

City of Bristol  
Board of Public Works  
Meeting Minutes for  
April 18, 2024  
With Zoom Access

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

Staff Present: Raymond Rogozinski, Director of Public Works

1. Call to order

Mayor Caggiano called the meeting to order at 6:02 p.m. There was a recitation of the Pledge of Allegiance.

2. Approval of Minutes

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

3. Employee Recognition

The employee anniversaries were reviewed

4. Public Participation

None

5. Correspondence

None

6. Division Reports

The Division Reports are contained in the packet for review.

**MOTION:** made by Council Member Thibeault and seconded by Commissioner Dave Hartley. Motion passed.

7. Public Works Project Schedule

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

8. Bldg. Comm Project List

Commissioner Hartley asked about the heaters in the garage and when will this be done. Raymond Rogozinski stated that they are preparing to go to bid once they have a design plan in place. There is no board approval needed. Commissioner Hartley suggested that we purchase our own propane tanks so that we can purchase propane from any company, otherwise if we rent the tank, we are only able to use that company's propane.

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

**MOTION:** to move item 11e up on the agenda made by Commissioner Hartley and seconded by Council Member Theriault. Motion passed.

#### 11 E. Shrub Road Sidewalks

Raymond Rogozinski reviewed the Shrub Road sidewalk project and highlighted that the project is fully funded with a LOTCIP grant. He introduced the representative from AI Engineers Inc. who are designing the project. There will not be a stop sign at the northbound lane. In order to install a stop sign, one of the criteria is traffic flow. In the strict analysis of the traffic counts and analysis of accidents, it does not meet the warrant to put up a stop sign. There is still a provision associated with site line, so we are still recommending a stop sign to be installed there and we do have to go to the traffic division to get that approved.

Eric Wagner, AI Engineers Inc, gave a presentation on the Shrub Road sidewalk project. He discussed that the roads will be widened, as well as sidewalks installed in some areas of the roadway. Additional parking spots will be added for traffic calming as well. There will be painting of the road markings. All this is to provide traffic calming measures in the area of Shrub Road. The project specifications are based on the DOT requirements.

Jim Quick, representing Barnes Nature Center voiced concerns keeping the environmental impact simple. The parking addition was never mentioned in previous meetings. He stated that Shrub Road is dangerous and that traffic needs to be slowed down at the top of the hills. Maybe signs could be put in to slow down the speeding. The Park does have overflow sometimes but there is always parking at Barnes Nature Center parking that is available and will be connected with a sidewalk. We don't want Shrub Road some kind of highway that makes a dangerous situation for a recreation area.

Mayor Caggiano stated that this was talked about and that traffic calming is a key component of this project. The spaces are for overflow and to create more traffic calming in the area. The timing of the Jerome Bridge may not overlap much either. He stated that he will set up a time to speak to Jim and Scott from Barnes Nature Center with Raymond Rogozinski about the project regarding Pigeon Hill and Barnes Nature Center.

Rich Bartosch, 95 Shrub Road, asked about the line painting or whether it will be stamped to look like a speed bump, and he inquired about the parking spots as well.

Raymond Rogozinski stated that stamped asphalt works best shortly after paving is done and something that maybe down the road can be considered. Rumble strips don't typically get used in residential areas as they are loud and that it would be painted with standard painting.

Jane Murdock, 400 Shrub Road, is very concerned about the traffic due to the detour and is insulted that they became the detour. At the crest of the hill near 409 to 4035 Shrub Road residents cannot get out of their driveway because of the detour and the extra traffic it is causing. She voiced concerns regarding the widening of the road and would like to know how much of the front lawn will they lose. She asked if there could be signs put up showing the speed people are traveling and stated she will call the police traffic division regarding that. She is asking about a stop sign at Oak Street and Charlotte Street.

Council Member Thibeault stated that the stop sign was ruled out due to the traffic counting at that time, but maybe there could be one temporarily during the detour and extra traffic.

Eric Wagner, AI Engineers, stated the ADA states that sidewalks have to be 5 feet wide and handicap ramps have to be built according to the ADA requirement which are dictated by the DOT standards.

Mark Virello, 55 Shrub Road, is saying that most of Bristol is four feet, so why does it have to be five feet here.

Raymond Rogozinski stated that due to it being funded through a LOTCIP grant, the city has to abide by the State of CT DOT regulations and that the four- foot sidewalks were prior to the requirement change by the DOT.

Paul Bellantuono, 10 Cricket Hill Road, said that their house is on the corner of Cricket and Shrub and now they have no privacy, car lights shine in their windows at night due to the vegetation that has been removed and is wondering if the city will replant what was taken out.

Raymond Rogozinski stated DPW will provide/replant vegetation to replace anything that the DPW removed.

Ann Romanowski, 415 Shrub Road stated that due to the detour she is unable to get out of her driveway. She stated she cannot take a left turn out of her driveway safely. Are there no other roads for this detour?

Raymond Rogozinski stated that the sidewalk project will be started in late fall and finishing in the spring. The bridge will be done end of this year. The next step would be complete the plans for the project, move parking to pigeon hill and also obtain approval from police commission for stop signs. The consultant is working on pedestrian bridge, then it will get a 3<sup>rd</sup> party review and then get submitted to DOT. The City ordinance does states that the city has the right to grade on private property for the purpose of sidewalks and NVOG agreed with that.

Council Member Thibeault took leave at 6:56 p.m.

Mark Virello, 55 Shrub Road, stated, the whole conversation over the last years has been speed and safety on the road. Sidewalks take the human targets out of the way. The cars in and out of the road is an issue, and speed is still an issue. Delivery trucks sometimes park on the road and are taking 1/3 of the road while cars are still speeding. He is also concerned about how much of the yard in front is being taken. The widening at the mouth of the Nature Center is likely going to mean the elimination of the tree right in front of the nature center, please think about that before it gets cut down. The nature center will be responsible for snow removal from the sidewalk that will be a tax on them now and is asking if there is anything the city could do to help them as this is likely an unforeseen expense for them.

Raymond Rogozinski, asked that residents to leave the name and number, someone can meet you for a discussion. To be clear about vegetation, we are not adding vegetation, if we took out vegetation we will replace. We are not adding vegetation where we did not remove.

Mayor Caggiano encouraged everyone to reach out to Public Works for follow up meetings. Please leave your name and number tonight with us.

## 9. Director's Report

Staffing- The city engineer, Nancy Levesque submitted her notice this week and her last day is the end of May, which leaves an opening in engineering. The director will absorb those duties until a replacement can be hired.

Hope Street Garage- Work is scheduled to be completed in April 2025. D'Amato submitted the lowest bid and is awaiting City Council approval. The correspondence attached has been forwarded to City Council.

Asset Management- This program is progressing and startup is scheduled for May

Milling and Paving has started for the spring schedule

Maple Court- The design is complete. The property owners have been contacted for easements. One is required from every property owner. DPW has received three of the forms. The forms will be resent again in the following months.

Fleet Vehicle/equipment- The fleet heavy duty truck vehicle lift was installed and one of the pieces was defected and is unusable. This should be replaced within two weeks.

City Hall Renovations- The training room AV has been completed. There will be training done tomorrow with admin staff. At the end of this month, there will be two more cameras in City Council Chambers which allows quicker transitions on the dais.

Eversource Gas- The plan was posted on social media.

DOT's West End Construction- the sewer work will be started April 1<sup>st</sup> primarily storm drainage and streetscape installation. Café Real will be the most affected business during this time. Final pavement should be completed around July 2024. The new traffic signal is installed and should be operational in June.

Jerome Ave Bridge- This is a tough detour and we have added more signage on the North section which has helped with notifications. The plan regarding the water was to terminate the water from both directions and cap it off temporarily, and reinstall at the bridge. The valves were shut off this week and on the south side of the bridge the pressure increased. We are offering to put pressure releasing valves on about 20 houses on Sturbridge Road. Replacement construction is scheduled to begin on April 8 and be complete by November 2024.

Pequabuck Downtown Bike/Pedestrian Bridge- An RFP for the design has been issued for April 17, 2024. Pequabuck Bike and pedestrian path which will connect Rockwell Park, West End, Brackett Park, Memorial BLVD, Rockwell Park and the West End.

Bristol Landfill Erosion Project- This project is scheduled to start on April 4, 2024. It will reconstruct the earth cap and drainage swales along the east side of the landfill.

Fire House- preliminary plans are complete and attached for review for fire house #3.

Railroad Center Street- DPW helped with the paving of the CSX rail damage on Center Street and was completed on April 3, 2024. CSX paid the asphalt cost for the paving.

DPW Office Hours Revisions- There were no residents utilizing the extended hours since mid- November. The Public Works hours will revert back to the previous hours.

Vanderbilt Road- In 2015, the BOPW when they functioned as the sewer authority, a property owner on Vanderbilt requests a force main to service 2 lots within the pole border. BOPW approved it. The City stands by the commitment for the developer to install the pipe behind the curb, which means they are cutting across someone's property and a row of shrubs that provides protection. The developer is still working thru some issues.

The budget has not been approved yet. Notice has been received of what the budget will be. It goes to Board of Finance on April 23<sup>rd</sup> and May 20<sup>th</sup> is the budget adaption. There have been adjustments to BOPW budget and they are all manageable. The changes were reviewed with the board members.

Public Works wants to put up a sign stating No Thru Trucks heading East on Rte. 72 towards Memorial Boulevard and put it on the support wire and will need State DOT permission.

Mayor Caggiano said that he spoke with Lt. Krajewski to see if we could petition DOT to put paint markings on the roadway in the middle lane to say no thru trucks. He will follow up with him.

Solar installation – There is a tentative lease agreement for \$50,000.00 on the landfill. We do have a holding portion contaminated material on the landfill. They are looking to make the landfill a brownfield which provides more economic incentive to capture more money. Detail are still being worked on.

The Unaccepted City Streets committee met. Commission Hartley and Council Member Olsen and Raymond Rogozinski visited Newman Place, Minor Rd, Tower Rd, Phelps Road, Peter Ct and Founders Drive to ascertain a conclusion if the city is responsible for them. There are a couple of streets that don't have a public benefit and function as driveways and others have multiple houses on them. Corporation Council is also looking at each road as well and will make a determination. Commissioner Hartley is concerned about owning drainage on those streets and potential subsurface issues.

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

## 10. Old Business

### a. BPW Roundabout Presentation

Table until next month's meeting

## 11. New Business

### a. Storm Water Trust

Attached is an update regarding finances and to formalize the policy and procedure to establish what the deposit should be if one is made.

### b. Border Street Policy

The current policy for border streets is to pick up with full solid waste services and we are paid for this service. The Public Works Department is looking to increase the fees from \$235.00/year to \$275.00/year. The services provided are done as a courtesy to non-Bristol residents that border the town line.

**MOTION:** to Authorize the Department of Public Works to increase Solid Waste Fees for Residential Border Properties from \$235/year to \$275/year for fiscal year 2024-25. Said fee shall start on July 1, 2024 and end on June 30, 2025, or on the establishment of a new rate by the Board of Public Works. Services shall be provided in accordance with Public Works policy 22.1 Service for Residential Border Properties made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

**MOTION:** to approve the Department of Public Works proposed revisions to DPW Policy 22.1 Service for Residential Border Properties dated March 23, 2024 effective May 1, 2024 made by Commissioner Dumas and seconded by Council Member Olsen

### c. Solid Waste Ordinance

The solid waste ordinance changes being requested were reviewed and discussed. There are several components, one of which is to strengthen enforcement. If the ordinance is violated, overflows a barrel etc. we will pick it up, charge them and lien them. If they routinely do it, we will give them another barrel and charge them for it. Border properties are not addressed in this ordinance and this is an attempt to incorporate it into the ordinance. Salvaging is in the ordinance, but we get lots of complaints about people putting trash into other people's cans.

A discussion was held about trash being put into other people's trash cans and examples that came up. The drivers raised some of the issues they see as they are out doing collections as well as resident's complaints brought to Public Works. A discussion about how to monitor this was had and a decision to table until next month meeting.

**MOTION:** made by Commissioner Hartley and seconded by Commissioner Stawski to table this discussion to next month's meeting. Motion Passed.

### d. Account Policy with section B

Raymond Rogozinski discussed clarifying the Department of Public Works expense charges and the accounts/funds that they are charged to. The DPW is recommending the reorganizing of the building maintenance/other building expenses as presented in the attached memo.

**MOTION:** to authorize the Director of Public Works to seek Comptroller and/or required Board of Finance approval to reorganize/restructure Building Maintenance/Other Building account funds as presented in this memorandum prepared by the Department of Public Works dated March 25, 2024 made by Council Member Rosengren and seconded by Commissioner Dumas. Motion passed.

Jim Quick, present online, stated how busy the Shrub Road is due to the detour, maybe no thru truck signs can be put up. It is very busy even at 7:00 p.m.

Mayor Caggiano, stated that is not a possibility as it is a carrying street and there is no other place for them to go. This project should be done by end of year.

f. FDPW BOF Forms

MOTION: to approve the BOF request form for \$72,243.00 for various transfer requests made by Commissioner Hartley and Council Member Olsen. Motion passed.

g. DPW BOF Brine

MOTION: to approve the BOF transfer request form for \$38,000.00 to install a water lateral and electrical service upgrade to DPW's salt dome/storage facility made by Commissioner Hartley and seconded by Council member Rosengren. Motion passed.

h. BDW BOF salt

Board of Finance transfer for \$70,000.00 is withdrawn.

i. DPW EECBG

Raymond Rogozinski explained that this is an EECG grant money received to use for LED lighting for all exterior lighting at the garage and solid waste building. The remainder would be used for the Parks Department.

MOTION: to approve the BOF request form for \$119,770.00 to set up the proper funding/coding to utilize the grant made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

Mayor Caggiano asked how this came about as many departments are being approached by different vendors. City is trying to work with the energy commission and with the purchasing Department for an overall RFP with one of our vendors.

Raymond Rogozinski, stated this was spearheaded by Public Works and fully coordinated with the energy commission and Dawn Leger from ECD. This is a grant provided by the Department of Energy.

j. DPW Watershed Study

MOTION: to approve the BOF transfer of \$16,000.00 to transfer from operating funds into the NVOG Grant for the DPW Watershed Study made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

k. NBL NRCS Jerome Ave

MOTION: to approve BOF transfer of \$1,100.00 to utilize an NRCS grant to purchase the property identified as 396 Jerome Ave made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

l. DPW Intern

MOTION: to approve BOF transfer for \$10,500.00 to fund the services of a summer intern for DPW Engineering Division made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

The following BOF transfers were added to the agenda.

m. Contract amendment BOF transfer for Shrub Road Sidewalks

MOTION: to approve the BOF transfer of \$12,000.00 for additional storm drainage associated with Shrub Road Sidewalks made by Commissioner Hartley and seconded by Commissioner Stawski. Motion Passed.

n. BRFOC- Murphy Road

Raymond Rogozinski stated that the new contract was received and is the same as the current one except the base fee will have a 4% increase each year. The new base fee will be \$95.00 and go up 4% each year.

MOTION: to recommend the City Council authorization for the mayor to sign and an all contracts/documents associated with the Murphy Road BRFOC contracts made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

12. Adjournment

MOTION: made by Council Member Olsen and seconded by Commissioner Stawski to adjourn at 8:15 p.m.  
Motion passed.

Signature,

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