

City Of Bristol
Board of Public Works
Meeting Minutes for
October 17, 2024
With Zoom Access

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

Staff Present: Raymond Rogozinski, P.E., Director of Public Works

Absent: Council Member Mark Dickau

1. Call to Order

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

2. Approval of Minutes

MOTION: Motion made by Commissioner Rosengren and seconded by Commissioner Dumas. Motion passed.

3. Employee Recognition

The employee anniversaries were reviewed

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

4. Public participation

Hilary Stout, PO BOX 270463, West Hartford, spoke about the bus shelter on West Street. She spoke about the concerns regarding stickers on the bus shelter. The concern is people using it as a community board.

Council Member Jacqueline Olsen, stated that there has been a request submitted to have it moved.

Raymond Rogozinski, P.E., Director of Public Works, stated that there has been an encroachment permit submitted to CTDOT district 1 to relocate the bus shelter to the south. If approved it will be moved.

Hilary Stout, PO BOX 270463, West Hartford, stated that moving it is a logical thing for many reasons, but in her opinion, it should be removed as it is not a heavily used bus at all.

Council Member Olsen stated that we are trying to get approval to move it and will have to address at some other time if it comes to that.

Hilary Stout, PO BOX 270463, West Hartford, stated that it has markings already on it. The tenants and business owners have to look at it and its not fair. What about 4 posts and a roof for the elements.

Raymond Rogozinski, P.E., Director of Public Works, stated it is a DOT Project. The City of Bristol does not have authority over the bus shelter and we have submitted the application to move it. General maintenance will be provided, but will not provide service of removing postings. If they do not approve moving it, we can ask to remove panels of the shelter.

5. Division Reports

Council Member Olsen asked about a ticket issued for illegal bulk letter for \$108.00. Can that be confirmed if it was due to a barrel at the curb.

Raymond Rogozinski., Director of Public Works, explained the procedure for barrels at the curb.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

6. Building Committee

Raymond Rogozinski, P.E., Director of Public Works, stated We are out to bid for a new heating system for the public works garage.

MOTION: made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

7. Public Works Project Schedule

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed,

8. Director's report

Raymond Rogozinski, P.E., Director of Public Works, reviewed his directors report.

The below items were reviewed:

The Hope Street garage, Meadow Street/Kelley St Garage will have a CO on Monday and then a final request for reimbursement can be submitted.

Maple Court will move forward during the spring.

DOT west end project bike path will be moving forward.

Wildewood Runs Islands matter is closed.

Shrub Road sidewalk plans will be submitted and reviewed by DOT.

Wolcott reconstruction is at DOT and regional planning.

Fall paving is occurring and spring paving list will be adjusted for North Main Street and Redstone Hill Road.

Land Fill solar project is moving forward and we are still waiting on several permits.

The traffic signal is being redone by CTDOT on the Blakeslee, Downs Street and Mem. Blvd. intersections and we have asked for a no thru truck sign to be put in. A brief discussion was held regarding the temporary signage that is there.

Robert Flanagan will be providing an update to the zoning regulations with a virtual meeting

There is a hazardous waste collection on November 23rd from 9 AM -1:00 PM

Jerome Avenue bridge is progressing and concrete is being poured. It will not be open in December. There will be a press release update done.

Salt Brine bids were received and will be moving forward.

DPW is moving forward with the addition of a truck

East Street Bridge- a new water main needs to be installed at an estimate of \$60,000.00 and will require a change order. This is a project of 100% paid from a Federal Local Bridge program.

Scanning Project at City Hall is beginning. We are looking at state requirements for retention of items.

Carrier development Phase I, there is a patio being installed for outside dining and they are asking to install a retaining wall near the sidewalk.

MOTION: to authorize Carrier Construction to install a retaining wall within the city right of way, subject to not reducing the width of the existing sidewalks made by Commissioner Stawski and seconded by Commissioner Dumas. Motion passed.

West Cemetery Association has serviced the West Cemetery and a discussion was had regarding ownership of the land. They are aware it is city owned property and now they called regarding water in the basement and what will Public Works be doing. Corporation Counsel stated that there is no formal agreement delineating who is responsible for what. As a practical matter, it has functioned as a triple net lease for the last thirty years. There are times Public Works has helped them out in the past with tree removal and digging out rocks. If we can easily solve their problem, we will. The Department of Public Works is not taking over the maintenance of their building on Route 6. We will be functioning the same way we have for the past thirty years unless an agreement changes.

Commissioner Hartley commented regarding the email from Michele Plourde that she needs a response responding to the email.

Raymond Rogozinski, P.E., Director of Public Works, did respond that the email was responded to and stated that there would be no more work would be done. The email reply is attached in the packet.

City Hall update regarding Parks and Recreation and all their staff to the building. An architect will be submitting designs for the renovation.

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

9. New Business

a. Condenser tank replacement

Raymond Rogozinski, P.E., Director of Public Works, reviewed the attached memo regarding the condenser tank replacement at the police department.

10. Old Business

b. Solid Waste Budget

Raymond Rogozinski, P.E., Director of Public Works, reviewed the solid waste and transfer station fund and budget. Because we are a member of BRFOC, we are paying currently under market value. There is a cost comparison in the attached memo.

Mayor Caggiano, stated that the waste management is becoming more with recycling and food waste. We are trying that now, but may be forced upon us as municipalities or come up with a solution on our own. Because we did come in as 14 communities with BRFOC we did get a slightly better rate.

c. BPW Grants

Raymond Rogozinski, P.E., Director of Public Works reviewed the list of projects that are utilizing grants more. They are complex and each grant has its own programming and we have to play by their rules and approval. They do take longer due to this. The various grant programs available were reviewed and what we utilized them for. He discussed the use of a new grant form that was created by ECD and Comptroller Departments. Public Works will be scheduling a meeting to discuss this process and move forward.

Mayor Caggiano, stated that the goal is to be sure that the full-time grants manager under ECD has an overview of what's going on. It is crucial everyone works together on this.

d. BPW CT SustainableCT Verification

Raymond Rogozinski, P.E., Director of Public Works, gave credit to Public Works staff and in particular David Oakes to achieve Gold Status for the city.

MOTION: to direct the director of public works to submit a letter to personnel recognizing the work that David Oakes did by Commissioner Hartley and seconded by Council Member Rosengren. Motion passed.

e. Board of Finance Request Form

MOTION: due to the vacancy in City Engineer position to transfer funds from DPW regular Engineer wages to DPW Eng. Professional fees to cover consulting engineering cost in the amount of \$11,000.00 made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

f. Board of Public Works 2025 Meeting Calendar

MOTION: to accept the 2025 Meeting Calendar made by Commissioner Hartley and seconded by Council Member Olsen. Motion passed.

11. Any other Matter to come before said meeting

None

12. Adjournment

MOTION: to adjourn at 7:16 P.M. made by Council Member Olsen and seconded by Commissioner Stawski. Motion passed.