

Board of Public Works
March 17, 2022
6:00 pm, City Council Chambers
Web access via Zoom:

<https://bristolct.gov.zoom.us/j/84748213001?pwd=UVNjNEExOK3FTSHZCV1NSN2xZdVk1Zz09>

Meeting ID: 847 4821 3001

Passcode: 427796

1. Board Of Public Works Minutes Of The Previous Meeting

A. 02-17-2022 Regular Meeting Minutes

Documents:

[02-17-2022 Reg. Meeting Mins Draft.pdf](#)

2. Employee Recognition

A. Employee Anniversaries: March 2022

- o Sean Harris 15 years
- o Craig Kasparian 11 years
- o Amalinda Boucher 1 year

3. Concerns And Petitions From The Public

4. Director's Report

A. Director's Report: March 2022

Documents:

[Directors Report - March 2022.pdf](#)

5. City Hall Renovation Project

A. City Hall Renovation Project: March 2022 Updates

Documents:

[03.10.22 - City Hall Renovation Memo and Attachments.pdf](#)

6. Public Works Divisions Reports

A. Division Reports: February 2022

Documents:

[All Divisions Report - February 2022.pdf](#)

7. Public Works Project Schedule

A. Public Works Projects Schedule: March 2022 Updates

Documents:

[March 2022 Project Schedule.pdf](#)

8. Building Committee

A. Building Committee Project Updates: March 2022

Documents:

[3.17.22 - Bldg. Comm. Project List and Memo.pdf](#)

9. Unfinished Business

A. Flag Policy

Documents:

[03.07.22 - Flag Policy Memo and Draft.pdf](#)

10. New Business

A. Road Closure MOU Proposal

Documents:

[03.04.22 - Road Closure Proposed MOU Memo and Attachments.pdf](#)

B. 2022 Pavement Management Program

Documents:

[03.10.22 Pavement Management Memo and Attachments.pdf](#)

C. Tree Warden Powers & Duties

Documents:

[03.07.22 - Tree Warden Memo and Attachments.pdf](#)

11. Addendum

12. Adjournment

13. Signature

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

Minutes of Board of Public Works
Regular Meeting
Thursday, February 17, 2022
6:00 p.m. Council Chambers, City Hall
With Zoom Access

Members Present: Mayor, Jeffrey Caggiano
Council Member, Jolene Lusitani
Council Member, Sebastian Panioto
Council Member, Cheryl Thibeault
Commissioner, Michael Dumas
Commissioner, David Hartley
Commissioner, Frank Stawski

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

Absent: None.

1. Call to Order

Mayor Caggiano called the meeting to order at 6:01 p.m. There was a moment of silence, following a recitation of the Pledge of Allegiance, to honor the passing of the beloved hamster and Goodwill Ambassador, Gizmo. She was rescued and later adopted by the Public Works Department following her abandonment in a trash pickup.

Mayor Caggiano expressed his sympathies and wishes that the Department of Public Works would have another Goodwill Ambassador adopted soon.

2. Board of Public Works Minutes of the Previous Meetings

A. 01/20/2022 Regular Meeting Minutes Draft

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

3. Employee Recognition

A. February 2022 work anniversaries were recognized.

B. Public Works Analyst, Lindsey Rivers was honored for being selected as the January 2022 City of Bristol Employee of the Month.

4. Concerns & Petitions from the Public

None.

5. Correspondence

None.

Motion: made by Council Member Thibeault and seconded, to move item 10.A to the top of the agenda. Motion passed.

- A. Thomas Arcari, P.A., QA+M Architecture, 195 Scott Swamp Road, Farmington, presented updated on the City Hall Renovation Project, including changes to maximize and expand public and private meeting spaces.

Frank Tomcak, Project Executive, D'Amato + Downs Joint Venture, answered questions regarding trade allowances and scope review.

6:46 pm, Mayor Caggiano turned leadership of the meeting over to Council Member Thibeault and took leave.

6. Public Works Division Reports

- A. The January 2022 Division Head Reports were presented.

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

7. Public Works Project Schedule

- A. The February 2022 Project Schedule was presented and discussed.

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

- B. The Building Committee Project list was reviewed and discussed.

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

8. Director's Verbal Report

- A. Director Rogozinski provided report on the Department.

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

9. Review of Public Works Budgets

- A. The Public Works fiscal year 2022 – 2023 budget proposal was reviewed and discussed.

Motion: made by Commissioner Stawski and seconded, to move that the Board of Public Works forward the 2022-2023 Public Works Department Operating Budget proposal in the amount of \$9,777,978.00, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Commissioner Hartley and seconded, to move that the Board of Public Works forward the 2022-23 Solid Waste Disposal Fund proposed budget in the amount of \$1,359,250.00, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Commissioner Dumas and seconded, to move that the Board of Public Works forward the 2022-23 Transfer Station Special Revenue Fund proposed budget in the amount of \$862,390.00, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Council Member Panioto and seconded, to move that the Board of Public Works forward the 2022-23 Capital Improvement Projects proposed budget in the amount of \$9,990,000 for DPW CIP project along with \$7,100,000 for streetscape improvement project on Riverside Ave and Park St, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Commissioner Dumas and seconded, to move that the Board of Public Works forward the 2022-23 Fleet Capital proposed budget in the amount of \$1,003,000.00, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Commissioner Hartley and seconded, to move that the Board of Public Works forward the 2022-23 City Building Fund proposed budget in the amount of \$250,000.00, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

Motion: made by Commissioner Stawski and seconded, to move that the Board of Public Works forward the 2022-23 Major Road Improvement Fund proposed budget in the amount of \$4,850,000, as presented, to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests, subject to the approval of the Mayor. Motion passed.

10. City Hall Renovation Project

- A. On motion, heard following Correspondence.

11. Unfinished Business

None.

12. New Business

- A. The February 9, 2022 memo regarding the Route 6 railroad crossing was reviewed.

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

- B. The February 9, 2022 memo regarding the Route 6 railroad crossing was reviewed and discussed.

Motion: made by Commissioner Hartley and seconded, to authorize the Director of Public Works to sign a NRES application to install photovoltaic (PV) solar array panels at the Department's Lake Avenue landfill. Required application documents consist of a site control form and statement

indicating CTEC LLC is working with the City on the Landfill solar array project. Said authorization shall not include execution of a final contract. Motion passed.

- C. The February 7, 2022 memo requesting a road construction bid waiver for roadway reclamation was reviewed.

Motion: made by Commissioner Hartley and seconded, to approve bid waiver to procure the services of Tilcon Connecticut Inc., A CRH Company for reclamation work on City Streets for calendar year 2022. Motion passed.

- D. The February 7, 2022 memo providing updates regarding the cost and rate of resident compliance in processing recyclables was reviewed.

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

- E. The February 7, 2022 memo providing updates regarding logistics and concerns for downtown Municipal Parking in 2023 was reviewed.

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

- F. Transfer requests were presented for the reallocation of funds: from Building Repair & Maint. to Other Building Repairs & Maint., in the amount of \$50,000; from the Todd St./Broad St. Intersection to Salt Dome Roof, in the amount of \$64,568; from Winter Ops. Snow Plow Fees to Winter Ops. Program Supplies, in the amount of \$50,000.

Motion: made by Commissioner Hartley and seconded, to authorize all transfer requests, as presented and forward to the Board of Finance. Motion passed.

13. Addendum

Motion: made by Commissioner Dumas and seconded, to add Department of Public Works Mailbox procedures/protest requests and correspondence from Eversource regarding transmission structure maintenance to the agenda. Motion passed.

- A. The Department of Public Works procedures for replacement of mailboxes damaged in the course of snow removal was reviewed.

Motion: made by Commissioner Dumas and seconded, to approve the protest request for mailbox replacement at 178 Silo Road. Motion passed.

- B. Correspondence from Eversource directed to Raymond Rogozinski, Director of Public Works regarding transmission structure maintenance to be done in Bristol was reviewed.

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

14. Adjournment

Motion: made by Commissioner Stawski and seconded, to adjourn. Motion passed.

Meeting adjourned at 7:36 p.m.

This meeting was recorded.

Respectfully submitted,

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

DRAFT



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 10, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW March – Director's Report

Please find attached a summary report of the Department's activities, issues and concerns for the February Board of Public Works' meeting.

1. Staffing: Staffing shortages in the Building Maintenance and Fleet Divisions. **Building Maintenance** has had vacant Maintenance Tech (evening shift) and Building Tech (day shift) positions. In addition the temp employee filling in as the Bldg. Tech (day) position is currently out on workers comp. DPW is moving forward to post the Maintenance Tech position and is exploring the options (require union MOU) of either hiring another temp, utilizing 233 maintenance staff from other departments, or transferring a 1338 staff member into Building Maintenance on a temporary basis. The Bldg. Maintenance staff shortage is particularly problematic at this time due to the increase work load associated with moving departments (City Hall Renovation project). The staff shortage is requiring additional overtime for the Senior Maintenance Tech and I would like to take this time to recognize his work. **Fleet** – There are currently two mechanic vacancies in the Fleet Vehicle Maintenance Division. The normal staffing level of mechanics is four. DPW is posting to fill the positions and the mechanic helper staff are providing additional assistance. **Eng.** – Vacant position of Env. Tech which is anticipated to be filled from within the Department and will create a vacancy of a construction inspector.



Department of Public Works | 860.584.6125

Due to contractual changes in 1338 labor agreement associated with health insurance it is anticipated that there will be approximately 5 vacancies (retirements) in DPW's operation Divisions (Streets, Solid Waste & Fleet) effective July 1, 2022. Recruitment for laborers starting.

No/limited loss time of DPW staff due to Covid.

2. Solid Waste Transfer Station: As part of the City Hall renovation project the City's IT fiber line is being cut over/ tranfered on April 11 &12. During the cut over computers networks will not be operational including the transfer station's scale program that processes fees. DPW will keep the transfer station open and instruct staff to record large loads manually, however no fees will be collected/charged for small/normal loads.
3. DPW Salt Dome: The salt dome at DPW's Vincent P Kelly Road facility is scheduled to be replaced starting in May 2022.
4. Food Waste: BRFFOC has submitted a grant associated with organic food waste. The grant consist of a feasibility study, purchase of processing equipment and the potential for BOE facilities to participate in program to separate organic food waste.
5. Traffic CMAQ Grant: As previously reported to the Board, the City has been notified of an award of a \$3,700,000 grant to replace 6 downtown traffic signals. The grant provides 100 percent funding (engineering & construction), however the City is responsible for any cost above \$3,700,000. In addition, grant documentation will be submitted indicating PD maintains traffic signals and PDW assist with repairs.
6. Landfill Solar: City Council meeting scheduled for 3/14/22 to authorize the Mayor to execute an option to lease agreement for a portion of the landfill. Application scheduled to be submitted to Eversource on 3/14/22.
7. DPW Crusher Operation: DPW scheduled to rent a crusher to process asphalt and concrete at the DPW's James P Casey Road facility.
8. Dog Pound: Painting of kennels and hallway complete. IT contacted/ re-contacted regarding Wi-Fi – pending cost quote rom vender. DPW Consultant working on building evaluation study.
9. Landfill Stewardship Program: As previously reported, DPW working with CTDEEP & coordinating with Corp Counsel to develop final draft permit. Current draft does not define Bristol's liability/risk exposure but does required investigation study that will require



Department of Public Works | 860.584.6125

- contaminate plum delineation of responsibility. Bristol has been contacted by Southington to arrange a meeting to discuss potential limits of responsibilities.
10. Downs Street Bridge: Engineering consultant GM2 requested CO approx. \$60,000 to modify current design from bridge rehab to replacement pursuant to recommendation from NVCOG. DPW currently performing critical review. If recommended CO will not increase existing contract to City. Project funded by LotCip covers 100% construction cost. CO will change Eng. scope from construction to design, however DPW review ongoing. Authorization not requested at this time (future BPW agenda item when negotiations complete).
 11. Divinity Street Culvert: Engineering consultant WSP Inc. requesting additional fees approx. \$25,000 for retaining wall, ACOE permit & hydraulic analysis. Wall design is scope increase and ACOE regulations have been recently revised (requiring additional work), however DPW critical of hydraulic analysis request. Authorization not requested at this time (future BPW agenda item when negotiations complete).
 12. HHW waste collection scheduled through BRFFOC on August 27, 2022.
 13. Vehicles: DPW received BOF authorization to purchase 4 State vehicles. One vehicle obtained and currently in use. State has indicated that additional vehicles will be available. DPW Fleet Manager remains confident that DPW will obtain requested 3 State vehicles.
 14. Eversource Tree Trimming: As previously reported Eversource proposing tree trimming in Sherman and Mill area. Based on preliminary discussion, DPW concerned shape of tree after trimming will be “goal post”. As tree Warden I do not support “goal post” tree trimming and will recommend tree removal. DPW posted trees for Eversource removal. Property owners protesting will be given the option of waiting till Eversource trims the trees and advised that if they do not like Eversource’s results DPW will cut tree. Estimated DPW time to cut all the trees is 2 days.
 15. DPW BOF Budget Hearing scheduled for 3/31/22 at 6:00 PM.
 16. DPW investigating installing salt brine processing equipment options. Approximate cost of tanks, mixers, & waterline \$45,000. DPW will request use of End of FY 2021-22 funds.
 17. Mem Blvd retaining Wall; DPW coordinating with State Legislators and Mayor to facilitate receipt of \$1,200,000 State funding. Funding from Governor’s Bond Commission was requested and approval after project stated with City funds. Appears special State legislation required.



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18. City Council approved a supplemental funding request to the State for Mem Blvd Bridge, state grant application for Lake Ave Culvert and modification to North Main street ROW (Wheeler Development).

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 10, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: City Hall – Renovations Project Update (March)

Constructions bids for the City Hall Renovations/ Additions project are currently being solicited. The schedule is to receive bids for the following trade packages on March 22, 2022.

1. Selective Demolition & HAZMAT Removal
2. Concrete
3. Masonry
4. Structural Steel & Misc. Metals
5. Carpentry & General Trades
6. Architectural Woodwork
7. Roofing System
8. Aluminum Window & Metal Panel Systems
9. Doors, Frames & Hardware
10. Gypsum Drywall
11. Acoustical Ceilings
12. Flooring
13. Tile
14. Painting & Wall Coverings
15. Elevators
16. Fire Suppression System
17. Plumbing System
18. HVAC System
19. Electrical System
20. Communications System
21. Fire Alarm System
22. Sitework & Landscaping

The Guaranteed Maximum Price (GMP) representing the total construction cost for the renovated City Hall & addition will be the sum of trade packages, D'Amato/Downes Joint Venture ("DDJV") construction manager's cost for general condition, DDJV construction management fee (1.85 % of construction cost), and allowances recommended by DDJV. The GMP does not include FF&E (furniture/AV), design, moving and the cost of temporary office space being used during construction. DDJV monitors the number of anticipated bidders for each trade bid package and has reported to the City that there appears to be sufficient bidders interest for all trade packages except concrete and Doors/Frames/Hardware.

Based on the current bidding and GMP preparation schedule, the estimated project cost will be presented at the April 12, 2022 City Council meeting; however, DPW will be requesting a special City Council meeting the week of April 25, 2022 to formalize the final execution of the GMP. The referenced schedule is predicated on the availability of sufficient appropriation, including DPW's approval of \$3,800,000.00 in ARPA funding requested by DPW for the purpose of funding HVAC/mechanical equipment for City Hall. A copy of the project schedule and budget is attached.

As of this writing, the offices of the Assessor, Tax Collector, Corporation Counsel, Mayor and Registrars have relocated to the City's temporary City Hall office space at 150 Main Street (Webster Bank). As indicated on the attached move schedule, the Town & City Clerk, Personnel and ECD are scheduled to move March 11, 2022. The Parks Department moved to 51 High Street, and Veterans Strong Center moved to the Beals Community Center. As Director of Public Works, I would like to recognize all the departments' hard work associated with the move and their support operating within the temporary space. I also anticipate and would encourage departments to identify ways that their temporary space can be improved or building operations enhanced.

Construction of the temporary court swing space and permanent IT office space is progressing and is within budget and on schedule to be completed on April 6, 2022. A schedule of the proposed department relocation starting with DPW on April 7 & 8, 2022 is attached.

Space for public evening meetings has been arranged. The BOE is providing use of their auditorium in their Administration Building at 129 Church Street to conduct monthly City council meetings. The layout of the court swing space has been modified to establish a meeting room sufficient to hold 40 people. The referenced court meeting room will serve as meeting space for the Board of Public Works, Police Board, Fire Board and various other committee meetings. In addition, the BOE has indicated that they will/can accommodate City meeting requests if larger space is required, on a case by case basis. The DPW Land Use Division is concerned with space requirements for City Zoning, Planning and Inland Wetland Commission meetings, and has therefore arranged to also use the BOE Church St administration facility. In order for Land Use to utilize the BOE Administrative Building, the Zoning, Planning and IWC meetings have been moved from Wednesdays to Mondays. Along with space being provided by BOE, the Library is scheduled to hold a number of City evening meetings. In order to support virtual meetings at the Court meeting room and library, AV equipment (which can be incorporated into a renovated City Hall) is being purchased.

The City Hall renovation project is not limited to construction. As part of the project, the budget includes the purchase and implementation of an Asset Management System. Use of the asset management system will include systems for City Hall as well as new HVAC equipment provided as part of the Police Complex mechanical capital improvement project. The objective is to utilize the asset management system to establish a preventative maintenance program.

Design drawings of the proposed construction can be accessed via the link below:

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

Project consultants from QA+M, Colliers Inc. and D'Amato/Downes Joint Venture will be present at the Board of Public Works meeting to address any questions or concerns that you may have. In addition, please feel free to contact me at 860-584-6113 to discuss.

Memorandum

To: Raymond Rogozinski

From: Kenneth Romeo

cc: Roger Rousseau & Marc Sklenka

Date: 3/9/22

Subject: Bristol City Hall Project

Budget Update

Dear Mr. Rogozinski,

As requested, late yesterday morning, here is a summary of the current construction financial costs for the items that are known to me for the Bristol City Hall Addition and Renovation project for February 2022.

The Total Project Budget presented to the City was for \$36,965,300 with the additional Outside Funds of \$3,910,000 shown separately. The Total Project Budget is made up of Construction budgeted at \$28,940,000 with Furniture Fixtures & Equipment budgeted at \$2,090,000 with Fees, Expenses and Contingency budgeted at \$5,935,300.

The original construction contract amount for D'Amato Downs Joint Venture (DDJV) is inclusive of \$100,770 for preconstruction services and an allowance for Forensic Demolition work in the amount of \$75,000. The latest contract amount presented by DDJV is \$1,734,125. The majority of the current contract amount is for the fit out of the Old Court Space at 131 N Main Street. DDJV is showing the cost of the Old Court Space fit out to be at \$1,558,355. Taking the Total Building Construction budget presented to the City by Colliers Project Leaders that leaves approximately \$27,300,000 that is shown to be allocated to the construction of the addition and renovation of City Hall proper.

Based upon the first amendment to the GMP for DDJV (for the Old Court Space), the project is on budget. We are monitoring the volatility in the construction market very closely and are hopeful the bids for the City Hall portion of the project will come in on budget. This won't be known for a couple of weeks.

Sincerely,

Kenneth Romeo
Senior Project Manager, Colliers Project Leaders

PROJECT BUDGET

City of Bristol, CT City Hall Renovations Project

Project Budget Development - DRAFT

Date: December 16, 2021

	APPROVED BUDGET GILBANE	DD RECONCILED ESTIMATE BUDGET	CD RECONCILED ESTIMATE BUDGET
\$(000) except \$/GSF	6/18/2020	10/18/2021	12/16/2021
New Construction GSF	4,858		
Renovation GSF	61,800		
Total GSF	66,658	66,658	66,658
New Construction \$/GSF - Current	\$ 391.00	\$ -	\$ -
Renovation \$/GSF - Current	\$ 248.00	\$ -	\$ -
New Construction \$/GSF - Escalated	\$ 404.70	\$ -	\$ -
Renovation \$/GSF - Escalated	\$ 256.70	\$ -	\$ -
Total Construction w/ site \$/GSF	\$ 42.89	\$ 14.79	\$ 15.53
Total Project \$/GSF	\$ 501.82	\$ 575.48	\$ 554.55

I. Building Construction			
A. New Building Construction			
B. Existing Building Renovations		\$ 22,167.0	\$ 21,332.9
C. Swing Space (Court Only)	w/ construction	\$ 1,650.0	\$ 1,300.0
Total Building Construction	17,225.0	23,817.0	22,632.9
II. Related Construction			
A. Sitework	687.7	w/above	w/above
1 Earthwork / Site Prep	-		
2 Exterior Improvements			
a. Paving - Asphalt / Concrete / Other	-	-	-
b. Sidewalks / Paths	-	-	-
c. Wetlands Mitigation	-	-	-
d. Landscape & Planting	-	-	-
e. Athletic / Recreational Surfaces	-	-	-
f. Fencing / Gates	-	-	-
g. Retaining Walls	-	-	-
h. Misc Site Improvements	-	-	-
B. Site Utility Systems			
1 Water & Wells	-	-	-
a. Fire Protection	-	-	-
2 Sanitary Sewage	-	-	-
3 Storm Drainage	-	-	-
4 Gas	-	-	-
5 Steam	-	-	-
6 Chilled Water	-	-	-
7 Electric	-	-	-
8 Data & Communications	-	-	-
9 Site Lighting	-	-	-
Total Site Construction	687.7	w/ above	w/ above
C. Building Demolition	1,644.9	w/ construction	w/ construction
D. Hazardous Materials Removal	w/ demo	w/ construction	w/ construction
E. Sustainable Elements			
1 Solar Panels / PV Array	-	-	-
2 Wind Power Generation	-	-	-

PROJECT BUDGET

City of Bristol, CT City Hall Renovations Project

Project Budget Development - DRAFT

Date: **December 16, 2021**

	APPROVED BUDGET GILBANE		DD RECONCILED ESTIMATE BUDGET	CD RECONCILED ESTIMATE BUDGET
\$(000) except \$/GSF	6/18/2020		10/18/2021	12/16/2021
3 Geothermal Wells	-		-	-
4 Rain Garden	-		-	-
5 Waste Water Treatment Plants	-		-	-
F. CM Mark-ups	3,343.0		4,613.0	4,461.9
G. CM Contingency			834.0	810.0
H. Design Contingency				
Total Related Construction	5,675.6		5,447.0	5,271.9
Subtotal Construction - Current \$	22,900.6		29,264.0	27,904.8
III.. Escalation (2022 Construction)	2,859.0	#	986.0	1,035.2
Total Construction - Escalated	\$ 25,759.6	#	\$ 30,250.0	\$ 28,940.0
IV. Furniture, Fixtures & Equipment (FF&E)				
A. Loose Furnishings	2,060.0		1,585.0	1,585.0
B. Program Related Equipment			50.0	50.0
C. Data / Telecomm Equipment			200.0	200.0
1. Cabling / Wall Jack / Devices			w/ construction	w/ construction
D. Audio/Visual Equipment			75.0	75.0
E. Security Equipment			150.0	150.0
F. Art and Graphics Allowance			w/ construction	w/ construction
G. Asset Management Software	-		30.0	30.0
Total FF & E	\$ 2,060.0	#	\$ 2,090.0	\$ 2,090.0
V. Fees and Expenses				
A. Fees	2,060.4			
1 Existing Conditions & Space Program	-		w/ architect	w/ architect
2 Architect			1,595.0	1,595.0
a Civil Engineering			w/ architect	w/ architect
b Landscape Architect			w/ architect	w/ architect
c Structural Engineering			w/ architect	w/ architect
d MEP/FP Engineering			w/ architect	w/ architect
e Interior / Furniture Designer			w/ architect	w/ architect
f Lighting Consultant			w/ architect	w/ architect
g Acoustical Consultant			w/ architect	w/ architect
h Signage Consultant			w/ architect	w/ architect
i LEED Designer			w/ architect	w/ architect
j Referendum Services			w/ architect	w/ architect
k Code Consultant			w/ architect	w/ architect
l Designer's Cost Estimator			w/ architect	w/ architect
3 Special Consultants				
a Haz. Mat. Consultant			w/ architect	w/ architect
b Audio / Visual			w/ architect	w/ architect
c Technology / Security Systems Design			w/ architect	w/ architect
d Geo-Tech Engineering			-	-
e Traffic Engineer			4.0	4.0
f Ecologist / Soil Sample			40.0	40.0
g Peer Reviews			28.8	28.8
h Green Building Consultant			w/ architect	w/ architect

PROJECT BUDGET

City of Bristol, CT City Hall Renovations Project

Project Budget Development - DRAFT

Date: **December 16, 2021**

	APPROVED BUDGET GILBANE	DD RECONCILED ESTIMATE BUDGET	CD RECONCILED ESTIMATE BUDGET
	6/18/2020	10/18/2021	12/16/2021
\$(000) except \$/GSF			
i Storm Water Monitoring		???	???
4 Project Management	-	475.0	475.0
5 Building Commissioning		73.0	73.0
6 Owner's Cost Estimator	-	na	na
7 CM Preconstruction Fee	-	100.8	100.8
8 Owner's Legal Fees	-	20.0	20.0
9 Site Survey	-	w/ architect	w/ architect
10 Utility Assessment	-	w/ construction	w/ construction
Sub-total Fees	2,060.4	# 2,336.6	2,336.6
B. Expenses			
1 Owner's Insurance	w/construction	38.6	38.6
2 Permits			
a. Building		waived	waived
b. State Education Fund	-	9.2	9.2
3 Printing	-	2.0	2.0
4 Construction Utilities Use		w/ Construction	w/ Construction
5 Site Borings	-	w/ Architect	w/ Architect
6 Materials Testing	-	50.0	50.0
7 Special Inspections	-	w/ Architect	w/ Architect
8 Consultant Reimbursables	-	50.0	50.0
9 Moving / Relocation	257.0	350.0	350.0
10 Temporary Space / Operations	-	810.0	810.0
11 Advertising	-	???	???
12 Physical Plant Expenses	-	na	na
13 Misc. Expenses	-	na	na
14 Financing Costs / Bond Origination	-	200.0	200.0
15 Site Acquisition	-	na	na
a. Real Estate Fees	-	na	na
b. Closing Costs	-	na	na
Sub-total Expenses	257.0	1,509.8	1,509.8
Total Fees and Expenses	2,317.4	3,846.4	3,846.4
V. Contingency			
A. Construction	1,650.0	# 907.5	868.2
B. Owner's Project	1,663.0	# 1,266.5	1,220.7
Total Contingency	3,313.0	2,174.0	2,088.9
Total Project	\$ 33,450.0	\$ 38,360.4	\$ 36,965.3
HVAC Funding for Court Space from outside project		\$ (120.0)	\$ (113.3)
(Over)/Under Budget		\$ (4,790.4)	\$ (3,796.7)

MILESTONE SCHEDULE

Bristol, CT - 21-12-21 Mtg. Rev.

City Hall

- Owner Meeting
◆ Major Milestone

I.	Programming Phase		
II.	Schematic Design Phase	4/6/2021 thru 7/23/2021	
III.	Design Development Phase	8/12/2021 thru 9/16/2021	
16	Soil Sampling	TBD	12/2/21: Closed by the City RR
35	Swing Court Space Fit Out Bidder Site Walk	11/30/2021	12/2/21: Closed by DDJV
40	Bids Received for Swing Court Space Fit Out	12/14/2021	Bids due to City Hall & opening on 12/14/21
IV.	Construction Documents Phase	10/22/2021 thru 1/5/2022	
5	Finalize Contracts for Court Swing Space Fit Out	○ 11/10/2021	11/4/21: DDJV to provide bidding schedule ASAP
6	Swing Space Fit Outs - Court and Webster Start	1/28/2022	DDJV new schedule 1/28/2022
13	P&Z Approvals	◆ TBD	
14	Bi-Weekly Project Team Meeting	○ 12/2/2021	
15	Third Party Design Comments Due	12/9/2021	
16	CD Estimates Due from Estimators	12/9/2021	
15	CD Review Comments Due	12/9/2021	
16	Joint Board/ City Council Meeting 6:45PM - Approve Early Bid Packages	12/14/2021	
17	CD Reconciliation Meeting	◆ 12/14/2021	
18	Bi-Weekly Project Team Meeting	○ 12/16/2021	
19	Board of Public Works Meeting 6PM	12/16/2021	
20	Fire Marshal/Third Party/Building Dept Review Meeting	12/16/2021	
21	Revised CD Estimates Reconciled	12/16/2021	
22	Receive Approval on Permit Set	◆ 12/21/2021	
23	Bi-Weekly Project Team Meeting	○ 12/21/2021	Revised from 12/30/21 for Holiday
24	Begin Lease for Webster Swing Space	~3/1/2022	
25	Issue CD 100% Conformed Set	◆ 1/28/2022	11/4/21Rev. date from DDJV
V.	Bidding Phase	1/5/2022 thru 4/15/2022	
1	Courthouse Swing Space, IT & Emergency Management Bid	12/14/2021	
2	DDJV Courthouse Swing Space, IT & Emergency Management GMP Submission	12/28/2021	
3	Courthouse Swing Space, IT & Emergency Management GMP Review	1/4/2022	
4	GMP Approval & DDJV Courthouse Swing Space, IT & Emergency Management NTP	1/11/2022	
5	Courthouse Swing Space DDJV issue NTP to subcontractors	1/12/2022	
6	Courthouse Swing Space Start Construction	1/13/2022	
7	Courthouse IT & Emergency Management Start Construction	1/13/2022	
8	City Hall Bid Start	1/31/2022	End by 2/25/2022 if Addenda needed
9	Joint Board/ City Council Meeting	○ 1/11/2022	
10	Bi-Weekly Team Meeting	○ 1/13/2022	
11	Board of Public Works Meeting 6PM	○ 1/20/2022	
12	Board of Finance Meeting 5:30PM	○ 1/25/2022	
13	Bi-Weekly Team Meeting	○ 1/27/2022	
14	Pre-Bid Meeting Site Walk City Hall	2/13/2022	
15	Swing Space Fit Outs Complete	2/21/2022	
16	Joint Board/City Council Meeting	2/8/2022	
17	Bi-Weekly Team Meeting	○ 2/10/2022	
18	Board of Public Works Meeting 6PM	2/17/2022	
19	Board of Finance Meeting	2/22/2021	
20	Full Bid Packages Due	2/25/2022	If Addenda needed
21	Bi-Weekly Team Meeting - Review Bid Results	○ 2/24/2022	
22	City Hall Bid Scoping	2/28/2022	end by 3/18/2022

1/4/2022

MILESTONE SCHEDULE

Bristol, CT - 21-12-21 Mtg. Rev.

City Hall

- Owner Meeting
◆ Major Milestone

23	Joint Board/ City Council Meeting		3/8/2022	
24	Bi-Weekly Team Meeting	○	3/10/2022	
25	Courthouse IT & Emergency Management Construction Complete		3/14/2022	Fiber & switches need to be active prior to move over of any department
26	Move to offsite storage		3/14/2022	End by 4/8/2022
27	Move Departments to Swing Space		3/15/2022	April 11, 2022
28	Move IT to Permanent Location	◆	3/21/2022	
29	Board of Public Works Meeting 6PM -Review Bid Recommendations and GMP	◆	3/31/2022	
30	Board of Finance		3/22/2022	
31	Bi-Weekly Team Meeting	○	3/24/2022	
32	City Hall GMP Submission by DDJV	◆	3/25/2021	
33	Bi-Weekly Team Meeting	○	4/7/2022	
34	Joint Board/ City Council Meeting -Approve and Award Bids	◆	4/5/2021	
35	City to Sign GMP	◆	4/6/2021	
36	Award Construction Contracts	◆	4/7/2021	April 13, 2021
VI. Construction Phase - 18 Month			4/1/2022 thru 11/18/2023	
1	City Hall Mobilization	◆	4/12/2022	
2	Bi-Weekly Project Team Meeting	○	4/7/2022	
3	Weekly Project Team Meetings Start	○	4/14/2022	
4	Substantial Completion	◆	10/13/2023	
VII. Occupation Phase			1/2/2024 thru 3/30/2024	
1	Occupation		1/2/2024	February 5, 2024
2	Final Completion	◆	3/10/2024	
3	End Lease in Webster Swing Space and Release Court PD Space		3/30/2024	

Bristol City Hall Move to OLD Webster Bank Rev. 22-03-04

March 2022

April 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1 Mayor, Corp. Council, Registrar & Lounge	2 Mayor, Corp. Council, Registrar & Lounge	3 Vet Strong to Senior Center Tax & Assessor to Webster	4 Vet Strong to Senior Center Tax & Assessor to Webster	5
6	7 Webster Post Move Assistance Records Management	8 Records Management	9 Dupont storage system disassembly	10 Dupont storage system disassembly	11 Clerk, HR/Claims & ECD	12 Clerk, HR/Claims & ECD
13	14 Webster Post Move Assistance	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

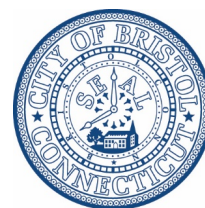
Bristol City Hall Move to OLD Webster Bank Rev. 22-03-04

April 2022

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7 DPW office, IT & Meeting Rm	8 DPW office, IT & Meeting Rm	9
10	11 Treasurer, Emerg. Mgt, Purchasing & Mail Rm	12 Treasurer, Emerg. Mgt, Purchasing & Mail Rm	13 Payroll, Comptroller, Building, & Bldg.Storage	14 Payroll, Comptroller, Building, & Bldg.Storage	15 POTENTIAL: Payroll, Comptroller, Building, & Bldg.Storage	16
17	18 Court Post Move Assis., Maintenance, Maintenance Storage & LL Vault/Storage	19 Maintenance, Maintenance Storage & LL Vault/ Storage	20 Court Post Move Assistance Records Management	21	22	23
24	25	26	27	28	29	30



Department of Public Works | 860.584.6125

Board of Public Works
Public Works Department Activity Report: Administration – February 2022

Public Works Monthly Metrics:

Number of Residential Transfer Station Visitors	2063
Number of Bulk Collections	106

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 5,130 users.
- Pursued 57 abandoned shopping carts, resulted in \$720.00 in fines.
- 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. 26 complaints were received in February, resulting 8 fines.
- Three barrels were retrieved from non-renewing residents this month. We have renewed 1,357 residents for the 2022 season.
- Preparing for move to the Courthouse.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app., due to being closed to the public.
- 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.
- Continue Boxing up all files in engineering to be scanned. They will be moving to Middletown to be scanned and then move to Storage at B. Meyers.

111 North Main Street ♦ Ground Floor ♦ 860-584-6125

- Continue selling 2022 Rubbish and Yard Waste renewals. Sending email blasts so we get as many residents renewing before we move.

Administration staff or concerns:

Administration Monthly OT Costs: \$120.80

Engineering Division Monthly Report March 2022 BPW Meeting

(Summary of February Activity):

- Utility coordination meetings for Jerome Ave bridge.
- Issue work orders/ oversee misc. storm drainage work in support of DPW 2022 Spring Paving program
- Spring and prelim Fall paving lists
- Pine Sed Chamber Construction scheduled with contractor for March.
- N. Main Street Streetscape – Concept Design
- Signal timing study complete – Staff training scheduled end of March
- Divinity St culvert coordination for easement. LOTCIP application and roadway classification modification with state.
- Lake Ave culvert coordination and design by consultant. Wetlands approval in Bristol & Southington
- Wolcott St reconstruction design coordination & review. LOTCIP application submitted. Coordinate ROW easements.
- ADA transition plan – Consultant completing field inspection of HC Ramps
- Pavement Management – Consultant roadway rating increase to 80.1.
- Eversource gas main installation coordination for new mains and replacements, roadway repairs by ES or fee in lieu. Inspect roadways for FIL.
- Mem Blvd Bridge Replacement Project –construction ongoing
- Memorial Blvd Wall Replacement Project –construction ongoing 85% complete restoration in spring
- Inspect DPW facilities – Storm water control program
- Complete Louisiana Ave Bridge – Waiting on utility company to move wires then complete fencing for neighbors. (Eversource moved pole 3/9/22)
- Inspect pavement markings on roadways.
- Coordination ongoing with CTDOT for West End 69/72 project
- Coordination ongoing with consultant Shrub Road Sidewalks design (survey starting) PIM to be scheduled
- Street light bid awarded to Earthlight Tech and coordinate with new contractor
- Field St culvert award of contract for design (field survey complete)
- Award Permanent Patch bid (Laydon Industries)
- CDBG sidewalk bid/plans prep/grant request
- MS4 draft report made available online

Engineering Division next month activities:

- Memorial Blvd Bridge open
- Move to courthouse location
- Oversee storm drainage upgrades / repairs for Spring Paving program.
- Consultant preparation of Storm water Pollution Prevention Plan – DPW JPC Road site
- Woodland St sidewalk plans
- Eversource Gas coordination for winter projects and issue
- Louisiana Ave coord with Eversource to move pole (pole moved) Schedule install fence
- Memorial Blvd coord with Eversource to remove pole
- Maple Ct reconstruction design.
- Update CT DOT roadway mapping, update street light inventory for Eversource

- Training with VHB Engineering regarding signal timing March 28-29. Review report to schedule repairs. (Report to be complete)
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Work orders/encroachment permits for ADA ramps/paving/drainage for 2022 paving list.
- Huntington Woods final detention pond storm drain replacement design/bid
- Community Connectivity bid.
- Schedule Collins Rd & Maheu St drainage improvements.

Engineering Division staff or concerns:

Overtime for Retaining Wall (Engineering Staff) \$17.29

Construction Inspector (hired) and Environmental Protection Technician vacancy

Land Use activities for February 2022:

Zoning Commission

The Commission scheduled Public Hearings for March on the following items:

Special Permit & Site Plan for drive-up facilities (ATM) at 1235 Farmington Avenue; Assessor's Map 49, Lot 30; BG (General Business) zone.

Special Permit and Site Plan for fast food restaurants with drive-up facilities at 1444 Farmington Avenue; Assessor's Map 46, Lot 75A; BG (General Business) zone.

Public Act 21-29 Section 6 – Opt-Out provisions for Accessory Dwelling Units (ADU's).

Public Act 21-29 Section 4 – Review and Discussion of the Opt-Out provisions for Parking Space Requirements.

Inland Wetlands & Watercourses Commission

Wetlands application to extend the sanitary sewer line to service two additional lots at 183 Fox Den Road; Assessor's Map 56, Lots 40, 40-16-1 –APPROVED WITH STIPULATIONS.

Wetlands application for a one mile long hiking trail including elevated boardwalks and viewing platforms at 175 Shrub Road; Assessor's Map 57, Lots 8, 8-1, & Rear 12 – APPROVED WITH STIPULATIONS.

Zoning Board of Appeals

Variances of 1) minimum front yard to allow house (main structure) within the setback area and 2) to allow entry stairs to extend more than three feet into the required front yard at 86 Fifth Street; Map 38, Lot 50; R-10 (Single-Family Residential) zone – DENIED.

Historic District Commission

The Commission did not meet in February.

Planning Commission

Subdivision (Perkins Meadow), west of Perkins Street, south of James P. Casey Road (9 lots); Assessor's Map 62, Lots 7 & 8; R-25 (Single-Family Residential) zone – FINAL APPROVAL GRANTED WITH STIPULATIONS.

Review with the Commission of the Draft 2022 Affordable Housing Plan with Planimetrics.

Land Use staff or concerns:

- o Monthly overtime costs (Board/Commission Secretaries at meeting; Assistant City Planner at meetings):
\$399.87

Facilities – February 2022

Building Maintenance current month (February 2022) activities:

- Staff provided ongoing support to Van Zelm, Downes/D'Amato and others for site access, building systems review and other tasks associated with the repurposing of the former Court House space for the future renovation of City Hall
- Staff coordinated with City Hall Departments moving to the former Webster Bank building at 150 Main Street, move dates of 3/1, 3/3 and 3/11 (Mayor's Office, Registrar, Corporation Counsel, Tax Assessor, Tax Collector, City Clerk, Human Resources & ECD) and also installed ancillary equipment associated with restrooms, keys for building and personal office access, fire panel activation with D'Amato staff
- Assisted the Park & Recreation Department with task list of items for adjustment of office spaces at 51 High Street (monitor, photo, plaque, shelving installations, sheetrock repairs, etc)
- Obtained an Eversource equipment rebate for the Police Basement Parking LED Lighting in the sum of \$7,630.00
- Obtained an Eversource equipment rebate for the Fire HQ Renovations (boiler, hot water heater, HVAC mini-splits) in the sum of \$18,588.00 (Fire HQ LED lighting rebate of \$5,630.00 received previously)
- Manager Oakes working with Grants Administrator Dawn Leger on securing a State Historic Preservation Office 50/50 grant of \$75,000 for the exterior woodwork repairs and painting of 51 High Street (incorporates lead-based paint EPA protocols and other SHPO bidding requirements)
- Staff assisted BPD Traffic Division during staffing shortage due to Traffic Technician absence due to workers comp issues
- Manager Oakes submitted Letter of Intent with CT Green Bank on the potential for a roof-top solar photo-voltaic array at the Beals Community Center, providing more information as required by CT Green Bank staff
- Manager Oakes assisted Van Zelm staff with project coordination with respect to mechanical upgrades at Fire House #2, Fire House #5 and the Animal Control Facility
- Worked with Director Deborah Prozzo and Staff on the replacement of select areas of the basement carpet at the Main Library (via State Bid contract)
- Staff completed painting of the ceilings in the Animal Control Facility kennels and hallway
- Snow operations responses on 2/13, 2/19 and 2/25

Building Maintenance next month (March 2022) activities:

- Continue to assist and coordinate with City Hall Departments and Bristol Police in preparation for transition to former Court House swing space related to City Hall renovation activities and provide access/assistance to Downes/D'Amato staff for build-out of new office spaces
- Assist newly moved City Hall offices at 150 Main Street with office adjustments as required by Department Heads
- Facilities Manager to complete annual review of existing Lockout-Tag Out procedures with Senior Maintenance Technician and make changes as necessary. Blood Borne Pathogen policies will also be reviewed/updated and staff training to be completed, fulfilling OSHA required guidelines (delayed due to extended staff time off)
- Oakland LLC to complete plumbing modifications to support the move of an ice machine into the boiler room to better aid Fire Department staff for emergency response events and decontamination processes (delayed due to vendor conflicts)
- Begin the transition to Spring landscaping operations and preventative maintenance and storage of snow removal equipment

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during February
- Long term loss of Groundskeeper/Building Technician due to worker's comp injury sustained on 1/11/21 (temporary Custodian Giovanni Antonio taking on the landscaping during this absence)

- Vacancy of 2nd Shift Building Maintenance Technician position, temporary Custodial position being requested to help alleviate work order backlog and existing staff upgraded temporarily to fill during transition

Building Maintenance OT Costs:

\$11,907.04: Staffing coverage for after-hour maintenance issues, coverage for shift vacancies due to vacations/earned time off/observed holidays, snow removal operations, Animal Control Facility ceiling painting and tasks relating to the preparation of office spaces at 150 Main Street for early March move-ins.

Streets February 2022 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
- Preparing for winter with salt deliveries as well as liquid mag
- Started making our own asphalt with Bagela with Tilcon closed
- Serviced trees, including pruning, removals, and testing
 - o Take downs (Ivy Drive, Murray Rd)
 - o Cut planks for benches from Boulevard Trees
- Pine Lake Parking Lot- (Waiting on sewer lateral to top coat)
- Milling and Paving- Started to mill and pave Wolcott St
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - o Completed Basin Repairs (OFF SEASON)
 - o Installing new poles and signage
 - o Created signs for WEBSTER BANK as well as several for ECD projects.
- Winter Operations-
 - o Had several storms throughout the month which resulted in snow removal (Intersections, downtown, dead ends, sight line issues)
 - o Mailbox Repairs

Streets next month activities:

- Continue with roadside maintenance
 - o Street Sweeping
 - o Potholes
 - o Curb repair
 - o Loam
 - o Driveway aprons
 - o Catch basin repair
- Pine Lake Parking Lot

- Winter Operations
 - o Plowed and treated roads
 - o Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - o Installing new poles and or signage
 - o Look into printing other road signage of other Departments
 - o Fixing and installing signs for Police Department
- Maintenance of city properties
 - o Litter clean up
 - o Lawn Maintenance
 - o Bridge clean ups
- 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:	\$ 1,861.06	Streets
	\$112,665.66	Snow

Solid Waste February 2022 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 26 letters and picked up 8 illegal bulk stops.
- The bulk crew picked up 106 scheduled bulk stops.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 714 active yard waste residents.
- Continued auditing curbside recycling barrels with the intent to continue educating the residents on the do's and don'ts of recycling.
- Awarded contract for the grinding of our organic waste material to Supreme Forest Products. (brush, yard waste, and leaves)
- Fairbanks came to calibrate both scales at the Transfer Station.

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.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue auditing curbside recycling barrels.
- Receive shipment of new rubbish, recycling and yard waste barrels.
- Order new lids and wheels from Cascade Cart Solutions.
- Prepare for spring leaf and yard waste collection.

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 =	\$3,610.35
Transfer Station OT =	\$946.17
TS Revenue (PAYT) =	\$12,314.35
Residential Permits =	\$3,700.00
Commercial Permits =	\$50.00
Yard Waste Revenue =	\$64,260.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$2,982.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$372.00
Electronics Take Two =	\$1,018.40
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$470.00
Illegal Bulk Fines =	\$61.40
Simple Recycling =	\$0.00
Barrel Sale =	\$2,015.00
Special Pick up – 2 nd	\$0.00

Fleet Maintenance Current Activities:

- Water Dept. (W15) 6 wheeled dump/plow truck had a new fan clutch installed. (Public Works repaired the truck to support Winter ops). Truck is back in service.
- Streets Div. (GS-26) 2006 10 wheeled dump truck was outfitted with a new alternator, starter and belt. Truck also was outfitted with a new frame mounted spreader to support winter ops. Old painted metal dump body was in disrepair.
- Streets Div. (S15) 2016 6 wheeled dump truck received a new starter. Cost of around \$500.
- Streets Div. (S21) 2005 10 wheeled dump truck was brought in for a new air compressor and dryer as well as a new muffler.
- Streets Div. (S22) 2007 10 wheeled dump truck was brought in for a lack of power. After a quick diagnosis, it turned out to be a bad/stuck turbo. Part was replaced for a cost of \$4,000. Truck is back in service.
- Streets Div. (GC2) 2000 front end loader received a new alternator and belts as well as a service.
- Streets Div. (C37) Bagella had all 4 roller bearings replaced. Also noticed wear on the heater shield of ignitor unit. Fabrication was done to strengthen the cover of the unit. Machine is back online.
- Streets Div. (GS8) 2006 mason dump blew the transmission during a snow storm. Transmission was replaced here at the yard for a cost of \$6,000 saving us around \$4k to have it done elsewhere. Truck is back in service.
- Street Div. (GS3) 2006 flatbed pickup truck had a new front axle installed. Truck also had some corroded wires that were replaced for the body and brake lights.

- Solid Waste Div. (GR35) 2004 Rear packer rubbish truck was brought in for a bad leak. Turned out to be a bad intercooler. Repair was done in house and truck is back in service.
- Solid Waste Div. (R9) 2014 automated rubbish truck had a bad lift cylinder in the arm replaced as well as a faulty communication wire replaced for the body control panel. Truck is back online.
- Solid Waste Div. (R18) 2018 Automated rubbish truck was brought in for a broken arm chain. New one was installed. Truck also received new rear brakes upon inspection as well as a service.

Fleet Maintenance Next Months Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to follow Covid protocols.
- Continue to keep Streets Ops. Running strong.
- Continue to keep our Solid Waste running strong.
- Prep Solid Waste vehicles for up coming yard waste pick up.
- Service and store winter equipment.

Fleet Maintenance Staff or Concerns:

- I still would like to put together a procedure to buy used equipment. (We currently have funds set aside for the purchase of 4 used vehicles at state cost)
- Concerned about vehicle availability for 2022-23 capital budget due to Covid related non production issues.
- Concerns about the inflation, availability and surplus costs on equipment, parts and materials.
- Concerns on the rising cost of fuels as well.
- Received David Porters last day of work. (March 31st)
- Overtime expenditures and totals \$1,987.86 (Holiday, Dispatch and Mechanic).

[illegible]



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 10, 2022

TO: Raymond Rogozinski P.E., Public Works Director

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: City Building Project List Updates

Main Library – Carpet Replacement - \$14,000

The basement level of the Main Library at 5 High Street has a green carpet border that is showing age and staining. Staff met with a representative of Dalene Flooring of Southington on 2/2 to obtain a quote to replace. Quote is being updated by Dalene to reflect the State Contract pricing. The original Dalene quote total (without State Contract pricing) was \$10,628.40.

51 High Street Window Trim Repairs & Painting - \$50,000

Grant Administrator Dawn Leger of ECD is working with Manager Oakes to submit the online SHPO application for this project and a request of \$75,000 in funding is submitted for consideration.

Fire House #2 AC System & Fire House #2 & #5 Generator Replacements - \$22,910

Van Zelm Engineers previously completed a HVAC study at Fire House #2 and electrical systems and generator evaluations at Fire House #2 and Fire House #5. The City issued purchase orders for the mechanical design documents to be completed in the upcoming months, so that bids can be issued and a work contractor selected during the Spring 2022 construction season. Bid documents are currently being reviewed by City Staff.

Fire House #2 PO total: \$13,195.00

Fire House #5 PO total: \$9,715.00

Police Complex Basement Lot LED Lighting - \$20,000

An Eversource LED Lighting incentive rebate in the sum of \$7,630.00 was issued to the City on 2/21/22. The project cost was \$18,029.00. Therefore, the overall cost for the upgrade was 10,399.00 factoring the Eversource incentive rebate.

Beals Center Hot Water Heater Replacement - \$16,500

An installation date of March 24th is scheduled and Beals Center staff have been notified.

Fire House #4 – Building Management System Platform Integration - \$6,150

SNE Building Systems has been awarded a purchase order in the sum of \$6,150.00 to migrate the BMS to the existing Schneider BMS that supports City Hall, Police Complex, 51 High Street and both Libraries, which will allow better control and troubleshooting of HVAC issues in the future. A panel is on back-order



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until April 18th, but SNE staff have completed work in advance to speed up conversion when the panel arrives.

Animal Control Facility HVAC Evaluation Study - \$19,850

The Animal Control Facility HVAC and electrical systems are antiquated and in need of upgrades. Van Zelm Engineers have been contracted to conduct a Mechanical, Electrical & Plumbing (MEP) evaluation of the entire complex to provide recommendations for potential improvement, including the building envelope (windows, doors insulation and roof). The evaluation report will provide guidance on code requirements and future budget estimates to properly upgrade the building for the long-term future. The sum of the evaluation study is \$19,850.00

Animal Control Facility Ceiling Painting - \$8,000

Public Works Building Maintenance staff have finished painting the ceilings of all three kennels and the hallway connecting the kennels. The total cost of labor and materials was \$6,288.74. An estimate from Roberge Painting was previously submitted in the sum of \$9,350.00.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - MARCH 2022

Funding Year	Location	Project Name	Contractor Name	Current Budget	Construction Estimated % Complete	Schedule/ Completion Date	Comments/Recommendations	Original Budget
FY21-22	Main Library	Carpet Replacement - Lower Level		\$14,000.00	0%	4/30/2022	Work to be completed in Spring 2022	\$14,000.00
FY21-22*	Main Library	Cooling Tower Tank Repairs	AirTemp	\$12,895.00	0%	5/31/2022	Replacement of condensing tank rotted panel	\$12,895.00
FY19-20	51 High Street	Window Trim Repairs/Exterior Painting		\$50,000.00	0%	6/30/2022	SHPO grant application in the process with ECD	\$50,000.00
FY21-22	Police Complex	Basement LED Lighting Upgrades	AB-MEE	\$18,026.00	100%	1/28/2022	Rebate of \$7,630.00 received	\$20,000.00
FY21-22*	Fire Hosue #2	Electrical & AC Design	Van Zelm Engineers	\$13,195.00	75%	3/1/2022	Staff reviewing design documents currently	\$13,195.00
FY21-22*	Fire House #5	Electrical Design	Van Zelm Engineers	\$9,715.00	75%	3/1/2022	Staff reviewing design documents currently	\$9,715.00
FY21-22*	Beals Center	Hot Water Heater Replacement	SAV-MOR	\$16,500.00	15%	3/25/2022	3/24 installation date	\$16,500.00
FY21-22*	Fire House #4	BMS Plaform Integration	SNE Buildng Systems	\$6,615.00	25%	6/30/2022	Panel on back-order until 4/18/22	\$6,150.00
FY21-22*	Animal Control Facility	HVAC Evaluation Study	Van Zelm Engineers - Design	\$19,850.00	50%	5/31/2022	Evaluation of existing MEP systems/recommendations	\$19,850.00
FY21-22*	Animal Control Facility	Ceiling Painting	Building Maintenance Staff	\$6,288.74	100%	2/19/2022	Kennel and main hallway ceilings only	\$8,000.00
FY21-22*	51 High Street	IT Wiring	Mercury Electric LLC	\$1,663.15	100%	4/1/2022	Running of CAT5 data lines	\$1,663.15

\$168,747.89

CAPITAL IMPROVEMENT PROJECTS

Location	Project Name	Contractor Name	Current Budget	Comments	Original Budget
Fire Headquarters	Mechanical Improvements	SP&A/Millennium Builders	\$1,300,000.00	Hydronic heaters remain, sustainial completion/retainage held	\$1,300,000.00
Fire House #2	AC System Installation	Van Zelm Engineers - Design	FY22-23	To be funded under FY22-23 Project Budget	\$45,000.00
Fire House #2	Emergency Generator Replacement	Van Zelm Engineers - Design	FY22-23	To be funded under FY22-23 Project Budget	\$65,000.00
Fire House #5	Emergency Generator Replacement	Van Zelm Engineers - Design	FY22-23	To be funded under FY22-23 Project Budget	\$65,000.00

MAJOR CONCERNS & ISSUES

Location	Project Name	Contractor Name	Comments
City Yard	Salt Dome Lighiting Upgrades	TBD	Replacement of metal halide interor/exterior lighting with LED fixtures
Police Complex	HVAC #1 Return Air Fan Replacement	TBD	Estimates: \$17,700 SAV-MOR, \$22,300 AirTemp, \$33,216 Shaffer LLC

Available as of July 2021	330,147.23
2022 Funding	176,000.00
Spent 2021-2022	175,993.36
Less committed contracts	80,209.65
Less committed projects	168,747.89
Net Available	81,196.33



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 7, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW/ City Flag Flying Policy**

The City of Bristol currently does not have a formal policy with respect to special or commemorative flags displayed at City Hall. The City currently displays the United States, State of Connecticut and City of Bristol flags on a daily basis. Special/commemorative flags such as the Salvation Army, P.O.W, Greek, and the Pride flag have been previously displayed at City Hall at the request/direction of the previous Mayors.

At the September 16, 2021 Board of Public Works meeting the DPW presented the attached flag flying policy for review. The draft policy states that flying any commemorative flag at City Hall would require a vote of approval from the City Council. As part of the discussions on the attached draft policy the Board also discussed limiting the flags flown at City Hall to the United States, State of Connecticut and City of Bristol flags.

The Board voted at its September meeting to table any action on adopting a formal flag flying policy. The purpose of this memorandum is to request BPW review and consideration of this matter.

Although the City does not have a formal policy with respect to commemorative flags the Department does utilize the following website to determine when City flags are flown at half-mast due to Federal or State action:

[Flag Status \(ct.gov\)](https://www.ct.gov/flag-status)

The website does not provide guidance pertaining to local officials/residents therefore if the circumstances warrant DPW would receive direction from the Mayor.

During construction the existing City Hall flag will be removed. A new flag will be installed in the general location of the existing as part of City Hall renovation project. The DPW is investigating installing flag poles at both of the City's temporary City Hall facilities (former Webster Bank &

Police/Court Complex). I would also note that flags are required to be lowered at sundown if not illuminated therefore lighting is and will be provided for each City flags.

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

FLAG FLYING POLICY

I. Purpose

- A. The City of Bristol establishes the following guidelines regarding the display of Commemorative or Organizational Flags on a City flagpole located at the City Hall, or City-owned or City-maintained facilities.
- B. In adopting this Policy, the City Council declares that flagpoles owned or maintained by the City of Bristol are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of Commemorative or Organizational Flags authorized by the City Council as an expression of the City Council's official sentiments which shall constitute government speech.

II. Policy

- A. As expression of the City's official government speech, the City Council may authorize the display of a Commemorative or Organizational Flag at the flagpole located at the Bristol City Hall or other City-owned or City-maintained facilities.
- B. The City Council shall only consider a request to display a Commemorative or Organizational Flag if the request is made by a member of the Bristol City Council and a majority of the City Council members agrees to place the discussion on the agenda for a regular or special City Council meeting. Further procedural requirements are outlined in Section III.
- C. At a noticed and agendized City Council meeting, a majority of Council members would need to agree to fly the Commemorative or Organizational Flag.
- D. Each Commemorative or Organizational Flag cannot be flown more than once a year and will be displayed for a period of time that is reasonable or customary for duration of the event or fourteen (14) continuous days. Only one Commemorative or Organizational Flag will be allowed to be displayed during any time period.
- E. Commemorative or Organizational flags must be temporarily donated for the City's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative or Organizational Flags must be the same size or smaller than the United States and Connecticut flags that are flown. The City will not be responsible for the condition of the Commemorative or Organizational Flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The City will not purchase the Commemorative or Organizational Flags.
- F. If any other flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff.

- G. A Commemorative or Organizational Flag as defined in this Policy shall mean a flag that identifies with a specific historical event, cause, nation or group of people that the City Council chooses to honor or commemorate consistent with the City's mission and priorities. The following are not allowed as Commemorative or Organizational Flags and will not be considered by the City Council.
- a. Flags of a particular religious movement or creed to avoid the appearance of City government endorsing religion or a particular religious movement or creed;
 - b. Flags of a political party to avoid the appearance of City government, endorsing a political party;
 - c. Flags advocating a certain outcome in an election, to avoid the appearance of City government endorsing an electoral outcome.
 - d. Flag of a commercial organization, to avoid the appearance of City government endorsing any particular business; and
 - e. Flags that enable violence, discrimination, prejudice, or racism, to avoid the appearance of City government endorsing such actions.

III. Procedure

- A. An individual or group who would like City Council members to request a Commemorative or Organizational Flag to be adopted by the City should make a request to the Mayor. The Mayor should distribute any requests made by the public to all members of the City Council. Any City Council member who receives such request can choose in his or her own sole discretion to request that the full City Council vote to adopt a certain Commemorative or Organizational flag as the City's government speech. At the request of a City Council member, such discussion will be placed on the agenda for a regular or special City Council meeting and the City Council member's request will be considered pursuant to Section II.
- B. The City Council will only display Commemorative or Organizational flags that it approves as its own government speech at the request of individual City Council members.
- C. Flags will be flown according to the U.S. Flag Code.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 4, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works
FROM: Raymond A. Rogozinski, P.E., Director of Public Works
CC: Brian Gould, Police Chief
Mark Penny, Personnel Director

RE: **Community Special Event – Road Closures (Barrier Installation) /
Traffic Signal Equipment / Proposed MOU City/Local 233 & Local 1338**

Community Special Event – Road Closures (Barrier Installation)

The City of Bristol, through the Special Event Permits process for community events, supports various road closures. Some of the events that have required road closures are the Soap Box Derby Races (Peacedale St), Car Shows (North Main St), Duck Race (Forestville Center), Mum Festival and marathons. DPW currently serves as a back-up to the Police Department staff to set up/remove roadside barriers, and PW has invoiced Police accordingly for overtime. Based on an MOU (memorandum of understanding) dated May 5, 2019 between the City (former administration), 233 and 1338 Unions the duties of installing barriers are no longer performed by PD and are the responsibility of either the Park Dept. or DPW's 1338 staff.

The Departments of Police, Public Works, Parks and Personnel have met to discuss this matter and to review potential revisions/options. The discussion centered on road closure safety, which City department had the expertise/authority to approve road closure plans, and which department resources can best/most cost-effectively install barriers. One of the concerns is that special event road closures primarily occur during off hours requiring staff overtime to close the road. Work performed by either the Park or Public Works Departments required a minimum of 4 hours and includes a supervisor to oversee activities. Due to the differences in union contracts the work performed by PD staff requires only a 2 hour minimum, and due to the 24 hr. operation of PD work activity does not typically result in dedicated supervisory cost.

The City's current practice for road closures consists of the installation of wooded (saw horse type) barriers. DPW's overtime staffing to install these barriers is \$360 for 4 hours, however most events last longer and it is estimated that barrier set up/ removal cost will be \$550-\$750. In

addition to overtime cost concerns the Police Department have expressed safety concerns with the current practice of additional measures to improve (harden) road closure measures. The increased measures would consist of the installation of concrete barriers to improve safety and reduce the risk of vehicles crossing into the community event. As Director of Public Works, I support these enhanced measures, however implementing these measures would require DPW equipment (frontend loader) to move barriers and increase road closure cost to approximately \$900/event.

Based on the information above, the DPW would recommend the City amending the May 5, 2019 MOU to return roadway barrier duties to the police Department, however said amendment should have a provision that if the Police Traffic Division determines that additional/concrete barriers are required they shall be installed by DPW or Park Department. Based on current Department equipment the installation of concrete barriers will be performed by DPW.

It is anticipated approximately 15 special event road closure events occur each year. Adhering to the current memorandum of understanding and implementing the recommended enhanced roadway barrier measures will require an additional \$12,000-\$15,000 in DPW overtime account. If the existing MOU is amended DPW estimates approximately 7 road closures will require enhanced measures with DPW required overtime of \$6,500. In order to reduce overtime cost, DPW would recommend a critical review of each special event requesting a road closure to ensure that the closure is warranted. Public Works could also pre-stage our closure barriers during normal working hours to reduce cost. In addition, adjustments to event times may be recommended to reduce City cost per event.

In order to support DPW installation of special Event Roadside Barriers, DPW requests the following BPW action.

Authorize the Director of Public Works to amend the DPW FY2022-23 Street Division Overtime budget request to increase said account \$13,500 to support Special Event Roadside Barrier Road Closures.

I would also say that coordination with PD would be required and PD will review and approve each road closure plan.

Please note that the policy procedures of road closures discussed in this memorandum is limited to special community events and is not associated with construction activity managed by and performed by DPW. In addition all road closure plans shall be reviewed and approved by the Bristol Police Department.

Traffic Signal Equipment

The Police Department has requested assistance from the DPW to repair traffic signal equipment. The repairs to traffic signal equipment are currently performed by the Police Department's Local 233 Fleet and Traffic Maintenance Technician. The request for assistance is limited to times when the Police Department's Fleet and Traffic Maintenance Technician is unavailable for work. DPW overtime cost associated with repairs will be charged to the Police Department.

Training of DPW staff is required to perform traffic signal repairs. The training will not result in certification, and the training provided to DPW will not be equivalent to the level of the current PD Fleet and Traffic Maintenance Technician. However, the proposed two days of training (including field work) will enable DPW staff to identify and correct several of the most common traffic signal equipment failures. The proposed training is scheduled for March 28 & 29, 2022 and will be provided to the following personnel:

- i. DPW Local 233 Senior Maintenance Technician



Department of Public Works | 860.584.6125

- ii. DPW Local 233 Maintenance Technician
- iii. DPW Local 1338 Mechanic Helper (3)
- iv. DPW Engineer staff (2)
- v. Police Department Staff (4)

In order to facilitate DPW traffic signal repair assistance to the Police Department a Memorandum of Understanding between the City, Local 233 and Local 1338 is recommended.

Proposed MOU City/Local 233 & Local 1338

A copy of the proposed Memorandum of Understanding recommended to facilitate an amendment to the City's current labor agreement associated with roadside barrier special event road closure barrier installation/removal and a proposed agreement to enable DPW assistance to the Police Department in the repairs of traffic signal equipment is attached. Please note the current practice of DPW installing street signs when the PD Fleet and Traffic Maintenance Technician is not available for work will remain as is.

Please feel free to contact me with any questions / concerns at 860-584-6113. In addition, the Police Chief or a representative is scheduled to attend the BPW meeting to discuss these mater further.

MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF BRISTOL, AFSCME LOCALS #233 and #1338 of COUNCIL #4

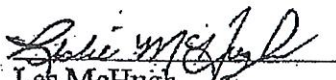
The City of Bristol, Local #233 and Local #1338, both of Council #4, AFSCME, AFL-CIO do hereby agree to the following:

1. Local #233 agrees to relinquish responsibility for any and all duties involving the placement or removal of barricades to Local #1338. Accordingly, the job description of the Fleet and Traffic Maintenance Technician will be amended to reflect this change.
2. In the absence of the Fleet and Traffic Maintenance Technician only, Local #233 agrees to relinquish responsibility for placing, removing and maintaining traffic and pedestrian signs to Local #1338, Public Works, Streets Division employees.

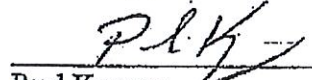
This Agreement is effective upon signing.

Executed this 1st day of May, 2019.

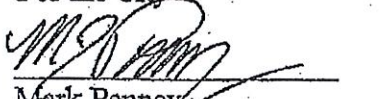
For Local #233


Les McHugh
President, Local #233

For Local #1338


Paul Keegan
President, Local #1338

For the City


Mark Penney
Director of Human Resources

MEMORANDUM OF AGREEMENT (DRAFT)

BETWEEN THE CITY OF BRISTOL, AFSCME LOCALS #233 and #1338 of COUNCIL #4

The City of Bristol, Local #233 and Local #1338, both of Council #4, AFSCME, AFL-CIO do hereby agree to the following:

1. Local #1338 agrees to relinquish initial responsibility for any and all duties involving the placement and/or removal of barricades to the Bristol Police Department Fleet and Traffic Maintenance Technician (Local #233), unless the Bristol Police Traffic Division determines that additional safety measures are required, as stated below.
2. In the absence of the Bristol Police Department Fleet and Traffic Maintenance Technician only, other members of Local #233 will be responsible for any and all duties involving the initial placement and/or removal of barricades, unless the Police Traffic Division determines that additional safety measures are required, as stated below.
3. In the absence of any member of Local #233 only, Local #1338 will be responsible for any and all duties involving the initial placement and/or removal of barricades, unless the Police Traffic Division determines that additional safety measures are required, as stated below.
4. The Bristol Police Department will review and approve each road closure plan. If the Bristol Police Department Traffic Division determines that for enhanced safety concerns concrete barriers (or the like) are required, they shall be installed by the Department of Public Works (DPW) or the Parks Department. Based on current Department equipment the installation of concrete barriers will be performed by DPW.
5. In the absence of the Bristol Police Department Fleet and Traffic Maintenance Technician only, Local #1338 Public Works Streets Division will be responsible for the placing, removing and maintaining of traffic and pedestrian signs.
- ~~5-6.~~ In the absence of the Bristol Department Fleet and Traffic Maintenance Technician only, the Local 233 positions of DPW Senior Maintenance Technician and DPW Maintenance technician shall perform repairs to traffic signal equipment at the request of the Police Department. Due to the emergency nature of required traffic signal repairs in the event the DPW Senior and/or Maintenance Technician are not available to work overtime to perform said repairs either by being unavailable for work or by working overtime in their designated classification the work shall be assigned to Local 1338 Mechanic Helpers.
- ~~6-7.~~ It is understood by all parties that the policy/procedures of road closures discussed in this Memorandum of Agreement is limited to special community events and is not associated with construction activity managed by and performed by the DPW and/or Parks Department.

This agreement is effective upon signing.

Executed this _____ day of March, 2022



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 10, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW's 2022 Pavement Program (Spring & Fall)

Please find attached the Department of Public Works proposed spring paving list. One of the Department's primary goals is to mill and pave Pleasant Street and Orchard Street prior to the start of the DOT's proposed West Street Intersection project scheduled to start in the fall of 2022. The Department is prioritizing these streets due to their potential use as construction detours. Upson St is scheduled to be resurfaced in the September after Eversource Gas installs a new gas main in June 2022.

Some of the roads that are not included in DPW's spring paving program are indicated below:

- a. Redstone Stone Hill Rd (Birch Street to the Plainville town line) & Mitchell Street due to proposed developments.
- b. Wolcott St (Wolcott Rd (Rt 69) to Witches Rock Road) due to the proposed roadway reconstruction project. DPW will install a pavement leveling course to improve ride ability.

In addition to the proposed roads scheduled for paving, the following streets will be reclaimed/reconstructed:

- i. Sherman Street
- ii. Putnam Street
- iii. Mills Street
- iv. Westwood's Road (Woodbridge Road to 244 Westwood's Road)

The Department's proposed spring roadway program also includes storm drainage and utility work necessary to execute the attached fall paving list.

The Department is also proposing the replacement of existing concrete curb on Grove Street and Walnut Street with new concrete slip form curbing. The curb replacement will be coordinated with the fall paving program, however the replacement of curbing will increase the construction period/impact to residents. The Department is also investigating curb replacement at Upson St and

Pleasant St; however, instead of replacing the existing concrete curbing with new concrete curb the Department is proposing to install bituminous curbing (4 inch reveal).

As previously indicated, the DPW's primary tool in determining the roads that will be paved is the Departments' Pavement Management Program that provides a rating (0-100) of each roadway section. A link to the street rating system is provided below:

<http://ct-bristol2.civicplus.com/DocumentCenter/View/34881/Pavement-Management-Program-Draft-Report?bidId=>

The paving program is subject to change if the Department becomes aware of construction activity on the roadway. In addition, the cost will be adjusted due in part to petroleum cost. As of today there is a \$5/ton surcharge (petroleum is a component of asphalt).

Please note that the proposed spring & fall paving program is being forwarded to Eversource Gas, Eversource Electric, Bristol Water/Sewer and Bristol Police for coordination purposes.

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



SCHEDULE	Pavement Management Program (Spring 2022)								
	10-Mar-22								
	Street Name	Street Length (Ft)	Street Width (Ft)	Tons (Est)	Paving Cost	Mill	Mill Cost	RSR	Total Cost.
S 22	High Street (Queen to Cul-du-sac)	784	28	275	\$ 24,750	Mill All	\$7,317	59	\$ 32,067
S 22	Carriage Road	2,224	34	945	\$ 85,050	Mill All	\$25,205	60	\$ 110,255
S 22	Country Lane	3035	34	1290	\$116,100	Mill All	\$34,397	62	\$ 150,497
S 22	Root Avenue	874	28	306	\$ 27,540	Mill All	\$8,157	49	\$ 35,697
S 22	Artisan Street	1,231	30	462	\$ 41,580	Mill All	\$12,310	57	\$ 53,890
S 22	Marine Court	343	18	77	\$ 6,930	Mill All	\$2,058	45	\$ 8,988
S 22	Pleasant Street	829	21	218	\$ 19,620	Mill All	\$5,803	40	\$ 25,423
S 22	Orchard Street	609	21	160	\$ 14,400	Mill All	\$4,263	36	\$ 18,663
S 22	Holley Road	1,484	34	631	\$ 56,790	Mill All	\$16,819	58	\$ 73,609
S 22	Daniel Road	1,476	34	627	\$ 56,430	Mill All	\$16,728	60	\$ 73,158
								Total	\$ 582,247



SCHEDULE	Pavement Management Program (Fall 2022)								
	10-Mar-22								
	Street Name	Street Length (Ft)	Street Width (Ft)	Tons (Est)	Paving Cost	Mill	Mill Cost	RSR	Total Cost.
F 22	Earl Street	971	29	352	\$ 31,680	Mill All	\$9,386	59	\$ 41,066
F 22	Columbus Avenue	783	34	333	\$ 29,970	Mill All	\$8,874	61	\$ 38,844
F 22	John Avenue	1,296	34	551	\$ 49,590	Mill All	\$14,688	62	\$ 64,278
F 22	Dallas Avenue	746	34	317	\$ 28,530	Mill All	\$8,455	54	\$ 36,985
F 22	Clark Eve.(Rte 72 to Rte 6)	3,892	39	1898	\$170,820	Mill All	\$50,596	41	\$ 221,416
F 22	Stearns Street	1844	29	669	\$ 60,210	Mill All	\$17,825	59	\$ 78,035
F 22	Grove Street	2343	29	850	\$ 76,500	Mill All	\$22,649	59	\$ 99,149
F 22	Walnut Street	798	30	300	\$ 27,000	Mill All	\$7,980	50	\$ 34,980
F 22	Royal Drive	779	34	332	\$ 29,880	Mill All	\$8,829	65	\$ 38,709
F 22	Chippanee Drive	779	34	332	\$ 29,880	Mill All	\$8,829	65	\$ 38,709
F 22	Treble Road	1,438	34	612	\$ 55,080	Mill All	\$16,297	62	\$ 71,377
F 22	Hill Street (JP Casey to Marsh Rd)	3,815	34	1622	\$145,980	Mill All	\$43,237	52	\$ 189,217
F 22	Cronin Street	2,436	31	944	\$ 84,960	Mill All	\$25,172	60	\$ 110,132
F 22	Perry Road	1,147	26	373	\$ 33,570	Mill All	\$9,941	62	\$ 43,511
F 22	Claire Street	1,316	33	543	\$ 48,870	Mill All	\$14,476	64	\$ 63,346
F 22	Bolvin Street	835	31	324	\$ 29,160	Mill All	\$8,628	62	\$ 37,788
F 22	Robin Street	789	33	326	\$ 29,340	Mill All	\$8,679	65	\$ 38,019
F 22	Maurice Street	966	24	290	\$ 26,100	Mill All	\$7,728	42	\$ 33,828
F 22	Cross Street	2,867	33	1183	\$106,470	Mill All	\$31,537	60	\$ 138,007
F 22	Pinebrook Ter	1,331	34	566	\$ 50,940	Mill All	\$15,085	59	\$ 66,025
F 22	Emmett Street (Redstone to Ronzo)	2,373	39	1157	\$104,130	Mill All	\$30,849	56	\$ 134,979
F 22	Leon Road	927	31	360	\$ 32,400	Mill All	\$9,579	60	\$ 41,979
F 22	Lyons Road	1,281	32	512	\$ 46,080	Mill All	\$13,664	59	\$ 59,744
F 22	Batt Place	264	32	106	\$ 9,540	Mill All	\$2,816	60	\$ 12,356
F 22	N.Main St. (Center to Rte 6)	1,983	61	1513	\$136,170	Mill All	\$40,321	65	\$ 176,491
	N.Main St. Stamped Asphalt								\$ 100,000
								Total	\$ 2,008,969



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 7, 2022

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW Tree Warden Authority/Responsibilities/Procedures**

In accordance with State Statue Sec 23-59 the City Tree Warden has care and control of all trees located within roadway right of ways and City property except for trees located within City parks. As the City's tree warden, I balance the public benefit that City trees provide with the potential risk that each tree poses. It is estimated that there are currently approximately 12,500 City trees under the authority of the tree warden.

As a living organism, every tree poses a potential risk due to disease, insects or physical damage (cracked or broken limbs). In order to manage the risk, the DPW responds to each complaint/concern and evaluates trees in a prudent manner to determine the potential for failure and damage associated with the failure. The DPW does not have an inventory or record of each City tree.

The goal as tree warden is to protect healthy trees. The Department inspects each tree associated with a complaint to determine if it is located within the roadway right of way/City property. Trees located on City property or within the Street ROW are the responsibility of the City. Trees located on private property are in general not under the authority of the tree warden. City trees that are a hazard are removed/cut or trimmed. Issues do arise associated with trees that are located only partially on City property/Street ROWs. These trees are considered to have shared ownership between the private property owner and the City. Since the objective of the Department is to limit City risk, trees that are classified as shared ownership that pose a risk to the public are removed/cut or trimmed to remove the hazard. Care is taken during tree trimming as to not unbalance the tree, therefore trimming on the City portion of the tree often results in the removal of the entire tree. For large trees that are primarily located on private property and do not pose a risk to the public – but do pose a risk to private property – the Department's policy is to advise the private property owners that the City is not responsible for removing the hazard (cutting/trimming trees).

There have been times when private trees are identified that pose an extreme hazard to residents. Under these circumstances DPW coordinates with the City's Building Official and emergency services (Police and/or Fire) to evacuate properties/homes and remove the tree hazard. The work is

either performed by the DPW or a private tree service. Costs incurred by the City are reimbursed by the property owner (liened if required). It should be noted that this procedure is utilized only under emergency conditions to remove an extreme hazard.

In order to ensure that healthy trees within the City right of way are not removed property owners are not permitted to remove City trees without obtaining authorization from the Tree Warden. This policy extends to property owners claiming damage to their sanitary sewer lateral associated roots from City trees. Under these circumstances, DPW allows the tree to be removal if it is necessary to replace or repair the sanitary sewer lateral. DPW does not allow tree removal if the sanitary sewer lateral is of sufficient distance from the tree that replacement of the lateral will not damage the tree. Although the City understands that tree roots from a City tree can and do clog sanitary sewer laterals, the primary focus of the City's Water & Sewer Department is to reduce inflow and infiltration, therefore property owners are required to repair/replace sanitary laterals to prevent roots from entering the pipe. Removing the tree does not solve the issue of a failed/damaged pipe.

One of the primary components of the State's Tree Warden Statute is that each tree scheduled for removal must be posted to provide notice that the tree will be cut. A posting is not required if the tree is deemed a hazard. The posting consists of a sign placed on the tree for a minimum of 10 days. The purpose of the posting is to notify the public of the pending tree removal and to provide the public an opportunity to protest / require a hearing to review the removal of the tree. The tree warden is responsible to conduct the hearing and to issue a final determination. Appeals of the tree warden decisions are made to Connecticut Superior Court.

The DPW is staffed with a highly skilled tree crew equipped with a 55 ft. boom bucket truck to perform tree work. Although tree work is primarily performed by DPW staff there are limited times when contract services are utilized due to the need of specialized equipment or when tree work is required in the area of overhead electrical utilities. The Department also utilizes the services of an arborist (at times) to evaluate a limited amount of trees.

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

Chapter 451 - Public Shade Trees and Tree Protection Examining Board

Section 23-59 - Powers and duties of wardens.

Universal Citation: [CT Gen Stat § 23-59 \(2012\)](#)

The town or borough tree warden shall have the care and control of all trees and shrubs in whole or in part within the limits of any public road or grounds and within the limits of his town or borough, except those along state highways under the control of the Commissioner of Transportation and except those in public parks or grounds which are under the jurisdiction of park commissioners, and of these the tree warden shall take the care and control if so requested in writing by the park commissioners. Such care and control shall extend to such limbs, roots or parts of trees and shrubs as extend or overhang the limits of any such public road or grounds. The tree warden shall expend all funds appropriated for the setting out, care and maintenance of such trees and shrubs. The tree warden shall enforce all provisions of law for the preservation of such trees and shrubs and of roadside beauty. The tree warden shall remove or cause to be removed all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction. The tree warden may prescribe such regulations for the care and preservation of such trees and shrubs as the tree warden deems expedient and may provide therein for a reasonable fine for the violation of such regulations; and such regulations, when approved by the selectmen or borough warden and posted on a public signpost in the town or borough, if any, or at some other exterior place near the office of the town or borough clerk, shall have the force and effect of town or borough ordinances. Whenever, in the opinion of the tree warden, the public safety demands the removal or pruning of any tree or shrub under the tree warden's control, the tree warden may cause such tree or shrub to be removed or pruned at the expense of the town or borough and the selectmen or borough warden shall order paid to the person performing such work such reasonable compensation therefor as may be determined and approved in writing by the tree warden. Unless the condition of such tree or shrub constitutes an immediate public hazard, the tree warden shall, at least ten days before such removal or pruning, post thereon a suitable notice stating the tree warden's intention to remove or prune such tree or shrub. If any person, firm or corporation objects to such removal or pruning, such person, firm or corporation may appeal to the tree warden in writing, who shall hold a public hearing at some suitable time and place after giving reasonable notice of such hearing to all persons known to be interested therein and posting a notice thereof on such tree or shrub. Within three days after such hearing, the tree warden shall render a decision granting or denying the application, and the party aggrieved by such decision may, within ten days, appeal therefrom to the superior court for the judicial district within which such town or borough is located. The tree warden may, with the approval of the

selectmen or borough warden, remove any trees or other plants within the limits of public highways or grounds under the tree warden's jurisdiction that are particularly obnoxious as hosts of insect or fungus pests.

(1949 Rev., S. 3497; 1957, P.A. 13, S. 83; February, 1965, P.A. 614, S. 3; 1969, P.A. 768, S. 250; P.A. 76-436, S. 463, 681; P.A. 78-280, S. 1, 127; P.A. 84-146, S. 15; P.A. 85-216; P.A. 00-106, S. 2.)

History: 1965 act deleted provision that cost of hearing "shall be taxed ... as provided in section 13-12" and required that appeals be made to court of common pleas rather than to state park and forest commission; 1969 act replaced state highway commissioner with commissioner of transportation; P.A. 76-436 replaced court of common pleas with superior court and added reference to judicial districts; P.A. 78-280 deleted reference to counties; P.A. 84-146 included a reference to posting of notice on a place other than a signpost; P.A. 85-216 increased the maximum fine from \$20 to \$90; P.A. 00-106 changed fine for violation of regulations from maximum of \$90 "in any one case" to a "reasonable" fine, increased from five to ten the number of days the tree warden must post intent to remove or prune a tree or shrub, and made technical changes.

Cited. 26 CA 599. Court's jury instruction re tree warden statute was correct in law. 68 CA 284. In view of Supreme Court decision and statutes vesting exclusive control in town tree wardens over trees located in whole or in part in public roadways, court correctly held that owners of private, adjoining land were not liable to plaintiffs injured by falling tree, despite the fact that private landowners unintentionally created the condition that caused the tree to decay and fall, upon facts that demonstrated private landowners gave town timely notification of the decay before tree fell. 97 CA 31. Some of the duties of town tree warden, including duty to inspect upon receipt of complaint concerning potentially hazardous tree, are ministerial, but failure to inspect means that discretionary act governmental immunity does not apply. 135 CA 364.

Exclusive control of all trees standing in whole or in part within limits of a highway is vested in town or borough tree wardens even though trees stand on private grounds. 17 CS 108.