

City Of Bristol
Board of Public Works
Meeting Minutes for
November 21, 2024
With Zoom Access

Members Present: 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: Mayor Jeffrey Caggiano

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 Hartley and seconded by Commissioner Dumas. Motion passed.

MOTION: to move item 8f up on the agenda made by Commissioner Hartley and seconded by Commissioner Duma. Motion passed.

a. Bristol Hospital Easement

Raymond Rogozinski, P.E., Director of Public Works, reviewed the request from Bristol Hospital to modify existing storm drains and installation of a generator in the city's easement. DPW is asking that the hospital replace the existing pipe and connect to the city's existing pipes with concrete manholes to safeguard them.

MOTION: to approve the installation of ductile iron pipe over the easement with manhole structures on each side made by Commissioner Hartley and seconded by Council Member Rosengren. Motion Passed.

3. Employee Recognition

The employee anniversaries were reviewed

MOTION: to file made by Commissioner Dumas and seconded by Council Member Rosengren. Motion passed.

4. Public participation

None

5. Division Reports

Council Member Olsen asked that city council members be notified by email of the new residents in Bristol by district.

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

6. Public Works Project Schedule

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

7. Director's report

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

The below items were reviewed:

Staffing- Department staffing was reviewed.

Hope Street Garage- The install pre cast is scheduled to start in November

Maple Court- Storm drain install will start this month, and is scheduled to be completed by Spring of 2025.

Pequabuck River Trail meeting occurred yesterday.

Household Hazard Waste- there is a collection scheduled for this Saturday.

Shrub Road- Plans have been resubmitted to the DOT

Wolcott Street Reconstruction- Project is pending DOT approval.

Jerome Ave Bridge- Progressing well, a notice was posted on social media

City Hall- we are looking to utilize city hall funds to scan all the documents within city hall.

DPW Salary Analysis- during analysis it was determined DPW salaries were down due to the number of vacancies in the department.

RTE 72- continues to move forward.

DPW Heat upgrades- the bid exceeded the existing appropriation due to gas line upgrade. DPW will use the FY2024-25 appropriation to fund the installation and investigating repairs to the existing units and the use of temp heaters.

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

Raymond Rogozinski, P.E., Director of Public Works, stated there is a ribbon cutting ceremony December 11 for West End Projects if any board members are interested in attending.

Raymond Rogozinski, P.E., Director of Public Works, stated as part of the Hope Street parking garage, Eversource needs to take an easement to the building.

MOTION: to execute an easement agreement to Eversource for the purpose of facilitating electrical service to the Hope Street Parking Garage made by Commissioner Hartley and seconded by Council Member Rosengren. Motion passed.

8. New Business

b. Illegal Bulk Policy

Raymond Rogozinski, P.E., Director of Public Works, reviewed the proposed illegal bulk policy.

MOTION: to approve the Department of Public Works Illegal Bulk Policy effective December 1, 2024 made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

c. DPW Fleet Capital

Raymond Rogozinski, P.E., Director of Public Works, reviewed the components of the DPW Fleet Capital and the procurement of vehicles for DPW utilizing the public auction site GOVDEALS to purchase vehicles from.

MOTION: to forward DPW's preliminary FY2024-25 Capital Budget request to the BOF Purchasing Committee requesting review of the Departments proposed request of pursuing procurement of specified used vehicles (tractor), Connecticut municipal vehicles through public GOVDEALS auction service (dump trucks), and to continue the practice of utilizing vehicles from other City Departments that no longer meet their need and have value to DPW. Said approval also supports the Departments objective of increasing the snow plowing fleet to address the shortage of snow plowing vendors, and supports the purchase of electric or hybrid passage vehicles only (utilizing available grants) made by Commissioner Hartley and seconded by Council Member Rosengren. Motion passed.

d. NBC Leaves in ROW

Raymond Rogozinski, P.E., Director of Public Works, reviewed the proposed policy amendment for the privately owned (non-city) items located within the city's roadway right of way regarding the stockpiling of leaves with a 10-day notification period.

MOTION: to approve the Department of Public Works Privately owned (non-city) items located within the City's right of way policy amendment effective December 1, 2024 made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

e. Street Identification Signs

Raymond Rogozinski, P.E., Director of Public Works, reviewed the proposed policy for the installation of street signs on city streets within the right of way.

MOTION: to approve the Department of Public Works Street Identification Signs within Roadway Right of Way policy effective December 1, 2024 made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

f. Roadside Barriers

Raymond Rogozinski, P.E., Director of Public Works, reviewed the proposed policy for roadside barriers within city right of way

MOTION: to approve the Department of Public Works Installation of Roadside Barriers within the City's Right of Way, policy effective December 1, 2024 made by Council Member Rosengren and seconded by Commissioner Hartley. Motion passed.

g. Traffic Study Memorandum

Raymond Rogozinski, P.E., Director of Public Works, reviewed a traffic study that was done with the company UrbanSDK, who provides vehicle traffic data. The data was reviewed with the board regarding the streets observed and the results.

Lukasz Buracki, Civil Engineer, City of Bristol, stated that the software is still in development so the data doesn't account for directional status. This will be added as a new feature down the road.

h. BOF Transfer

MOTION: to approve a BOF transfer of funds from DPW Fleet Capital accounts for \$29,000.00 for the purchase of a dump truck made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

9. Old Business

MOTION: to have the Director of Public Works to reach out to Corp counsel to get a status report for next meeting where they are with the paper streets/unaccepted streets based on our field trip last may made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

10. Any other matter to come before said meeting

MOTION: to amend from \$30,000.00 to \$33,000.00 and approve a BOF transfer request to repair the spill prevention sumps on the fuel tanks located at DPW's Vincent P. Kelly Road facility made by Council Rosengren and seconded by Commissioner Dumas. Motion passed

MOTION: to approve a BOF transfer request for \$179,176.00 for CMAC Grant for the traffic signal replacement made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

a. DPW-Redstone Hill Road Potential Roadway Narrowing

Raymond Rogozinski, P.E., Director of Public Works, discussed the potential narrowing of Redstone Hill Road. DPW would do the investigation themselves to see if this is feasible. This would go from an existing 32-37 ft to 26 ft.

MOTION: to authorize Department of Public Works to investigate narrowing the roadway width from the existing 32-37 ft (Ave) to 26 ft made by Commissioner Hartley and seconded by Council Member Rosengren. Motion passed.

Raymond Rogozinski, P.E. Director of Public Works, mentioned that a property owner at 135 Cross Street is asking to purchase 15 feet of the Public Works garage property. He stated that he does not support the sale of the property but would support a 5-year lease for the 15 feet with exclusion clauses.

Raymond Rogozinski, P.E., Director of Public Works, mentioned that a resident was in chambers regarding a street light issue and stated that Eversource said they would be out on Monday to look at this. It is an underground electric light that needs to be fixed.

Adjournment

MOTION: to adjourn at 7:09 P.M. made by Commissioner Hartley and seconded by Commissioner Rosengren. Motion passed.