

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.

Signature,

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