish
29	Site Removals	2 wks	Wed 2/28/24	Tue 3/12/24
30	Geopier Installation (Lag due to Engineering & Approvals)	3 wks	Mon 3/25/24	Fri 4/12/24
31	Excavate & Prepare for Footings	3 wks	Mon 4/8/24	Fri 4/26/24
32	Footings & Foundations	10 wks	Mon 4/29/24	Fri 7/5/24
33	Backfill & Prepare Subgrade	3 wks	Mon 7/8/24	Fri 7/26/24
34	U.G. Plumbing & Electrical (Inaccessible Areas)	3 wks	Mon 7/29/24	Fri 8/16/24
35	Precast Erection (Complete) - Based on Fab Slot as of 2-2-24)	7 wks	Mon 11/18/24	Fri 1/3/25
36	Misc. Metal Stair Railings & Accessories	2 wks	Mon 1/6/25	Fri 1/17/25
37	Finish U.G. Plumbing & Electrical (Accessible Areas)	2 wks	Mon 1/6/25	Fri 1/17/25
38	Finish Grading and pour Utility Rooms SOG	2 wks	Mon 1/20/25	Fri 1/31/25
39	Construct Masonry Utility Rooms	2 wks	Mon 2/3/25	Fri 2/14/25
40	Install Curtainwall, Glass & Doors	4 wks	Mon 1/20/25	Fri 2/14/25
41	Outlets, Lighting & Fire Alarm (Rough-In)	3 wks	Mon 1/6/25	Fri 1/24/25
42	Install Electrical Switch Gear	2 wks	Mon 3/17/25	Fri 3/28/25
43	Install Drainage Risers & Connect to Floor Drains	2 wks	Mon 1/6/25	Fri 1/17/25
44	Finish Back-Fill & Grading in Garage	1 wk	Mon 2/17/25	Fri 2/21/25
45	Install Fire Protection Piping	3 wks	Mon 1/6/25	Fri 1/24/25
46	Site Utilities	8 wks	Mon 1/6/25	Fri 2/28/25
47	Weather Dependent Activities	20 days	Tue 4/1/25	Mon 4/28/25
48	Spring Weather (Anticipated)	0 days	Tue 4/1/25	Tue 4/1/25
49	Precast Caulking, Sealing & Traffic Membrane	3 wks	Tue 4/1/25	Mon 4/21/25
50	Pavement in Garage (If Plants are Open)	1 wk	Tue 4/1/25	Mon 4/7/25
51	Striping	1 wk	Tue 4/1/25	Mon 4/7/25
52	Painting & Finishes	3 wks	Tue 4/1/25	Mon 4/21/25
53	Sidewalks & Curbing	3 wks	Tue 4/1/25	Mon 4/21/25
54	Landscaping	1 wk	Tue 4/22/25	Mon 4/28/25
55	Inspections & Substantial Completion	2 days	Tue 4/29/25	Wed 4/30/25

D'AMATO

PUBLIC NOTICE

DATED FEBURARY 27, 2024

FEMA Flood Map Changes (Updated with Appeal Process Information)

The Federal Emergency Management Agency (FEMA) generates flood maps as a tool for local communities to identify which areas have the highest risk of flooding. On June 29, 2023, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided the City of Bristol with preliminary copies of the revised Flood Insurance Rate Map (FIRM), and Flood Insurance Study (FIS) report, for Hartford County in Connecticut (all jurisdictions). FEMA has posted digital copies of these revised FIRM and FIS report materials to the following website:

<https://hazards.fema.gov/femaportal/prelimdownload/>

The Preliminary FIRM and FIS reports include proposed flood hazard information for certain locations in the City of Bristol. The proposed flood hazard information may include the addition or modification of Special Flood Hazard Areas, the areas that would be inundated by the base (1-percent-annual-chance) flood, base flood elevations or depths, zone designations, or regulatory floodways.

These proposed flood hazard determinations, if finalized, will become the basis for the floodplain management measures that the City must adopt or show evidence of having in effect to qualify, or remain qualified, for participation in the National Flood Insurance Program (NFIP).

On **February 14, 2024**, the Federal Emergency Management Agency (FEMA) sent the Mayor of Bristol, a Chief Elected Official, a letter announcing the **start of the 90-day appeal period on February 28, 2024 for the Farmington River watershed flood mapping project** for Hartford County.

This appeal period is an opportunity for property owners to challenge the FIRM & FIS reports by providing additional scientific or technical data to FEMA. An **appeal** is a formal written objection to a new or revised base flood elevation (BFE), flood zone, or floodway. An appeal must be supported by an analysis or scientific evidence showing that the information on the preliminary FIRM or FIS report is scientifically or technically incorrect. Statements such as: *"FEMA's map is wrong," "It has not flooded as long as I have lived here,"* or *"I don't want my house in the floodplain or to pay flood insurance"* are not grounds for appeal.

After the appeal period ends, FEMA will evaluate the data received and revise the preliminary FIRM and FIS reports, if appropriate. Once all appeals are resolved, FEMA will send an appeal resolution letter to the City and all appellants.

During this appeal period, FEMA will also accept any comments on the preliminary maps and studies. A **comment is a minor correction to the map**, such as a spelling error to a street name, or correction to a jurisdictional boundary.

5

Below are some resources for property owners and community officials on the appeal process:

- **Appeals and Comments, Information for Property Owners:** https://www.fema.gov/sites/default/files/documents/fema_appeals-comments-info-property-owners.pdf
- **Appeals and Comments, Information for Community Officials:** https://www.fema.gov/sites/default/files/documents/fema_appeals-comments_info-for-community-officials_0.pdf
- **Appeals and Comments, Required Support Data and Documentation for Community Officials:** https://www.fema.gov/sites/default/files/documents/fema_appeals-comments-data-required-community-officials_2017.pdf

The appeal period begins on February 28, 2024 and will end on May 28, 2024. Public notice of this appeal period was published in the *Hartford Courant* newspaper on February 21, 2024 and February 28, 2024.

A notice of the map change was also posted in the Federal Register on January 29, 2024:

https://www.govinfo.gov/content/pkg/FR-2024-01-29/pdf/2024-01625.pdf?utm_campaign=subscription+mailing+list&utm_medium=email&utm_source=federalregister.gov,

FEMA has indicated that it is preferred that the City gather appeals from property owners and send them in one submission to FEMA. However, FEMA will accept submissions directly from property owners if received during the appeal period. Appeal data can be sent or emailed to FEMA or CDM Smith (FEMA's mapping contractor) at the contacts below:

Christopher Markesich
Community Coordination Officer
FEMA Region I
220 Binney Street
Cambridge, MA 02142
(617) 832-4712
Email: christopher.markesich@fema.dhs.gov

Katelyn T. Henry
CDM Smith
11500 North Lake Drive
Suite 305
Cincinnati, OH 45249
Email: henrykt@cdmsmith.com

To forward a copy of your appeal, property owners can contact the City of Bristol:

Bristol Department of Public Works – Engineering Division
111 North Main St
Bristol, CT 06010
Tel No. 860-584-6125

Email: Publicworks@bristolct.gov

5

The 90-day appeal period is statutory and cannot be extended. However, FEMA also will consider comments and inquiries regarding data other than the proposed flood hazard determinations (e.g., incorrect street names, typographical errors, omissions) that are submitted during the appeal period, and will incorporate any appropriate changes to the revised FIRM and FIS reports before they become effective.

If property owners cannot submit scientific or technical data before the end of the 90-day appeal period, they may submit data at any time. If warranted, FEMA will revise the FIRM and FIS reports after the effective date. This means that the revised FIRM would be issued with the flood hazard information presently indicated, and flood insurance purchase requirements would be enforced accordingly, until such time as a revision could be made.

The FIRM and FIS reports are currently scheduled to become effective in November 2025. This is an approximate date. The exact date will be set further into the map update process.

Other helpful resources that property owners may use are provided below:

FEMA Region I Map Update

Guide: <https://storymaps.arcgis.com/stories/747e0a9bcde14ad09323d3cb9a181e9d>

This guide provides a general overview of the map update process.

Map Changes and Flood Insurance: https://agents.floodsmart.gov/sites/default/files/fema_nfip_map-changes-flood-insurance-property-owners-09-2023.pdf

This publication provides residents with information on flood insurance requirements that may result from a flood map change.

Preliminary Flood Insurance Rate Maps (FIRM) and Flood Insurance Studies

(FIS): <https://hazards.fema.gov/femaportal/prelimdownload/>

Select "Connecticut" as the State, Select "Hartford County" as the County from the drop down boxes. This website provides a total list of the affected panels in the watershed. Below is a list of affected panels by community.

For a resident to find which flood map panel pertains to their address, they should first go to the FEMA Map Service Center website <https://msc.fema.gov> and type their address into the search box.

Farmington River Watershed (Hartford County) Affected Flood Map Panels

Bristol: 455, 456, 457, 458, 459, 461, 462, 465, 466, 467

FEMA Flood Map Changes

Viewer: <https://fema.maps.arcgis.com/apps/webappviewer/index.html?id=e7a7dc3ebd7f4ad39bb8e485bb64ce44>

This viewer will show the preliminary panel and has an address search box.

FEMA Flood Hazard and Risk Data Viewer:

<https://experience.arcgis.com/experience/e492db86d9b348399f4bd20330b4b274/page/Page/?views=Sea-Level-Dataset%2CPrelim>

On left hand side under the category Preliminary Flood Hazard Data, click on "View Map" to see the preliminary flood maps. You can also search by address. To see current flood map for comparison, under the category of Effective Flood Hazard Data, click on "View Map." Data layers can be turned on and off in the upper right corner.



LENGEND

NEW 4" DOUBLE YELLOW LINES

DESIGN BY: JMS

DRAWN BY: WWS

CHECKED BY:

SCALE: 1" = 20'

DATE: 3/20/2024

PROJECT NO:

NO.

DATE

COMMENTS

SOUTH STREET & RIDGE ROAD RE-STRIPING

PROJECT #

Bristol, Connecticut

EXISTING CONDITIONS RE-STRIPING

DRAWING NUMBER:

01

PREPARED BY:

City of Bristol

Department of Public Works

100 N. Main St.

Bristol, Connecticut 06010

Tel. 860-584-5832

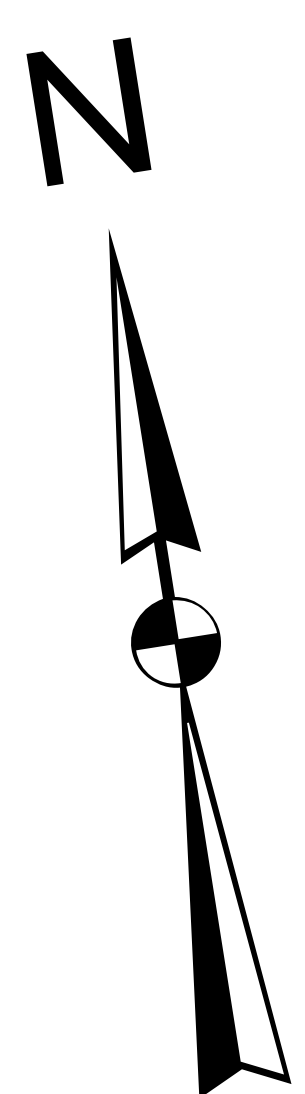
Fax 860-584-5838

CONNECTICUT

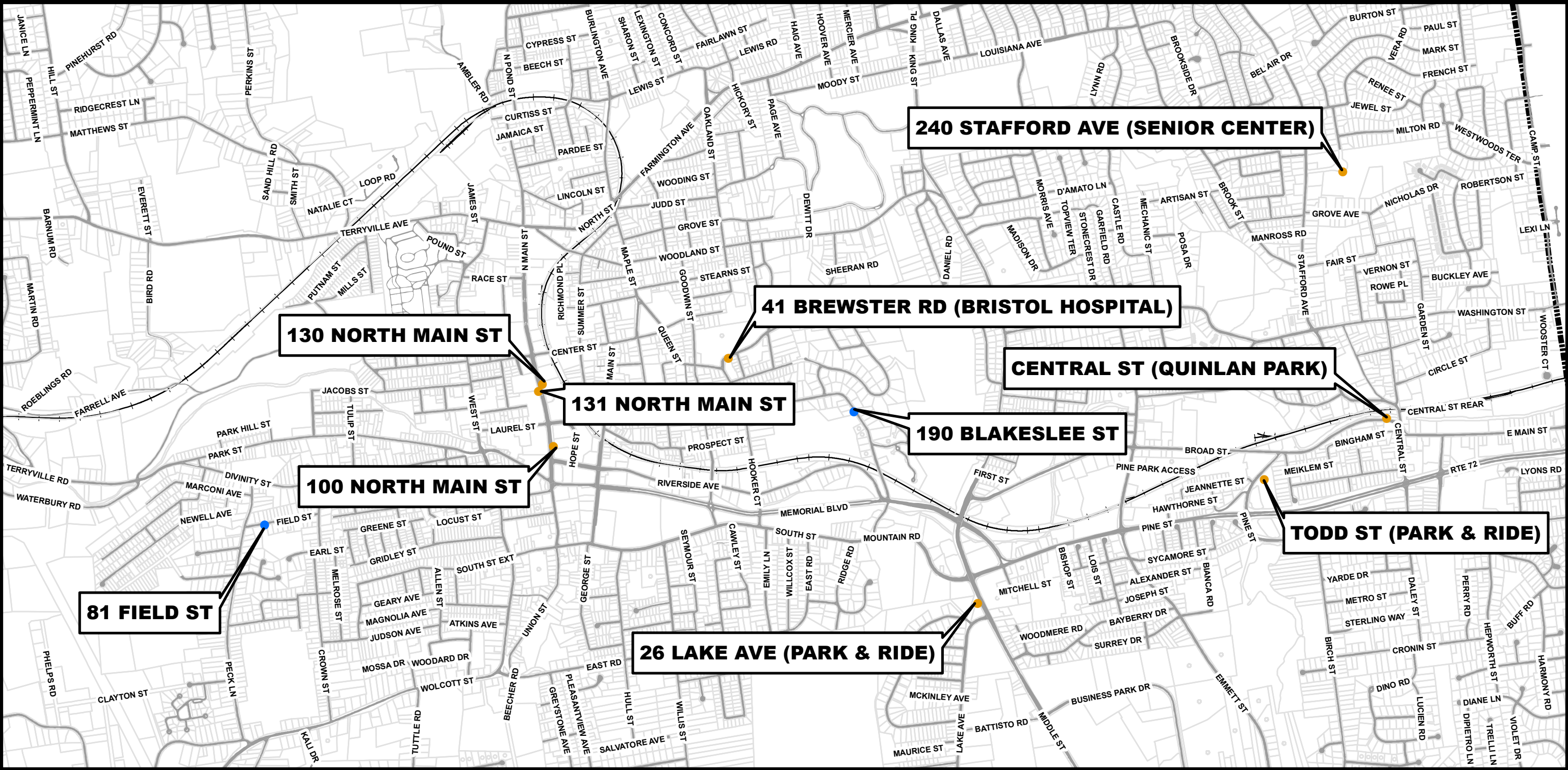
PLANNING & REVENUE



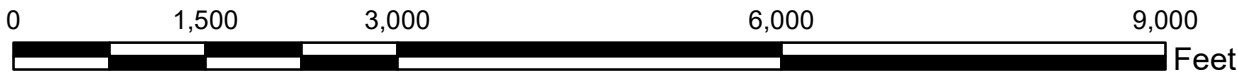
South/East Street Road Restriping 2024



Legend	
	New 4" White Dashed Lines
	New 4" Double Yellow Center Lines
	New 4" White Lines
	Remove Existing Double Yellow Lines
	New Cross Hatching



Bus Shelters in the City of Bristol, CT



LEGEND

- NOT ON BUS ROUTE
- ON BUS ROUTE

Disclaimer:
This map is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to verify the usability of the information. The City of Bristol makes no warranties, express or implied, as to the use of the information obtained herein.



10



SCHEDULE	Pavement Management Program (Spring 2024)				
	12-Mar-24				
	Street Name	Street Length (Ft)	Street Width (Ft)	Mill	RSR
S 24	Hardwick Road	1,116	31	Mill All	40
S 24	Meadow Brook Drive	893	31	Mill All	49
S 24	Sunset Drive	773	26	Mill All	51
S 24	Colonial Road	399	26	Mill All	57
S 24	Tanglewood Road	988	29	Mill All	62
S 24	Old Cider Mill Road	1,159	34	Mill All	61
S 24	Holt Street	585	30	Mill All	34
S 24	Holt Place	346	29	Mill All	52
S 24	Hepworth Street	2,282	30	Mill All	63
S 24	Overlook Avenue	1,063	25	Mill All	42
S 24	Donna Lane	572	34	Mill All	65
S 24	Diane Lane	2,102	33	Mill All	63
S 24	Trelli Lane	903	30	Mill All	65
S 24	Wanda Drive	651	33	Mill All	62
S 24	Benjamin Street	393	29	Mill All	53
S 24	Edward Street	413	28	Mill All	65
S 24	Melville Street	544	29	Mill All	49
S 24	Robbins Street	835	30	Mill All	60
S 24	Loomis Lane	267	30	Mill All	52
S 24	Renee Street	1,179	30	Mill All	50
S 24	Knoll Street	908	30	Mill All	57
S 24	Hill St. (JPC to Marsh)	3,271	34	Mill All	60
S 24	Oakridge Road	2,354	30	Mill All	62
S 24	Maheu Street	1,502	34	Mill All	65
S 24	Ivy Drive	3,956	30	Mill All	55
S 24	Kimberly Lane	751	31	Mill All	62
S 24	Kenney Street	2,636	29	Mill All	60
S 24	Hillcrest Court	398	23	Mill All	60
S 24	Forest Street	253	21	Mill All	65

Note: Perkins Street was switched with Hill Street due to a subdivision on Perkins needing to cut into the road for utilities. Lufkin Lane was removed so we could address a drainage issue. Vance Dr. and Vance Rd. were removed and replaced with Oakridge Rd. and Maheu St. due to receiving Grant money to replace all the sidewalk ramps on Vance Rd. and Vance Dr.

Laura Leger

From: Ray Rogozinski <rrogzinski@att.net>
Sent: Wednesday, March 13, 2024 10:07 AM
To: Raymond Rogozinski

7:34

LT



Bristol (CT) Public Works

2h · 🌐

newest ▾



Rose Marie Nestico Mancini

North Main Street is terrible What's happen
for that street?

1h Like Reply Message Hide



Author

Bristol (CT) Public Works

[Rose Marie Nestico Mancini](#) lots of
construction, still happening on N. Ma
St. when that construction is over the
street is getting a full street scape red

14m Like Reply



Rose Marie Nestico Mancini

[Bristol \(CT\) Public Works](#) Makes
sense Thanks for your reply 😊

7:34

LT



Bristol (CT) Public Works

2h ·



Author

Bristol (CT) Public Works

[Bristol Water and Sewer Department](#)

2h Like Reply



Daniel Criniti

[Bristol \(CT\) Public Works](#) stearns
needs to be done

13m Like Reply Message Hid



Write a reply...



Write a reply...



Kristine Brown

What about the intersection of 72 and 69?

When is that construction supposed to be

7:34

LT



Bristol (CT) Public Works

2h · 🌐



Mike Gladowski

What's the time frame on Jerome ave bridge

31m Like Reply Message Hide



Ron Catucci

[Mike Gladowski](#) They're saying April - 2024

21m Like Reply Message Hide



Mike Gladowski

[Ron Catucci](#) thanks

Nice quiet summer 👍

Hopefully they straighten the corner a little

20m Like Reply Message Hide



Ron Catucci

Laura Leger

From: Ray Rogozinski <rrogzinski@att.net>
Sent: Wednesday, March 13, 2024 10:08 AM
To: Raymond Rogozinski

7:35

LT



Bristol (CT) Public Works

2h · 🌐



Darlene Landon Manchester

There are roads far worse than Maheu St. that need to be fixed. The streets in that neighborhood were done a couple years ago why wasn't Maheu done then if it needed it. Waste of money in my opinion

What about Lewis St.? Lexington, Concord Henderson - that neighborhood that was taken up by Eversource

1h Like Reply Message Hide



Sean Harris

[Darlene Landon Manchester](#) Concord Lewis street were done in 2016 and Lexington was done in 2020.

1h Like Reply Message Hide

7:35

LT



Bristol (CT) Public Works

2h ·



Tyler Martineau

Chestnut is becoming terrible.

1h Like Reply Message Hide



Christina Marino

[Tyler Martineau](#) it's ridiculous!! NPL du
up and this is the result

1h Like Reply Message Hide



Tyler Martineau

[Christina Marino](#) nevermind the
added traffic from people avoidin
the west end intersection. Im
surprised there hasnt been an
accident at intersection of chestr
and pratt.

7:35

LT



Bristol (CT) Public Works

2h ·



Jamie Lyn

Eversource should be repaving streets they tore up and left a mess after replacing gas lines

2h Like Reply Message Hide



Petra Varkal

[Jamie Lyn](#) Yes why haven't they been replacing the roads they destroyed

2h Like Reply Message Hide



Sharon Dube

[Petra Varkal](#) & my driveway. It's av

1h Like Reply Message Hide



Write a reply...

100

Laura Leger

From: Ray Rogozinski <rrogzinski@att.net>
Sent: Wednesday, March 13, 2024 10:08 AM
To: Raymond Rogozinski

7:35

LT



Bristol (CT) Public Works

2h · 🌐



Jonathan Callahan

What about my street.....😂😂😂😂. Que complainers.

1h Like Reply Message Hide



Gary L Lawton

I have lived on Hillcrest over 20 years and it has never been done. Is only the streets that the Mayor lives on, City Council members, mayors, and the heads of the department of the City.

1h Like Reply Message Hide



Robert Caron Jr

What about the seams on Stafford ave, have to drive around them?

1h Like Reply Message Hide

7:35

LT



Bristol (CT) Public Works

2h · 🌐



💎 Top fan

Bob Belanger

[Lynn Kolb Manocchio](#) oh I know I grew up on Gayle Dr @ Madison mother still lives there

1h Like Reply Message Hide



Write a reply...



Write a reply...



Petra Varkal

Robertson, Carolina rd. You know streets t have heavy traffic

2h Like Reply Message Hide

Laura Leger

From: Ray Rogozinski <rrogzinski@att.net>
Sent: Wednesday, March 13, 2024 10:08 AM
To: Raymond Rogozinski

7:36

LT



Bristol (CT) Public Works

2h ·

2h Like Reply Message Hide



Cassie Jo

[Pamela Burke](#) I agree

2h Like Reply Message Hide



Author

Bristol (CT) Public Works

[Pamela](#) please contact the parks department they own that street.

2h Like Reply



Drew Bardell

[Bristol \(CT\) Public Works](#) how....
Bristol is bristol. Fix it simple. Pub
Streets are public Streets.

2h Like Reply Message Hide



Sent from my iPhone

CONSTRUCTION OF MAPLE COURT

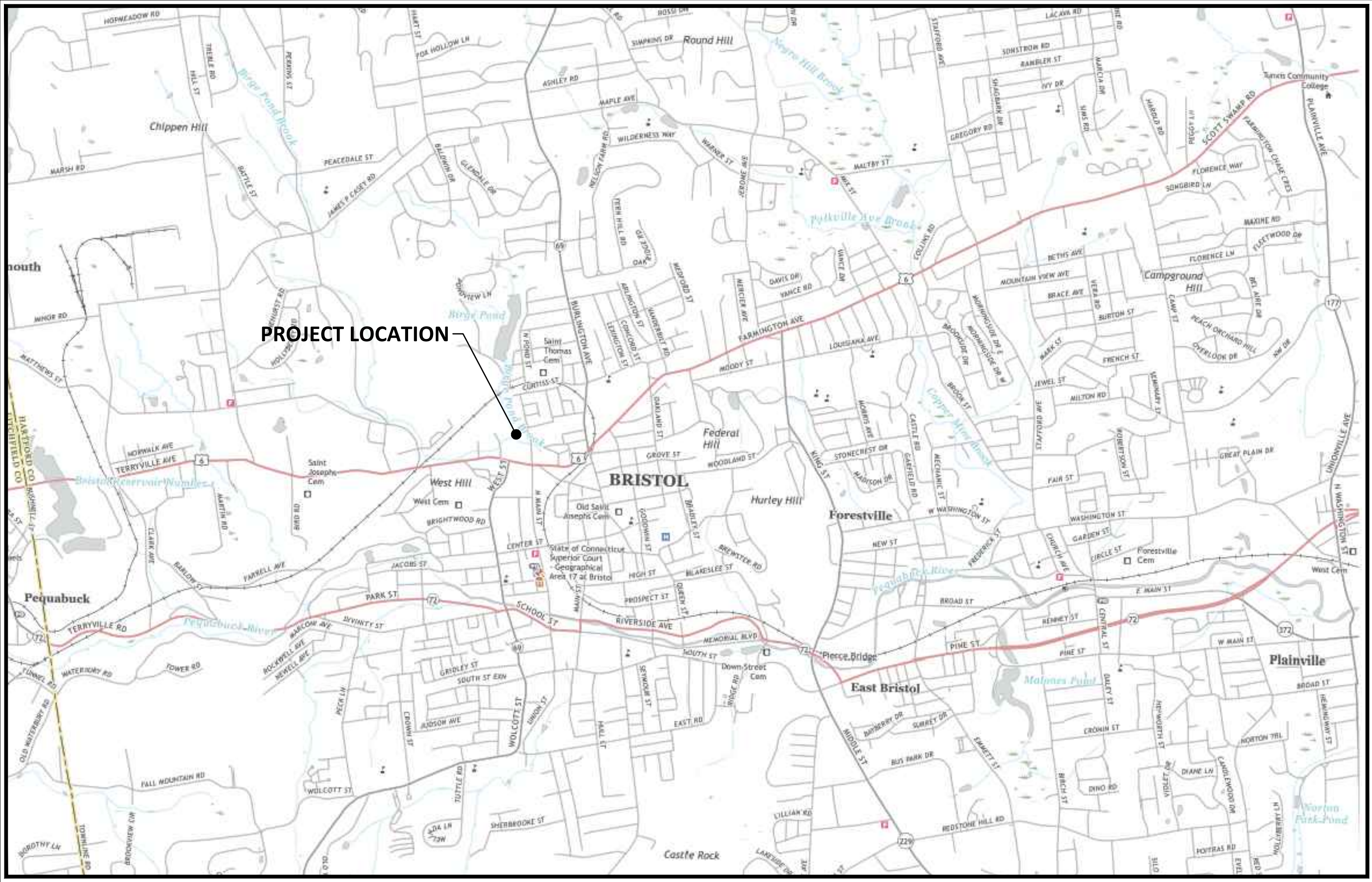
ROADWAY AND DRAINAGE

BRISTOL, CONNECTICUT

MARCH 11, 2024

LIST OF DRAWINGS

NO.	NAME	TITLE
01	TITLE-01	TITLE SHEET
02	TYP-01	GENERAL NOTES AND TYPICAL SECTIONS
03	EX-01	EXISTING CONDITIONS
04	PRO-01	ROADWAY PROFILE
05	RWY-01	ROADWAY PLAN
06 - 12	CSX-01 - CSX-07	ROADWAY CROSS SECTIONS



BOARD OF PUBLIC WORKS
MAYOR JEFFREY CAGGIANO, CHAIRMAN

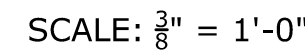
DIRECTOR OF PUBLIC WORKS
RAYMOND A. ROGOZINSKI, P.E.

CITY ENGINEER
NANCY LEVESQUE, P.E.



1. THE CITY OF BRISTOL ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF MAPS AND DATA WHICH HAVE BEEN SUPPLIED BY OTHERS.
2. ALL CONSTRUCTION AND METHODS SHALL CONFORM TO THE APPLICABLE SECTIONS OF THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES, FACILITIES AND INCIDENTAL CONSTRUCTION, FORM 818 (2020), SUPPLEMENTAL SPECIFICATIONS DATED JANUARY 2023, AND SPECIAL PROVISIONS.
3. ALL CONSTRUCTION MATERIALS AND METHODS SHALL CONFORM TO THE APPLICABLE SECTIONS OF THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES, FACILITIES AND INCIDENTAL CONSTRUCTION, FORM 818 (2020), SUPPLEMENTAL SPECIFICATIONS DATED JANUARY 2022, AND SPECIAL PROVISIONS.
4. THE CONTRACTOR SHALL BE AWARE OF THE WORK WHICH IS TO BE PERFORMED WITHIN AND ADJACENT TO PRIVATE PROPERTY RIGHT-OF-WAYS.
5. SEDIMENT AND EROSION CONTROL MEASURES AS DEPICTED ON THESE PLANS AND DESCRIBED WITHIN THE SEDIMENT AND EROSION CONTROL NARRATIVE SHALL BE IMPLEMENTED AND MAINTAINED UNTIL PERMANENT COVER AND STABILIZATION IS ESTABLISHED. ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL CONFORM TO THE "CONNECTICUT GUIDELINES FOR SOIL AND EROSION AND SEDIMENT CONTROL" EFFECTIVE DATE, MARCH 30,2024.
6. ALL FUEL, OIL, PAINT, OR OTHER HAZARDOUS MATERIALS SHOULD BE STORED IN A SECONDARY CONTAINER AND REMOVED TO A LOCKED INDOOR AREA WITHIN AN IMPERVIOUS FLOOR DURING NON-WORKING HOURS.
7. CONSTRUCTION EQUIPMENT SHALL BE STORED OUTSIDE OF AREAS SUBJECT TO FLOODING.

1. THE CONTRACTOR SHALL COORDINATE CONSTRUCTION WITH APPROPRIATE UTILITY COMPANIES REGARDING RELOCATION AND PROTECTION OF THEIR FACILITIES AND SCHEDULING OF SUCH WORK.

[illegible]

DESIGN BY: WRS
DRAFTED BY: WRS
CHECKED BY: ---
SCALE: AS SHOWN
DATE: MARCH 11, 2024
PROJECT No.: ----

**CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut**

DRAWING NUMBER:

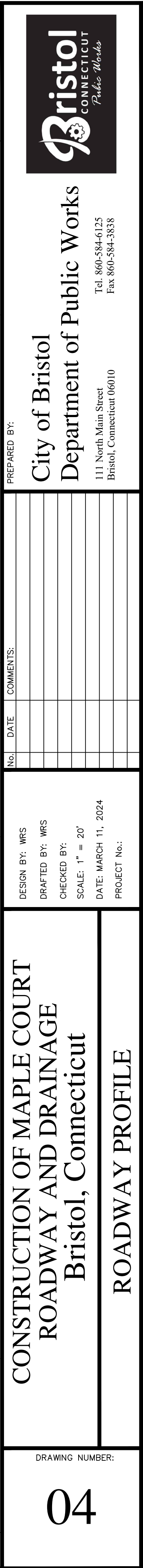
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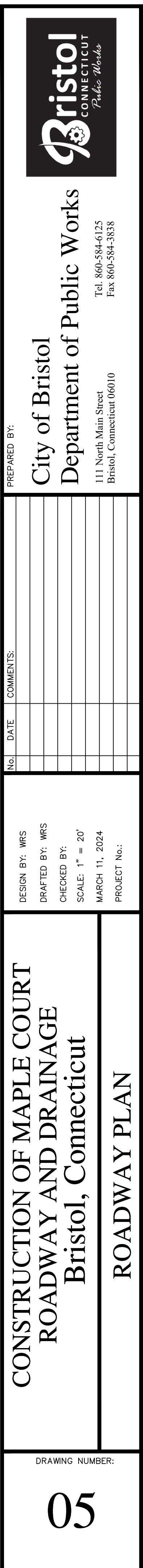
**CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut**

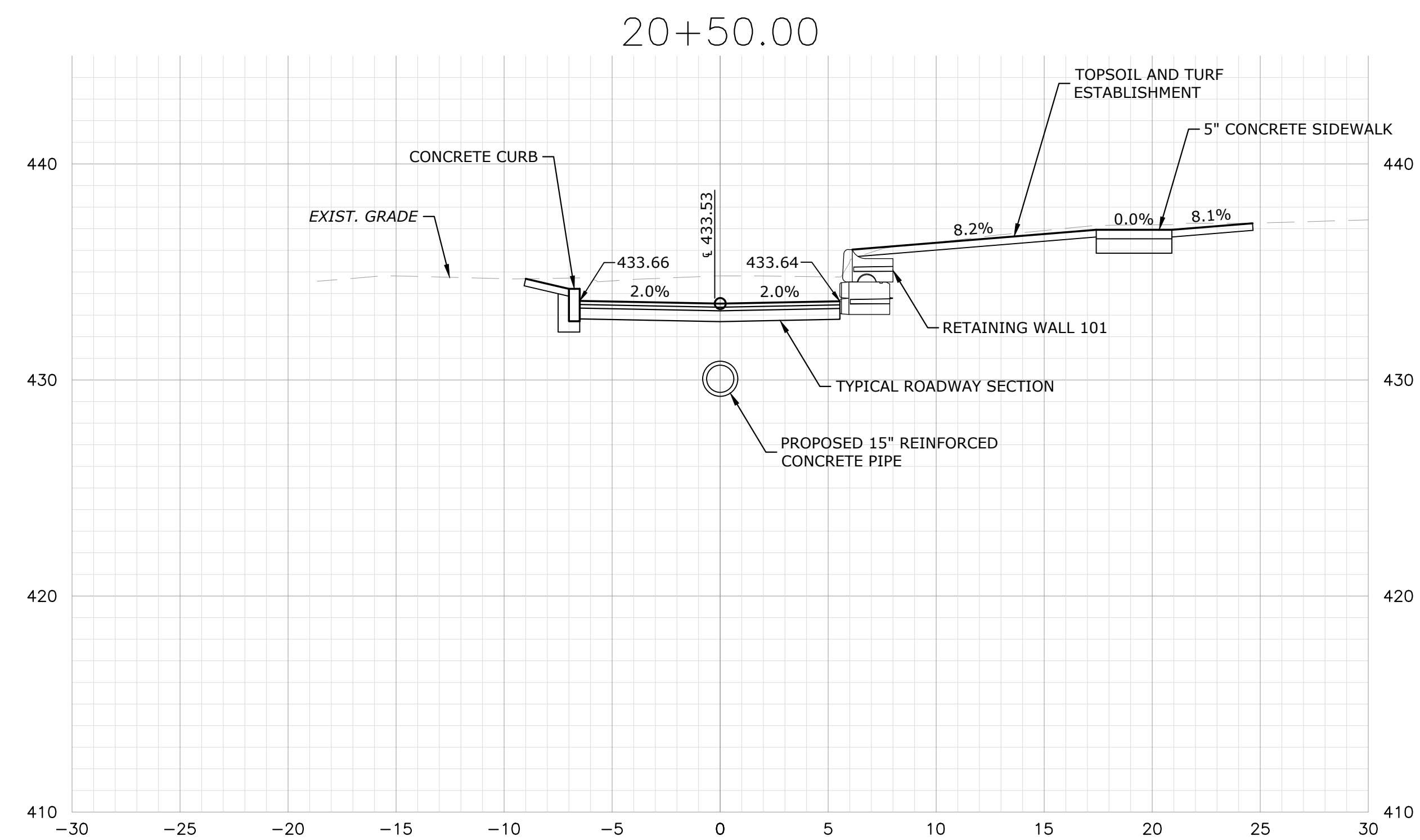
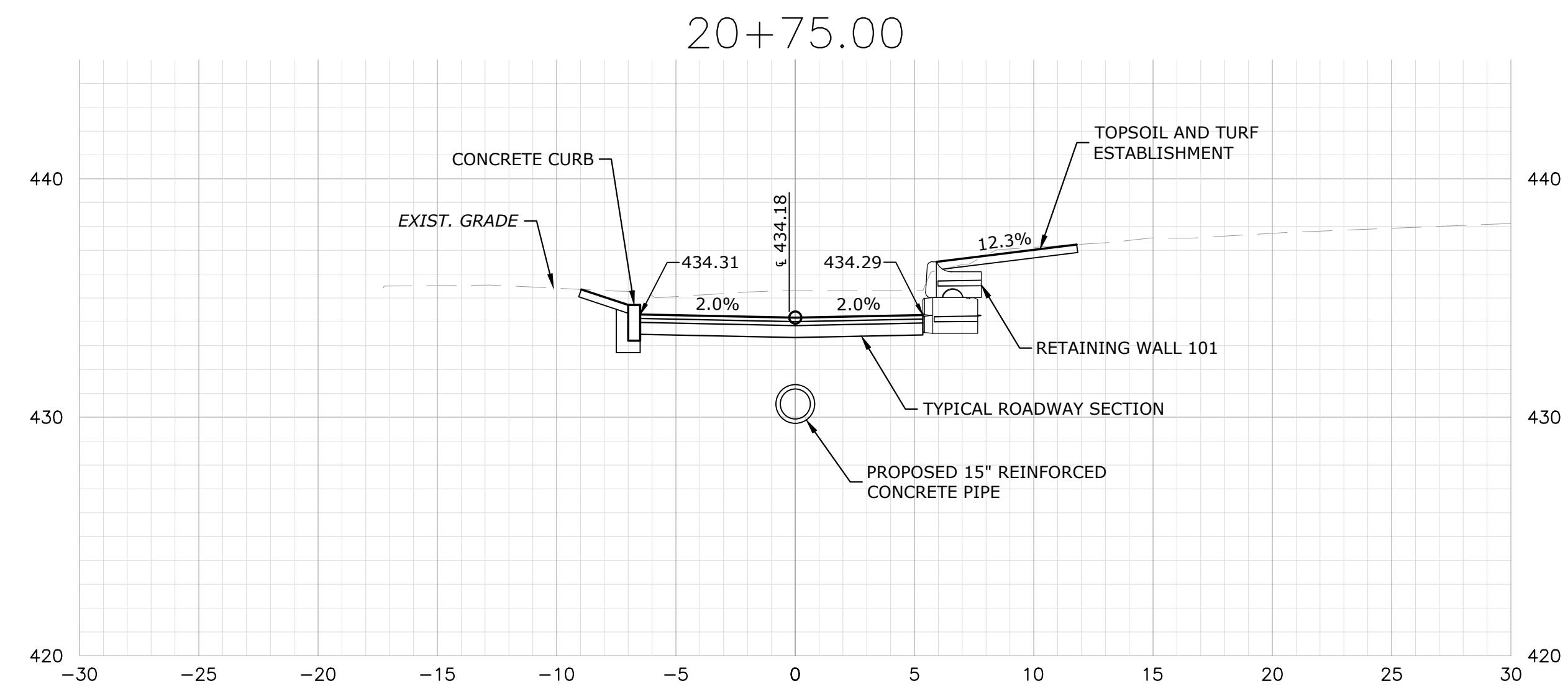
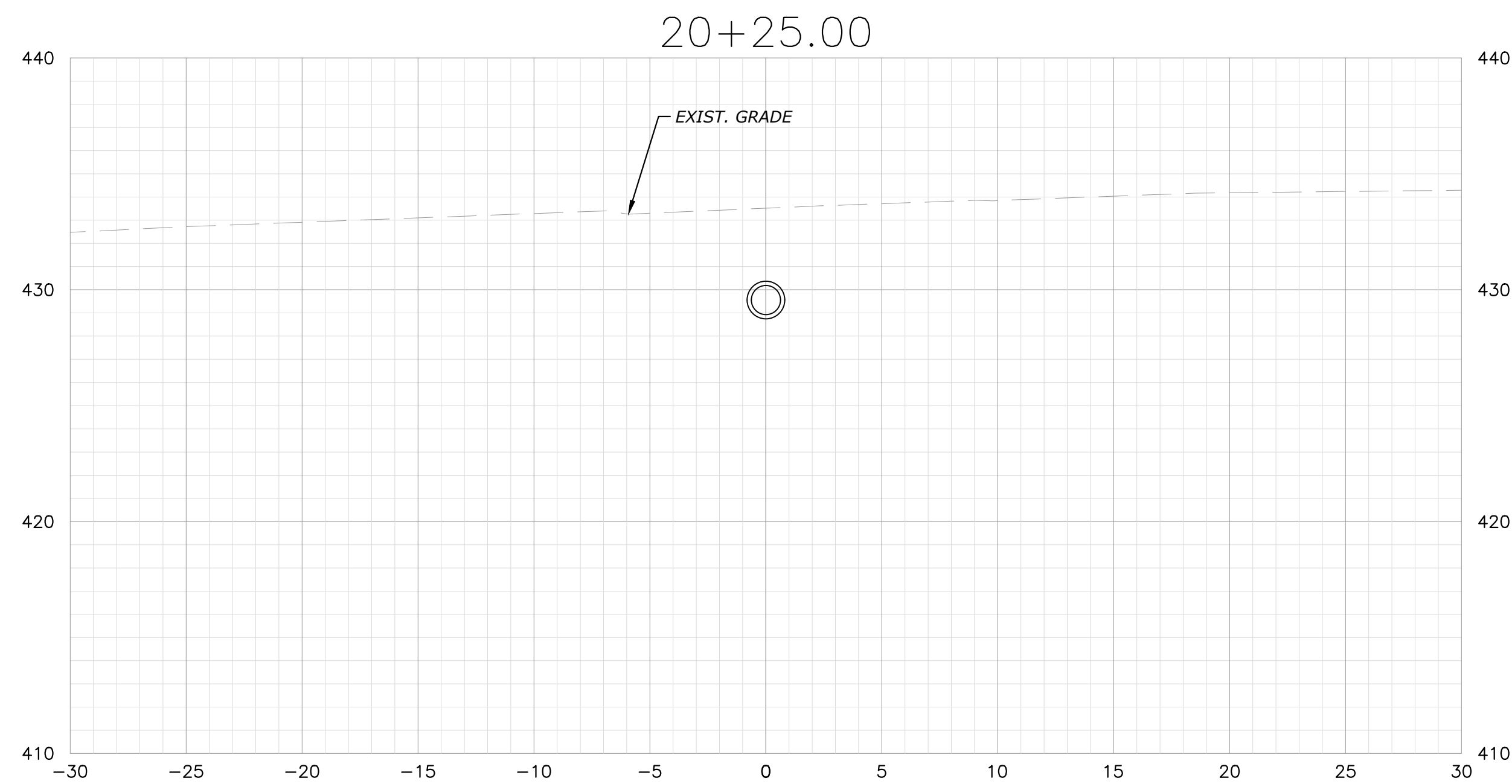
EXISTING CONDITIONS

03









11



City of Bristol
Department of Public Works

Department of Public Works

Tel. 860-584-6125
Fax 860-584-3838

Fax 860-584-3838

111 North Main Street
Bristol, Connecticut 06010

111 North Main Street
Bristol, Connecticut 06010

PREPARED BY:

[illegible]

DESIGN BY: WRS

DRAFTED BY: WRS
CHECKED BY: WRS

CHECKED BY: WRS
SCALE: 1" = 5'

SCALE: 1" = 5'

MARCH 11, 2024
PROJECT No.:

PROJECT No.:

**CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut**

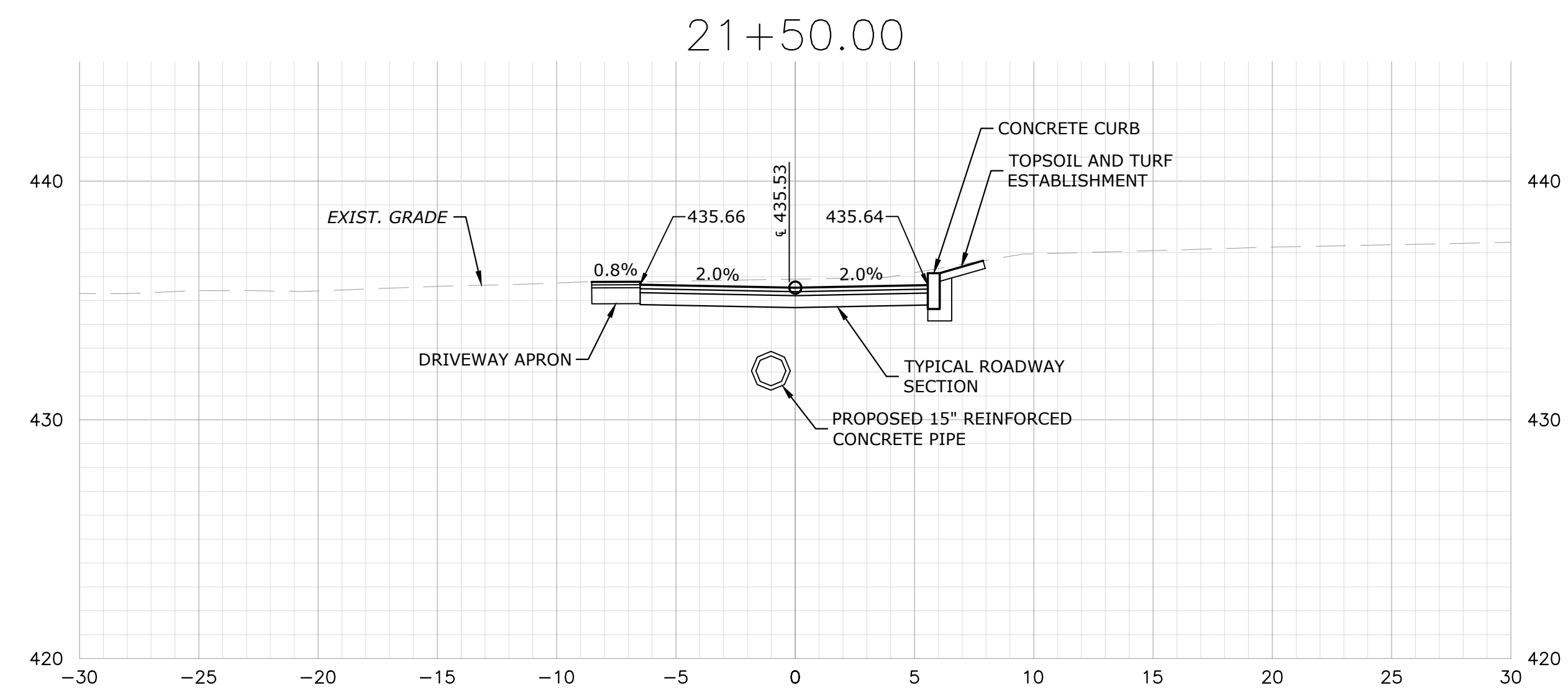
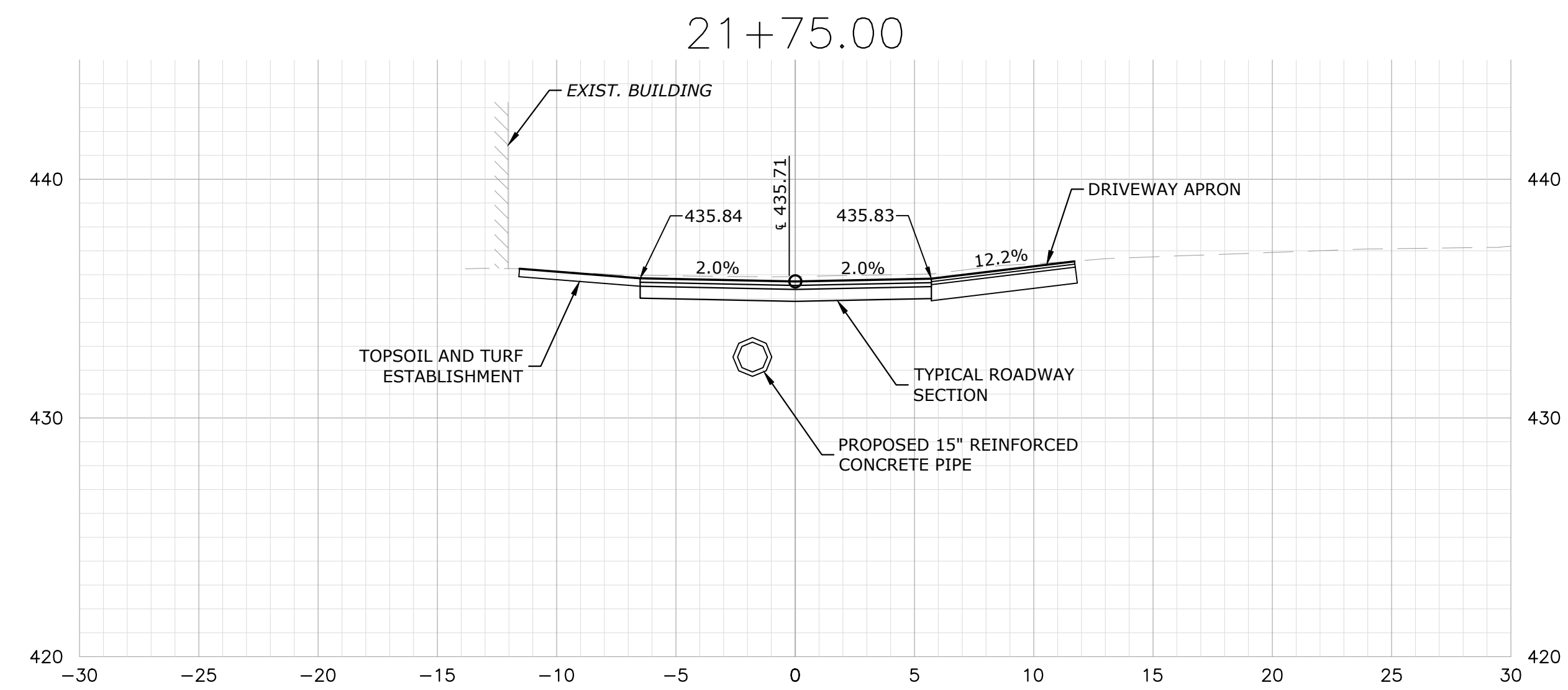
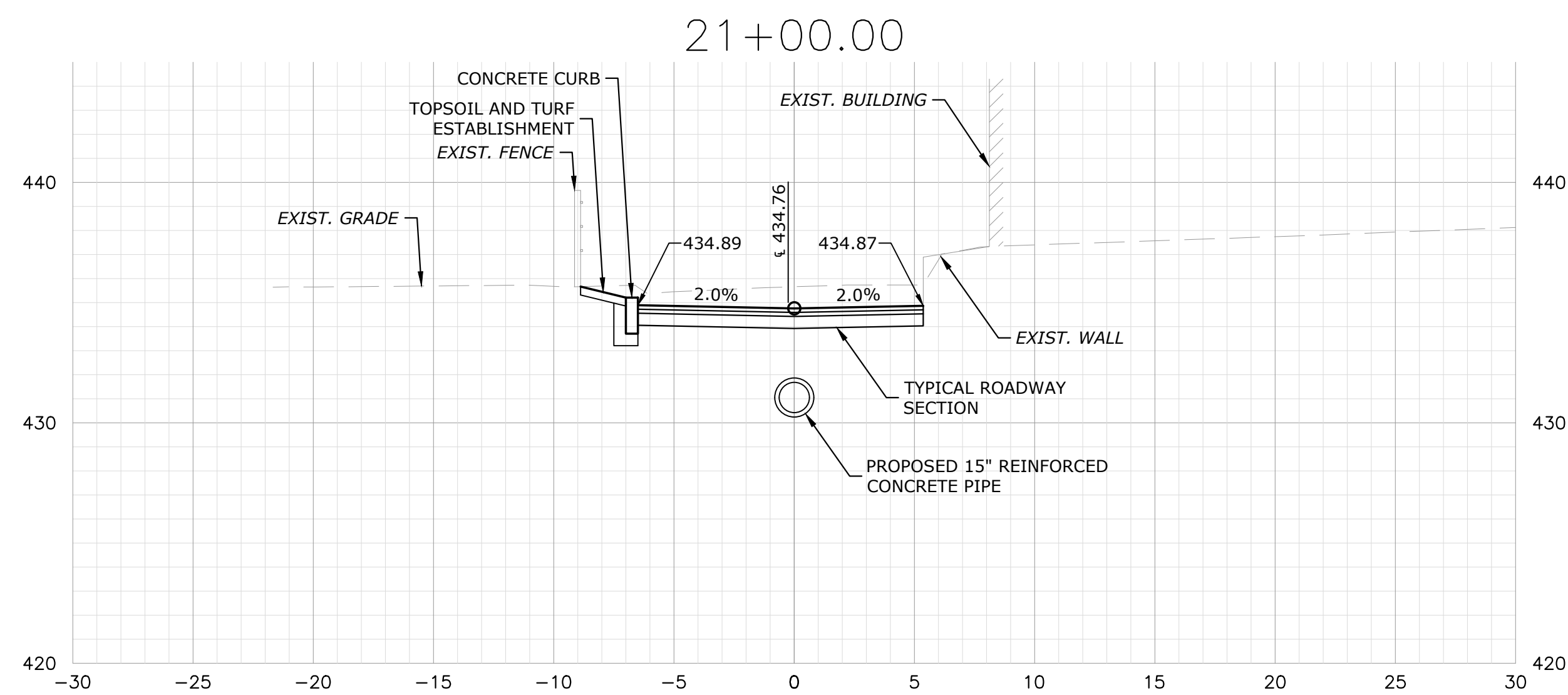
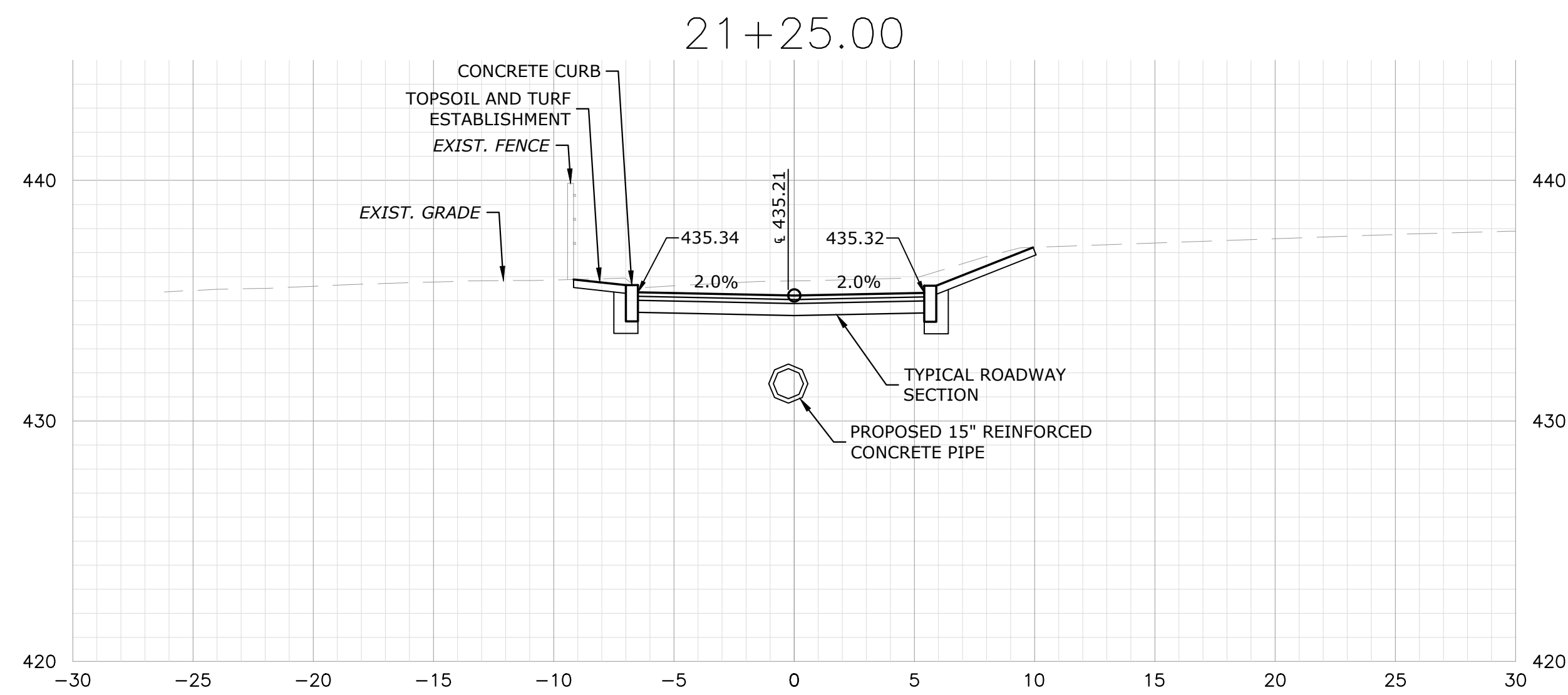
CONSTRUCTION OF MULTILEVEL ROADWAY AND DRAINAGE

Bristol, Connecticut

ROADWAY CROSS SECTIONS

DRAWING NUMBER:

06



11



City of Bristol
Department of Public Works

Tel. 860-584-6125
Fax 860-584-3838

PREPARED BY:

[illegible]

DESIGN BY: WRS

DRAFTED BY: WRS
CHECKED BY: WRS

SCALE: 1" = 5'

MARCH 11, 2024

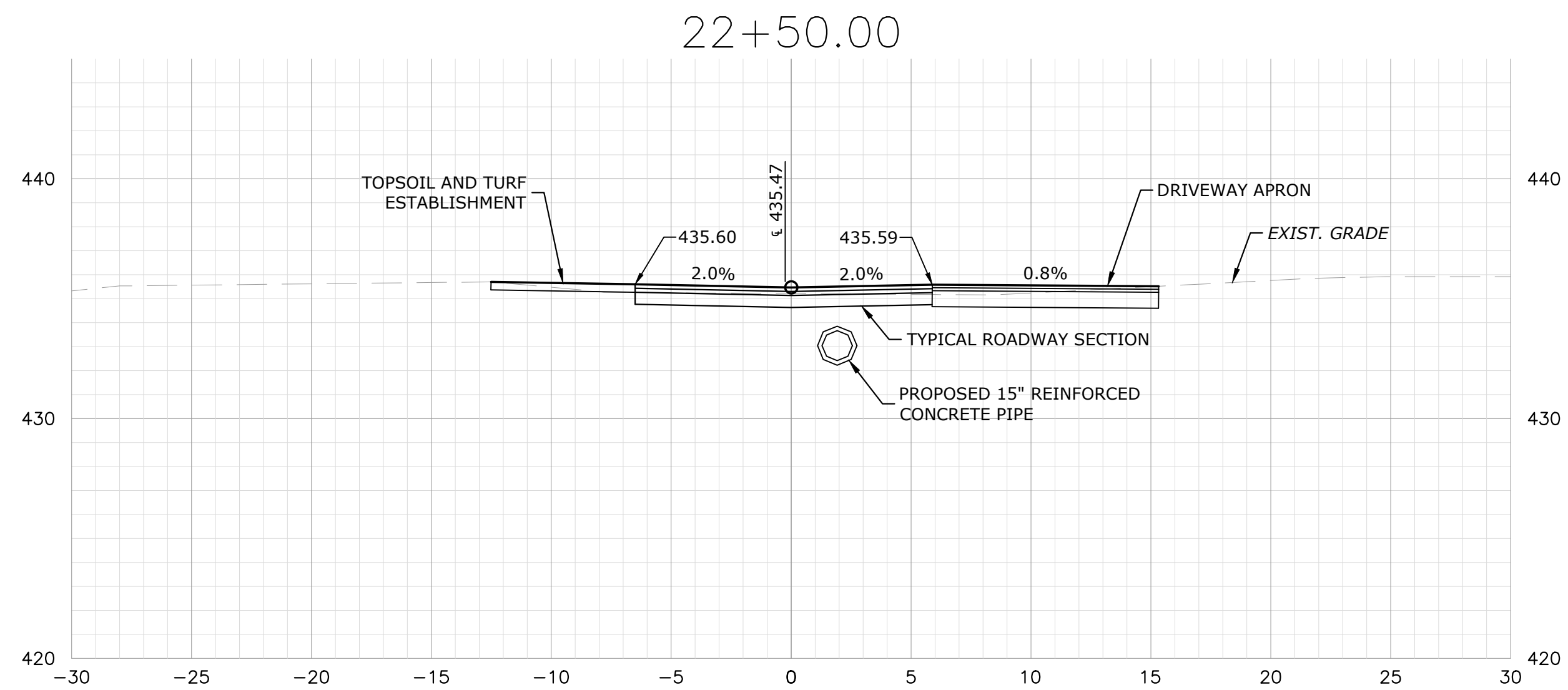
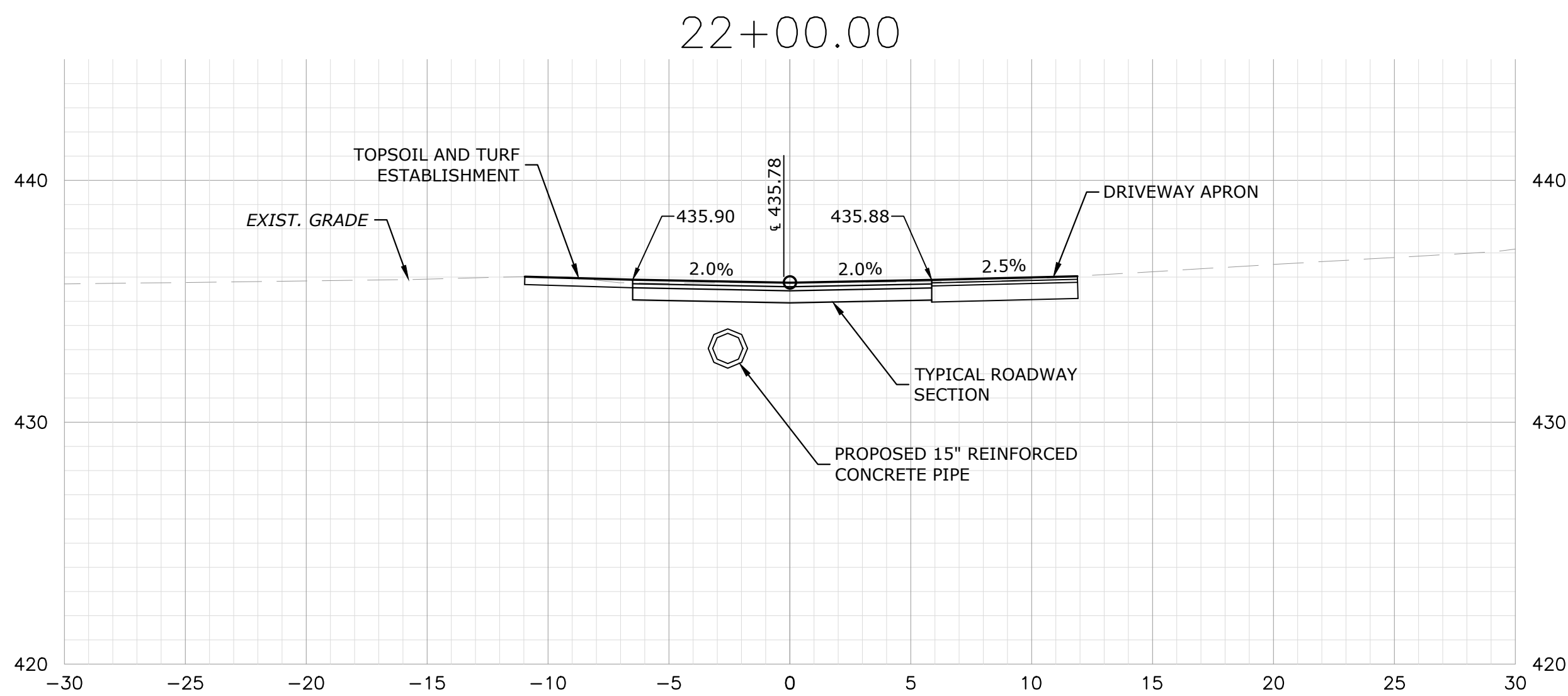
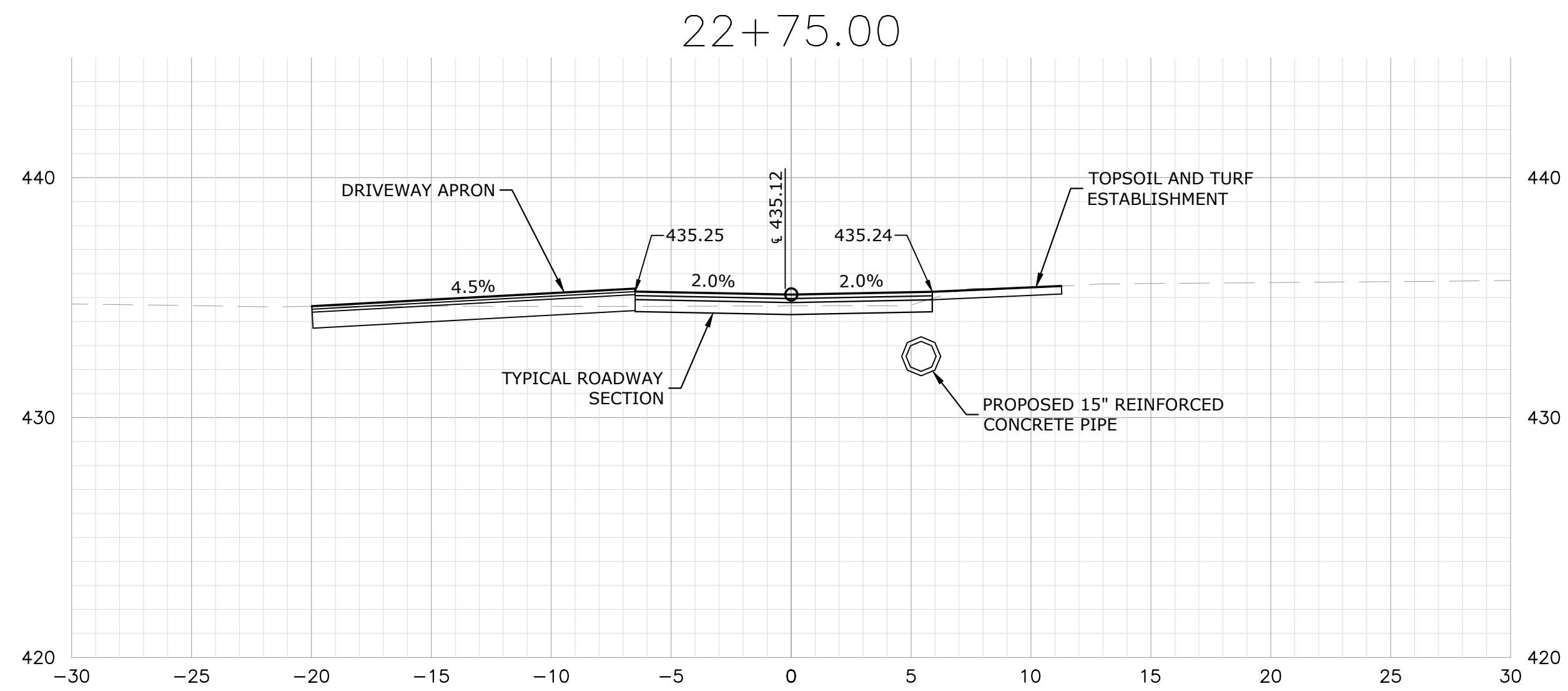
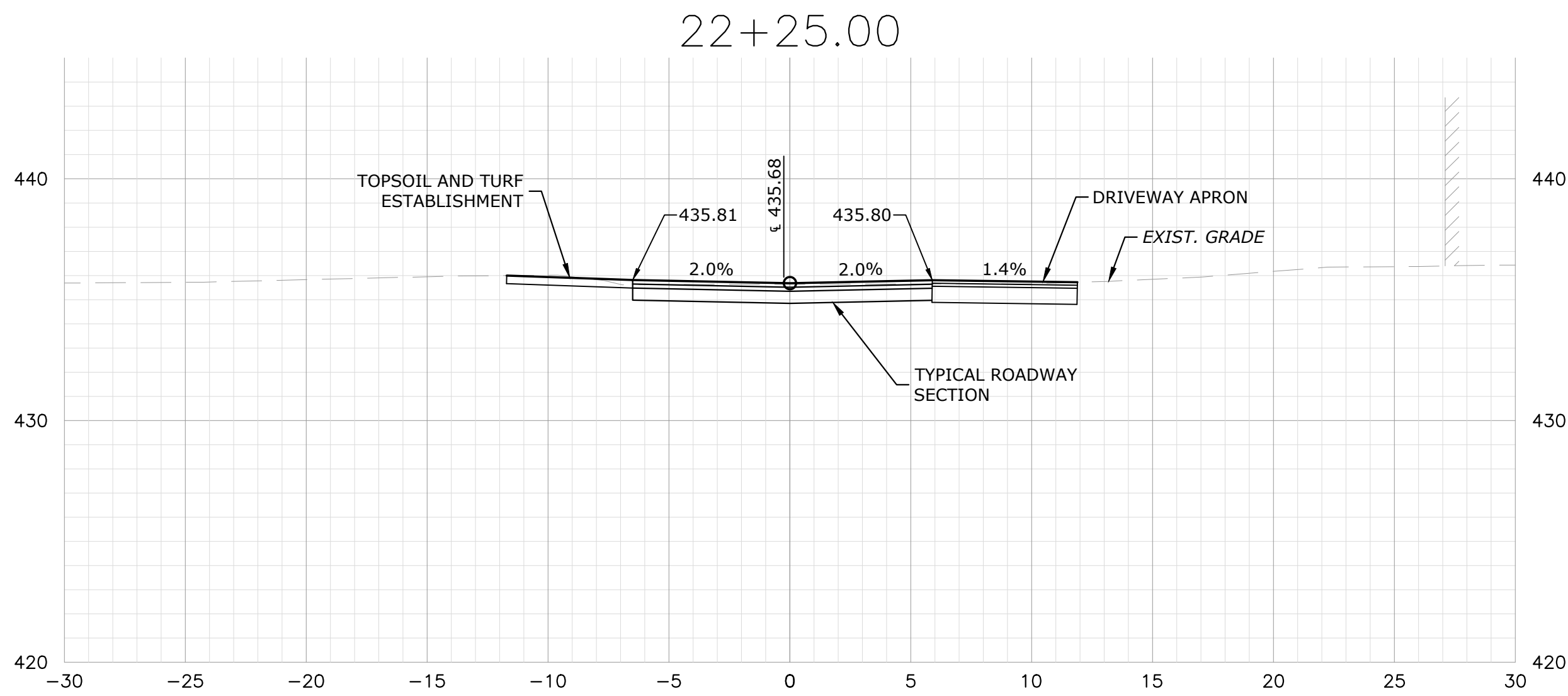
PROJECT No.:

**CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut**

ROADWAY CROSS SECTIONS

DRAWING NUMBER:

07



City of Bristol
Department of Public Works
111 North Main Street
Bristol, Connecticut 06010
Tel. 860-584-6125
Fax 860-584-3838

PREPARED BY:

COMMENTS:

NO. DATE

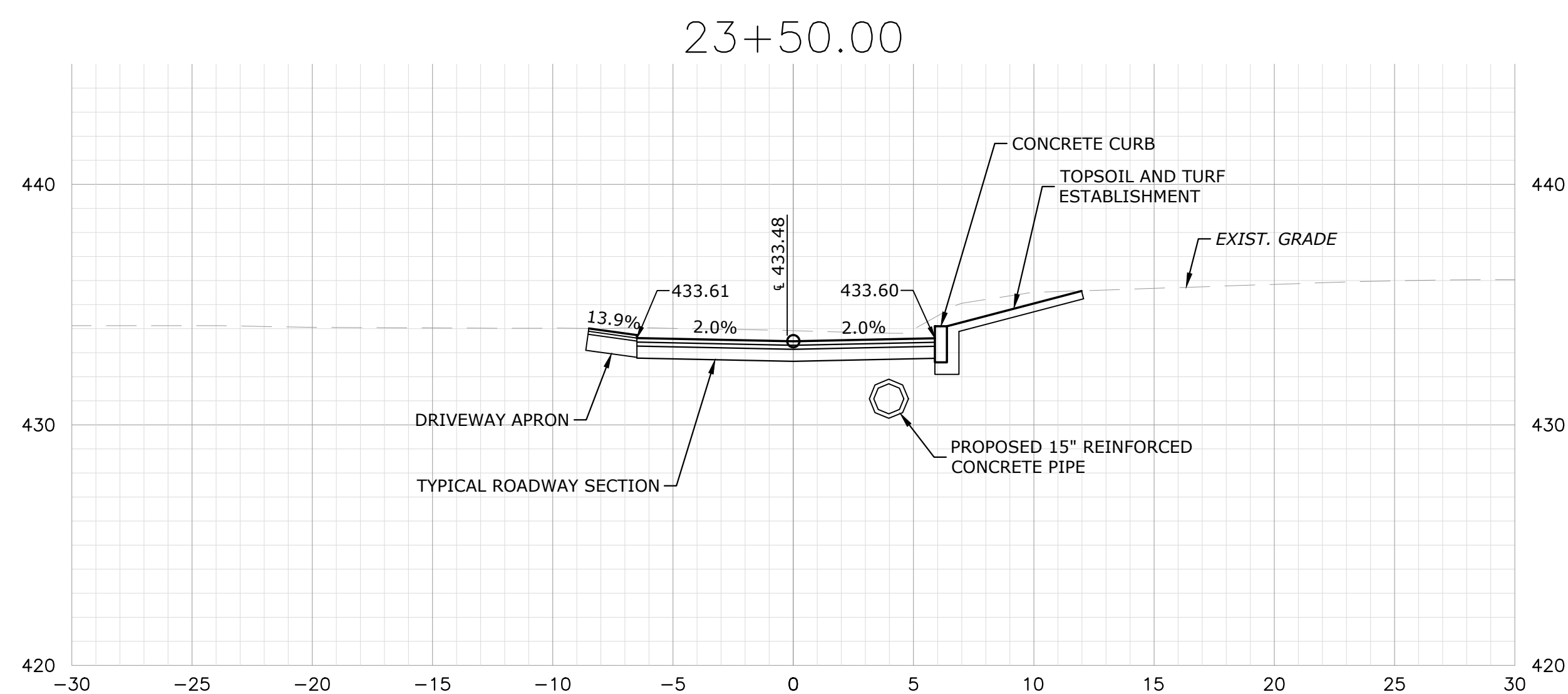
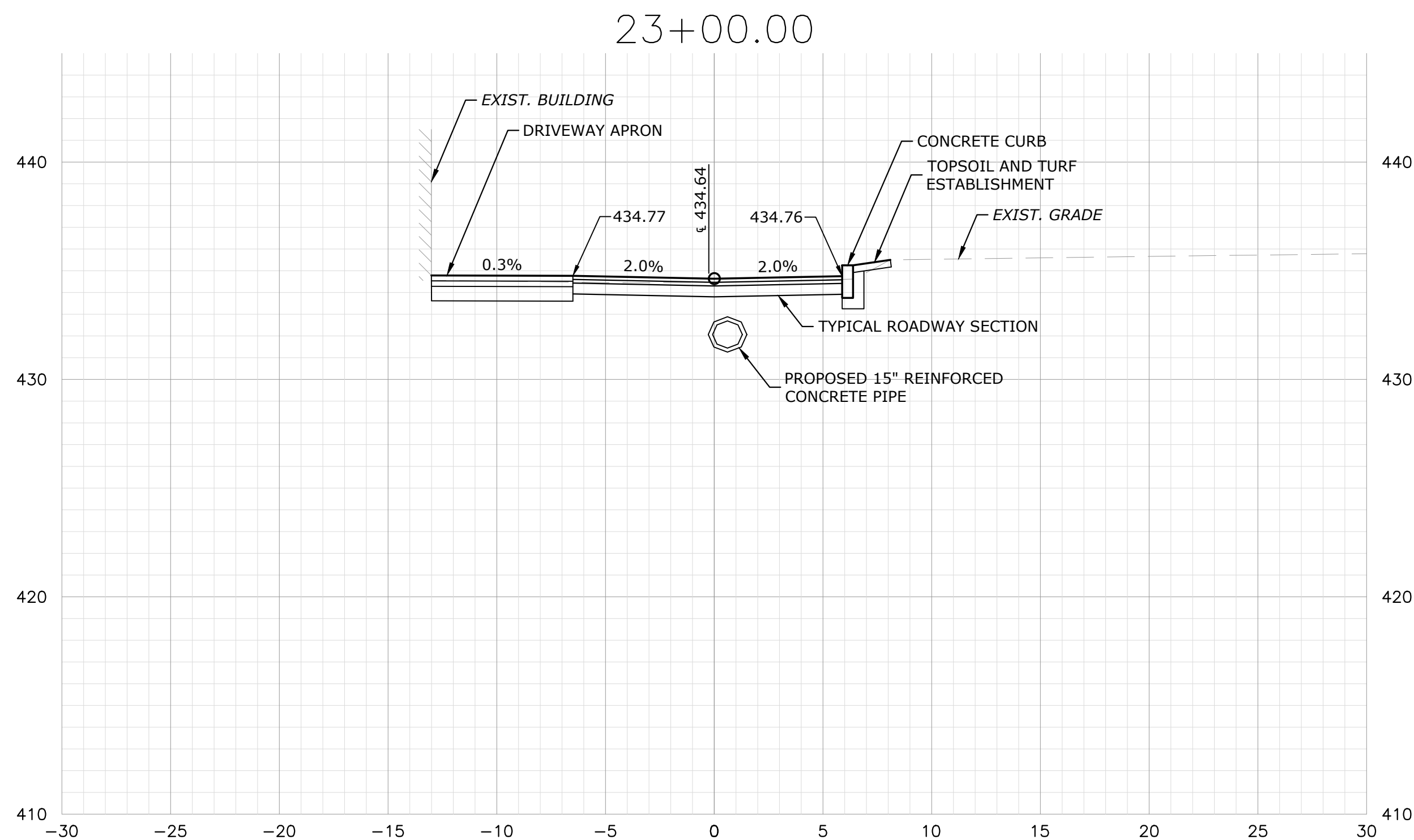
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SCALE: 1" = 5'
MARCH 11, 2024
PROJECT No.:

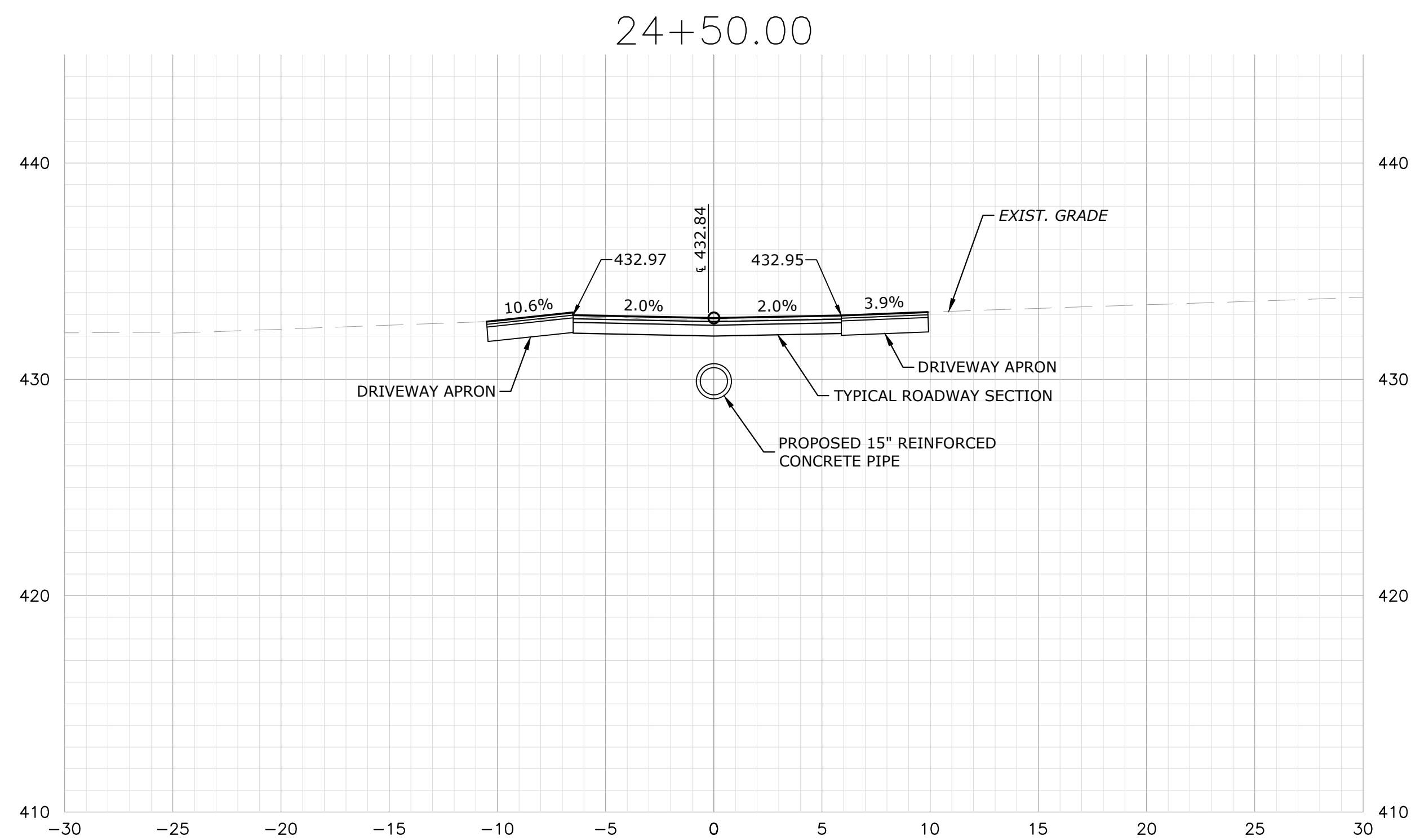
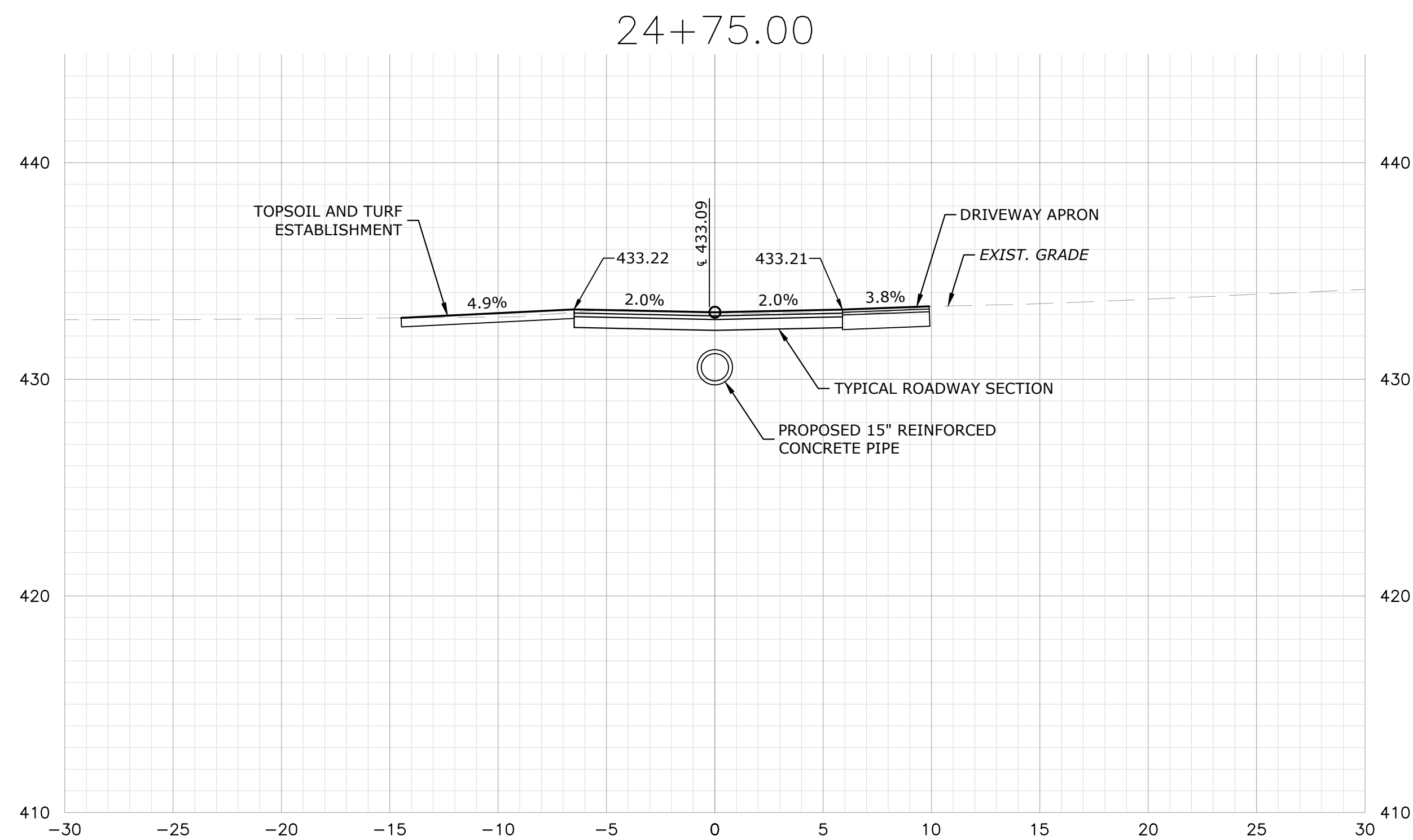
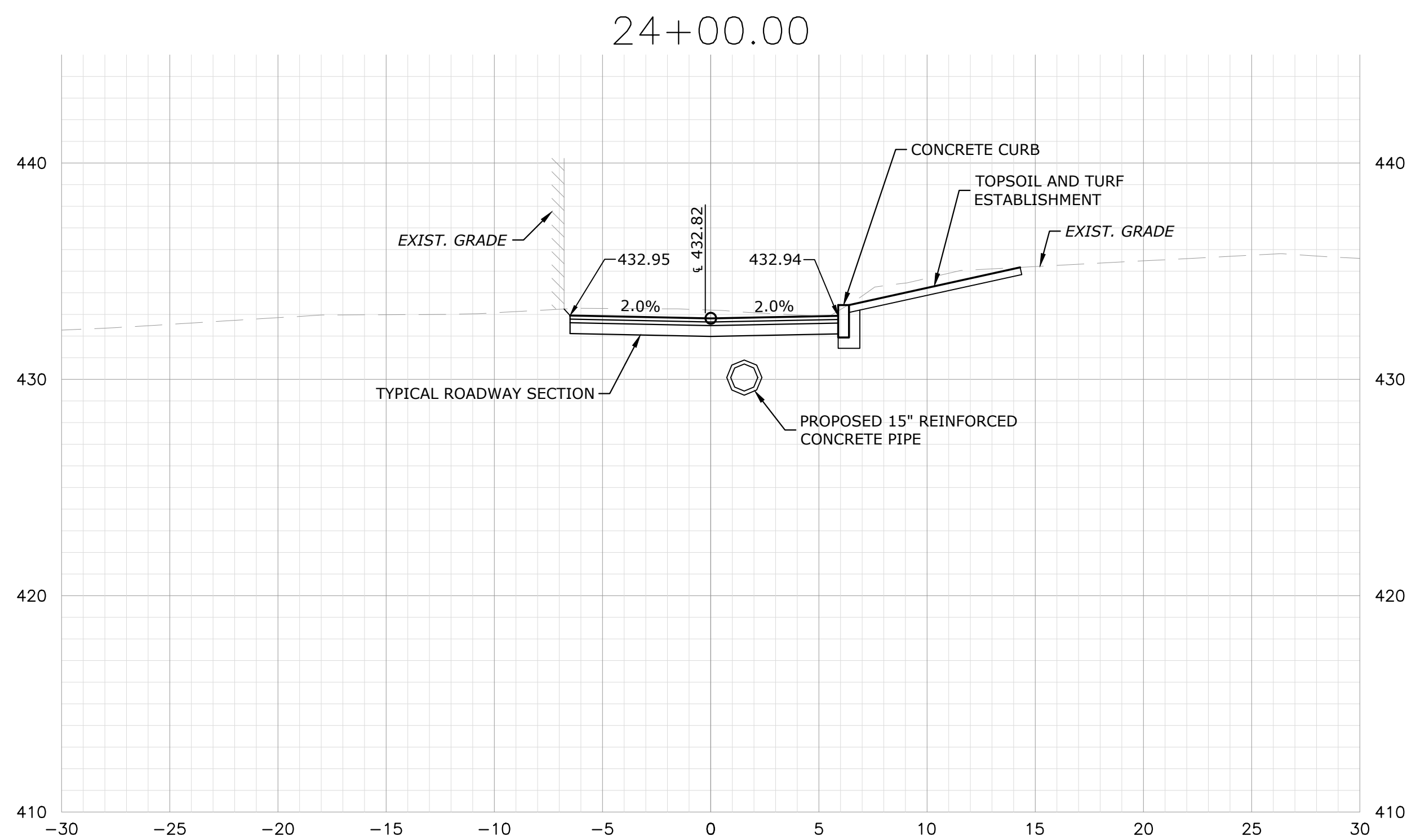
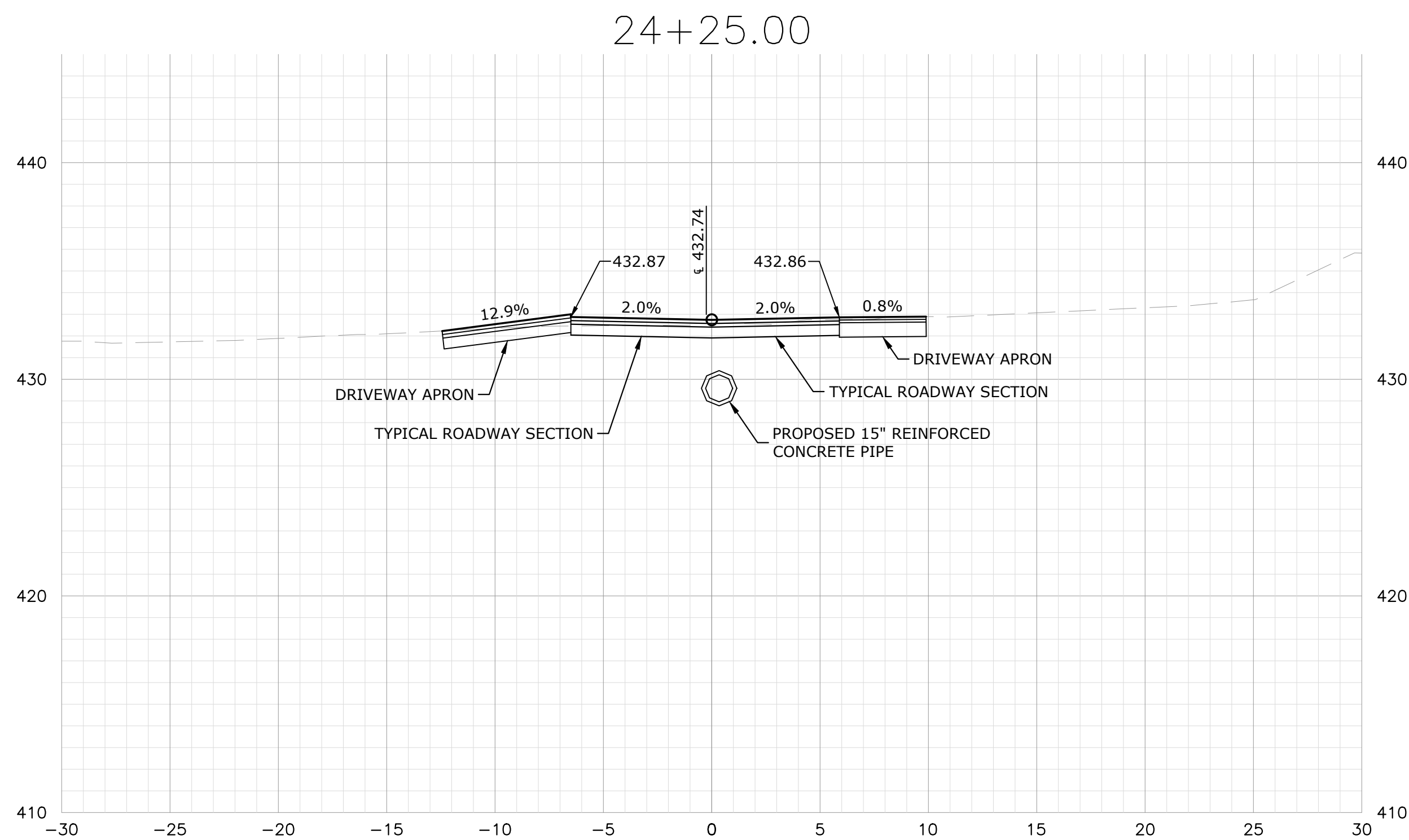
CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut

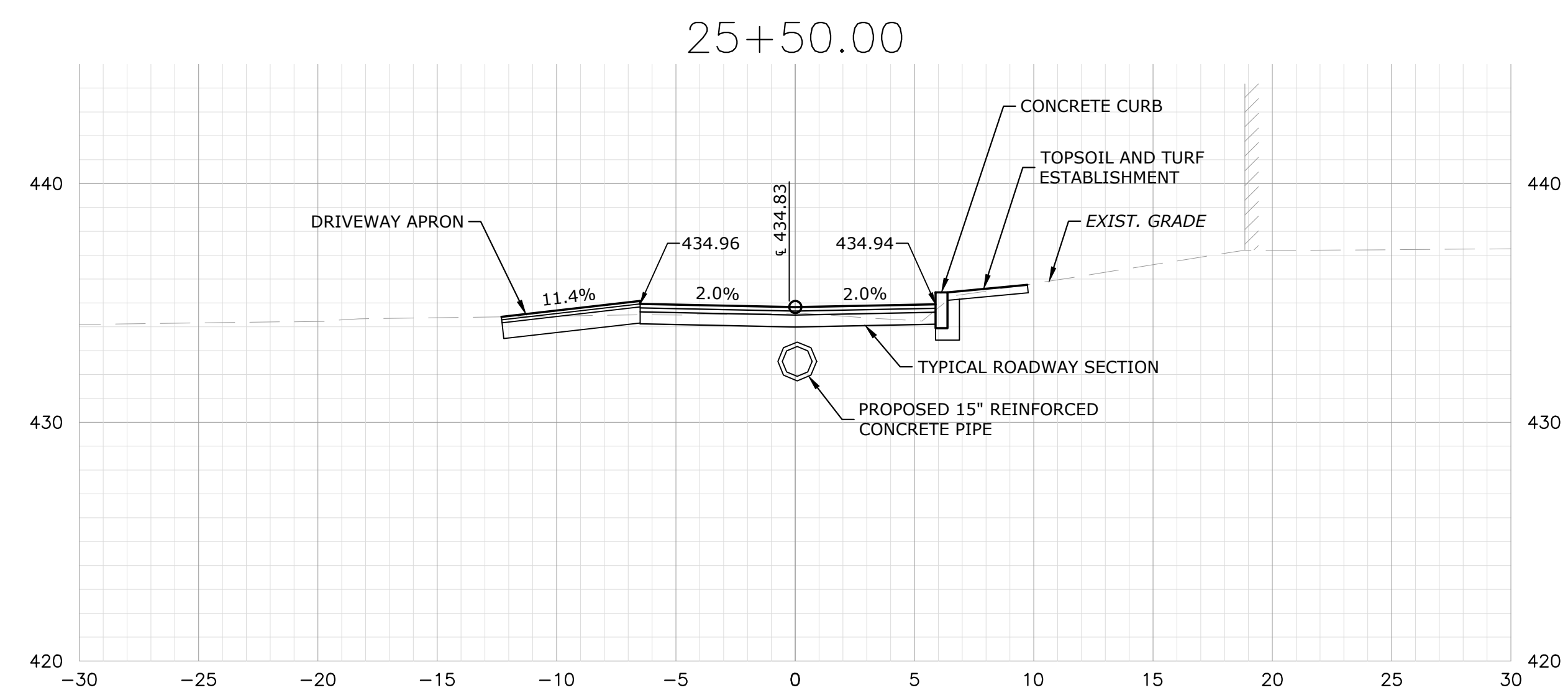
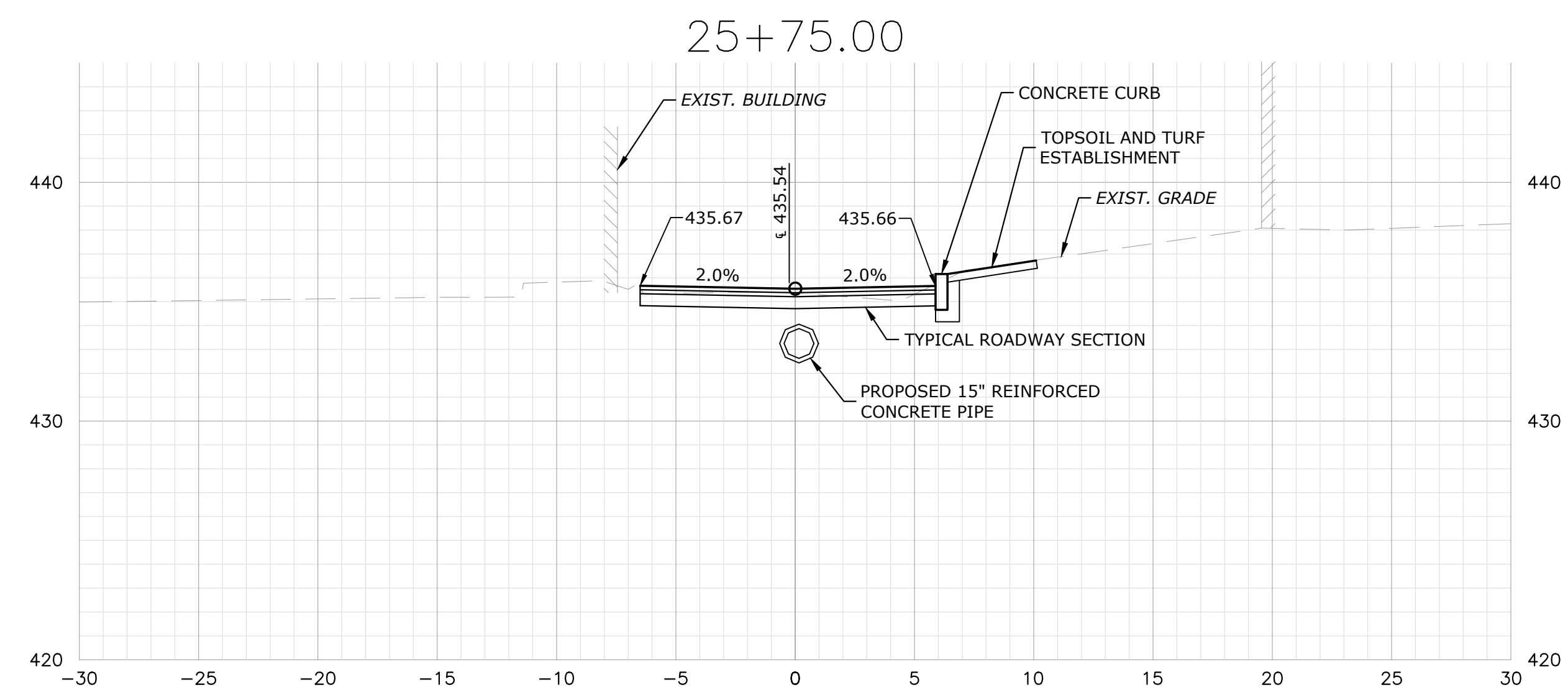
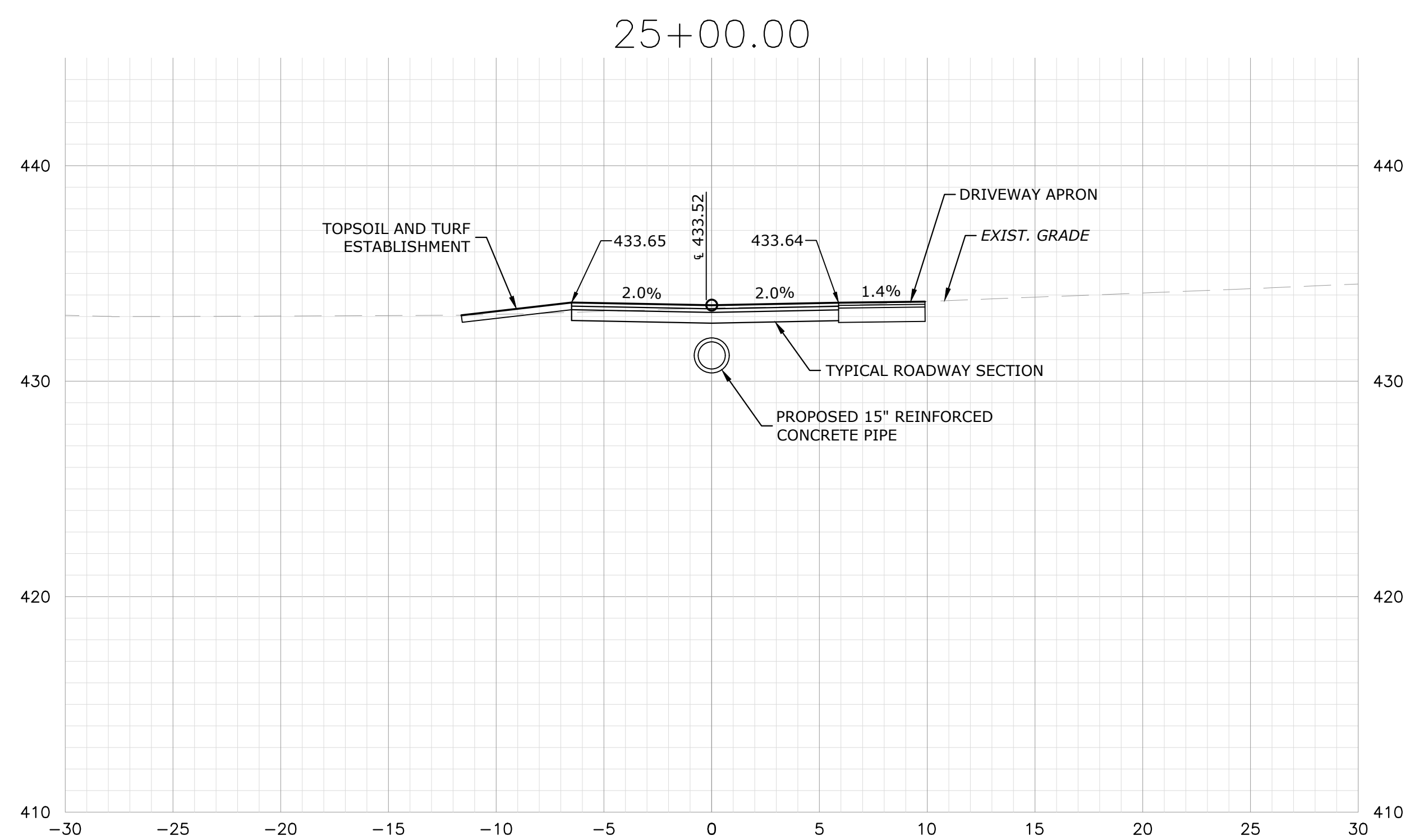
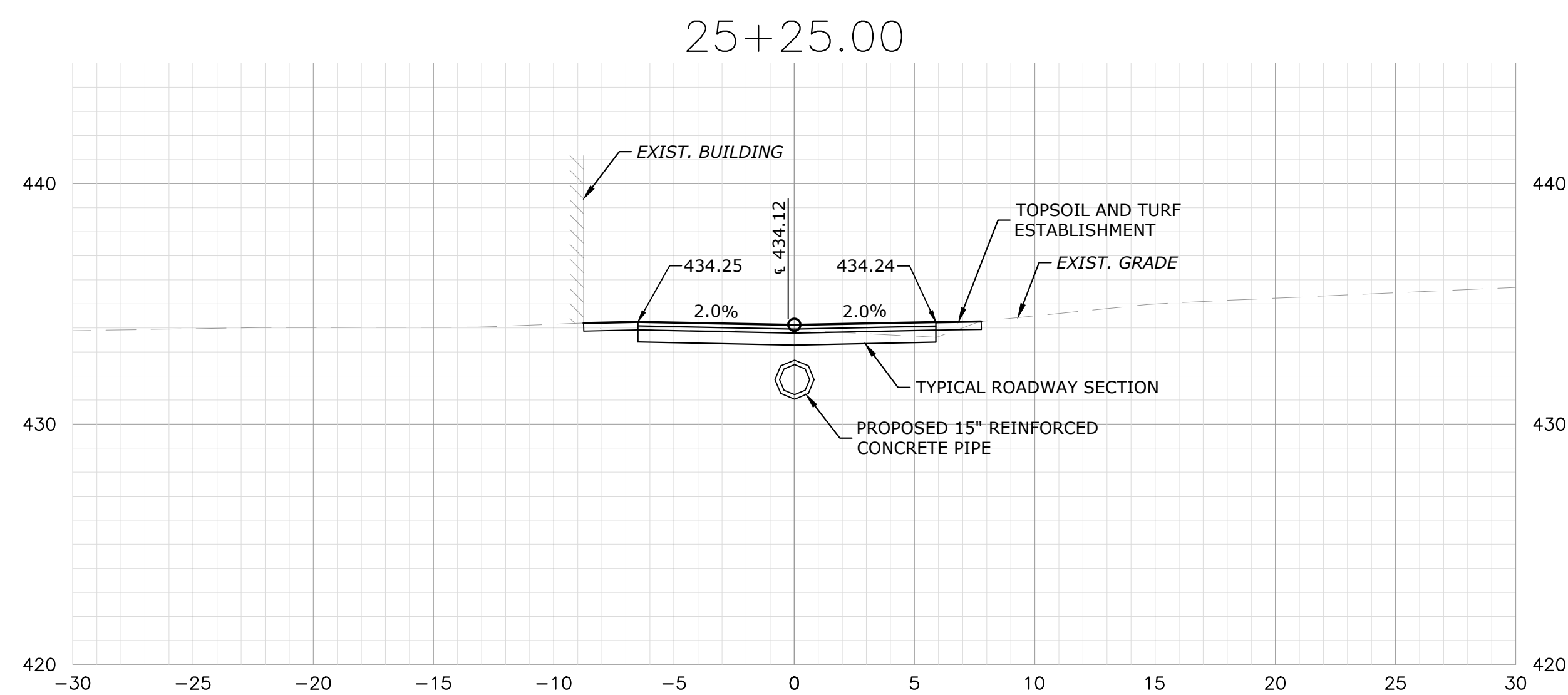
ROADWAY CROSS SECTIONS

DRAWING NUMBER:

08







11



City of Bristol
Department of Public Works

Tel. 860-584-6125
Fax 860-584-3838

PREPARED BY:[illegible]

DESIGN BY: WRS

DRAFTED BY: WRS

SCALE: 1" = 5'

MARCH 11, 2024

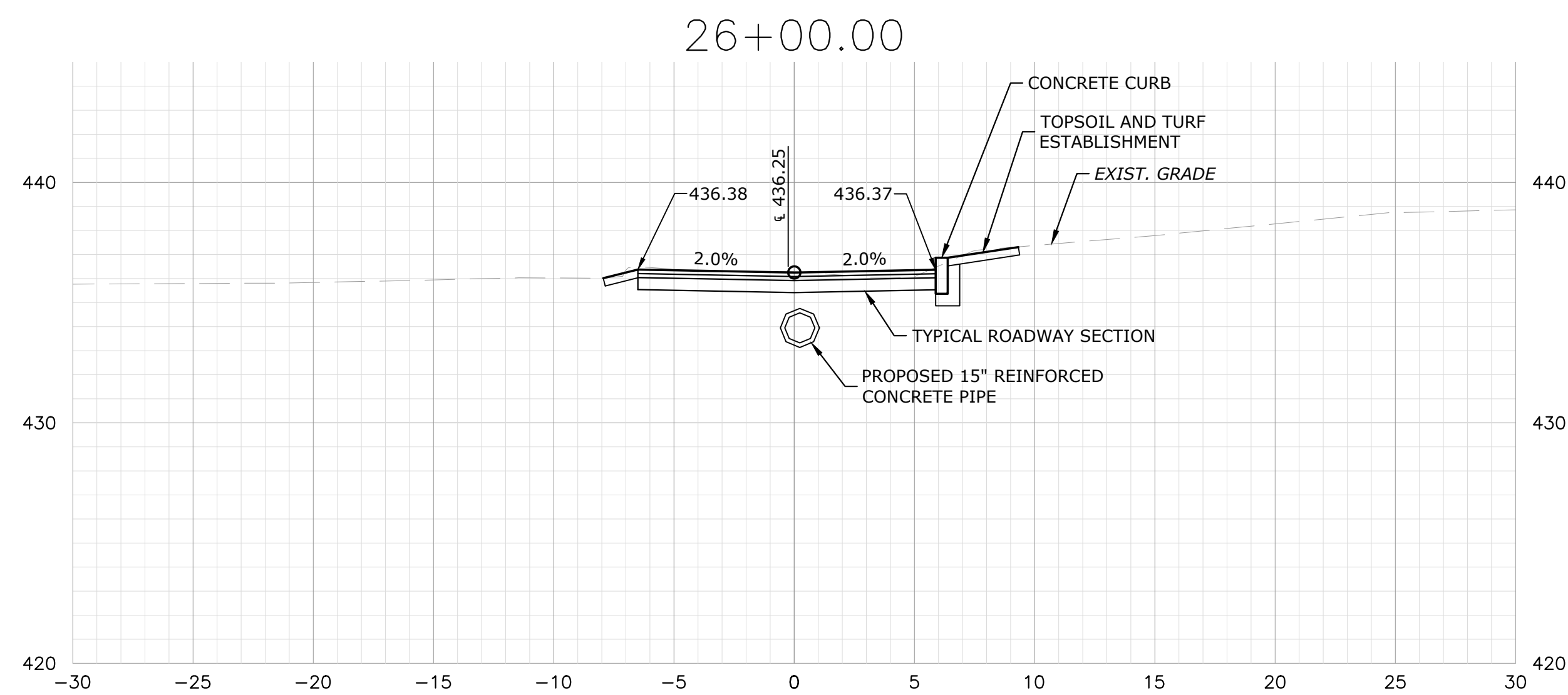
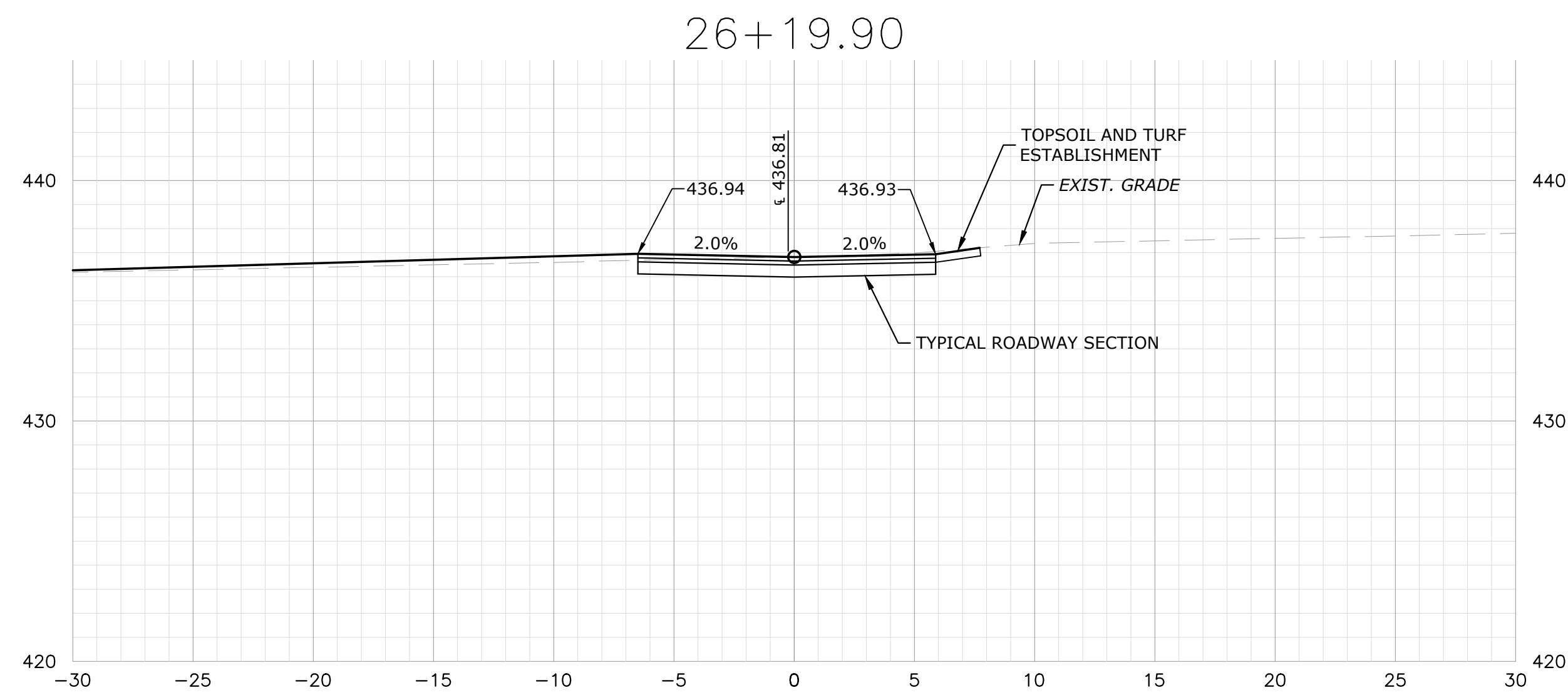
PROJECT No.:

**CONSTRUCTION OF MAPLE COURT
ROADWAY AND DRAINAGE
Bristol, Connecticut**

ROADWAY CROSS SECTIONS

DRAWING NUMBER:

11



11



City of Bristol
Department of Public Works

111 North Main Street
Bristol, Connecticut 06010
Tel. 860-384-6121
Fax 860-584-3838

Tel. 860-584-6123
Fax 860-584-3838

PREPARED BY:

[illegible]

DESIGN BY: WRS

CHECKED BY: WRS

SCALE: 1" = 5'

MARCH 11, 2024

PROJECT No.:

CONSTRUCTION OF MAPLE COURT ROADWAY AND DRAINAGE

Bristol, Connecticut

ROADWAY CROSS SECTIONS

DRAWING NUMBER:

12

Laura Leger

From: Yeo, Patrick <yeop@wseinc.com>
Sent: Tuesday, March 5, 2024 9:20 AM
To: Raymond Rogozinski
Cc: Bazinet, Amanda; Adam Yanulis; Thomas Modzelewski
Subject: New England APWA - Fall Conference Abstract Selection

Congratulations!

On behalf of the New England APWA Education Committee, I'm pleased to inform you that you've been selected to give your proposed presentation, **Memorial Boulevard Bridge Reconstruction - A Gateway into Bristol** at the APWA New England Chapter's Fall Conference. The Fall Conference will be held Wednesday, October 16, 2024, at a Massachusetts location to be decided.

Please respond by email to Conference Chairs Adam Yanulis and Amanda Bazinet, as well as myself, to confirm your availability to make your presentation on this date. Your bio should be emailed to Adam/Amanda, see contact details below. Either Mr. Yanulis or Ms. Bazinet will contact you with the specific time for your presentations once the agenda for the conference has been finalized.

Should you have any questions, please contact Adam by email fayanulis@tighebond.com or by phone at 617-680-3091 or Amanda by email abazinet@vhb.com or by phone at 508-513-2702.

We are looking forward to your participation and presentations at this year's Fall Conference.

Patrick M. Yeo, PE
BUSINESS DEVELOPMENT MANAGER
cell: 978-836-0049
direct: 978-573-4154



Weston & Sampson
55 Walkers Brook Drive, Suite 100 | Reading, MA 01867
tel: 978-532-1900
westonandsampson.com

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CORNWALL

MIRA rate increase would hike local trash cost by \$10K

The closing of the MIRA trash-to-energy plant in Hartford has increased costs to member towns.

Many towns in the Northwest Corner have contracts with MIRA that run until 2027 and call for hauling trash to landfills out of state. The woes continue, First Selectman Gordon M. Ridgway said at a board meeting Tuesday, when he informed his colleagues MIRA is proposing to increase its costs from \$106 per ton to \$131 per ton.

In Cornwall, nearly 300 tons of trash are generated annually, Ridgway said, resulting in a cost of approximately \$30,000. The new charge would mean an extra \$10,000, which hasn't been budgeted.

"That's a major increase," Ridgway said, adding there are not a lot of alternatives for companies to take their trash out of state.

He said area selectmen are looking at options. One thought was to close the transfer station, which has no user fee, and go to curbside pickup, but it's been determined that cost would be somewhat greater.

"Town costs go down with curbside service, but individuals will pay more," Ridgway said.

"There's also less ability to get rid of things."

All the selectmen agreed the transfer station serves an important role in town; a place to meet and socialize. Cornwall also generates less garbage than other towns because of its effective recycling efforts, Ridgway said.

"Straight economics shows it would be better to keep the transfer station," he said.

But he warned that something will be coming to a head on this issue.

"I'd expect some activity before the end of the fiscal year," Ridgway said.

Ted Larson, the transfer station manager, said he wished people would realize where the garbage goes and how disposal costs could be lowered, noting "80% are doing an excellent job. I'd like to see the other 20% get on board."



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 12, 2024

TO: Corporation Counsel
Board of Public Works

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

RE: REQUEST FOR REVIEW/LEGAL OPINION – UNACCEPTED CITY STREETS

Statement/Request:

As indicated in the attached Board of Public Works Policy, the Department of Public Works currently maintains unaccepted roads on an “as is” basis, meaning if we provide solid waste collection or snow operations services, we will continue to perform said service. However, we will not expand the level of service on an unaccepted road. If the road is gravel, we will not pave the road, unless paving reduces City DPW maintenance/liability. Likewise, if we do not provide snow operations or pick up solid waste curbside, DPW will not expand the services by initiating snow operations, solid waste collection, or roadway improvements. A copy of the Board’s unaccepted road policy is attached.

City Council, based on the approval of the Board of Public Works and the recommendation of the Department of Public Works, voted to authorize the Department to maintain the following roads as City roads: Bird Rd, Ambler Rd, Grassy Rd, Arnold Court, & Burlington Ave (No. 131 to 149). DPW recommended said action since the Department is currently providing a full level of services on these roads, as if they were City-accepted streets.

The Board of Public Works has formed a Committee to review the status and level of service on the remainder of the unaccepted streets. In particular, the Phelps (off Fall Mountain Road), Peter Court (off South St), and Neumann Place (off Hill St). The status of the city right of ways varies. Phelps is a paper street, Peter Court we have no right of way or easement, and Neumann Place we own in fee. However, each of the referenced unaccepted “roads” functions primarily as a driveway. The Department of Public Works is committed to meeting its current responsibilities associated with the BPW policy and maintain the roads “as is.” However, **the purpose of this request for legal review/opinion is to ascertain if the City has the legal authority to reduce the level of existing services on an unaccepted City street, and whether or not the City can assign effected property owners a fee to improve the roadway.** Absent the City’s ability to reduce the level of service or assess improvement/benefit fees to properties on un-accepted City streets, DPW would inquire if the City can file documentation on City land records indicating the level of service provided to properties.

The Department sees this initial inquiry associated with Peter Court, Phelps Rd. and Neumann Place as part of an overall policy review of unaccepted streets. The Department has completed research on the right of way/ easements associated with the referenced unaccepted streets that is available for Corporation Counsel review.

Please feel free to contact me with any questions or concerns at 860-584-6113 or if you wish to schedule a site visit to the unaccepted City streets.

CITY OF BRISTOL – PUBLIC WORKS

UNACCEPTED STREET SERVICE POLICY

1. Policy Name

Unaccepted street service policy

2. Rationale or Purpose

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

3. Policy Statement

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

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

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

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

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

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

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

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

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

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

4. Scope – City Services Provided on Unaccepted City Streets

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

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

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

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

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

C. Definitions

See City of Bristol, Code of Ordinances

Section 21-92 Definitions

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

Section 21-141. Acceptance of certain nonconforming roadways

Section 21-94. Effective date

D. Consequences of Non-Compliance

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

Approval authority: Board of Public Works

Approved date: XXXX

[illegible]

NEUMIAN PLACE

NEUMAN PLACE
UNACCEPTED ROADS
NEUMAN PLACE
BRISTOL, CONNECTICUT

RJH SIGNED	RJH DRAWN	RAR CHECKED
1"=50'		
MARCH 13, 2024		
No. 1		

SCALE _____

PROJECT NO. _____

SHEET NO. _____

SHEET NAME _____





PETERS COURT

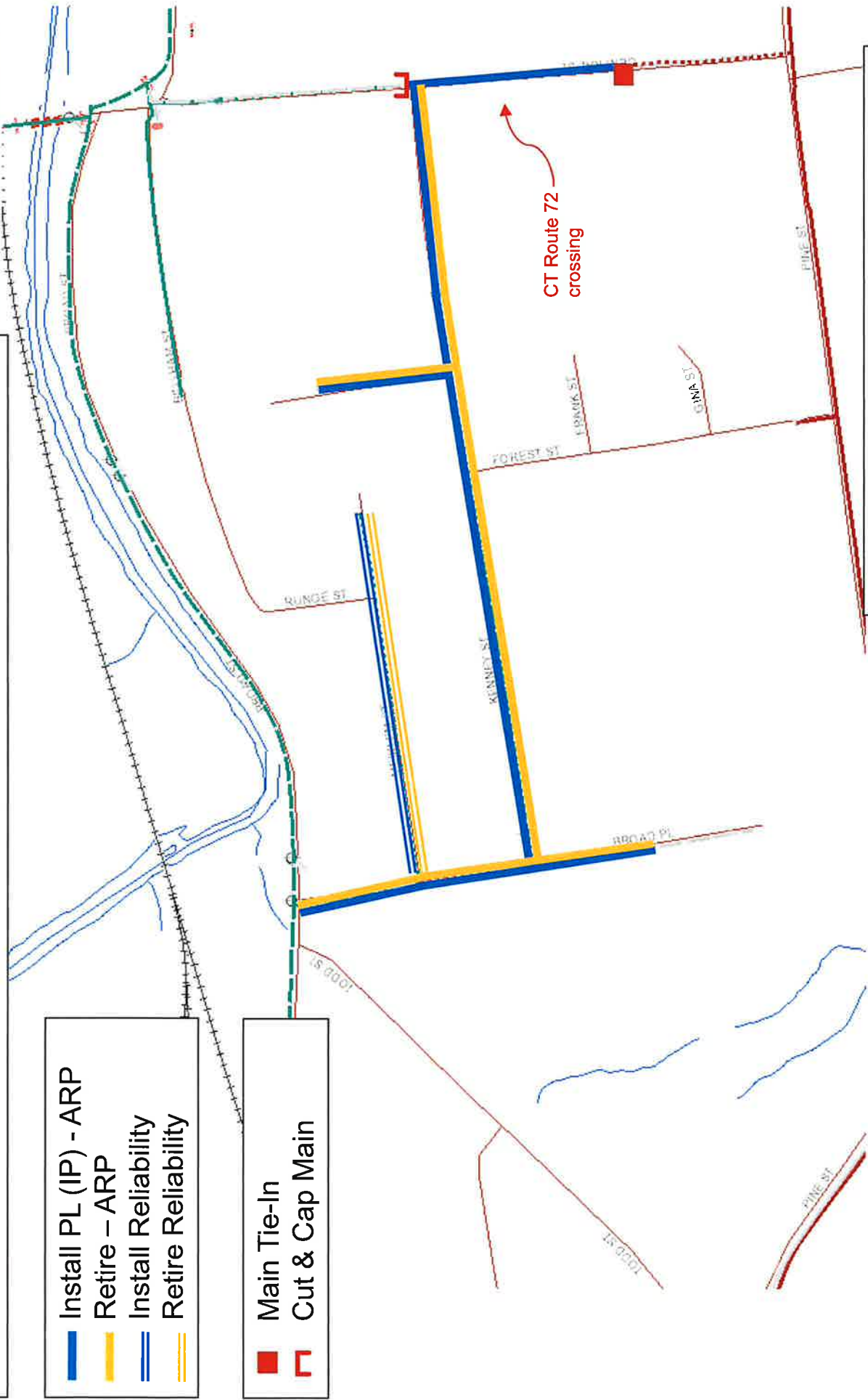
UNACCEPTED ROADS
PETERS COURT
BRISTOL, CONNECTICUT

RJH	RJH	RAF
DESIGNED	DRAWN	CHECKED
1"=30'		
MARCH 13, 2024		
DATE		
PROJECT NO.		
1 OF 1		
SHEET NO.		
No. 1		
SHEET NAME		

PHELPS ROAD								
UNACCEPTED ROADS								
PHELPS ROAD								
BRISTOL, CONNECTICUT								
RJH	RJH	RAR						
DESIGNED	DRAWN	CHECKED						
1"=60'								
SCALE								
MARCH 13, 2024								
DATE								
PROJECT NO.								
1 OF 1								
SHEET NO.								
No. 1								
SHEET NAME								

Project ID	Project Name	Activity Name	FWO
190252	Bristol, Kenney~Hillcrest Replacement	Final Paving Restoration	30442888
19R252	Bristol, Mieklin St Reliability	Final Paving Restoration	30516645
22C239	Bristol, Greene~Bethel~Dudley Replacement	Final Paving Restoration	30269200
23C211	Bristol, Henderson~Arlington Replacement	Final Paving Restoration	30446831
23C236	Bristol, Anderson~Curtiss~Welch Replacement	Final Paving Restoration	30451677
23C236R	Bristol, Twining St Reliability	Final Paving Restoration	30451711

190252_Bristol, Kenney~Hillcrest Replacement 19R252_Bristol, Meiklem St Reliability



Pressure System From-To: LP-IP (60 psig)

22C239_Bristol, Greene~Bethel~Dudley Replacement 30269200

Install PL - ARP
Retire - ARP

Main Tie-In
Cut & Cap Main
Regulator Station

• 2023 core curbing on Bethel/Stumpers



6" PL IP on Earl St per
2021 ARP Project 21C234

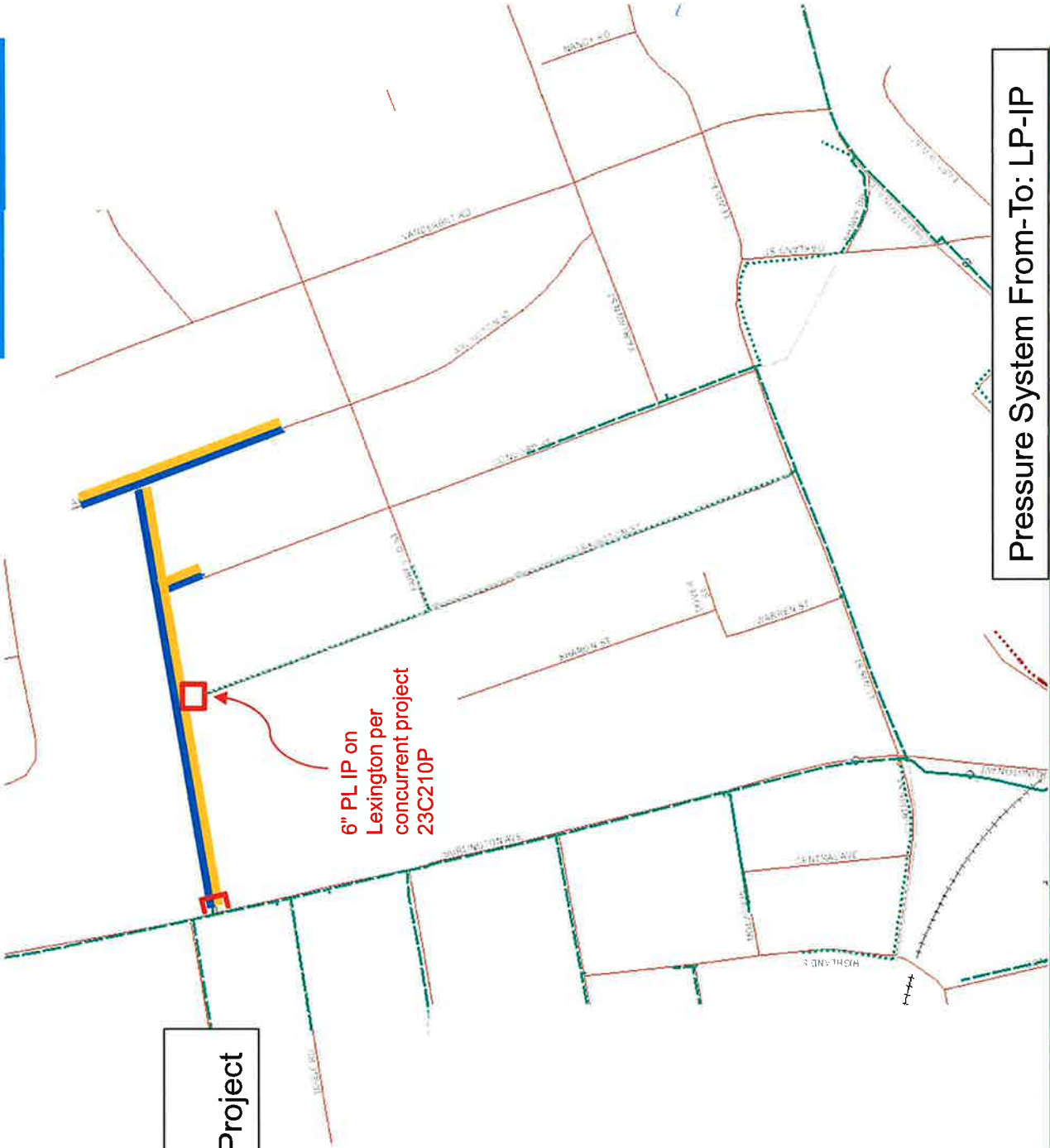
Pressure System From-To: LP-IP

Safety First and Always

23C211_Bristol, Henderson~Arlington Replacement

Install PL - ARP
Retire - ARP

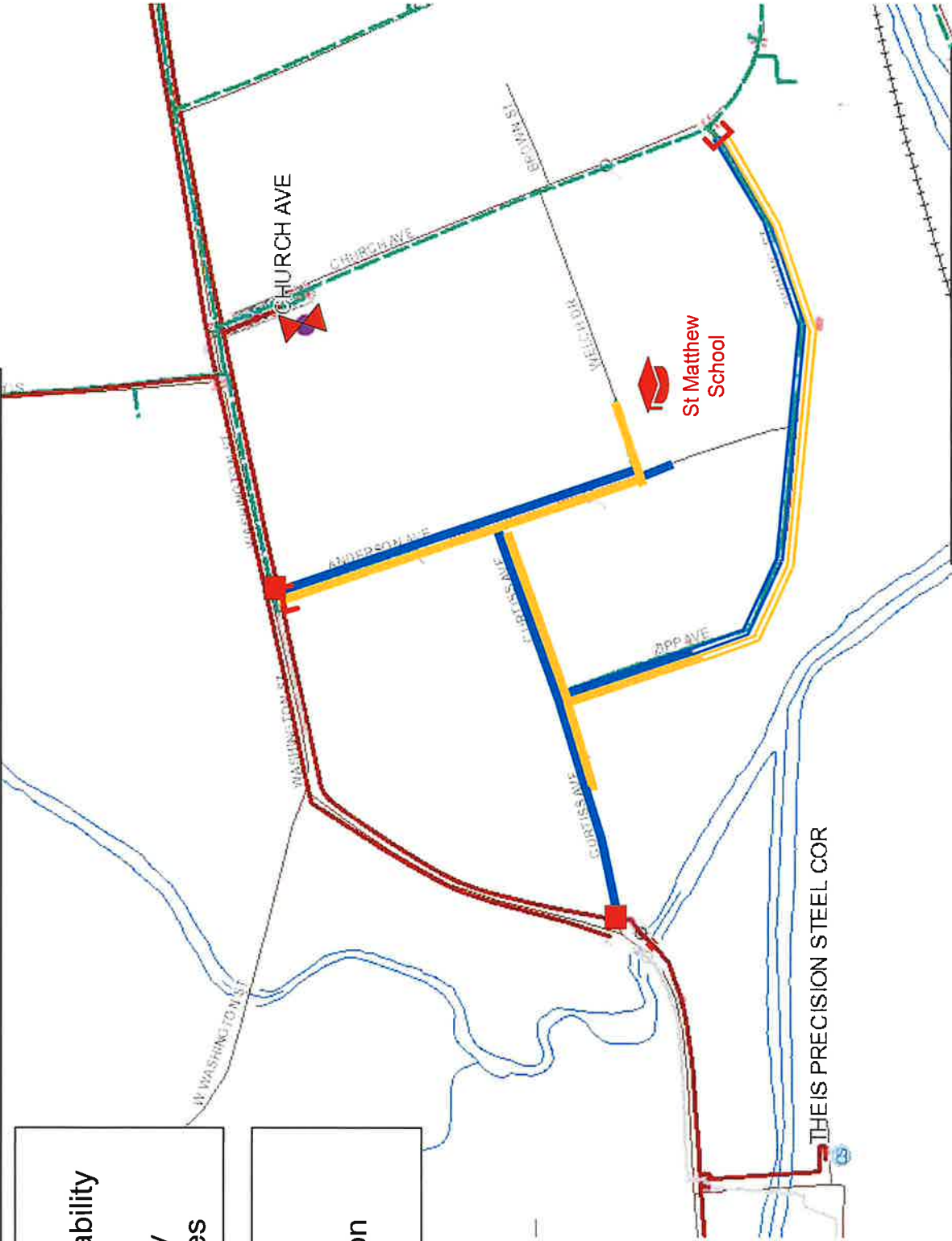
Cut & Cap Main
Main Tie-In, Concurrent Project



Pressure System From-To: LP-IP

**23C236_Bristol, Anderson~Curtiss~Welch Replacement
23C236R_Bristol, Twining St Reliability**

	Install PL - ARP
	Install PL - Reliability
	Retire - ARP
	Retire Reliability
	Tie-over Services
	Main Tie-In
	Cut & Cap Main
	Regulator Station
	School



Pressure System From-To: LP-IP



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 11, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **TRAFFIC ROUNDABOUTS (Benefits & Challenges/Concerns)**

The Department of Public Works has scheduled representatives from the UCONN T2 Center to provide a presentation on traffic roundabouts to the Board of Public Works. The UCONN T2 Center provides technical assistance and education programs to municipalities for safety and traffic signals. **The Department of Public Works is not proposing a project that includes a traffic roundabout at this time**, however, DPW's intent is to provide the Board with information associated with the both the pros and cons of a traffic roundabout.

Public Works wants to present the Board with the benefits and challenges of traffic roundabouts, without a specific proposal to install a roundabout within the City. The traffic engineering community including the FHWA and the CT DOT has promoted and increased the use of roundabouts within the last 5 years, and as a result, the number of roundabouts located within the state has increased, and will continue to increase.

The installation of traffic roundabouts have benefited traffic flow at intersections within the state, however, they are not the best solution for most intersections, and must be designed and located to ensure they are large enough to prevent safety concerns, or if they increase traffic concerns at adjacent signalized intersections. The primary advantages of roundabouts includes a reduction of traffic conflict points from at least 24 to 8 for a four leg intersection by the elimination of left turns. As traffic roundabouts become increasingly common in the state's roadway network, one of my primary concerns regarding safety have been mitigated. As Director of Public Works, I strongly believe that roadway design safety is, in large part, a function of driver expectation. Since roundabouts have not typically been installed in Connecticut, and Connecticut drivers have not previously encountered traffic roundabouts, it was previously my opinion that new traffic roundabouts could pose a safety concern. However, with the number of roundabouts increasing throughout the State of Connecticut, drivers are becoming more accustomed to roundabouts, and my safety concerns have diminished.

As indicated, although the Department of Public Works is currently not proposing the installation of a roundabout within the City, future consideration should be given to their installation. Installation should be based on traffic engineering standards and guidelines to improve traffic intersection conditions. Traffic roundabouts improve traffic flow. However, it is critical that they are large enough (often requiring additional right of way), do not impact traffic signals within a corridor, do not reduce pedestrian safety, and support truck movements. It is also important to consider the traffic flow through an intersection prior to recommending the installation of a roundabout. Factors to consider include traffic flow and intersection geometry. Is the intersection in question currently experiencing extended periods of congested, moderate, or free flow? Will the roundabout function as a traffic calming measures? Are the intersections street approaches perpendicular or skewed? Based on my personal experience, the roundabouts installed on CT Route 79 & 80 in North Madison and the roundabouts in Manchester, Vermont work well, whereas, the roundabouts on Hebron Ave & New London Turnpike in Glastonbury do not function well.

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



Training and Technical Assistance Center

**Connecticut
Transportation
Institute**

CT T2 Center Roundabouts – An Overview

t2center.uconn.edu

What is a
roundabout?



A roundabout...



- Is an intersection with a circular configuration
 - Features channelized, curved approaches that reduce vehicle speed
 - Has entry yield control that gives right-of-way to circulating traffic
 - Has counterclockwise flow around a central island that minimizes conflict points
- Is NOT a traffic circle or rotary
 - Does not have stop sign or traffic signal control
 - Does not provide right-of-way to incoming traffic

So what is a mini- roundabout...

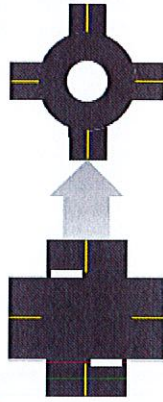
- A smaller version of a roundabout, mostly used in more residential areas
- **Still** has entry yield control that gives right-of-way to circulating traffic
- **Still** has counterclockwise flow around a central island that minimizes conflict points

Where to use a roundabout

- Intersections with angle and turning crashes
- Intersections experiencing congestion due to existing traffic control (signal, stop signs)
- Intersections with operational issues related to turning movements
- Intersections experiencing speeding issues

Safety Benefits:

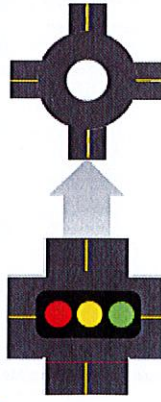
Two-Way Stop-Controlled
Intersection to a Roundabout



82%

reduction in fatal
and injury crashes.¹

Signalized Intersection to a
Roundabout



78%

reduction in fatal
and injury crashes.¹

Benefits of roundabouts

- Lower speeds
- Reduced conflicts
- Reduced delay and congestion
- Improved air quality
- More suitable environment for walking and cycling*

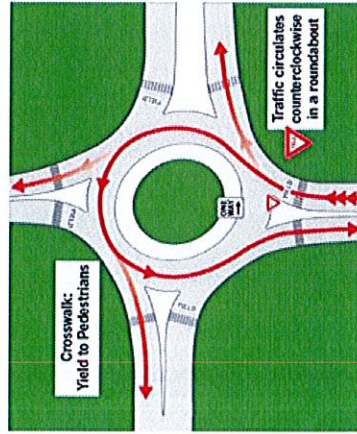
[Roundabouts | FHWA \(dot.gov\)](https://www.fhwa.dot.gov/roundabouts/)

Considerations

- Right-size the roundabout – does it fit?
- Large vehicle traffic
- Materials, landscaping, lighting
- Maintenance – have this conversation early and often!
- Walking and cycling – include appropriate features
- What happens during construction?

Don't forget education!

Navigating the Two Mile Road / South Road Roundabout



Is it a Roundabout? A Rotary? A Traffic Circle? YES!

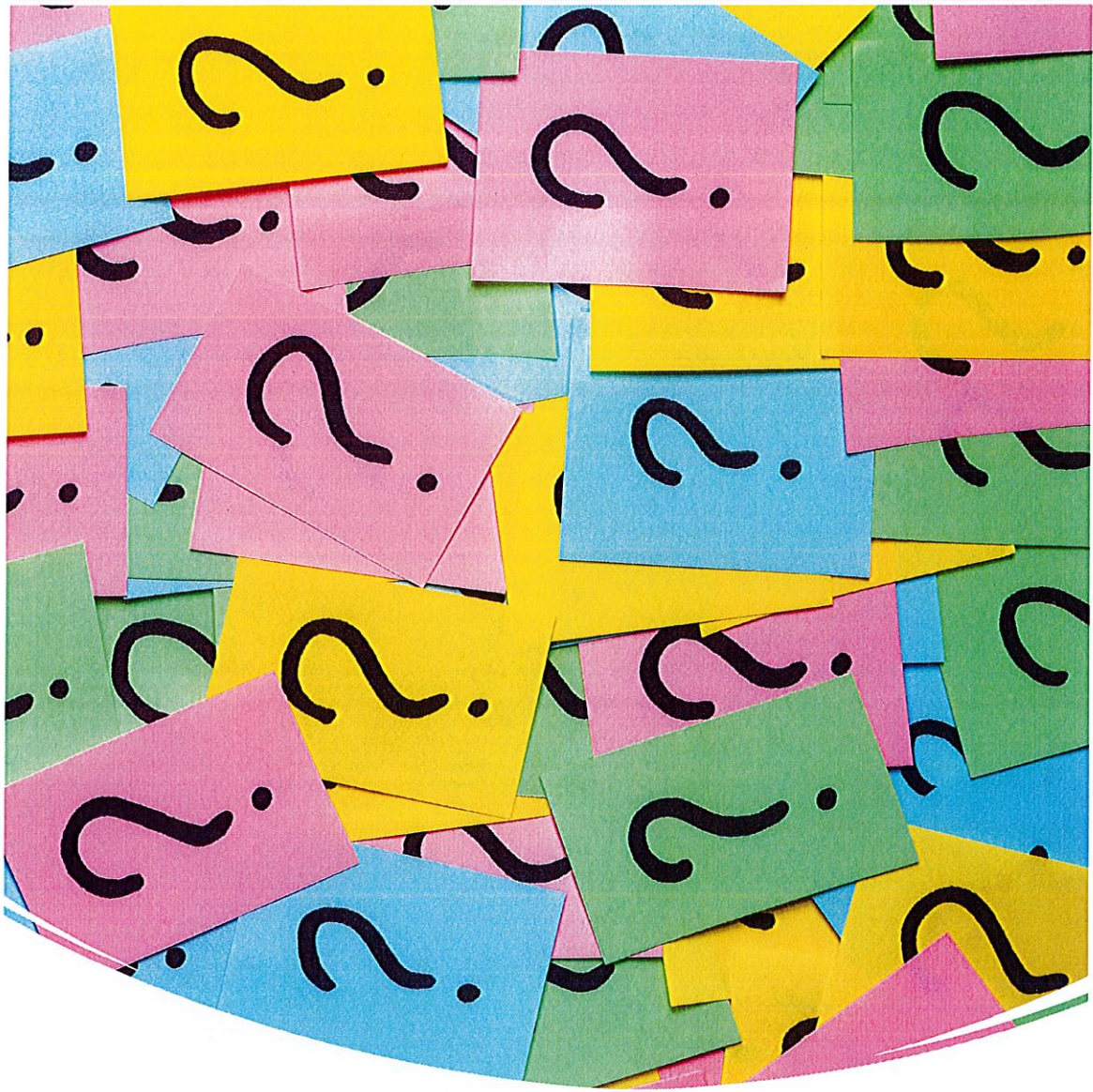
You have probably seen these in other Connecticut communities and now we have our first one here in Farmington! For some it's exciting, others it's a nuisance and for others it's confusing. Here's some basic information for navigating roundabouts:

The graphic above demonstrates how to move through the roundabout. Traffic proceeds to the right, yielding to vehicles coming from the left and to pedestrians in the crosswalk. Roundabouts are considered safer than traditional intersections and result in fewer vehicle to vehicle conflict points and fewer vehicle to pedestrian conflict points.



A long, thin, reddish-brown object, possibly a piece of wood or bone, oriented vertically. It has a slightly textured surface and a few small, dark spots.

-



Questions?

For additional information, please contact:

Melissa Evans

Safety Circuit Rider

CT T2 Center

melissa.evans@uconn.edu

203-898-0977

Jason Hughes

Safety Technical Associate

CT T2 Center

jason.hughes@uconn.edu

860-486-0303



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 11, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: Roadway Rating System/Asset Management System

The Department of Public Works currently maintains a roadway rating system for each City road. A PCI (Pavement Condition Index) rating is provided on a scale from 0-100, for each roadway segment (intersection to intersection). The consultant used by the Department to inspect, analyze, and calculate the PCI is Beta Engineering.

Since original implementation in 2012, the City's roadway rating system has been updated twice, in 2018 and 2021. The primary use of the roadway rating system is asset management, and planning the Department's annual major roadway (paving) program. The rating system allows the Department to compare the condition of roadways throughout the City, assessing road conditions "apples" to "apples." Meaning, roads with a given rating on the south side of the City are in the same condition as roads with the same rating on the north side of the City.

The next scheduled City-wide roadway inspection would be scheduled for 2025. The cost to rate the full City would be \$50,000. However, there are services that can be obtained that would enable DPW to perform its own evaluation. The technology would be similar to the method utilized by our current provider, using AI programming on iPhone. Based on an investigation of several firms, DPW would recommend Vialytics Inc. as a provider for self-service assessment of road rating systems. The annual cost of the service performing roadway rating system would be \$14,000/year. The system would come complete with an iPhone, interactive software, and technical support.

A summary of Vialytics Inc services is attached, along with a link to their website:

<https://www.vialytics.com/>

I have invited Vialytics Inc to the March 21, 2024 meeting to provide a brief overview and demonstration of their service. I believe seeing the technology would be helpful to the Board.

DPW's proposes to obtain the services of Vialytics Inc. as a test period for one year to determine if self-performing roadway rating meets the City needs. It is important that the rating system is scaled 0-100 and confirms to ASTM standards. Vialytics Inc system currently rates roads on a scale 0-5, however, it is being upgraded to 0-100 scale. In addition, they are finalizing compliance with ASTM standards.

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

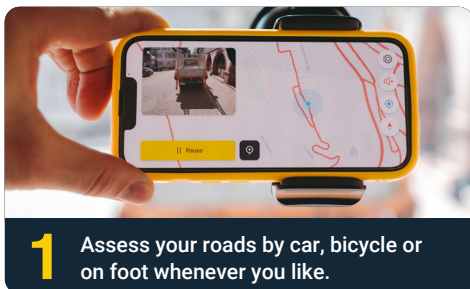
Time saved with
Artificial Intelligence
can be used by your public
works department for
more important tasks.



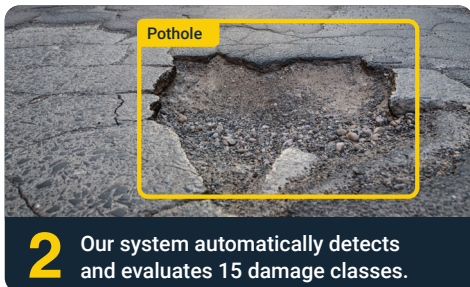
The **Intelligent** Road Management System

Trusted by
more than
300
municipalities

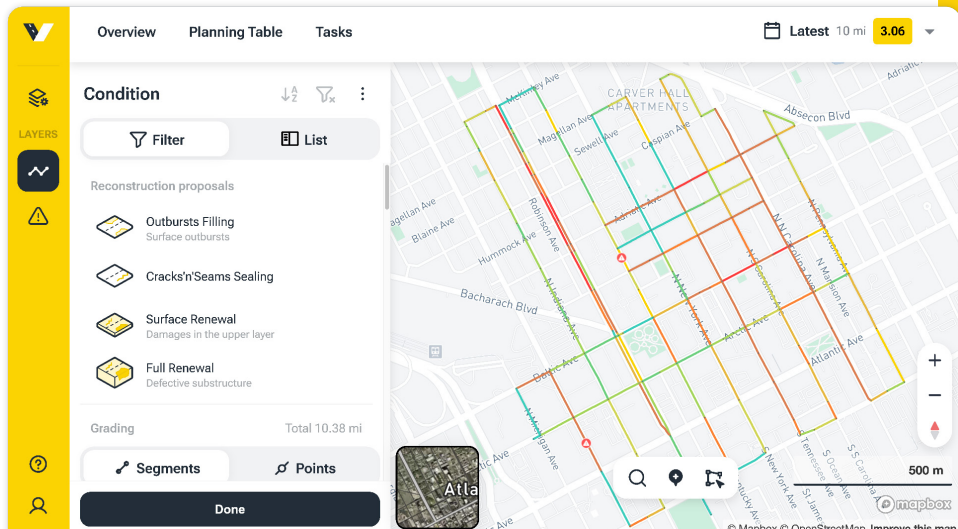
Discover the ultimate solution for road management with vialytics. Our cutting-edge software enables you to automatically record the condition of your road infrastructure, plan repairs based on up-to-date data and centrally manage all maintenance tasks. With vialytics, **your municipality saves time, manpower, and money with one simple tool.**



1 Assess your roads by car, bicycle or on foot whenever you like.



2 Our system automatically detects and evaluates 15 damage classes.



3 Use data to plan road reconstruction using in the vialytics web system.

How does vialytics **support** you?



Save money

Perform road inspections yourself using a smartphone. Catch damage early and often.



Save time

Execute road inspections on your own timeline, as frequently as you like. No more waiting around.



Gain objectivity

Our objective data supports you in your next municipal council meeting.



See the big picture

Keep track of all maintenance activities in your public works department.



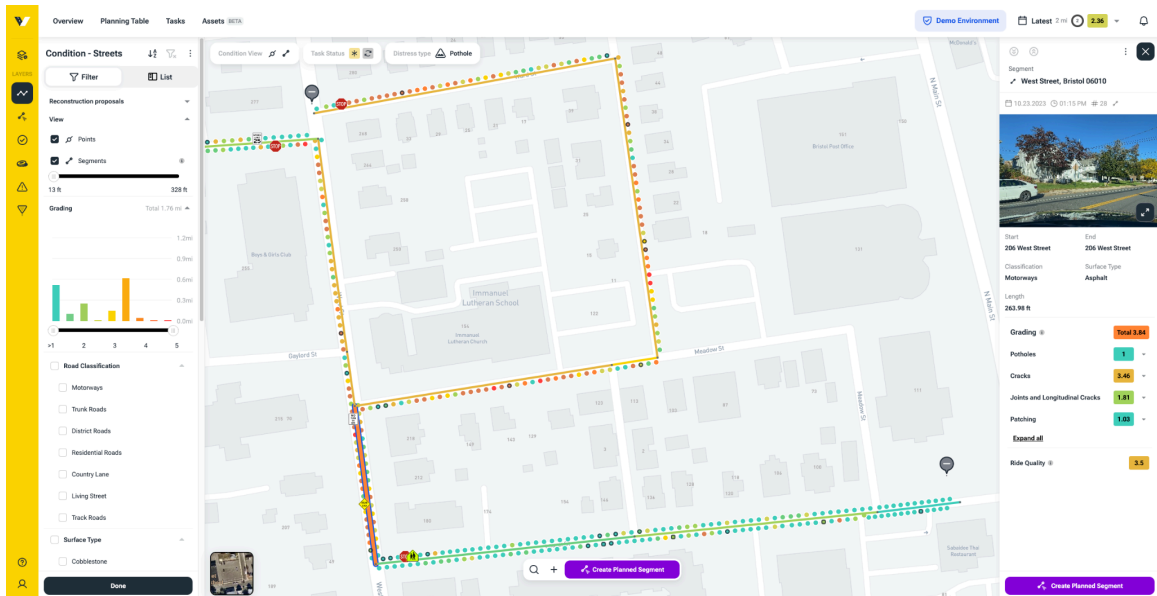
Cover your behind

Your route inspection data is automatically documented in a legally compliant manner.



Collaborate efficiently

Share data and images with team members and other government departments that would benefit.



vialytics offers a range of benefits to Bristol, aiming to streamline and enhance the management of road infrastructure through the use of AI and digital image collection:

- **Cost-Effectiveness and Budget Optimization**
 - vialytics helps municipalities maximize their budgets by providing a convenient, smartphone-based system that allows for the efficient allocation of resources, ensuring impactful infrastructure improvements.
- **Time Savings and Workload Efficiency**
 - vialytics automates tedious tasks, significantly reducing the time and effort required of municipal staff. This automation allows for fewer field trips and enables staff to focus on more important tasks.
- **Data-Driven Decision Making**
 - vialytics provides objective, automated evaluations of pavement conditions across 15 damage categories, offering municipalities transparent near real-time pavement, road sign, and manhole condition data. This helps municipalities justify their actions with up-to-date, objective image evidence.
- **Improved Road Safety and Infrastructure Quality**
 - By enabling more efficient road maintenance and management, vialytics contributes to greater road safety and improved infrastructure quality. The system's ability to accurately assess road conditions in a matter of days helps municipalities address issues before they become hazardous and plan long-term rather than play whack-a-mole with potholes.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 7, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: ORDINANCE COMMITTEE DISCUSSION – SIDEWALK
SNOW REMOVAL Sec 21-23, DEPOSITING SNOW IN
ROADWAY Sec 21-24, and OVERNIGHT PARKING BAN
Sec 14-32.**

The City Council Ordinance Committee discussed the following two items at their March meeting. The Committee voted to take no action on the items, and the items will NOT be on the April meeting agenda. A summary of the ordinance/discussion is provided below:

Item 5a. - Discussion of Ordinance Sec 21-23 removal of snow from sidewalks, and Ordinance Sec 21-24 snow deposited on City streets:

Representatives of Bristol Police Department indicated that issuing warnings for snow on sidewalks, and snow deposited on City streets, is a challenge for the Department, due to the Police Department's current workload and staffing. The use of alternate Department staffing, including Public Works, was discussed to investigate and issue warnings associated with sidewalks un-cleared of snow. Under the current procedure, complaints of snow on sidewalks and within the roadway are processed and investigated by the Police Department. Once non-compliance with the Ordinance is confirmed, the Police notifies the Department of Public Works, who arranges to clear the sidewalks of snow, and issues invoices to property owners to recover City cost (policy attached).

DPW stated that it recognizes that investigating snow complaints are not, and should not be, the highest priority of the Police Department. However, uniformed officers are highly trained and respected, and therefore best-equipped for enforcement action

requiring direct interaction with property owners. It was also suggested at the meeting that the use of off-duty uniformed officers should be investigated. The use of off-duty officers would provide potential overtime opportunities for officers during winter months, and the associated charges can be passed onto non-compliant residents, along with DPW's snow removal fee. After a period of discussion by the Ordinance Committee, the Committee voted unanimously to take no action. A meeting with the City Police, Building Department/Code Enforcement, & Public Works to discuss the matter may be scheduled.

Item 5b - Overnight Winter Parking Ban Sec 14-32:

The Department of Public Works provided the attached correspondence. Additional items were also discussed, including driver and pedestrian safety, difficulty of notify residents of emergency parking bans, residents high knowledge level of winter parking ban requirements, and the apparent reduced number of storm events in recent years. Representatives of the Police Department supported maintaining the winter parking ban. After a period of discussion, the Ordinance Committee voted unanimously to take no action.



MEMORANDUM

DATE: March 5, 2024

TO: Mayor Jeffrey Caggiano
Ordinance Committee
Board of Public Works

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

RE: **ORDINANCE COMMITTEE – ELIMINATION/REVISIONS TO WINTER PARKING BAN (Ordinance Sec 14-32)**

It is my understanding that the City Council Ordinance Committee is investigating the elimination of the Winter Parking Ban that prohibits parking on City streets from December 15 to March 15, during the hours of 2:00 AM to 6:00 AM. The City Ordinance (14-32) is currently enforced by Bristol Police Department with the issuance of parking tickets. The purpose of the parking ban is to facilitate Department of Public Works winter snow removal and deicer treatment operations of City roads. The presence of vehicles poses the following problems to the Department during winter operations:

1. Plowing around vehicles, in particular, in the downtown area where roads are narrow. Vehicles parked in the roadway not only increases the probability of a plow truck hitting a parked vehicle, but on some roadways with vehicles parked on both sides of the road, the presence of vehicles prevents DPW trucks from traveling and plowing the road.
2. Roadway salt treatment will result in salt hitting adjacent vehicles.
3. The accumulation of snow around vehicles results in snow remaining on the roadway after DPW plowing operations. The affected area is not limited to the length of the vehicle (20 FT), rather it also includes the area before and after a parked vehicle totaling approximately 40 FT. When DPW plows around a vehicle, and the owner eventually moves the vehicle, snow is left behind on the roadway. DPW has to return to re-plow the roadway section. Since it is after the storm event, re-plowing often results in the Department plowing snow onto cleared sidewalks and driveway openings.

In addition to the Winter Parking Ban, specified in City Ordinance 14-32, DPW also issues Emergency Parking Bans pursuant to City Ordinance 14-39 that restricts parking during winter storms, outside the dates and/or hours of the Winter Parking Ban specified in in City Ordinance 14-32. If the Emergency Parking Bans were effective, it would be DPW’s recommendation to eliminate the Winter Parking Ban. However, Emergency Parking Bans are not effective, they are issued as press releases on social media (DPW, City, Mayor and Police) and television networks. As a result, they do NOT reach a large number of residents, and vehicles are often on City roads, hampering DPW snow removal operations during a storm. One of the primary benefits of the Winter Parking Ban is that it educates residents as to the problems with vehicles parked on City streets during winter operations. It is DPW’s position that the presence of the Winter Parking Ban reinforces Emergency Parking Bans, and makes them more effective. In particular, during nighttime hours when residents are not able to access press releases announcing Emergency Parking Bans on social media.

It should be noted that the City of New Britain and the City of Waterbury do not have Winter Parking Bans, although I would say that they do experience persistent problems with snow removal as a result. Larger cities like Bridgeport and New Haven restrict parking to one side, and there are a number of cities, such as Meriden, that do have Winter Parking Bans. Smaller towns such as Burlington, Plymouth, and Wolcott do not have winter parking ban. However, these towns do not have as much traffic or multi-family housing, and have larger lots, resulting in less on-street parking. In the City of Bristol, the areas that I believe find the winter parking most problematic, and need more parking due to the presence of multi-family housing, include downtown, Federal Hill, and the West End. These are areas with narrow streets, and pose the highest risk of vehicles parked on the road during snow operations.

The Department of Public Works’ primary concern with the elimination of the Winter Parking Ban is the inability to contact residents and ensure compliance with designated Emergency Parking Bans. DPW would support the elimination of the Winter Parking Ban if the City had a reverse 911 system that enabled DPW to issue an alert notifying residents of an Emergency Parking Ban. Absent implementing a reverse 911 system, or an improved mechanism to communicate the issuance of an Emergency Parking Ban to residents, the Department of Public Works recommendation is to maintain the winter parking ban “as is.”

If a revision to the Winter Parking Ban Ordinance were to be made, DPW would investigate creating a mechanism to allow a waiver to the Winter Parking Ban, conditioned on establishing an improved notice and enforcement system associated with Emergency Parking Bans. One potential option, that may sound better than it actually is, would be to issue winter parking tags. The parking tags would be issued by DPW and would allow vehicles to be parked on City Streets during the period of the Winter Parking Ban. Residents would be required to display the parking tags on their vehicles. The tags would indicate vehicle license plates. As a requirement of obtaining a parking tag, residents would be required to provide an email address that can be used by DPW to notify residents of Emergency Parking Bans. In theory, Police could still enforce parking restrictions. They would ticket vehicles that do not display a parking tag. Counterfeit parking tags would be a problem. However, Police would have the ability to cross-reference tags with a DPW database. I am not aware of a community having a similar system, and additional investigation is required. However, most current parking ban policies pre-date current technology. It should also be noted that if the Winter Parking Ban is eliminated, DPW would issue additional Emergency Parking Bans for potential storms, and issue Emergency Parking Bans earlier in order to “get the word out” to residents.

The City’s current Winter Parking Ban has been in place since at least 1964 and is ingrained in the public. Residents know not to park on City streets during the winter, or they will be ticketed. If the City were to revise the City Ordinance, or is investigating the elimination of the Ordinance, I would strongly recommend implementing a pilot/test program in designated areas of the City. Limiting initial revisions to a few streets would enable the Department to evaluate the impact of removing or relaxing the Winter Parking Ban without potentially requiring the re-establishment and re-education of the entire City driving population, if the elimination of the Winter Parking Ban proves problematic. I would also strongly recommend that the City Council Ordinance Committee refer this matter to the City’s Board of Public Works for input and comment.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 2, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **Department of Public Works – Sidewalk Snow & Ice Policy/Procedures**

In accordance with City Ordinance 21-23, property owners abutting a public roadway sidewalk are required to clear the sidewalk of snow and ice within 12 hours after a storm ending between the hours of 3:00 AM and 9:00 PM, and within 9 hours after a storm ending between 9:00 PM and 3:00 AM. For the purposes of the ordinance, end of storm is defined as the end of precipitation, or in the event that an emergency parking ban is established pursuant to Ordinance 14-39, end of storm shall be defined as the end of the emergency parking ban.

All complaints associated with property owners' failure to clear snow and ice from sidewalks are directed to the Bristol Police Department to investigate. Once investigated, the Police Department notifies Public Works of the violation, and Public Works clears the sidewalk. If the property owner is available at the time of the Police investigation, the Police Department will issue a citation or warning. Public Works documents conditions prior to, and after, the Department's snow and ice removal using time/date photographs. Public Works submits an invoice for work performed. Depending on the Department's workload, sidewalk clearing can occur either on overtime or regular time. A summary of common complaints, along with DPW response, is provided below:

1. Property Owner Concern: Bristol Police provided notice and Public Works performed work prior to the resident having an opportunity to clear the sidewalks. DPW Response: Sidewalks were cleared to improve public safety. At the time of the Police investigation, sidewalks were not cleared in accordance with City Ordinance, and an additional grace period of time would increase safety risk.
2. Property Owner Concern: Public Works indicates that they cleared the sidewalks, however, there is still snow and ice on them. DPW Response: Clearing sidewalks 24-48 hrs. after the snow event is problematic. Snow turns to ice and DPW uses a large amount of salt to melt the sidewalks.
3. Property Owner Concern: Public Works cleared the sidewalks and damaged the property owner's yard. DPW Response: DPW will loam and seed the area in the spring, however, property owners are advised that they have a right to submit a claim.
4. Property Owner Concern: Public Works charges too much to clear sidewalks. DPW Response: Clearing sidewalks 24-48 hours after storm is time consuming, however, our average cost is \$100-\$150 per property.

5. Property Owner Concern: Public Works plowed the snow from the road onto my sidewalks.
DPW Response: Along a typical length of road, DPW acknowledges that snow from the road is deposited on sidewalks, however, property owners are required to clear sidewalks. The Department does clear large deposits of snow from intersections without charging the property owner.

Once DPW performs the sidewalk clearing, an invoice is issued to the property owner. Surprisingly, Public Works collects approximately 95% of billed amount (businesses pay at a higher rate than residential properties). After 30 days, unpaid invoices issued by Public Works are forwarded to the City's Corporation Counsel for additional processing. The Corporation Counsel re-issues the bill, and if not paid in 30 days, a lien is placed on the property.

A copy of the proposed policy/procedure is attached.

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

CITY OF BRISTOL – PUBLIC WORKS

24.60 CITY SIDEWALKS SNOW & ICE COMPLAINT/SIDEWALK CLEARING POLICY

1. Policy Name

24.60 City Sidewalks Snow & Ice Complaint/Sidewalk Clearing Policy

2. Policy Statement

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

The primary purpose of City Ordinance 21-23 and this policy is to ensure that sidewalks along City streets are cleared of snow and ice. The policy defines the procedure dictating when the Department of Public Works will be utilized to clear sidewalks. **The policy also includes provisions to charge property owners who are in violation of City Ordinance 21-23 which requires property owners to clear snow & ice from sidewalks.** Obtaining reimbursement ensures that general taxpayers will not incur the costs associated with property owner's violation of City Ordinance 21-23.

3. Policy

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

- d. The City recognizes that the Board of Education may have previously cleared snow & ice from sidewalks along City streets in areas of City schools. The purpose of the Board of Education's policy was to ensure sidewalks were cleared for students walking to schools. However, other than Board of Education properties owned in fee, the **Board of Education program to clear sidewalks along City roads ceased in 2017 and is no longer in place.** Property owners abutting sidewalks previously cleared of snow & ice by the Board of Education are currently subject to all provisions of City Ordinance 21-23.
- B. Once the Police Department provides notice of un-cleared sidewalks to Public Works, the Department shall arrange to perform required work to clear identified sidewalks of snow & ice.
 - a. No additional notice to the property owner by the Department of Public Works is required (the primary purpose of this policy is to clear sidewalks of snow and ice in order to improve safety).
 - b. Once the Police Department provides Public Works with notice of identified un-cleared sidewalks, the Department of Public Works Department shall be authorized to commence work immediately. With that said, due to the Department's workload, work associated with clearing snow & ice from the sidewalks may be delayed by 24-48 hours.
 - c. Prior to any snow & ice removal by the Department of Public Works, the Department shall take a time/date and location stamped photograph of the sidewalk scheduled to be cleared of snow and ice. Additional photographs shall be taken to document conditions at the completion of the Department's work. Said photographs shall be included in the Department's invoice issued to the property owner
 - d. Due to sidewalk ice conditions, the clearing of sidewalks by the Department of Public Works may take multiple applications of salt/deicer treatments to eliminate icing safety hazards.
 - e. Snow and ice clearing shall consist of clearing the entire width of the sidewalk. Clearing of only a portion of the sidewalk, such as a shovel width, is insufficient. Sidewalks must be cleared the full width to be in compliance with the City Ordinance.
 - f. The Department of Public Works is responsible to clear sidewalks along City-owned properties, except properties designed as Park, Water, or Board of Education facilities. Said properties include City-owned bridges.
- C. At the completion of the Department of Public Works' sidewalk-clearing work, the Department shall invoice the property owner for the cost of the work performed by the Department.
 - a. All of the Department labor and equipment cost to perform snow & ice removal, including transportation to the site, shall be included in the invoice issued to the property owner. The purpose of issuing an invoice to the property owner is to reimburse the Department of the cost of removing snow & ice from sidewalks along City streets defined as the property owner's responsibility in City Ordinance 21-23. Obtaining reimbursement ensures that general taxpayers do not incur the costs associated with the property owner's violation of City Ordinance 21-23.

- b. Public Work's invoice to the property owner shall include time/date & location stamped photographs taken by the Department prior to, and at the completion of, the snow & ice clearing.
 - e. The Department recognizes that at a number of intersections throughout the City, the Department snow plowing operations results in the stockpile of snow that exceeds the "normal" amount deposited on sidewalks. If the snow stockpiled at an intersection is less than 18 inches, the property owner shall be required to clear sidewalks of snow and ice in accordance with City Ordinance 21-23. However, if the accumulated stockpile snow is greater than 15 inches in height and three times the height of the snow accumulation of a typical sidewalk, the Department of Public Works shall arrange to remove the stockpiled snow. Pursuant to City Ordinance 21-23 the property owner is responsible for the remaining portion of the sidewalks. The determination of the stockpiled snow's height shall be determined solely by the Department.
 - D. All Department of Public Works invoices not paid after a period of 30 days will be forwarded to the City's Corporation Counsel for additional processing.
 - a. Corporation Counsel will re-issue/re-invoice the property owner for work performed by the Department of Public Works
 - b. After a period of 30 days, invoices that remain unpaid are subject to property lien. The office of Corporation Counsel will file said lien on City tax & land records.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

December 15, 2022

7. Effective Date:

December 22, 2022



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 2, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **Department of Public Works – Sidewalk Snow & Ice Policy/Procedures**

In accordance with City Ordinance 21-23, property owners abutting a public roadway sidewalk are required to clear the sidewalk of snow and ice within 12 hours after a storm ending between the hours of 3:00 AM and 9:00 PM, and within 9 hours after a storm ending between 9:00 PM and 3:00 AM. For the purposes of the ordinance, end of storm is defined as the end of precipitation, or in the event that an emergency parking ban is established pursuant to Ordinance 14-39, end of storm shall be defined as the end of the emergency parking ban.

All complaints associated with property owners' failure to clear snow and ice from sidewalks are directed to the Bristol Police Department to investigate. Once investigated, the Police Department notifies Public Works of the violation, and Public Works clears the sidewalk. If the property owner is available at the time of the Police investigation, the Police Department will issue a citation or warning. Public Works documents conditions prior to, and after, the Department's snow and ice removal using time/date photographs. Public Works submits an invoice for work performed. Depending on the Department's workload, sidewalk clearing can occur either on overtime or regular time. A summary of common complaints, along with DPW response, is provided below:

1. Property Owner Concern: Bristol Police provided notice and Public Works performed work prior to the resident having an opportunity to clear the sidewalks. DPW Response: Sidewalks were cleared to improve public safety. At the time of the Police investigation, sidewalks were not cleared in accordance with City Ordinance, and an additional grace period of time would increase safety risk.
2. Property Owner Concern: Public Works indicates that they cleared the sidewalks, however, there is still snow and ice on them. DPW Response: Clearing sidewalks 24-48 hrs. after the snow event is problematic. Snow turns to ice and DPW uses a large amount of salt to melt the sidewalks.
3. Property Owner Concern: Public Works cleared the sidewalks and damaged the property owner's yard. DPW Response: DPW will loam and seed the area in the spring, however, property owners are advised that they have a right to submit a claim.
4. Property Owner Concern: Public Works charges too much to clear sidewalks. DPW Response: Clearing sidewalks 24-48 hours after storm is time consuming, however, our average cost is \$100-\$150 per property.

5. Property Owner Concern: Public Works plowed the snow from the road onto my sidewalks.
DPW Response: Along a typical length of road, DPW acknowledges that snow from the road is deposited on sidewalks, however, property owners are required to clear sidewalks. The Department does clear large deposits of snow from intersections without charging the property owner.

Once DPW performs the sidewalk clearing, an invoice is issued to the property owner. Surprisingly, Public Works collects approximately 95% of billed amount (businesses pay at a higher rate than residential properties). After 30 days, unpaid invoices issued by Public Works are forwarded to the City's Corporation Counsel for additional processing. The Corporation Counsel re-issues the bill, and if not paid in 30 days, a lien is placed on the property.

A copy of the proposed policy/procedure is attached.

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

CITY OF BRISTOL – PUBLIC WORKS

24.60 CITY SIDEWALKS SNOW & ICE COMPLAINT/SIDEWALK CLEARING POLICY

1. Policy Name

24.60 City Sidewalks Snow & Ice Complaint/Sidewalk Clearing Policy

2. Policy Statement

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

The primary purpose of City Ordinance 21-23 and this policy is to ensure that sidewalks along City streets are cleared of snow and ice. The policy defines the procedure dictating when the Department of Public Works will be utilized to clear sidewalks. **The policy also includes provisions to charge property owners who are in violation of City Ordinance 21-23 which requires property owners to clear snow & ice from sidewalks.** Obtaining reimbursement ensures that general taxpayers will not incur the costs associated with property owner's violation of City Ordinance 21-23.

3. Policy

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

- d. The City recognizes that the Board of Education may have previously cleared snow & ice from sidewalks along City streets in areas of City schools. The purpose of the Board of Education's policy was to ensure sidewalks were cleared for students walking to schools. However, other than Board of Education properties owned in fee, the **Board of Education program to clear sidewalks along City roads ceased in 2017 and is no longer in place.** Property owners abutting sidewalks previously cleared of snow & ice by the Board of Education are currently subject to all provisions of City Ordinance 21-23.
- B. Once the Police Department provides notice of un-cleared sidewalks to Public Works, the Department shall arrange to perform required work to clear identified sidewalks of snow & ice.
 - a. No additional notice to the property owner by the Department of Public Works is required (the primary purpose of this policy is to clear sidewalks of snow and ice in order to improve safety).
 - b. Once the Police Department provides Public Works with notice of identified un-cleared sidewalks, the Department of Public Works Department shall be authorized to commence work immediately. With that said, due to the Department's workload, work associated with clearing snow & ice from the sidewalks may be delayed by 24-48 hours.
 - c. Prior to any snow & ice removal by the Department of Public Works, the Department shall take a time/date and location stamped photograph of the sidewalk scheduled to be cleared of snow and ice. Additional photographs shall be taken to document conditions at the completion of the Department's work. Said photographs shall be included in the Department's invoice issued to the property owner
 - d. Due to sidewalk ice conditions, the clearing of sidewalks by the Department of Public Works may take multiple applications of salt/deicer treatments to eliminate icing safety hazards.
 - e. Snow and ice clearing shall consist of clearing the entire width of the sidewalk. Clearing of only a portion of the sidewalk, such as a shovel width, is insufficient. Sidewalks must be cleared the full width to be in compliance with the City Ordinance.
 - f. The Department of Public Works is responsible to clear sidewalks along City-owned properties, except properties designed as Park, Water, or Board of Education facilities. Said properties include City-owned bridges.
- C. At the completion of the Department of Public Works' sidewalk-clearing work, the Department shall invoice the property owner for the cost of the work performed by the Department.
 - a. All of the Department labor and equipment cost to perform snow & ice removal, including transportation to the site, shall be included in the invoice issued to the property owner. The purpose of issuing an invoice to the property owner is to reimburse the Department of the cost of removing snow & ice from sidewalks along City streets defined as the property owner's responsibility in City Ordinance 21-23. Obtaining reimbursement ensures that general taxpayers do not incur the costs associated with the property owner's violation of City Ordinance 21-23.

- b. Public Work's invoice to the property owner shall include time/date & location stamped photographs taken by the Department prior to, and at the completion of, the snow & ice clearing.
 - e. The Department recognizes that at a number of intersections throughout the City, the Department snow plowing operations results in the stockpile of snow that exceeds the "normal" amount deposited on sidewalks. If the snow stockpiled at an intersection is less than 18 inches, the property owner shall be required to clear sidewalks of snow and ice in accordance with City Ordinance 21-23. However, if the accumulated stockpile snow is greater than 15 inches in height and three times the height of the snow accumulation of a typical sidewalk, the Department of Public Works shall arrange to remove the stockpiled snow. Pursuant to City Ordinance 21-23 the property owner is responsible for the remaining portion of the sidewalks. The determination of the stockpiled snow's height shall be determined solely by the Department.
 - D. All Department of Public Works invoices not paid after a period of 30 days will be forwarded to the City's Corporation Counsel for additional processing.
 - a. Corporation Counsel will re-issue/re-invoice the property owner for work performed by the Department of Public Works
 - b. After a period of 30 days, invoices that remain unpaid are subject to property lien. The office of Corporation Counsel will file said lien on City tax & land records.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

December 15, 2022

7. Effective Date:

December 22, 2022



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 7, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: STREETSCAPE PROJECT UPDATE – RIVERSIDE AVE
(Main St to Blakeslee St) & PARK ST (West End to Rockwell
Park)**

The Department of Public Works continues to work with GM2 Engineers on the streetscape design for CT Route 72. The streetscape will be constructed in two projects as two separate contracts. Project design costs of \$529,000 are funded with City appropriations, however, construction will be funded with State of Connecticut funds. Since CT Route 72 is a state road, construction of the streetscape project will require DOT approval.

The Riverside Ave (CT Route 72) section of the streetscape project from Main St to Blakeslee Street will be constructed as a combined roadway improvement project with the CT DOT. It will include modifications to the roadway sections, travel lanes, intersections, traffic signals, radii, and include reduction to curb cuts, in addition to streetscape improvements (granite curb, brick pole borders, concrete walks, ornamental lights with streetscape pattern, and trees). The CT DOT has committed to provide \$12,600,000 to cover roadway improvements, drainage, granite curbing, and concrete sidewalks, as well as right of way costs. Streetscape improvements will be funded with Connecticut Community Investment Fund (CIF) in the amount of \$6,800,000. Due to the need to work closely with the CT DOT, DPW anticipates the start of construction in the fall of 2026, with substantial completion in 2027.

The Riverside Ave section of the streetscape will be constructed in accordance with DPW's streetscape specifications utilized for North Main (Center St to CT Route 6), Riverside Ave (School St to Main St), and Main St. One of the primary objectives of both the City and CT DOT will be to reduce curb cuts/driveway openings on Riverside Ave, however, most owners typically prefer wide driveways. An additional challenge will be the installation of trees on the south side of the roadway. Due to overhead wires, trees will need to be planted outside the State's right of way. The CT DOT may also have concerns with locating trees larger than 4-inches in diameter within the pole border.

A concept plan of the proposed Riverside Ave Streetscape Project is attached.

The Park Street (CT Route 72) section of the streetscape project from the CT DOT's West End (CT Route 72 & 69) to Muzzy Field will be constructed solely as a streetscape project. No roadway geometry improvements are proposed. However, new crosswalks will be installed at roadway intersections. Construction will be funded with CT CIF funds only (\$6,800,000), and will be limited to streetscape improvements (granite curb, brick pole borders, concrete walks, ornamental lights with streetscape pattern, and trees). No CT DOT funds are available for the Park St Project. In addition, the City will be required to obtain an encroachment permit from the CT DOT for all work associated with the project. The number and width of existing curb cuts will remain. As with the Riverside Ave section of the streetscape, the placement of trees is a concern. Although there are not as many overhead utilities as Riverside Ave, trees may need to be planted on private property to avoid conflict with overhead utilities, and the CT DOT may have concerns with locating trees within the pole border. Construction is scheduled to start in the spring of 2025, and will be substantially complete by December of 2025, provided CT DOT approval is expedited.

A concept plan of the proposed Park St Streetscape Project is attached.

The Streetscape projects (Riverside Ave and Park St) both have overhead utilities, Riverside Ave more so than Park St. The Streetscape projects DO NOT include relocating overhead utilities below ground. The overhead utilities will remain "as is."

A representative of GM2 Engineering will be attending the March Board of Public Works meeting to make a brief presentation and to address any questions from the Board. Please feel free to contact me with any questions at 860-584-6113.

REV.	DATE	REVISION DESCRIPTION

DESIGNER/DRAFTER: NAB
CHECKED BY: PMB

0 20' 40'

HORIZONTAL SCALE
1" = 20'

SIGNATURE/
BLOCK:

GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

STATE OF CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-01
SHEET NO.

REV.	DATE	REVISION DESCRIPTION

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CHECKED BY: PMB

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HORIZONTAL SCALE
1" = 20'

SIGNATURE/
BLOCK:

GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

STATE OF CONNECTICUT
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TRANSPORTATION

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-02
SHEET NO.

REV.	DATE	REVISION DESCRIPTION

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CHECKED BY: PMB

HORIZONTAL SCALE
1" = 20'

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GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-04
SHEET NO.

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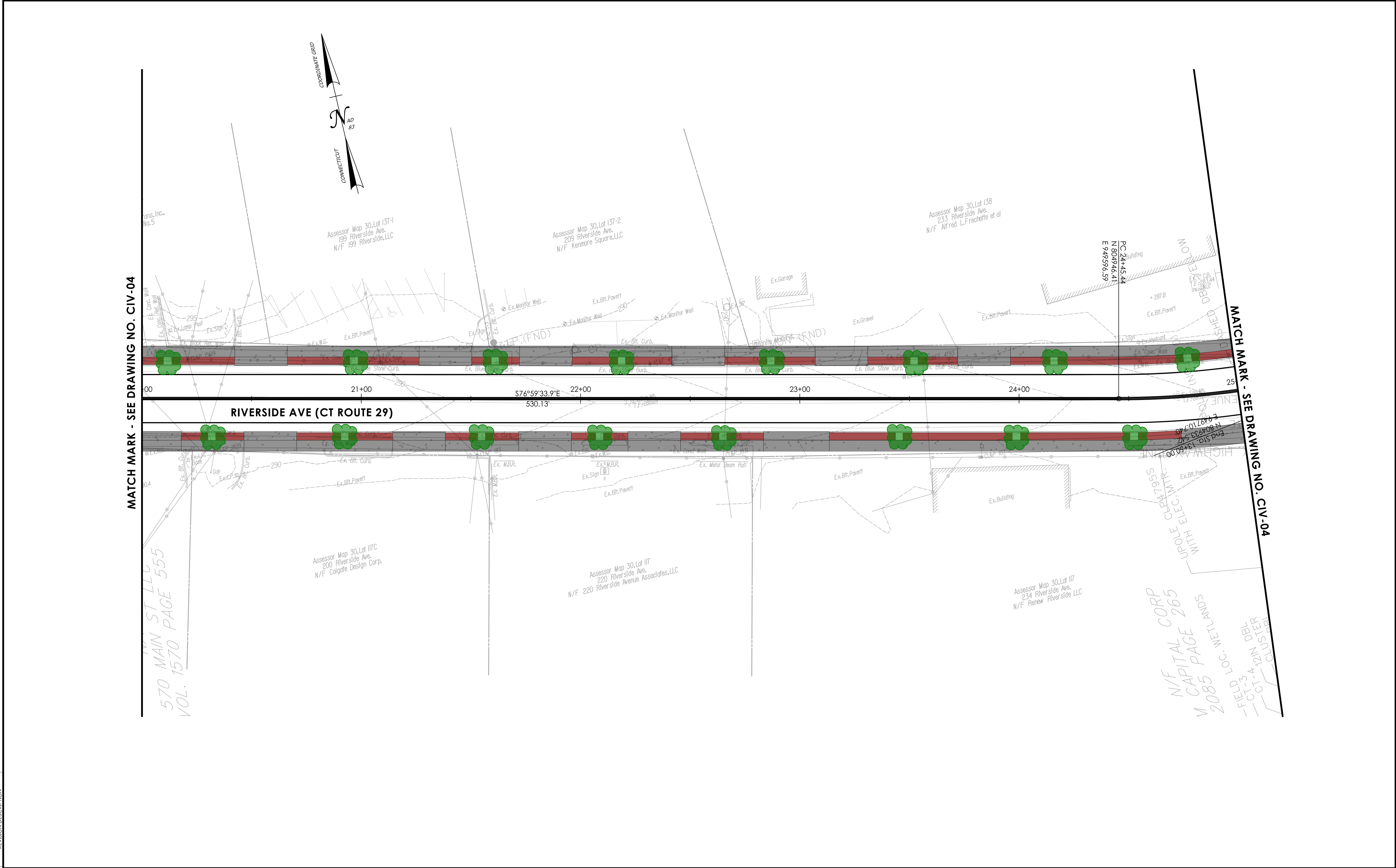
SIGNATURE/BLOCK:

GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

STATE OF CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-05
SHEET NO.



REV	DATE	REVISION DESCRIPTION

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HORIZONTAL SCALE
1" = 20'

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GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-06
SHEET NO.

REV.	DATE	REVISION DESCRIPTION

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115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

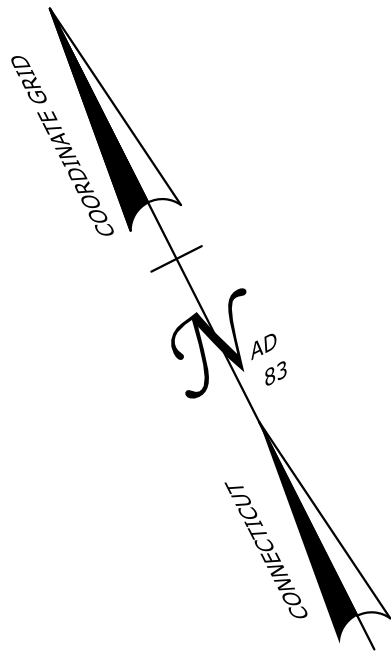
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DEPARTMENT OF
TRANSPORTATION

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TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-08
SHEET NO.

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PLOTTED DATE: 2/22/2024

Page 122 of 168



Assessor Map 30A Lot RR-12
N/F Pan Am Southern, LLC

Assessor Map 30A Lot 15C
398 Riverside Avenue
N/F Bryan Wojnarowski

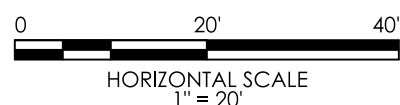
Assessor Map 30A Lot 16
450 Riverside Avenue
N/F WC Enterprises LLP

PI 43+04.95
N 80°54'48.01"
E 95°13'57.63"
DELTA 83°37'46.1"
R 515.00'
L 751.70'
T 460.70'
D 11°07'31.5"

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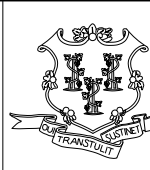
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BLOCK:

GM2
GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033



STATE OF CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION

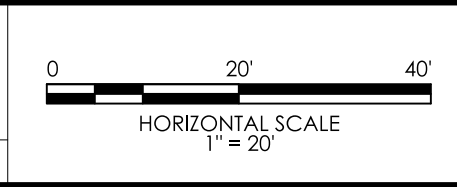


PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

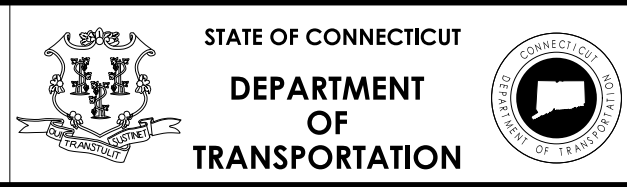
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115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033



PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO. CIV-10
SHEET NO.

Riverside Avenue, Bristol

Activities		Preliminary Design Phase																																														
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Review Data																																																
Field Review																																																
Base Survey	Completed																																															
Supplemental Survey																																																
Prepare and Submit PD Progress Plans (15%)																																																
City Decision on Any Alternatives																																																
Prepare PD (30%)																																																
PD Submission																																																
Town/CTDOT Review Comments																																																
Public information Meeting																																																
Conclude NEPA/CEPA Documentation																																																
CTDOT Design Approval																																																

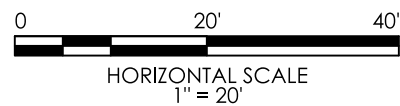


Activities	Final Design Phase																																																		
	Dec-24				Jan-25				Feb-25				Mar-25				Apr-25				May-25				Jun-25				Jul-25				Aug-25				Sep-25				Oct-25				Nov-25				Dec-25		
Semi-final Design (60%)																																																			
Plans-In-Hand Review																																																			
Utility Coordination																																																			
Semi-Final Submission																																																			
City/CTDOT Review Semi-Final Design																																																			
Permit Approval Process																																																			
Property Acquisition Maps																																																			
Acquire ROW (takes, easements, rights)																																																			
Final Plans for Review (90%)																																																			



Activities	Final Design Phase (cont'd)												Bidding/Award Phase						Construction Phase																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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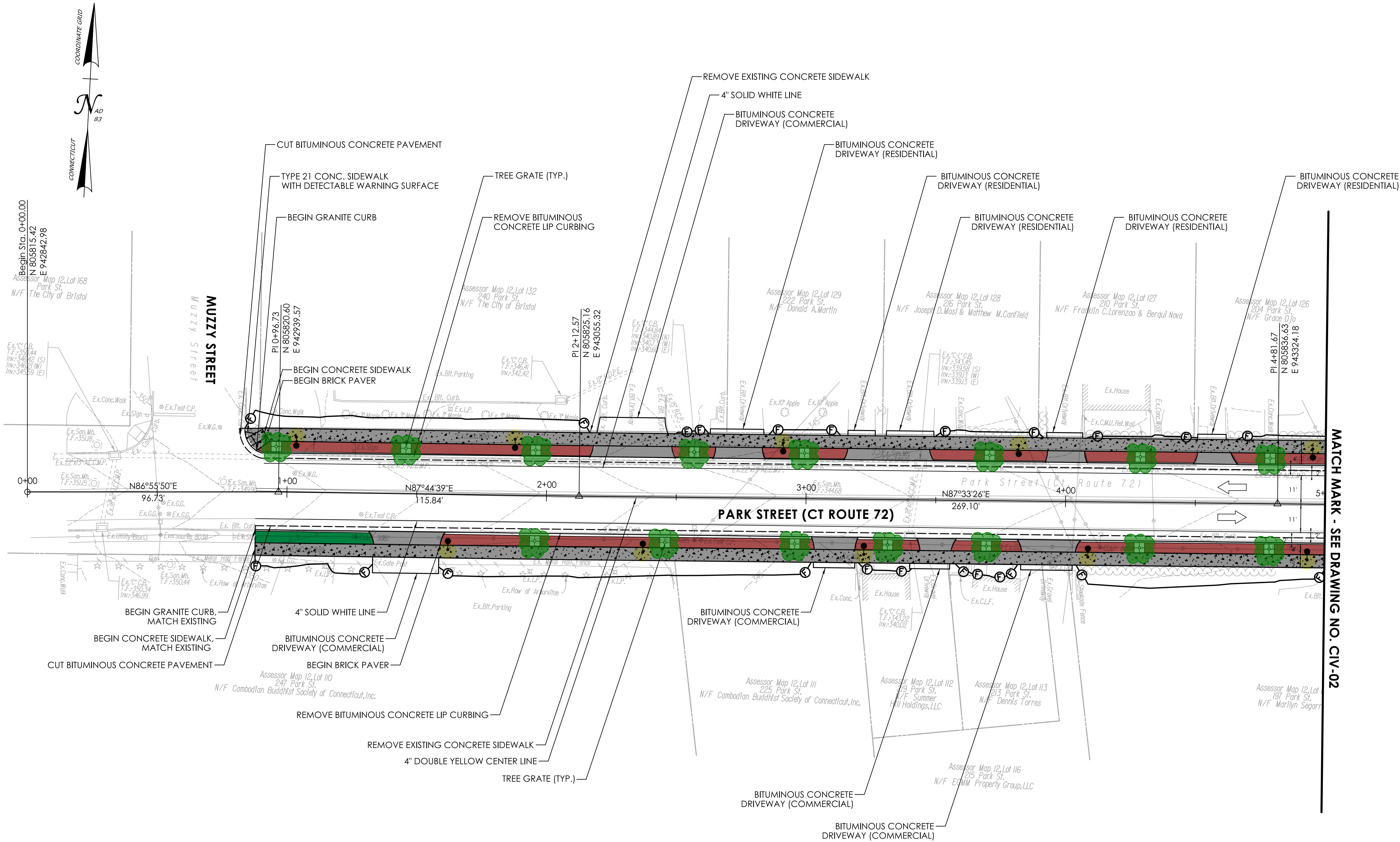
SIGNATURE/
BLOCK:

GM2
GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

CITY OF BRISTOL

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

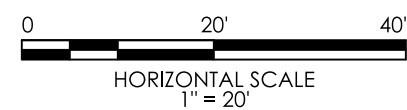
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CIV-01
SHEET NO.



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REV.	DATE	REVISION DESCRIPTION

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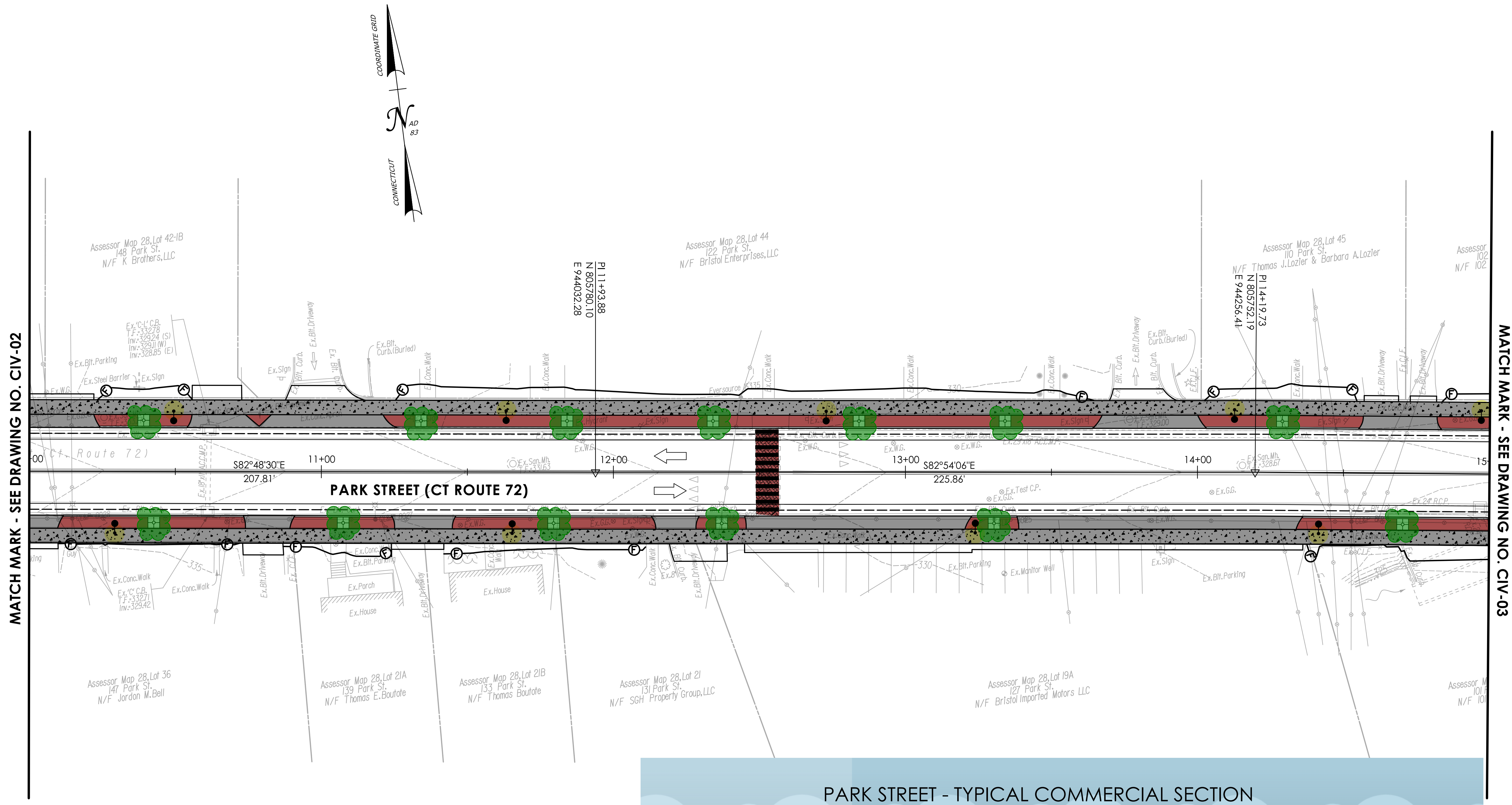


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CITY OF BRISTOL

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TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-03
SHEET NO.



REV.	DATE	REVISION DESCRIPTION

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BLOCK:

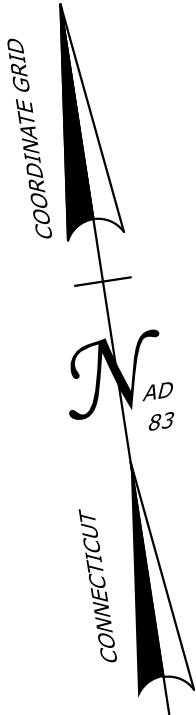
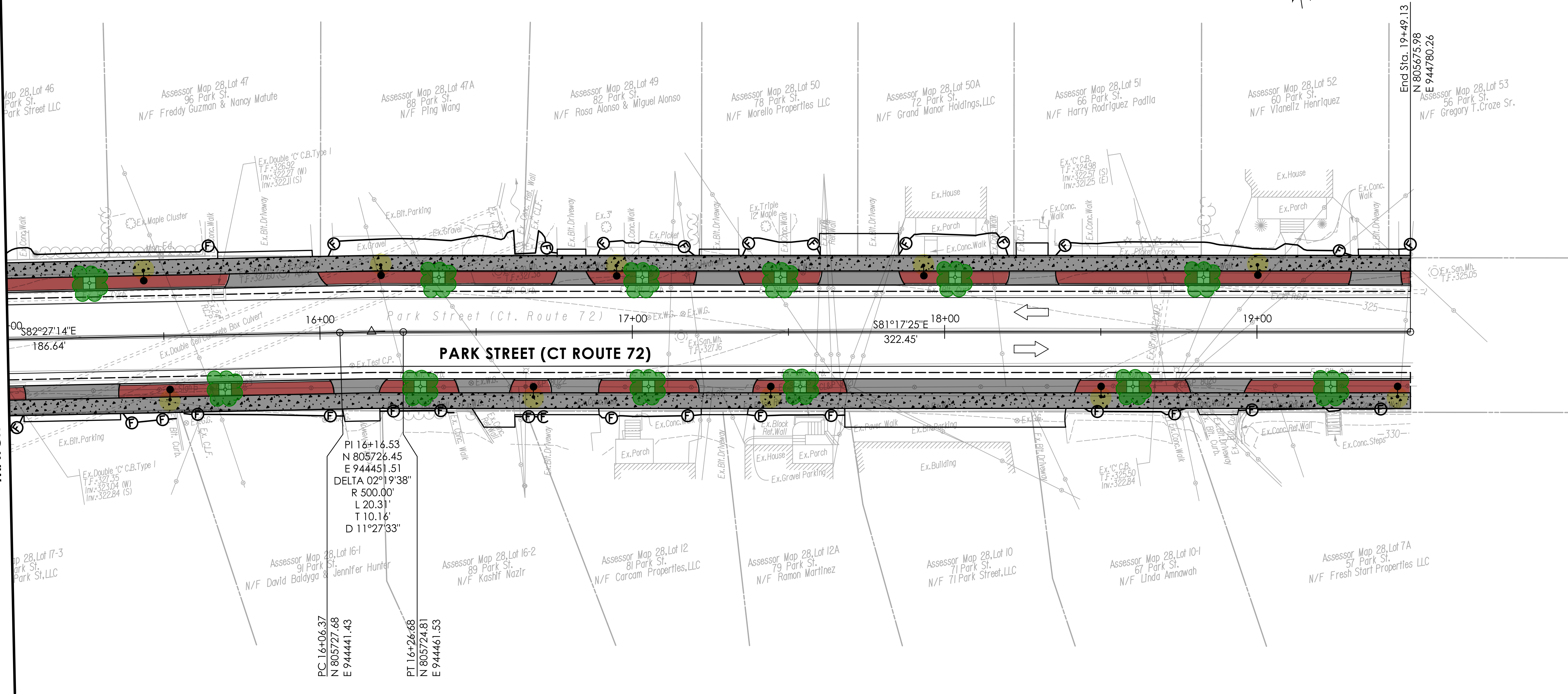
GM2 ASSOCIATES, INC.
115 GLASTONBURY BLVD.
GLASTONBURY, CT 06033

CITY OF BRISTOL

PROJECT NUMBER: 40968
PROJECT DESCRIPTION: STREETSCAPE IMPROVEMENTS OF RIVERSIDE AVE AND PARK STREET
TOWN(S): BRISTOL
DRAWING TITLE: CIVIL PLANS

DRAWING NO.
CIV-04
SHEET NO.

MATCH MARK - SEE DRAWING NO. CIV-02



Park Street, Bristol

PD Phase	Preliminary Design Phase											
	2023	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24					
Review Data												
Field Review												
Survey	Completed											
Prepare and Submit PD Progress Plans (15%)												
City Decision on Any Alternatives												
Prepare PD (30%)												
PD Submission												
Town/CTDOT Review Comments												
Coordinate with CTDOT												
Public information Meeting												
CEPA Documentation(?)												
City Approval of PD												

FD Phase	Final Design Phase						Bidding/Award/NTP Phase			Construction Phase (2025)											
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25			
Semi-final Design																					
Utility Coordination																					
City Approvals (FD)																					
Semi-Final Submission																					
City Review Comments																					
Coordinate with CTDOT																					
Property Acquisition Maps (if needed)																					
Acquire ROW (easements, rights)																					
Final Plans for Review (90%)																					
City Review Comments																					
Coordinate with CTDOT for District Permit																					
City/State Sidewalk Agreement																					
Bid Documents																					
Advertising																					
Bid Opening																					
Award																					
Notice to Proceed																					
Construction																					



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 3, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **RECYCLABLES PROCESSING COST/ RESIDENT COMPLIANCE UPDATE**

The disposal cost of municipally curbside collected recycling remains a concern. The City's collection of curbside recyclables is required by State Statute. The Statute includes a list of items that each municipality, including Bristol, is required to collect. The disposal of recyclables consists of processing the single stream collected recyclables to separate the individual items. The process of separating the single stream recyclables into individual commodities is highly mechanized, using automated screens and electric image scanners. Each recyclable material, such as paper, cardboard, plastics, and aluminum are separated and sold. There are regional, national, and international markets for the various commodities, which fluctuate in price.

The City procures its recycling disposal service through BRFFOC, and is currently in the final year of a three-year contract with Murphy Road LLC, located in Hartford. The existing contract expires June 30, 2024. BRFFOC is currently negotiating an extension to the contract.

The City collects approximately 4,400 tons of curbside recyclables each year (8,900 barrels/week, 17,800 total). By contrast, the City collects and disposes of approximately 18,000 tons of rubbish each year. Recycling is collected once every two weeks. DPW trucks that collect curbside do not bring their recycling directly to Murphy Road LLC in Hartford, rather they bring the recycling to DPW's transfer station, where it is unloaded and reloaded into 40 CY roll off containers, then delivered to Murphy Road LLC.

As recently as 2017, the City received a payment for recycling of \$15/ton. Due primarily to a collapse in the international recycling commodity market (China stopped accepting recyclables), the City now pays to dispose of recycling. As indicated on the attached table and graph, the price under the current 3-year contract has varied from a low of \$18.22/ton in May 2021, to a high of \$95.64/ton in Oct 2021 (same year).

The items collected, percent by weight, the commodity value, and the commodity credit on the City's recycling processing fee for February 2024 is provided below:

Commodity	Recyclable Stream % (per contract by weight)	Commodity Value (Feb, 2024) \$/ton	Commodity Credit/ Impact on Recycling Process Fee (Feb 2024) \$/ton
OCC (cardboard)	13.40	\$95.00	\$12.73
Mixed Paper	46.00	\$55.00	\$25.30
Glass	19.00	-\$85.00	-\$16.15
Steel Cans	2.00	\$187.50	\$3.75
Aluminum	0.25	\$1,160.00	\$2.90
Natural HDPE	0.60	\$620.00	\$3.72
Colored HDPE	0.75	\$400.00	\$3.00
PET	2.00	\$240.00	\$4.80
Mixed Plastics #3&7	1.00	\$20.00	\$0.20
Residue (Rubbish)	15.00	-\$120.00	-\$18.00
Total Credit (ACR)			\$22.85
Base Fee (BPF)			\$87.50
Total Fee	Total Fee = BPF-ACR		\$64.65

The disposal fee is based on base (BPF) cost of \$87.50/ton (FY 2023-24) and is adjusted based on the commodities costs (ACR). As the commodities prices increase, the City's recycling disposal cost decrease. **The commodities that have the largest impact on commodities cost is cardboard (CCO) and mixed paper.** They represent the highest percentage by weight and have high market value. The value of both items have increased over the last 6 months, from \$32.50/ton to \$142.50/ton for cardboard, and \$-1.50 (meaning payment was required for disposal) to \$72.50/ton for mixed paper. Glass, with a percent weight of collected recycling estimated at 19%, also has a large impact on disposal cost. However, instead of being sold as a commodity, the City is charged a fixed cost \$13.70/ton of recyclables. There is not a defined market for glass (broken), however, there are a few users of pulverized glass in Connecticut that incorporate it into concrete. There is a facility in Seymour, owned by O&G, and a new facility is proposed in Terryville. The City is also charged for the residual rubbish contained in the recyclables that cannot be recycled. A residual percentage of 15% is included in the Murphy Road LLC contract at a cost of \$13.30/ton. **Total fixed cost to dispose of recycling is currently approximately \$114.50 before adjusting for the commodity value of recycled items.** The existing contract also includes a provision stating that if commodity prices create a credit (payment), the value of the credit/rebate is divided equally between the City and Murphy Road LLC.

The Department of Public Works has recently performed audit of recycling barrels. DPW audited approximately 200 barrels. The Department tagged approximately 5-10% for violations. The most common items of non-compliance found in recycling barrels are indicated below:

Most common issues

- Plastic bags, garbage bags
- Styrofoam
- Dirty, not empty containers
- Used/dirty paper goods (tissues, napkins, plates)



Department of Public Works | 860.584.6125

-Trash

Not as common

- Clothing, towels, pillows
- Rubber gloves
- Masks
- Electronics
- Toys
- Yard waste
- Ash

A copy of the notice posted to residents recycling barrel when non-compliant items are encountered is attached, along with a list of acceptable recyclables. Pictures of the non-compliance items are also attached.

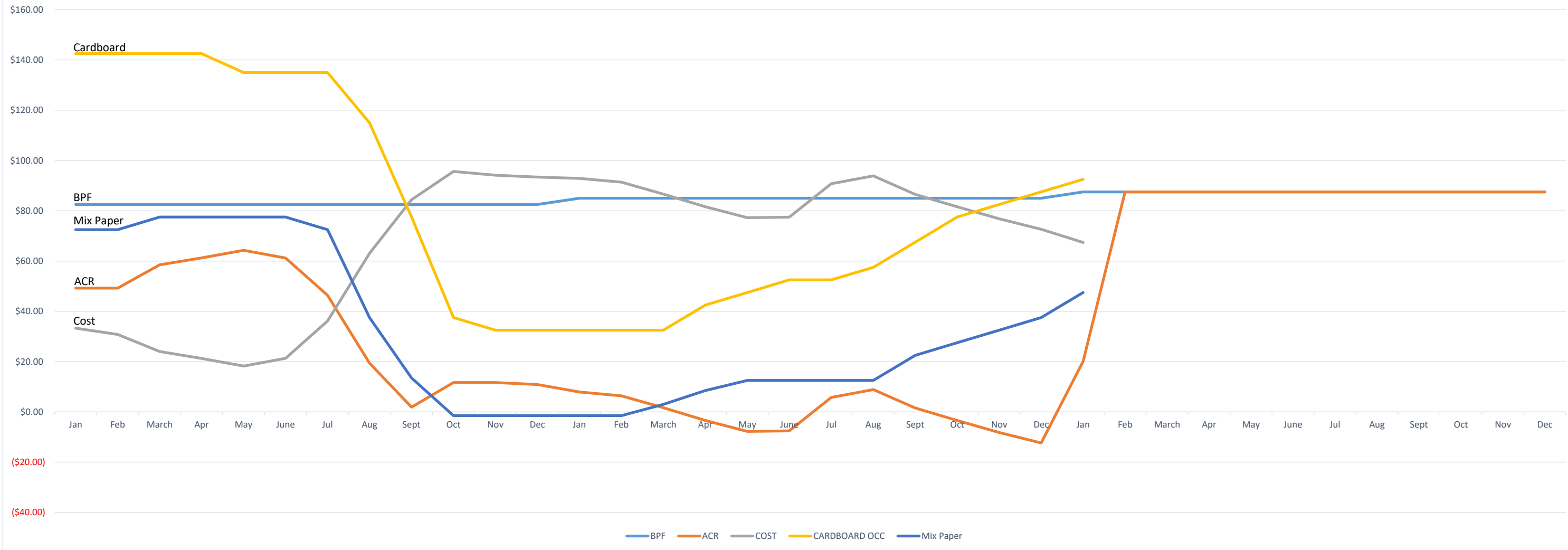
It should also be noted that in addition to audits performed by DPW staff, each recycling truck is equipped with a camera which allows the driver to monitor each barrel being dumped into the truck. As such, there are times when DPW drivers identify and tag non-compliant items. Each dumpster load delivered to the Murphy Road LLC processing facility is also inspected. Based on the inspection and processing contract, Murphy Road LLC does have the ability to reject a load and classify it as rubbish. The rejection of Bristol loads due to contamination has not/does not occur. Loads were rejected in the past due to being wet/saturated with water prior to the installation of a rain gutter on our processing building.

Bristol DPW transports curbside collected recycling to the City's recycling processing building, located at the transfer station. From DPW's site, the recyclable materials are loaded into 40 CY dumpsters that are transported by DPW to Murphy Road's Berlin facility. In addition to processing Bristol recycling, the City also receives curbside collected recycling from the town of Wolcott that is processed with Bristol's recycling and transported to Murphy Road LLC's Berlin facility. The City receives a yearly fee of approximately \$12,000 from the Town of Wolcott for processing/transportation costs, and Wolcott covers all of Murphy Road LLC's fees associated with Wolcott's portion of the load.

The FY204-25 budget to process/dispose of recycling is \$397,000. This is based on \$90/ton. As previously indicated, as recently as 2017, the City received a \$15/ton credit (payment) which resulted in \$66,000 City revenue. As a result, the budget impact from FY2017-18 to the current FY2024-25 is \$463,000.

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

Recycling Processing Cost Summary



RECYLING PROCESSING COST SUMMARY															
FY	2021-22					2022-23					2023-24				
MONTH	BPF	ACR	COST	CARD BOARD OCC	Mix Paper	BPF	ACR	COST	CARD BOARD OCC	Mix Paper	BPF	ACR	COST	CARD BOARD OCC	Mix Paper
Jan	\$82.50	\$49.21	\$33.29	\$ 142.50	\$ 72.50	\$85.00	\$7.89	92.89	32.5	-1.5	\$87.50	\$20.11	\$67.39	\$92.50	\$47.50
Feb	\$82.50	\$49.21	\$30.78	\$ 142.50	\$ 72.50	\$85.00	\$6.39	91.39	32.5	-1.5	\$87.50	\$22.85	\$64.65	\$95.00	\$55.00
March	\$82.50	\$58.47	\$24.03	\$ 142.50	\$ 77.50	\$85.00	\$1.64	86.64	32.5	3	\$87.50	\$87.50			
Apr	\$82.50	\$61.24	\$21.26	\$ 142.50	\$ 77.50	\$85.00	(\$3.40)	81.6	42.5	8.5	\$87.50	\$87.50			
May	\$82.50	\$64.28	\$18.22	\$ 135.00	\$ 77.50	\$85.00	(\$7.75)	77.25	47.5	12.5	\$87.50	\$87.50			
June	\$82.50	\$61.19	\$21.31	\$ 135.00	\$ 77.50	\$85.00	(\$7.53)	77.47	52.5	12.5	\$87.50	\$87.50			
Jul	\$82.50	\$46.38	\$36.12	\$ 135.00	\$ 72.50	\$85.00	\$5.73	90.73	52.5	12.5	\$87.50	\$87.50			
Aug	\$82.50	\$19.43	\$63.07	\$ 115.00	\$ 37.50	\$85.00	\$8.87	93.87	57.5	12.5	\$87.50	\$87.50			
Sept	\$82.50	\$1.90	\$84.40	\$ 77.50	\$ 13.50	\$85.00	\$1.53	86.53	67.5	22.5	\$87.50	\$87.50			
Oct	\$82.50	\$11.66	\$95.64	\$ 37.50	\$ (1.50)	\$85.00	(\$3.40)	81.6	77.5	27.5	\$87.50	\$87.50			
Nov	\$82.50	\$11.66	\$94.16	\$ 32.50	\$ (1.50)	\$85.00	(\$8.18)	76.82	82.5	32.5	\$87.50	\$87.50			
Dec	\$82.50	\$10.89	\$93.39	\$ 32.50	\$ (1.50)	\$85.00	(\$12.36)	72.64	87.5	37.5	\$87.50	\$87.50			

charge the Participating Municipality a BPF of \$85.00 per Ton of Acceptable Recyclables for the period of July 1, 2022 – June 30, 2023 and \$87.50 per Ton of Acceptable Recyclables for the period of July 1, 2023 - June 30, 2024.

MRR shall calculate a monthly ACR based on Table 5.1 below to determine the rebate or charge per Ton to the Participating Municipality for each month.

Table 5.1

Single Stream Average Commodity Rate (ACR)		
<u>Commodity</u>	<u>Percent of Stream</u>	<u>Benchmark</u>
OCC	13.40%	P&PW New England Low OCC #11
Mixed Paper	46.00%	P&PW New England Low #54
Glass	19.00%	Fixed \$72.07/Ton charge + CPI
Steel Cans	2.00%	Recyclingmarkets.net Baled Low
Aluminum	0.25%	Recyclingmarkets.net Baled Low
Natural HDPE	0.60%	Recyclingmarkets.net Low
Colored HDPE	0.75%	Recyclingmarkets.net Low
PET	2.00%	Recyclingmarkets.net Low
Mixed Plastics #3-7	1.00%	Recyclingmarkets.net Low
Residue	15.00%	Fixed \$88.00/Ton charge + CPI
	100.00%	

The following Formula 5.1 will be utilized to calculate the monthly rebate or charge per Ton to the Participating Municipality:

Formula 5.1

$$\text{BPF} - \text{ACR} = \text{Rebate or Charge}$$

When the calculation results in a negative amount per Ton, this amount will be shared 50% with the Participating Municipality as a rebate and 50% will be retained by MRR.

Example for July 1, 2021 – June 30, 2022:

Calculated ACR	-\$5.00	\$55.00	\$82.50	\$100.00
BPF	\$82.50	\$82.50	\$82.50	\$82.50
ACR	-\$(\$5.00)	-\$55.00	-\$82.50	-\$100.00
Charge to Participating Municipality	\$87.50	\$27.50	\$0.00	\$0.00
Rebate to Participating Municipality	\$0.00	\$0.00	\$0.00	\$8.75

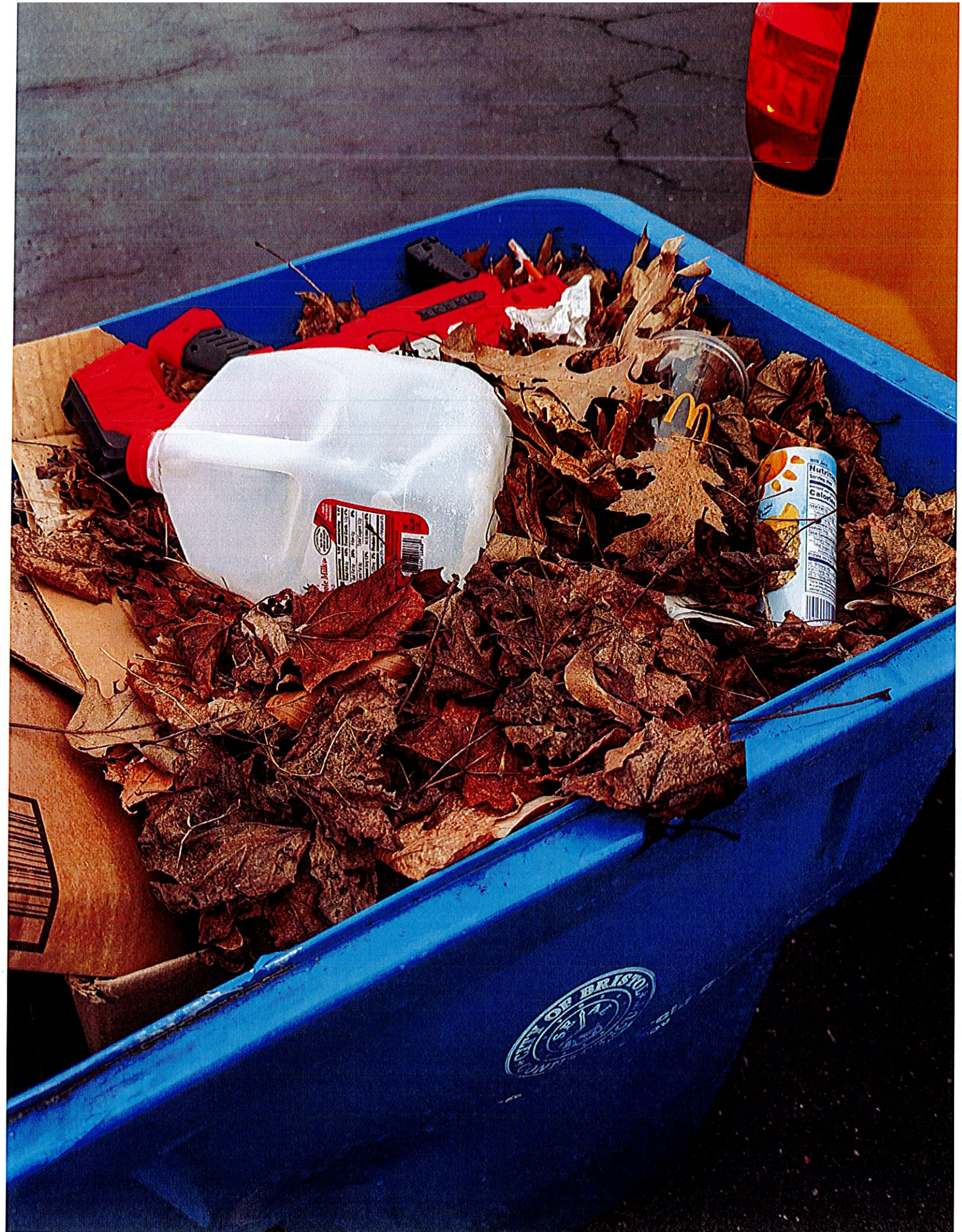
The Parties acknowledge that if, as a result of an Event of Force Majeure, a Change-in-Law, or a material change in market conditions, including, but not limited to, a deletion or addition of the materials listed in Exhibit 1, the discontinuation of an index



















City of Bristol Public Works Department

Dear Resident:

While emptying your curbside rubbish, recycling, or yard waste barrel, we encountered a problem that we would like to call your attention to:

	Improper materials in recycle barrel (rubbish, yard waste, etc.)
	Improper materials in rubbish barrel (recyclables, car parts, demolition materials, yard waste, hazardous chemicals, oil, etc.)
	Improper materials in yard waste barrel (rocks, sod, dirt, rubbish, sand, etc.)
	Incorrect Recycle Week (recycling collected biweekly)
	Object blocking access to barrel. Barrel must be more than 5 feet away from other objects (mailbox, pole, vehicles, other barrels/bins, in or behind a snow bank, etc.)
	Materials placed outside of barrel or lid not closed
	Barrel too far from curb
	Barrel handle facing the wrong way for collection (handle should face your property)
	Barrel out too early or too late (Barrel must be at the curb for 6:00 a.m. on collection day. Barrel cannot be at the curb until 3:00 p.m. the day before collection. Barrel must be removed from curb within 12 hours of collection).
	Barrel weight exceeds lifting capacity of truck's hydraulic system
	Yard Waste collection season over



Scan the QR code to download the Recycle Coach app! Receive collection day reminders, collection calendars, and search disposal options.

Website: www.bristolct.gov/publicworks
 Email: publicworks@bristolct.gov or PWSwitchboard@bristolct.gov
 Phone: 860-584-6125

A Guide to Recycling



All items should be empty, rinsed, clean and open. Do not shred, box, bag or bundle.

PAPER

Cardboard & boxboard
 Food & beverage cartons
 Junk mail
 Magazines & newspaper inserts
 Newsprint
 Office paper
 Pizza boxes

GLASS

Beverage bottles & jars
 Food bottles
 Cans & bottles

METAL

Aerosol containers (food grade only)
 Aluminum foil
 Cans & bottles
 Foil containers
 Metal lids from cans & bottles

PLASTIC

Plastic bottles (with or without caps attached)
 Plastic containers, tubs & lids
 Plastic one-use cups (no lids, no straws)

What's IN?

What's OUT?

Gift wrap & gift bags
 Ice cream containers
 Paper cups (hot & cold)
 Shredded paper
 Take-out food containers
 Tissue paper

Ceramic mugs & plates
 Drinking glasses

Aerosol containers (cleaners, pesticides, etc.)
 Foil tops from yogurt containers
 Paint cans

Pots & pans
 Small pieces of scrap metal
 Spiral wound containers

Loose bottle caps
 Plastic bags & wrap
 Plastic plates, bowls & utensils

Prescription bottles
 Single-use coffee containers
 Styrofoam cups & containers
 Water filters

To learn more, go to RecycleCT.com

A Guide to Recycling

Connecticut now has a universal list of what belongs in your recycling bin and what doesn't. All items should be empty, rinsed, clean and open. Do not shred, box, bag or bundle. To learn more, go to RecycleCT.com

What's IN?

PAPER

- Cardboard & boxboard
- Food & beverage cartons
- Junk mail
- Magazines & newspaper inserts
- Newsprint
- Office paper
- Pizza boxes

GLASS

- Beverage bottles & jars
- Food bottles & jars

METAL

- Aerosol containers (food grade only)
- Aluminum foil
- Cans & bottles
- Foil containers
- Metal lids from cans & bottles

PLASTIC

- Plastic bottles (with or without caps attached)
- Plastic containers, tubs & lids
- Plastic one-use cups (no lids, no straws)

What's OUT?

- Gift wrap & gift bags
- Ice cream containers
- Paper cups (hot & cold)
- Shredded paper
- Take-out food containers
- Tissue paper

- Ceramic mugs & plates
- Drinking glasses

- Aerosol containers (deodorizers, cleaners, pesticides, etc.)
- Foil tops from yogurt containers
- Paint cans
- Pots & pans
- Small pieces of scrap metal
- Spiral wound containers

- Loose bottle caps
- Plastic bags & wrap
- Plastic plates, bowls & utensils
- Prescription bottles
- Single-use coffee containers
- Styrofoam cups, containers & packaging peanuts
- Water filters
- Black plastic trays & containers





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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: 3/13/2024
(Submission Date)

For the Feb 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 \$ _____
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ 11,000 _____
- ☐ 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 April 23, 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:

Purchase of a 12 ft. long tilt trailer to transport equipment for DPW Operation facility (V.P.Kelly Road) to the job site. The primarily purpose would be to transport the Department's recently purchased small articulating loader (budget \$63,000; procured \$51,982), however it will also be used to transport other DPW equipment such as the skid steer, mowing, compaction and asphalt saw cutting equipment.

From:	PW FLEET Small Articulating Loader 0013026 570500 24007	To:	PW Fleet Tilt Trailer	Amount:	\$11,000



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 8, 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

Attached please find previously submitted proposed revisions to Chapter 21- Streets, Sidewalks and Public Places, Article II, Divisions 3-5 of the City Ordinance, which specifies provisions for work by private contractors occurring within the roadway right of way. The Department of Public Works has provided the document to the utilities (Eversource Gas and Bristol Water/Sewer) for comment.

Public Works has also undated the bond and insurance requirements for PRIVATE contractors working within the City’s right of way. In accordance with City Ordinance Sec 21-68, it is required to provide the City a bond in the amount of \$10,000, and also requires an insurance certificate indicating \$100,000 in coverage for personal injury and \$10,000 in coverage for property damage. The Department of Public Works is recommending that bond and insurance requirements be revised as follows:

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 minimum amount of \$20,000 (or equal to the value of the work as determined by the Department of Public Works), 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. In accordance with the provisions of this ordinance, it is the intent of the City to authorize the Department of Public Works to set high bond limits based on the estimated value of the work as determined by the Department of Public Works.

Each contractor or person shall also file with the Department of Public Works a satisfactory public liability insurance certificate with General Liability in the minimum amount of \$1,000,000 (combined single limit), bodily injury/property damage coverage per occurrence, and \$2,000,000 aggregate coverage, 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.

A copy of the previously provided existing & proposed ordinance and with a memorandum dated January 30, 2024 summarizing proposed revisions is attached.

The Department of Public Works requests the following Board of Public Works action:

The Board of Public Works approves the proposed revisions to City Ordinance Chapter 21 Streets, Sidewalks and Public Places, Article II, Divisions 3 to 5 and authorize the Department of Public Works to submit the proposed revisions to the City Council Ordinance Committee for review and approval.

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

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 **rev 3/8/24**

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 minimum amount of \$20,000 (or equal to the value of the work as determined by the Department of Public Works), 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. In accordance with the provisions of this ordinance, it is the intent of the City to authorize the Department of Public to set high bond limits based on the estimated value of the work as determined by the Department of Public Works

Each contractor or person shall also file with the Department of Public Works a satisfactory public liability insurance certificate in the minimum amount of General liability \$1,000,000 (combined single limit) bodily injury/property damage coverage per occurrence and \$2,000,000 aggregate coverage, 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. Cutline 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 confirm 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:
<u>Pavement</u>					
<u>Sidewalk</u>					
<u>Other(See Note)</u>					
<u>Notes</u>					

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