



*City of Bristol
Board of Public Works*

Public Works is inviting you to a scheduled Zoom meeting.

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Meeting ID: 827 9222 0085

Passcode: 962301

The regular Board of Public Works Meeting will be held on February 20, 2025, at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Draft Minutes
3. Public Participation
4. Employee Recognition
 - a. Employee Anniversaries
5. Division Reports
 - a. Division Reports
6. Public Works Project Lists
 - a. Bldg.Comm Project List
 - b. Engineering Project List
7. Director's Report

- a. Directors Report
- 8. New Business
 - a. Tuttle Rd Sidewalks
 - b. Runoff Policy
 - c. BPW Clynk 022025
 - d. BPW Stream Renaming
 - e. Eversource Coordination Restoration
 - f. BOF Transfers
 - g. DPW Shrub Road
- 9. Old Business
 - a. Budget Narratives FY2025 2026
- 10. Any other matter to come before said meeting
- 11. Adjournment

PER ORDER OF THE CHAIRPERSON
Mayor Jeffrey Caggiano

City of Bristol
Board of Public Works
Meeting Minutes for
January 16, 2025
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
Council Member Mark Dickau

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

1. Call to Order
2. Approval of Minutes

MOTION: made by Commissioner Dave Hartley and seconded Commissioner Michael Dumas.

3. Public Participation

Jeff Hayden, 50 Melinda Lane, is requesting sidewalks at South Side School on Tuttle Road to the driveway of 93 Tuttle Road. He presented photos to the commission showing the safety concerns for the sidewalks necessity for them to be put in.

Raymond Rogozinski, P.E., Director of Public Works, stated that he is always in support of sidewalks and feels that it is a good location.

Mayor Caggiano stated that he encourages Jeff to stay engaged and come back next month and that he also thinks that sidewalks are a priority as well.

MOTION: to investigate the install and come back next month made by Commissioner Hartley and Commissioner Dumas. Motion passed.

Lazim Elezovski, Bristol Connecticut, owner of 9 properties in Bristol, spoke about his transfer station account being switched over to Commercial Tier I. He stated he owns nine properties and brings garbage that his tenants leave so it isn't just at the road and tries to keep it clean.

Mayor Caggiano explained the transfer station policy and the amendments from last month's meeting. It will be kept as commercial and if you go below the 2 tons you will go back to residential next year.

Raymond Rogozinski, P.E., stated that he did speak to Mr. Elezovski prior and that he used 2.55 last year and the prior year was 6.6. The transfer station is used and funded by tax payers.

Mayor Caggiano stated that there will be no changes made tonight.

Samantha Medolia, attended via zoom and asked that the transfer station account be brought back down to residential as they were also converted to commercial. They had a bathroom remodel they did and brought a lot of material to the transfer station and will not be doing so again as it was a one- time thing.

Mayor Caggiano, stated, if a one- time thing we look at the rolling average and look at it if it was lower for the past two years.

Raymond Rogozinski, P.E., Director of Public Works stated that it does fit in the criteria even though they just opened the permit last year they went over it substantially. Last year was 3.56 in October to October. The prior year was .58 which was the first year she had the permit.

Samantha Medolia stated this is a one- time thing that was for a renovation and we use it for items that we use to get rid of from a family of seven for kids toys but we will not be going over the tonnage like we did for the construction.

Mayor Caggiano stated that we will reevaluating in October. We cannot change it for everyone. Taxes go up every year. There will be no policy changes tonight. Please schedule to speak with us at a later date to continue the conversation.

Jane Murdock, present on Zoom, is asking when the Jerome Avenue Bridge will be complete.

Raymond Rogozinski, P.E., Director of Public Works, stated it should be completed in April as long as the asphalt plants are open.

4. Employee Recognition

The employee anniversaries were reviewed.

5. Division Reports

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

6. Project List

a. Engineering Project List

MOTION: made by Council Member Eric Rosengren and seconded by Frank Stawski to accept as presented and place on file. Motion passed.

b. Blg.Comm Project List

MOTION: made by Council Member Jacqueline Olsen and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

7. Director's Report

Staffing- Frank Nicastro is retiring in February and his position has been posted.

Sick time- there is a new policy that no sick note is needed until after five days.

Hope Street garage- should be completed in April

Maple Court is continuing

Shrub Road- AI Engineers are finalizing plans and will be submitted to CT DOT for review.

Wolcott Street – continues to move forward. Project is pending DOT authorization to bid

Jerome Ave- is scheduled for completion for April pending the asphalt companies being open.

City Hall- DPW is obtaining pricing to touch up paint throughout the building. QAM architect are meeting with the park department about relocating to City Hall.

DPW- DPW Yard Facility- HVAC hear were out today and was worked on

North Main Street Landscape- construction stopped due to the cold weather.

Memorial Blvd meeting this week regarding the signage

30 Cross Street- closed today. Mayor Caggiano stated that the construction costs are part of the grant but not the purchase of the building itself.

MOTION: made by Council Member Jacqueline Olsen and seconded by Commissioner Stawski to accept as presented and place on file. Motion passed.

8. New Business

a. NBA Budget FY 2025-2026

Raymond Rogozinski, P.E., Director of Public Works, reviewed each division of the public works budget and highlighted the areas which areas increased or decreased

A. Operating Budget

MOTION: I move that the Board of Public Works forward the FY 2025-26 Public Works Department Operating Budget Proposal in the amount of \$10,966,643 s 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 made by Commissioner Hartley and seconded by Commissioner Dumas. Motion Passed.

B. Department of Public Works Proposed 2024-2025 Solid Waste Disposal Fund (presented to BPW at its December 21, 2023)

MOTION: I move that the Board of Public Works forward the FY2025-26 Solid Waste Disposal Fund proposed budget in the amount of \$1,725,204 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 made by Commissioner Dumas and seconded by Council Member Jacqueline Olsen. Motion passed.

C. Department of Public Works Proposed 2025-26 Transfer Station Special Revenue Fund

MOTION: I move that the Board of Public Works forward the FY25-26 Transfer Station Special Revenue Fund proposed budget in the amount of \$902,985 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 made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

D. Department of Public Works Proposed 2025-2026 Capital Improvement Projects:

MOTION: I move that the Board of Public Works forward the 2025-26 Capital Improvement Projects proposed budget in the amount of \$4,340,000 for DPW CIP project. 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 made by Council Member Olsen and seconded by Commissioner Stawski. Motion Passed.

E. Department of Public Works Proposed 2024-2025 Fleet Vehicle Budget

MOTION: I move that the Board of Public Works forward the FY25-26 Fleet Capital proposed budget in the amount of \$1,648,000 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 made by Commissioner Dumas and seconded by Council Member Olsen. Motion passed.

F. City Funding- Project List

MOTION: I move that the Board of Public Works forward the FY25-26 City Building Fund proposed budget in the amount of \$200,000 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 made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

G. Major Road Improvement Fund

MOTION: I move that the Board of Public Works forward the FY25-26 Major Road Improvement Fund proposed budget in the amount of \$5,819,830 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 made by Council Member Olsen and seconded by Council Member Rosengren. Motion Passed.

b. Budget Narratives

Raymond Rogozinski, P.E., Director of Public Works, stated the budget narratives are contained in the packet and there is a lot of work that goes into them. In the engineering narrative, there is the potential for taking over traffic signals so it is in the budget for the future, but it is still being talked about and is still under the police board as of now.

Mayor Caggiano stated that these will go before the Board of Finance sometime in late February so we can read them over during the month.

c. BOF Resiliency

Raymond Rogozinski, P.E., stated that this is a fully funded program to evaluate flood resilient. It is not the expectation that the consultant will find a solution to the flooding for the flooding, but to try to address residents and have community outreach and education as far as what resources are available to them.

MOTION: to approve the Board of Finance transfer for a CT DEEP grant in the amount of \$250,000 to prepare a climate/flood resiliency plan to be prepared by an engineering consultant to evaluate access, potential flood mitigation projects made by Commissioner Dumas and seconded by Council Member Olsen. Motion passed.

9. Old Business

Mayor Caggiano, stated that we do have nipper fund money available and at the discretion of the Director that we purchase clink bags for community groups. This will help keep the city clean and save us money in the long run by keeping it out of the recycle stream.

MOTION: to utilize nipper funds to get clink bags at the discretion of the Director of Public Works made by Council Member Rosengren and seconded by Commissioner Stawksi. Motion passed.

a. Transfer Station Update

Raymond Rogozinski, P.E., Director of Public Works, updated the board regarding the transfer station reclassification residential permits to commercial permits. There is no change to the policy and there is a memo attached in the agenda.

10. Communications

a. Parking ban

The parking ban memo is included in the online packet.

Mayor Caggiano spoke about the street light requests that have been received directly on the mayor's page and have been sent straight to Mike Krenicki. I have gotten positive comments back.

Council Member Rosengren mentioned we can also direct them to the webpage as everything is there to report there as well.

Raymond Rogozinski, P.E., Director of Public Works stated we do have solar lights that we have not tried yet, but we do have them as a backup.

11. Any Matter to come before said meeting

Raymond Rogozinski, P.E., there is a board of finance request transfer to transfer \$26,183 is to transfer from regular wage account to the part time account because we are down one engineer. We are filling that with a part time person Tony Lorenzetti.

MOTION: to approve \$26,183.00 transfer from regular wage account to part time account made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

Raymond Rogozinski, P.E., stated from regular wage account in both solid waste and streets division to hire a consultant to audit sanitary sewer.

MOTION: to approve \$11,000.00 transfer from regular solid waste and streets wages to made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, reviewed a letter regarding a mailbox request for replacement of \$75.00 which is our standard fee. This is general tax payer's dollars to replace these. The mailbox is in the cities right of way.

12. Adjournment

MOTION: to adjourn at 7:49 made by Commissioner Dumas and seconded by Council Member Olsen. Motion Passed.

Signature

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

February Anniversaries

Andrew Koscho	18 years Solid Waste
Jason Morrocco	18 years Engineering
Zachary Norton	6 years Engineering
David Oakes	20 Years Maintenance
Daniel Raspardo	17 years Streets
John Taylor	20 years fleet
Austin Brown	1-year Streets
Luther Holley	1-year streets



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Board of Public Works
Public Works Department Activity Report: Administration – January 2025

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	2,259
Number of Bulk Collections	165

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 5,995 users.
- Pursued 37 abandoned shopping carts, Zero dollars in fines were written.
- Welcome packets have been revised we are now only sending a letter to the new homeowner. All the info is now on the All heart website <https://bristolallheart.com/welcome> these letters are sent out monthly. This saves on postage and also material costs.
- Assisting Solid Waste with Illegal Bulk letters and fines. 25 complaints were received in December, resulting 3 ticket \$324.00.
- The 2025 Yard Waste season has begun. We have renewed 699 members for 2025.
- Continue the Food Scrap Collection campaign started July 1st. Working on Marketing and handing out green kitchen composters & compostable bags. We also have branched out and will be doing a food scrap pilot with BAIMS and also reviewing a possible one route residential pickup.
- Assisting with Clynk being the first in the state of CT to open a bottle container.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, Shopping cart enforcement and monitor illegal dumping areas.

- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app. DPW started posting new features and it is helping gain new app users.
- 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.

Administration staff or concerns:

We are now going to be looking for a parttime position.

Administration Monthly OT Costs: \$366.30

Monthly Report

Engineering Division – January 2025

Summary of Work – December 2024

- North Main Street Streetscape – Limited construction due to cold weather. Exposed construction in front of PD, contractor scheduled to pour concrete if temperature are above 38 degrees. Street lights on west side of roadway operation. Decorative lights remain out on east side pending Phase II construction of Carrier development.
- Park St/Riverside Ave Streetscape – Currently being designed by GM2. Park Street on schedule for 2025 & Riverside bid 2026 (pending DOT comments & approval). Public information meeting pending initial state DOT review.
- Divinity culvert: DPW obtained Bristol IWC & ACOE approval. Water main relocation design currently being performed by DPW Eng. coordinated with Water Department. CTDOT authorization to bid and easement required. Work to be coordinated with Park Street Streetscape anticipated in 2026.
- Prepare work orders/ oversee misc. storm drainage work in support of DPW spring 2025 Paving program (Drainage contract Tabacco)
- Lake Ave culvert (adjacent to Lake Compounce) design complete. Construction to include full replacement of the existing structure. Two-way traffic will be maintained through all phases of construction. Easements are required from the adjacent private property owner (Lake Compounds) before beginning construction. The City's request is currently being reviewed by Lake Compounce's legal team. Construction start date is dependent on obtaining all required easements. Should all easements be in place before Feb. 18, 2025 the project will be put out to bid and scheduled to begin in late spring. If easements are not in place, construction will be postponed to spring 2026.
- Wolcott Street Final Design Plans have been completed. DOT Encroachment permit obtained. Project pending CT DOT approval and authorization to bid anticipated bid date in spring 2025.
- Eversource gas main installation coordination meeting for new mains and replacements, roadway repairs by Eversource or fee in lieu. DPW prefers obtaining fee in lieu of Eversource performing work.
- Coordination ongoing with consultant Shrub Road Sidewalks design and road diet (LOTICIP submitted). Scheduled to bid pending DOT approval authorization in 2025.
- Field St culvert: Under design by Cardinal Engineering, 1 of 4 easements obtained. Sanitary sewer replacement required on Peck Lane. Cardinal has scheduled a contractor to conduct borings along Peck Lane. Work is expected to begin Friday February 7th. State/Local Bridge Program funding in place. Required structural design scheduled to be performed by DPW Eng. Request for structural design software (pending).
- Work orders/encroachment permits for ADA ramps/paving/drainage for 2024/25 paving list.
- Wetlands Map revision (BL Companies) submitted to IWC for approval (pending Feb 3 Public Hearing & CT DEEP review)
- DPW Engineering preparing/reviewing amendments to the IW regulations.
- East St Bridge construction on going. Project completion scheduled for June 2025.
- Perkins St storm drainage complete. Gerber Construction completed project on schedule (\$159,849)
- Inspect DPW facilities – Storm water control program
- Consultant preparation of Storm water Pollution Prevention Plan – DPW JPC Road site
- DPW Street Div. installing storm drainage on Maple Court, with completion by contractors in April 2025.
- CMAQ funding project in place. Project design initiated; construction scheduled for 2026.
- City wide analysis/evaluation of roadside barrier ongoing.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway survey scheduled for Jan 2025.
- Community Connectivity sidewalk work under construction, Laviero Construction performing work (80%) complete. Grant application for 2023 funds awarded and PAL signed
- DPW working toward final design of Community Connectivity Plans for latest round of funding. Final design expected to be complete mid-spring 2025.
- Inventory bituminous sidewalks ongoing
- Asset management tasks/GIS upgrades
- Mapping of inspected Pequabuck River outfalls (locate & categorize dry versus wet outfalls).
- Culvert inventory and preliminary inspection underway by DPW.
- Pleasant View / East Road Drainage project. Survey and field investigations substantially complete. Hydraulic analysis by DPW to follow.
- Brine mixing station and bulk chemical storage containment design substantially complete. DPW to review product quotes and finalize design alternatives.
- Organization of engineering documents and overall setup of the engineering vault.

Engineering Division staff or concerns:

Vacancies-Assistant City Engineer currently being filled with part time PE

Land Use activities for January 2025:

Inland Wetlands & Watercourses Agency

Floodplain application for a new loading dock and ramp at 300 Broad Street; Assessor's Map 43, Lot 100 – APPROVED.

Zoning Commission

Special Permit for a Civic Facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151; R-40 (Single- Family Residential) zone – APPROVED WITH STIPULATIONS.

Site Plan for a Civic Facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151; R-40 (Single-Family Residential) zone – APPROVED WITH STIPULATIONS.

Special Permit for Earth Removal at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151; R-40 (Single- Family Residential) zone – APPROVED WITH STIPULATIONS.

Special Permit for a Unified Residential Development (15 units) at Earl Street, east of Crown Street and west of Melrose Street; Assessor's Map 14, Lots 72-71, 73-70, 74-69, 75-68 & 76-67 Earl Street; R-15/RM (Single Family Residential/Mixed Residential Overlay) zone – DENIED.

Site Plan for a Unified Residential Development (15 units) at Earl Street, east of Crown Street and west of Melrose Street; Assessor's Map 14, Lots 72-71, 73-70, 74-69, 75-68 & 76-67 Earl Street; R-15/RM (Single Family Residential/ Mixed Residential Overlay) zone – DENIED.

Planning Commission

Proposed amendments to the Zoning Regulations to 1) to amend Section 4.2 to add Brewpub as a principal use in the (I) Industrial zone subject to Special Permit and Site Plan approvals; 2) to amend Section 4.2 to add Microbrewery as a principal use in the (I) Industrial zone subject to Special Permit and Site Plan approvals – POSTIVE REFERRAL SENT TO THE ZONING COMMISSION.

Highlands Conservation Region – POSTIVE REFERRAL SENT TO THE CITY COUNCIL.

Discussion on Bond Request for Subdivision (Cold Spring Farm – Phase 4) west of Village St. and Silo Rd. (19 lots) Assessor's Map 1, & Lot 7B; R-10 (Single-Family Residential) zone – BOND AMOUNT OF \$106,066.00 ACCEPTED BY THE COMMISSION FOR PHASE 4; PHASE 4 IS A FINAL APPROVAL WITH AN EXPIRATION DATE OF AUGUST 24, 2028.

Discussion on Revisions to an Approved Site Plan for trucking terminal facility at 101 Business Park Drive; Assessor's Map 3 Lot 2; IP-1 (Industrial Park) zone – APPLICANT DIRECTED BY COMMISSION TO FILE A REVISION TO AN APPROVED SITE PLAN APPLICATION FOR THE FEBRUARY COMMISSION MEETING.

Zoning Board of Appeals

Request for two (2) variances for: 1) Reduction of required front yard; 2) Maximum height allowed for an accessory structure at 41 Brewster Road; Assessor's Map 25A, Lot 214; R-15; Single-Family Residential zone – APPROVED.

Historic District Commission

Request for a Certificate of Appropriateness for new porch railing and balusters at 17 Broadview Street; Assessor's Map 25A, Lot 80 – APPROVED WITH STIPULATION.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings: \$653.05.

Facilities – January 2025

Building Maintenance current month (November 2024) activities:

- AirTemp Mechanical replaced (14) PTAC units at the Manross Library
- Eagle Environmental started hazardous building materials surveys at Beals Center, Manross Library, Fire Headquarters, Fire House #5, Fire House #2, Police Complex and 51 High Street
- Staff provided assistance to Library Director Prozzo on numerous building maintenance issues due to the extended medical leave of Library Senior Maintenance Technician
- Staffed overtime shifts for coverage at Police Complex related to MKL Jr Day holiday (including staff coverage for personal time off)
- Completed numerous office shifts within Bristol Police Department as a result of promotions and internal department staffing changes
- Overhead Door of Hartford completed the replacement of two overhead doors associated with the basement level parking garage at Police Complex
- Public Works Building Maintenance Division took possession of a new City property at 30 Cross Street, which will be the future home of the Bristol Police Animal Control Facility (assumed ownership of water and public utilities, fire systems and central monitoring equipment, changed locks on facility and installed City Property signage)
- Conducted snow removal operations on 1/11, 1/19, 1/20

Building Maintenance next month (February 2025) activities:

- Oakland LLC to replace a failed hot water circulation pump at Police Complex (additional pump will be purchased for a spare in the event one of the five other pumps fails during winter), heating systems at Police Complex continue to be high maintenance and costly issue due to the age of the equipment
- M&P Painting to conduct touch-up work within City Hall from a year of full occupancy use beginning on 2/10
- Work with D'Amato-Downes staff on several warranty issues at City Hall (office door levers, exterior lighting, HVAC controls with SNE Building Systems)
- Conduct pre-bid meeting for LED lighting upgrades at City Yard with funding via a Federal Energy Efficiency Community Block Grant on 2/11
- Conduct pre-bid meeting for Fire Headquarters kitchen exhaust hood system replacement on 2/12
- Continue weekly Friday pick-up and delivery of redeemable bottles collected by Bristol Eastern High School Science Club to Brian's Angel shelter on Federal Hill
- Conduct snow removal overtime operations as required

Building Maintenance Staff or concerns:

- Anticipate minimal to moderate levels of Vacation/Miscellaneous time off during February
- 2nd Shift Custodian vacancy filled on 2/14 by Pablo Cruz Santiago, eliminating the recurring weekly need for overtime shifts on Saturdays at the Police Complex

Building Maintenance OT Costs: \$7,205.65

Staffing coverage for after-hour maintenance service calls (Main Library hot water heater failure/replacement, Police Dispatch office heating, City Hall bio-hazard clean-up, Main Library make-up air unit shutdown/loss of boiler heating, Board of Finance meeting at City Hall on 1/25), removal of high-density storage system in Comptroller's offices and re-installation in the basement level vault at City Hall for records retention, de-icing/snow removal operations

Streets January 2025 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
Installed driveway aprons for engineering on new paved roads
- Serviced trees, including pruning, removals, and testing
 - **Tree take downs** (Prospect, Marsh Rd-2, Emmitt St Soccer Field)
- **Major Roads Engineering**- Started drainage installation for Maple Court
- **Permanent Patch for Engineering**-
- Stump Removals/ Loam
- Continuing small road repair
- Addressing street signs
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- (Plank Hill tops and Dorset Horn)
Installing new poles and signage
- Winter Operations- Dealt with several storms as well as black ice

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Tree removal
 - Tree trimming
 - Mowing
 - Driveway aprons
 - Milling and Paving
 - Catch basin repair
- Starting replacing catch basin tops for our engineering department throughout the winter
- Continuing to make asphalt on our Bagela plant for potholes, curb and catch basins
- Finish Maple Court drainage
- Permanent Patch List
- Milling and paving
- Winter Operations- Preparing trucks for winter storms
 - Plowed and treated roads
 - Service Requests
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up

- Lawn Maintenance
 - Bridge clean up
- 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.

January OT Totals: \$ 2680.39 Streets

Solid Waste January 2025 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 25 letters to residents for illegal bulk and cleaned up 3 stops. Residents cleaned up 21 stops with 1 still pending.
- Continued curbside bulk collection, we collected 165 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Currently have 699 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Finished curbside Christmas tree collection, collecting 10 tons of trees.
- Received a new shipment of 743 rubbish, recycling and yard waste barrels.
- Worked overtime on Saturday the 4th to make up for New Year's Day collections.
- Trained new Solid Waste laborer as a Driver / Collector.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels
- Patrol known dumping areas for illegally dumped items.
- Continue cleaning up areas with high amounts of litter.
- Work on assembling and organizing new shipment of barrels.
- Work overtime on Saturday the 22nd to make up for Presidents Day collections.

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 =	\$13,773.24
Transfer Station OT =	\$7,143.82
TS Revenue (PAYT) =	\$17,214.90
Residential Permits =	\$2,235.00
Commercial Permits =	\$400.00
Yard Waste Revenue =	\$63,330.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$1,330.01
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$290.82
Electronics NewTech =	\$1,398.24
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Additional Barrel Sale =	\$6,975.00
Damaged barrel =	\$134.00
Special Pick up – 2 nd	\$725.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S23** – (2019 10 Wheeled Dump Truck) New rear brakes and drums. New front springs and shackles.
2. **S14** – (2012 10 Wheeled Dump Truck) New starter motor. New cooler lines replaced due to corrosion.
3. **GS26** – (2006 10 Wheeled Plow Truck) Truck was shifting itself into neutral gear on its own. Diagnosed with a couple of bad ground wires stemming off the batteries. Front drivers side abs sensor replaced as well. New plow attachment mount was installed on plow.
4. **S25** – (2003 10 Wheeled Dump Truck) New auger chain was installed on the all season body. New controller box for chain was also installed.
5. **S10** – (2020 Mason Dump) New front brakes and sensors were installed.
6. **S24** – (2013 Bucket Truck) New rear brakes and drums. Truck also received a full service while in shop.
7. **C19** – (2017 Chipper) Adjusted brakes and repaired some wiring issues.
8. **S21** – (2006 10 Wheeled Dump) Truck was brought in for brake issues. Fleet replaced both axle rear brakes, axle seals and ABS sensors. A faulty brake air can was also found and replaced. Fleet has yet to repair the broken plow associated with that unit. Driver has been spoken to.
9. **S20** – (2010 6 Wheeled dump Truck) Rotted off side salt spinner bracket was replaced by fabricating a new assembly in house. Auger chain was adjusted and a full service was completed on the truck. Truck will need a fuel tank and dump cylinder soon.
10. **S33** – (2021 Mason Dump) 4WD was inactive. Sent to dealership for repair under warranty. Unit also had the wiring harness for rear spreader replaced due to excessive corrosion.
11. **S18** – (2020 10 Wheeled Dump Truck) Auger plate in dump body broke off. Fleet fabricated a more suitable setup to keep it secure.
12. **S26** – (2018 10 Wheeled Dump Truck) New pop off valve body for air dryer installed. Rear diff lock actuator replaced due to corrosion.
13. **C37** – (Bagela Patch Plant) Heat sensor and ignitor replaced. Unit is still acting up. Unit is in rough shape and should be looked at to replaced soon.

Solid Waste Div.

1. **R10** – (2020 Automated Rubbish Truck) Both packer pistons replaced.
2. **R14** – (2019 Automated Rubbish Truck) Large crack in body floor repaired. Nox sensor replaced. New rear brakes, drums and tires. New drivers seat installed due to wear and tear.
3. **R9** – (2015 Automated Rubbish Truck) Leaking rear tailgate piston rebuilt. Adjustments to both arm chains. Fleet is currently waiting on module sensors.

4. **R35** – (2004 Rear Loader) New rear axle hub and studs. 2 new rear rims replaced due to corrosion.

Building Maint Div:

1. **A5** - (2014 Pickup) Tailgate spreader motor replaced. Poly plow edge replaced as well.

Fleet Maintenance Next Month's Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to keep Streets & Solid Waste Ops. Running strong.
- Working on plow trucks for Winter ops.
- Samsura units are in and will continue to be installed on PW vehicles.

Fleet Maintenance Staff or Concerns:

- Fleet garage and Solid Waste garage heat was repaired and is operational.
- Solid waste building electrical was repaired.
- **DPW really needs a dedicated wash building!!**
- **Still a Mechanics Helper vacancy.**
- Street Div. (S30) 1985 Tractor trailer truck needs to be replaced. This would be a great opportunity to buy used.
- Any way we can put our Fleet Auction proceeds back into our Fleet And not the GF?
- Sumps for both Gasoline and Diesel pumps at the yard are currently in the process of being repaired.
- Overtime expenditures and totals \$5,364.61 (Holiday, Dispatch and Mechanic).



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 11, 2025

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

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: City Building Project List Updates

City Yard & Transfer Station – Waste Oil Heater Replacements \$48,000

Van Zelm Engineers was issued a purchase order in the sum of \$23,300.00 to provide design schematics and bid documents for the City to issue an open bid. The low bid winner of replacement of the waste oil heaters in the Automated Rubbish Truck Quonset Hut & Transfer Station Quonset Hut was AirTemp at a total sum of \$48,000. Public Works Staff are coordinating with Eversource currently on the installation of a natural gas service to the Automated Rubbish Truck Quonset Hut at the City Yard. The Transfer Station Quonset Hut will be heated via a propane storage tank. AirTemp Staff met with Manager Oakes on January 28th to review both work scopes. Installations will occur after the end of the heating season in Spring 2025.

Beals Center – Café & Card Room Upgrades \$38,000

Department of Aging Director Jason Krueger informed Manager Oakes that upgrades to the Café and Card Room are pending Department shifts and adjustments within the Beals Community Center. The proposed upgrades will not be possible until a final decision is made to future locations of the State of CT Probate Court and Bristol-Burlington Health Department within the Beals Center.

Director Rogozinski has engaged with Colliers staff to provide the Beals Center/Bristol Burlington Health Department (BBHD) project cost estimate that was incorporated and scheduled to be approved as part of the CIP budget request. Meetings are ongoing to finalize the BBHD Staff recommendations with Phase Zero Design Staff for final bidding drawings and documents.

Hazardous Building Materials Assessment Inspections & Reports \$20,000

Numerous City Buildings do not have existing documentation in regard to potential hazardous building materials inventory. This project addresses all City Buildings without existing surveys for the benefit of staff, contractors and future activities such as renovations or property transactions, which may disturb potentially unknown hazards (such as asbestos and lead-based paint). Eagle Environmental of Terryville provided individual estimates for each building, and the combined total for all buildings came in at \$21,228.76. Purchase Order #22503839 was issued to Eagle Environmental on 10/15/24 to complete the inspection and reports for the sum listed above. Inspections were conducted from January 29th through February 3rd by Eagle Environmental Staff. Final survey reports are being completed currently and will be available by March 2025.



Department of Public Works | 860.584.6125

Police Complex Overhead Door Replacements \$25,000

Bids were received and the winning bidder was Overhead Door of Hartford at a sum of \$34,340.00. Purchase Order #22504095 as issued on 11/5/24. The overhead doors were replaced on January 16th and 17th. Work has been completed in full and both overhead doors are operating with no reported issues to date.

Other Projects

Manross Library Heating Unit Replacements

Fourteen package terminal air conditioners (PTACs) were replaced at Manross Library. These PTAC units provide heating along the perimeter of the building interior (mostly by windows). Funding for this project is being provided by the Fredrick Manross Trust Fund. AirTemp won the bid at \$84,880.00. SAV-MOR provided a competitive bid of \$99,790.00.

Work was completed between January 21st and January 30th, while Manross Library is occupied. Library Staff has commented on the improved heating condition within the building since the work has been completed. The project was funded via the Manross Library Trust Fund with great thanks to Library Director Debbie Prozzo and Manross Library Branch Manager Beth Martin.

30 Cross Street

The City purchased the property at 30 Cross Street on January 17th, which is to be renovated into the future home of the Bristol Police Animal Control Facility. Manager Oakes is currently working with Synergy Fire and Alarm New England to install burglar alarm monitoring and fire panel services to properly maintain the facility structure until renovation work occurs. The building is currently served via natural gas heating and must be maintained to ensure proper operation of the fire sprinkler services at the facility.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - FEBRUARY 2025

Funding Year	Location	Project Name	Contractor Name	Current Budget	Construction Estimated % Complete	Schedule/ Completion Date	Comments/Recommendations	Original Budget
FY23-24	City Yard - Fleet	Garage Heating Unit Replacements	Design Documents - Van Zelm	\$23,300.00	95%	8/31/2024	Automated Rubbish Truck & Transfer Station Quonset Hut heating systems will be addressed with available funding	\$23,300.00
FY23-24	Automated Rubbish & Transfer Station	Waste Oil Heater Replacements	AirTemp	\$48,000.00	0%	6/30/2025		\$73,700.00
FY23-24	Beals Center	Café & Card Room Upgrades	TBD	\$38,000.00	0%	TBD	Pending BBHD office shifts within Beals Center	\$38,000.00
FY24-25	Fire HQ, Fire #2, Fire #5, 51 High Street, Beals Center, Police Complex, Manross Library	Hazardous Building Materials Assessment Inspections & Reports	Eagle Environmental, Inc.	\$21,228.76	100%	2/12/2025	All survey inspections completed on 2/12/25, summary reports currently pending	\$20,000.00
FY24-25	Police Complex	Basement Overhead Door Replacements	Overhead Door Hartford	\$34,340.00	100%	1/17/2025	Completed on 1/17/25	\$25,000.00

\$164,868.76

Available as of July 2024	\$184,634.64
2025 Funding	\$110,000.00
Spent 2024-2025	\$132,598.85
Less Committed Contracts	\$69,228.76
Less Committed Projects	\$38,000.00
Net Available	\$54,807.03

January 2025 Project Schedule										
Projects		Budget								
Divinity Street Culvert (east of Peck Lane) - Design	\$93,850.00	Bristol IWC & ACOE permit inplace. PW Eng performing watermian relocation design & coordination with Water Dept ongoing. Construction coordination required with Park St Streetscape due to detour & easement required from upstream property owner. LOTCIP funding 100% of constrcution \$1,200,000								Construction Spring 26
Downs St Bridge -Design	\$320,000.00	Design substantially complete & permits in place. DOT Encroachment comments received & responded to be eng consultant GM2. Scheduled for bidding in March 2025, pending DOT & NVCOG authorization to bid. Start construction in spring of 2025 with completion in July 2026. LOTCIP funding 100% of constrcution \$2,400,000								Construction 2025
Lake Street Culvert at Cussgutter Brook - Design	\$400,000.00	Design & Permit complete. Easement required from Lake Compounce (preliminary approval from Lake Compounce obtained). State Local Bridge Program funding 50% grant - Project Cost \$1,800,000, \$900,000 City,								Construction 2025
Wolcott St (Route 69 to Allentown) - Design	\$185,000.00	Design substainally complete, permits and easements in place. Project pending CT DOT approval and authorization for the City to bid. LOTCIP funding 100% of constrcution \$4,424,000								Construction Spring 25
2024 Community connectivity / sidewalk replacement - Design	\$793,000.00	Grant awarded / Design currently being performed by DPW Eng. Constructed funded through grant 100% - \$793,000.								Construction 2025
Brace & OsullivanDrainage - design	\$65,000.00	Wetlands permitting apprved. Design by WMC. Scheduled for bidding April 2025. Consrcution funded with City bond \$2,200,000								Construction start fall 2024
Field St Culvert - design	\$70,000.00	Project under design. 1 of 4 required easements obtained. Sanitary sewer replacement on a portion of Peck Lane requierd. Constrcution funded with State Local Bridge program \$1,600,000 (\$800,000 City)								Construction 2026
CT Route 72 Riverside Ave & Park St Streetscape - Design	\$420,000.00	Currently under design, public information meeting conducted. Construction funded by CT DOT & CIF. Constrcution cost \$18,700,000 (\$6,200,000 CIF)								Construction (Park St 2024) - Riverside Ave 2026)
Perkins St Stormdrainage Outfall	\$160,000.00	Under construction, substainally complete								
Broad St Retaining Wall design	\$83,500.00	Awarded to WMC, currently under design. IW permit required. Constrcution City bond \$2,300,000								Construction 2025
Shrub Road Sidewalk -design	\$185,000.00	Design currently being completed. Scheduled to be resubmitted in Decemebr to CT DOT & NVCOG. Scheduled fot bidding April 2024. LOTCIP funding 100% of constrcution \$\$1,982,000								Construction 2025
Active Construction & Other Projects										



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 11, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW February – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the February 11, 2025 Board of Public Works meeting.

1. **Budget Process and Hiring Freeze:** Due to budget concerns associated with the FY2025-26 budget, a hiring freeze has been implemented. All City Departments have been requested to provide budget scenarios of a 2% and a 5% reduction to the current FY2024-25 budget, exclusive of salaries for current positions. DPW currently preparing requested information. See attached email.
2. **Staffing - Current vacancies: Streets, Solid Waste, Land Use and Bldg. Divisions** - Fully staffed. **Administration Division** – Part Time emp hired to fill accounts payable position. Part time position vacant. **Fleet Division:** Mechanic Helper vacant **Engineering Division** – Engineering vacancy currently being filled by part time P.E. **Public Works Coordinator-** Supervisor assistant to the Streets, Solid Waste & Fleet Superintendent vacant.
3. **Hope Street Parking Garage:** Precast structural erection complete, site work/construction of retaining walls ongoing, caulking and mortar delayed due to cold weather. Temporary heat being used to construct utility room masonry walls. Completion of parking garage scheduled for April 2024. Winter weather a concern. Elevator install (critical item) is scheduled for March 15, 2025. Eversource power required (delay in easement potential impact).
4. **Maple Court Roadway Reconstruction:** DPW has completed the installation of storm drainage on the eastern section of Maple Court (east end - Stewart St). Remainder of work (roadway pavement, storm drainage at Maple St, sidewalk & retaining wall at Maple St) scheduled to be completed in the spring 2025.
5. **Wolcott Street Reconstruction (Peck Lane to Witches Rock Road):** City engineering consultant AI Engineers complete. Project pending DOT authorization to bid.
6. **Jerome Ave Bridge:** All bridge concrete work complete, Eversource Gas currently relocating gas mains. Storm drainage relocation, and roadway grading required. Roadway/bridge scheduled for paving once asphalt plants open in April.
7. **City Council Action:** Contract amendment to hire QAM Architects to design City Hall ground floor space to relocate Park Dept back to City Hall. Mayor authorization for City to participate in Highland Conservation Region – Region participation provides funding opportunity for City to purchase open space.
8. **DPW Yard Facility:** Fleet HVAC Heat – repairs to heating system complete. Concerns with existing system remain. Request for funding to replace system requested (\$340,000) as part of DPW’s FY2025-26 CIP. UST Sump replacement complete, restoration ongoing. DPW’s pumps out of service 4 days (gas obtained at Mobile on the Run).
9. **Andrews St & Mellen St Bridge/Culvert Design:** Selection committee recommends the procurement of KS Engineers to design the Andrews St Bridge Culvert, design fee (\$197,500). Additional funding pending BOF approval \$57,500. Additional City funds for Andrews St Culvert \$28,750 (State local bridge program). WMC Engineers was selected to design the Mellen St Culvert (South St to Mem Blvd), design fee \$189,059. Additional funding pending BOF approval \$79,059. Additional City funds for Mellen St Culvert \$39,529.50 (State local bridge program). Total required City additional funding \$68,279.50. City performing structural design credit (saving \$55,000).
10. **West End Bus Shelter:** DPW coordinating with vendor to assist with relocation. Work anticipated 3/15/25.
11. **Organic Collection Voluntary Pilot Program:** The voluntary organic collection program at DPW V.P. Kelly Rd continues. Organics collected to date, July (4,570 lbs.), Aug (1,000 lbs.), Sept (980 lbs.), Oct (1,265 lbs.), Nov (800 lbs.), Dec (750 lbs.). Organics currently being collected by Blue Earth. DPW Solid Waste will start collection and deliver to Quantum. Due to small quantity, there will be no disposal fee charged by Quantum. DPW investigating expansion of program to DPW’s Peacedale St and Stafford Ave site. Concerns with bear activity at Peacedale St site required.
12. **Riverside Ave Streetscape and Reconstruction:** Project design 50% complete, public information meeting currently being coordinated with CT DOT, anticipated in February/March.
13. **Salt Brine Equipment:** Equipment delivered, scheduled to be installed in April. Water lateral and electrical power required.
14. **Middle St Dam:** DPW met with CT DOT and CT DEEP regarding a state proposal project to remove the Middle St dam. The project includes the removal of sediment downstream of the Middle St bridge to mitigate flooding. The City’s Downs St site may be used as a staging area (if approved by the City).
15. **Maintenance on Unaccepted City Streets:** DPW received a request to maintain accessway to the rear of 950 Farmington Ave (see attached email & response). Property manager for Peter Court properties contacted DPW to express concern associated with lack of snow removal (see attached email & response).
16. **Health Department Office Relocation:** Schematic Design of Health Dept relocation at Senior Center complete (see attached). Approved budget appears adequate. DPW City Building Project includes \$42,000 for refreshment of existing Health Dept space for re-use by Senior Center.
17. **EPA Audit & MS4 Annual Report:** Deadline for DPW to provide EPA MS4 Audit information extended to April 18, 2025 with interim submittal of available information on March 1, 2025. Annual 2024 MS4 Report completed (attached).



Department of Public Works | 860.584.6125

18. **DPW Training:** Aerial lift, CBYD, and Work Zone Safety training completed.

19. **EECBG Lighting Grant:** Project to install LED lighting at City Yard and Parks Dept. Project funded through a federal grant in the amount of \$119,000. The project completes LED installation within the City DPW Yard building and exterior parking lot. The project also includes lighting fixtures for Parks dept installation at Federal Hill, Peck Park, Brackett Park, Rockwell Park, and Casey Field.

20. **CDBG Grant Application** – View St sidewalks. DPW submitted an application for CBDG Grant funding to replace deteriorated sidewalks on View St at \$89,138. Application did not receive funding in FY2024-25.

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

Raymond Rogozinski

From: Jeffrey Caggiano
Sent: Tuesday, February 11, 2025 11:26 AM
To: All City Email Addresses
Cc: Cheryl Thibeault; Erick Rosengren; Jacqueline A. Olsen; Sebastian Panioto; Susan L. Tyler; Mark Dickau
Subject: RE: Budget Process and Hiring Freeze

I apologize for the original message with small font.

Background... The City is in the beginning stage of FY26 budget process. Due to process changes in valuation calculations at the state we are seeing a significant Grand List decrease on our Motor Vehicles (MV valuations down by ~\$2.5M). Overall the growth in personal property and home values is approximately \$3.2M. Currently the entire budget request is \$27.9M increase over the FY25 adopted budget (City- \$11.1M/BOE ~\$16.8M). The Comptroller's Office, the Board of Finance Chair, and the Mayor have been reviewing proposals line by line and are asking for a 2-5% decrease in the FY26 proposals over the FY25Y budget for all City Departments.

In the meantime I also let department heads know yesterday of a hiring freeze, and that information is being shared more broadly today.

"All City Staff,

As you are likely aware, this budget cycle is particularly challenging. In order to maintain flexibility, I have decided to implement a hiring freeze for all positions excluding "essential" positions associated with public safety.

This is not an easy decision, but we feel that is the best long-term interest for Bristol. I have informed HR to delay moving forward with any current vacancies including full and part-time positions. We can consider waiving the freeze for certain positions, depending on circumstances once the budget process is finalized. If any department head or supervisor has questions they should contact me directly.

Mayor Jeff Caggiano"



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 7, 2025

TO: Mayor Jeffrey Caggiano
City Council

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

RE: **DPW AMENDMENT TO CONTRACT 2P21-026B QUISENBERRY
ARCARI MALIK, LLC RENOVATION AND IMPROVEMENTS AT
BRISTOL CITY HALL**

The Department of Public Works has investigated the relocation of Bristol Parks, Recreation, Youth and Community Services Department back to City Hall. The proposed plan will relocate all City operations at our 51 High St facility to City Hall, 111 North Main St. QAM architects, the architects for the City Hall project have prepared the attached concept plan.

As indicated above, the current plan is relocated all Bristol Parks, Recreation, Youth and Community Services Department operations back to City Hall. The original City Hall renovation project included space for Bristol Parks and Recreation functions, however, space was not allocated for Youth and Community Service functions. Ultimately, Parks and Recreation functions were not relocated to City Hall. The original space allocated for Parks and Recreation functions remain vacant.

The proposed renovations to accommodate the Bristol Parks, Recreation, Youth and Community Services Department consist of relocating Parks and Recreation functions into the originally proposed City Hall space on the ground/lower floor of City Hall, renovate the existing storage space west of the Parks and Recreation space to house the Youth and Community service functions, and provide Parks Department with the dedicated use of the ground/lower floor conference room.

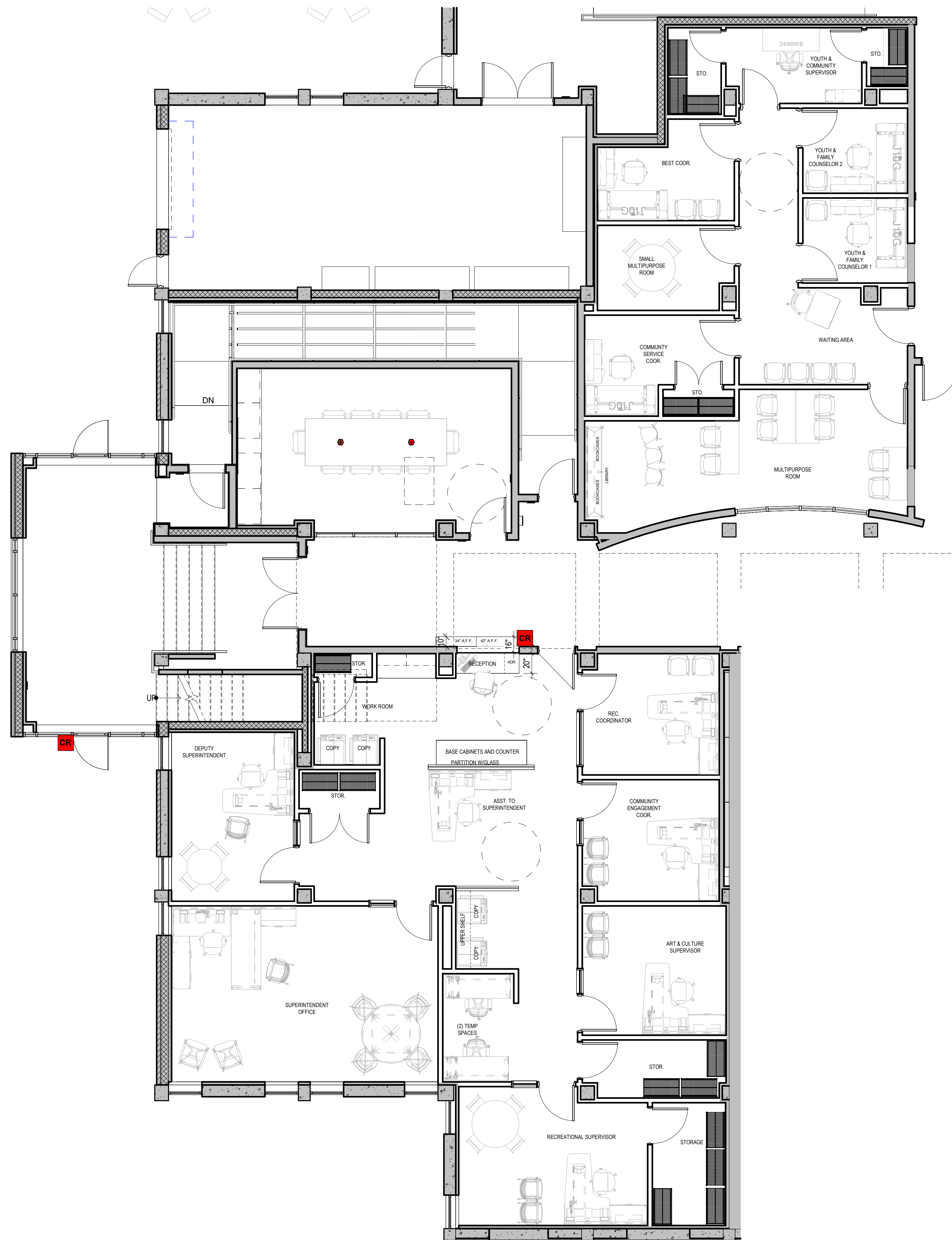
In order to proceed with the relocation of Bristol Parks, Recreation, Youth and Community Services Department back to City Hall, the Department of Public Works requests the following City Council action:

Authorize the Mayor to execute a contract amendment in the amounts of \$57,500 to 2P21-026 - City Renovation and Improvement at City Hall with Quisenbury Arcari Malik, LLC. Said amendments increases the contract from \$1,661,096 to \$1,668,596.

Funding for the architectural services associated with the proposed contract amendments and construction costs will be provided from within the original City Hall project funding and no additional City funding/ appropriations are required. To facility re-use of the existing storage space, the Department of Public Works is proposing as part of the FY2025-26 CIP a project to scan documents from all City departments. The scanning project, if approved will reduce City Hall storage needs.

With the relocation of Bristol Parks, Recreation, Youth and Community Services Department back to City Hall the 51 facility will not be needed for City use and the intent would be to sell the property for private use.

Please feel free to contact me at 860-584-6113 regarding any questions or concerns.



1 GROUND FLOOR - PARKS & REC
13 3/16" = 1'-0"



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 4, 2025

TO: Mayor Jeffrey Caggiano
City Council

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

RE: **HIGHLANDS CONSERVATION REGION – CITY OF BRISTOL
PARTICIPATION**

The Department of Public Works has been notified by the Farmington River Association of an opportunity for the City of Bristol join the Highland Conservation Region. Participation in the region would provide the City potential grant funding opportunities for conservation projects and open space acquisitions. An informational packet on the Highlands Conservation Act is attached for reference purposes.

The City Council at its January 14, 2025 meeting voted to refer this matter to the City's Planning Commission and Conservation Commission to request a review of City participation in the Highlands Conservation Region and provide a recommendation to City Council. Based on the positive referral from the Commissions the Department of Public Works request approval of the following resolution:

WHEREAS, the Highlands regions, encompasses more than three million acres of Pennsylvania, New York, New Jersey, and Connecticut; and

WHEREAS, the Highlands region is an area of national significance, possessing substantial natural beauty, containing contiguous forest and productive farmland, numerous cultural and historic sites, plentiful recreation opportunities, and the protection and supply of important drinking water sources for over fifteen million people; and

WHEREAS, the U.S. Congress, in bipartisanship, passed the Highlands Conservation Act, Public Law 10-421 that was signed into laws by the President of the United States on November 30, 2004, designating the Highlands as a significant national conservation priority region; and

WHEREAS, the Highlands Conservation Act authorizes the Secretary of the Interior and the Secretary of Agriculture to provide financial assistance to Highlands States to preserve and protect high priority conservation land in the Highlands region; and

WHEREAS; the United States Fish and Wildlife Service manages a voluntary grant program to assist Highlands States, local units of government, and private forest and farm landowners in the conservation of land and natural resources in the Highlands region in coordination with willing sellers; and

WHEREAS, land preservation efforts in the Highlands region should link the parks, historic sites, wetlands, wildlife habitats, streams, rivers, reservoirs, watershed, trails, scenic and natural lands and other protected areas unique to the region for the enjoyment of future generations; and

NOW THEREFORE BE IT RESOLVED that the City of Bristol support being officially included in the federal Highlands boundary, as maintained by the U.S. Fish and Wildlife Service for the Highlands boundary as maintained by the U.S. Fish and Wildlife Service for the Highlands Conservation Act grant program, thereby qualifying for financial and technical assistance provided by the U.S. Congress.

City of Bristol support shall include authorization for the Mayor to sign any all documentation required for the City to enter into and participate in the Highlands boundary as maintained by the U.S. Fish and Wildlife Service for the Highlands Conservation Act grant program.

Please note that based on information provided to the Department of Public Works the City deadline to submit an application for participation in the Highlands Conservation Region is April 2025.

Please feel free to contact me at 860-584-6113 regarding any questions or concerns.

Highlands Conservation Act

Presentation to City of Bristol Conservation Commission

Julia Rogers
Senior Land Protection Manager
Housatonic Valley Association



HOUSATONIC VALLEY
— ASSOCIATION —



Highlands Conservation Act Overview

- Federal grant program established in 2004
- Administered by US Fish and Wildlife Service, funds are dispersed to state agencies
- Funds support the purchase of conservation interest

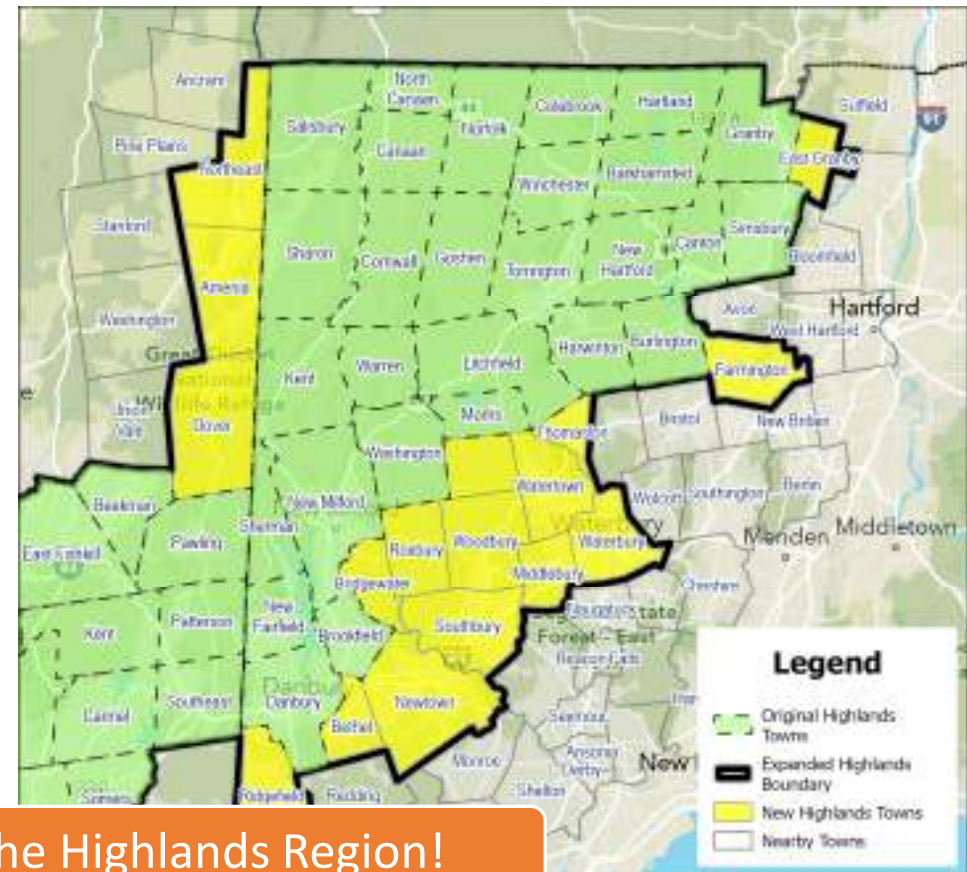


HOUSATONIC VALLEY
— ASSOCIATION —



Highlands Boundary Expansion

- Now, the Highlands Boundary can be expanded
- New municipalities require approval by the municipality, the state agency (CT DEEP), & US Fish and Wildlife Service
- 14 towns in CT have been added to the region



The City of Bristol could join the Highlands Region!



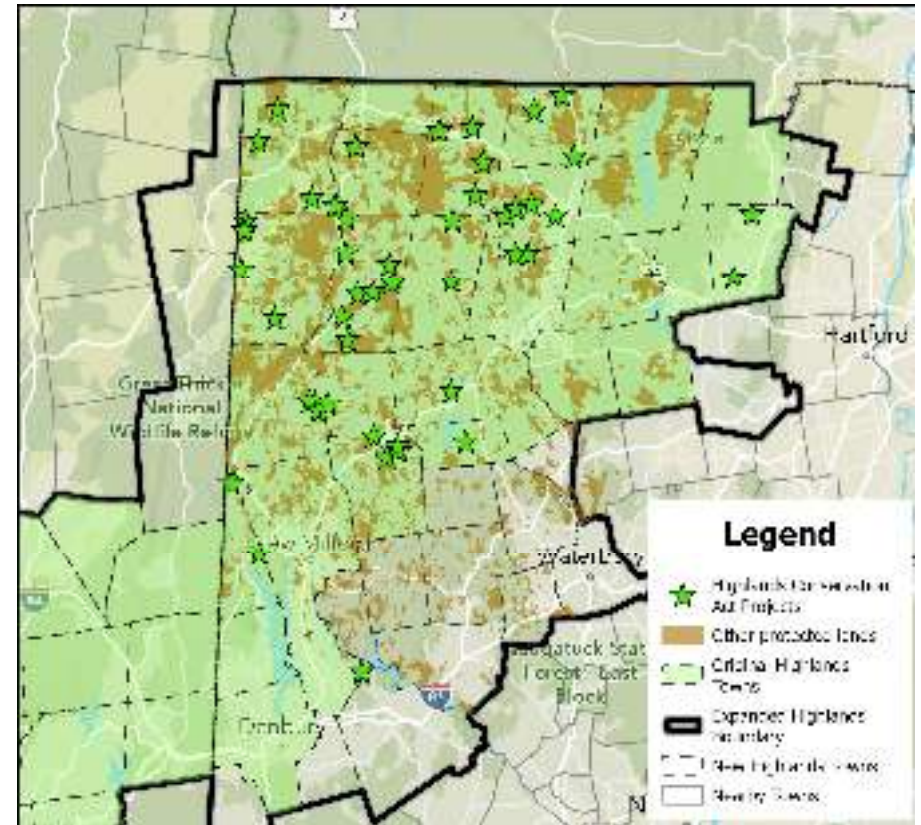
HOUSATONIC VALLEY
ASSOCIATION



Highlands Funds in Connecticut

- Highlands funds utilized: \$15,287,827 matching state, local, and private dollars
- Acres conserved: 8,077
- 45 projects funded in 17 municipalities

Projects provide multiple benefits including protecting drinking water and trails for public use



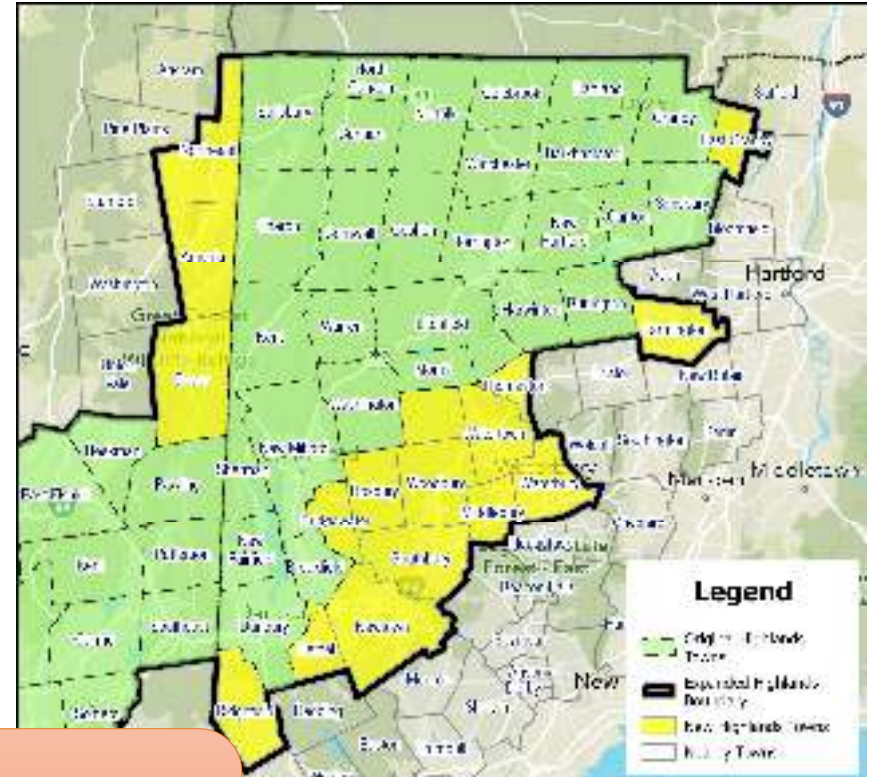
HOUSATONIC VALLEY
ASSOCIATION



An exciting opportunity for Bristol!

To be included within the Highlands Region, Bristol needs to submit either a **resolution** or **letter** to the State of CT (cc'ing HVA) indicating your interest.

These funds match the State of CT's Open Space (OSWA) funds, increasing potential public \$\$ contributions from up to 75% to 90%.



Questions?

Julia Rogers

Senior Land Protection Manager

jrogers@hvatoday.org

717-881-4518



HOUSATONIC VALLEY
ASSOCIATION



Eligible Projects

Available funds can be used for the purchase of conservation properties or conservation easements within the Highlands Conservation Act Region (see map above).

Projects with strong alignment will support some (or all) of the following:



Biodiversity

Rare species, high quality habitat, species diversity, climate resilience, alignment with State Wildlife Action Plan



Forests

Large forest blocks, connectivity, carbon sequestration, and areas with limited remaining forests



Water

Rivers, streams, wetlands, lakes, ponds, drinking water and associated buffers



Recreation

Proximity to existing recreation, scenic views, potential to provide recreation



Agriculture

Existing farmland, prime agricultural soils



Cultural

Within under-resourced communities, risk of development, historic or other cultural value

Raymond Rogozinski

From: taiarmstrong20@aol.com
Sent: Monday, February 10, 2025 1:15 PM
To: Raymond Rogozinski; Craig Kasparian
Cc: Craig Kasparian; Thomas conlin; Laura Leger
Subject: Re: Assistance with Snow Plowing on MorningStar Access Road

Thank you very much!

[Sent from the all new AOL app for iOS](#)

On Monday, February 10, 2025, 12:31 PM, Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:

Unfortunately the City cannot plow your accessway. Please find below three local contractors that you may be able to hire to perform the work:

1. Martin Laverio Contractors
2. Tabbacco Construction
3. D'Amato Construction

From: taiarmstrong20@aol.com <taiarmstrong20@aol.com>
Sent: Monday, February 10, 2025 11:46 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Craig Kasparian <CraigKasparian@bristolct.gov>
Cc: Craig Kasparian <CraigKasparian@bristolct.gov>; Thomas conlin <ThomasConlin@bristolct.gov>; Laura Leger <lauraleger@bristolct.gov>
Subject: Re: Assistance with Snow Plowing on MorningStar Access Road

I understand that the city is not responsible for plowing the shared driveway leading to my home, I have been told this three times this morning. My question, however, is whether there are any available resources or recommendations that could assist me in accessing my property, given that it is the middle of winter and most private snow removal services are already booked.

While my neighbors, who have SUVs, may not be impacted by this issue, I was never informed before purchasing my home that this access road was not maintained by the city. Had I known, I would have reconsidered my decision. As a newcomer to Bristol, I reached out in the hope that there might be some guidance or options available to help me navigate this situation.

I appreciate your time and consideration. I will work on finding a solution to regain access to my home. Thank you.

Best regards,

Tai

[Sent from the all new AOL app for iOS](#)

On Monday, February 10, 2025, 10:57 AM, Raymond Rogozinski
<RaymondRogozinski@bristolct.gov> wrote:

The access way to the rear of your property at 950 Farmington Ave is not a City Street and is not maintained by the City of Bristol. The City's right of way/ road is Britton Road. Your access off of Britton is a private accessway and you should either work with your neighbors as a shared arrangement or make your own arrangement to clear the snow from the property of 944 Farmington to access your property. Please note I do not know if you have an easement across the property of 944 Farmington Ave.

Please feel free to contact me to discuss 860-584-6113.

From: taiarmstrong20@aol.com <taiarmstrong20@aol.com>

Sent: Monday, February 10, 2025 10:33 AM

To: Craig Kasparian <CraigKasparian@bristolct.gov>

Cc: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Subject: Re: Assistance with Snow Plowing on MorningStar Access Road

I appreciate your time and any assistance you can offer regarding my current situation. As I navigate this issue, I wanted to ask if there are any local resources available that could help until a resolution is found.

I was under the impression that, since my property lacks direct driveway access from Farmington Avenue, the necessary accommodations would be in place for access from the back. However, it has become clear that this is not the case, and I was unfortunately misinformed. I moved into my home during the winter, and at this point, all local contracts for snow removal services are filled, leaving me without an option to have my driveway plowed.

I understand this is not your responsibility, but I hope you can see the difficulty of my situation. I have now been unable to access my home for two days due to the unplowed roadway leading to my property. If there are any city or community resources I could reach out to for assistance, I would greatly appreciate your guidance.

Thank you for your time, and I look forward to your response.

Best regards,

Tai

[Sent from the all new AOL app for iOS](#)

On Monday, February 10, 2025, 10:00 AM, Craig Kasparian
<CraigKasparian@bristolct.gov> wrote:

Morning Tai,

It looks like you have a private shared drive way along with 944,956 and 962 Farmington Avenue. Unfortunately that is not a city road and the city does not maintain shared driveways.

From: taiarmstrong20@aol.com <taiarmstrong20@aol.com>

Sent: Monday, February 10, 2025 9:46 AM

To: Craig Kasparian <CraigKasparian@bristolct.gov>; Frank Nicastro <FrankNicastro@bristolct.gov>

Subject: Assistance with Snow Plowing on MorningStar Access Road

To whom it may concern,

I hope this message finds you well. My name is Tai, and I recently moved to Bristol. I reside at 950 Farmington Avenue, though my driveway is accessible only from a nearby side street rather than directly from Farmington Avenue. A small road, identified as MorningStar on maps, leads to the back of my house, where I park my vehicle—a Honda Civic.

Before purchasing my home, I took the necessary steps to ensure I was making an informed decision. I contribute to the city through property taxes and utility payments, expecting access to essential municipal services. However, after the first snowfall, I discovered that this access road does not receive plowing from the city. Unfortunately, this realization came at 1 AM after a long shift at work, leaving me unable to reach my home and forcing me to spend the night in a parking lot.

I was later informed that because this road does not have an official street name, it is not

maintained by the city. This presents a significant challenge for me, as I was not made aware of this before purchasing my home. Each snowfall now leaves me unable to reach my property, despite my contributions as a taxpayer in Bristol.

My question is this: If I am a Bristol taxpayer and my only means of accessing my home is via this side road, which appears to be a city street, why is it not plowed? If the city does not recognize it as a street, what alternative solutions can be provided to ensure I can safely access my home during winter weather?

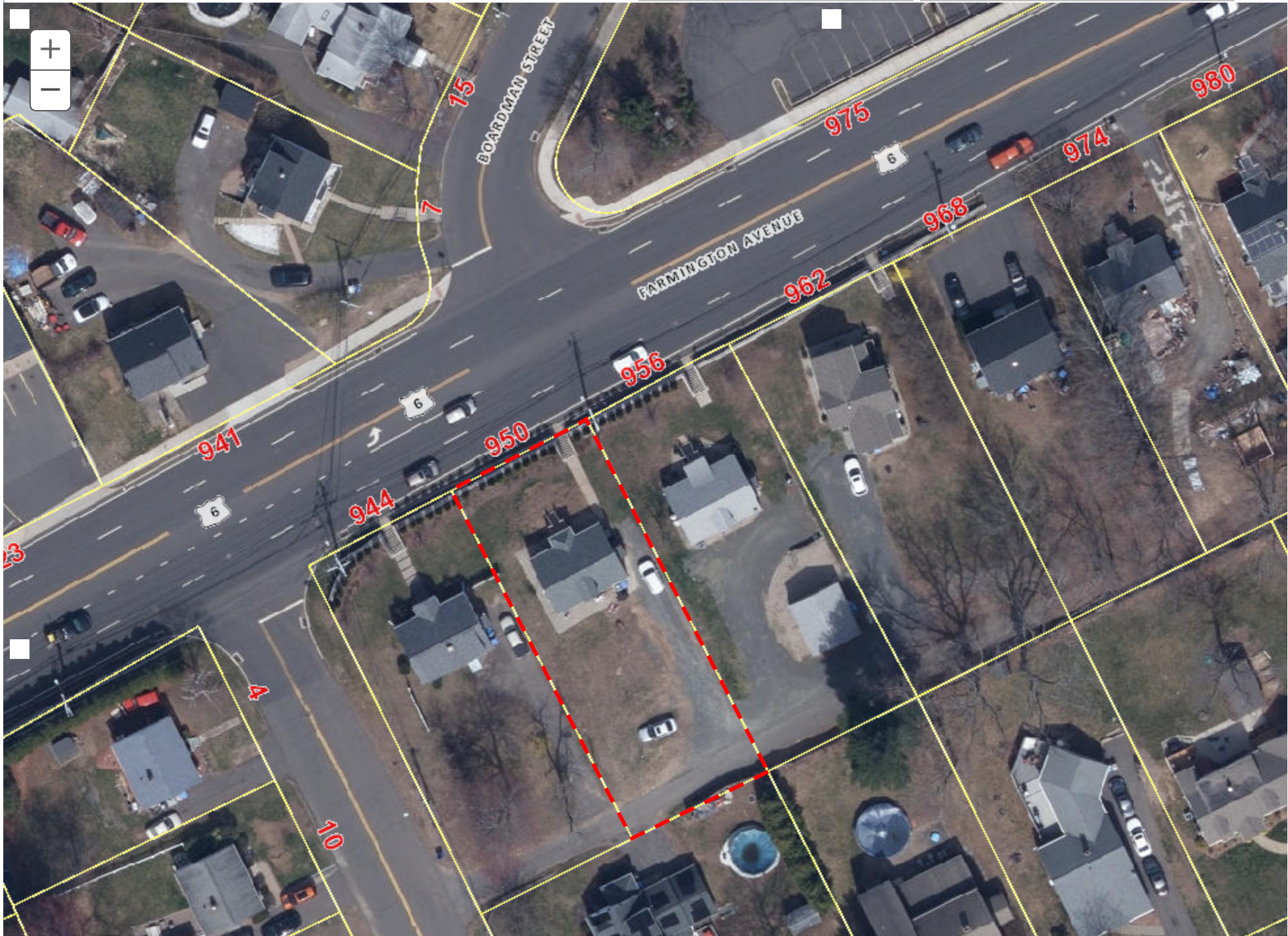
If you are not the appropriate person to address this concern, I would greatly appreciate your guidance on whom I should contact. At this moment, I am sitting in my car at the base of my driveway, unable to reach my home due to the snow.

I appreciate your time and any assistance you can provide. I look forward to your response.

Best regards,

Tai

[Sent from the all new AOL app for iOS](#)



Raymond Rogozinski

From: Elissa Viglione <elissa@provisionpi.com>
Sent: Saturday, February 8, 2025 11:20 AM
To: Raymond Rogozinski
Cc: Craig Kasparian; Thomas conlin; Ryan Newport
Subject: Re: Peters Ct - snow removal

Hi Raymond,

Thank you for your prompt response and information you provided. I appreciate your offer to forward the communication as well.

Thanks again.

On Sat, Feb 8, 2025 at 11:14 AM Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:
Peter court is a private access way / private road and is no longer maintained/ plowed by the city of Bristol. The department of public works notified all property owners and residents/ tenants.

I will forward the correspondences provided to property owners.

Sent from my iPhone

Begin forwarded message:

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Date: February 8, 2025 at 11:05:31 AM EST
To: Craig Kasparian <CraigKasparian@bristolct.gov>
Subject: Re: Peters Ct - snow removal

Will address respond
Sent from my iPhone

On Feb 8, 2025, at 8:11 AM, Craig Kasparian <CraigKasparian@bristolct.gov> wrote:

Sent from my iPhone

Begin forwarded message:

From: Elissa Viglione <elissa@provisionpi.com>
Date: February 7, 2025 at 9:05:45 PM EST
To: Craig Kasparian <craigkasparian@bristolct.gov>, Frank Nicastro <FrankNicastro@bristolct.gov>
Subject: Peters Ct - snow removal

Good evening,

I am a Property Manager for a property on Peters Court and have been notified that the street has not been plowed the past few storms. I appreciate any assistance or information you can provide regarding this matter.

Additionally, the road appears to be deteriorating a bit.

Thank you for the work you do for the community. It is appreciated.

Thank you,
Elissa Viglione



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 9, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW – Road Accessway (Unaccepted City Street) – Peter Court

The Department of Public Works has researched City land records for the accessway identified as Peter Court, located north of South Street between Main St and Church Street. The accessway has been classified as an accepted City street. The Department of Public Works has not improved the roadway. However, the Department has performed snow removal and has completed limited repairs to maintain current roadway conditions. The roadway is utilized by two multi-family homes with a commercial property to the rear (north). Residents are required to bring solid waste barrels (rubbish and recycling) to South St for collection.

Based on the research of City land records, the Department of Public Works could not locate any easement, right of way, or property ownership granted to the City that would require the Department to provide roadway maintenance to the Peter Court accessway. In addition, a gate has been recently installed prior to the commercial property that prevents access to the full length of Peter Court. It should also be noted that Peter Court appears to serve no benefit to the general public.

Based on the facts above, the Department of Public Works recommends that the City cease all maintenance of Peter Court. The Department acknowledges that it has provided a level of service for a number of years, and therefore, has contacted each of the property owners requesting that they submit any and all information to the Department of Public Works and/or the Board of Public Works regarding the Department's proposal to cease maintenance of Peter Court. Absent information from property owners, the Department requests the following Board of Public Works action:



Department of Public Works | 860.584.6125

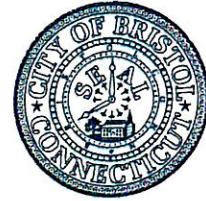
Direct the Department of Public Works to cease any and all maintenance of the road accessway identified as Peter Court, effective January 17, 2024. Said action shall include notification to property owners and submittal to City Council for final approval.

Please note that approval of DPW's recommended action includes revising the property addresses from Peter Court to South St for record purposes.

As of this writing on December 9, 2024 the DPW has not been contact by property owners in response to the Departments 12/4/24 letter.

The Board shall also be advised that DPW has contacted the City's Corporation Counsel regarding the status and potential action associated with maintenance and Department services on Founders Dr, Phelps Road, Tower Road, and Neuman Place. DPW has installing a private road sign on Founders Dr, and has been advised that the property owners of Founders Dr have repaved the road, installed speed humps and has made arrangements to plow the roadway. Therefore, the DPW has ceased all maintenance on Founders Drive. The Department is currently reviewing Phelps Rd to determine if the accessway is within the Phelps right of way.

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



Department of Public Works | 860.584.6125

December 2, 2024

R&B Investments & Solutions LLC
71 Orient St
Meriden CT., 06450

Dear Property Owner

The Department of Public Works has reviewed available records associate with the accessway current identified with a sign indicating Peters Court (property address 9 Peter Court). Based on the review, the Department finds no record of a public right of way or easement in favor of the City of Bristol indicating the City is authorized or responsible to maintain the access way.

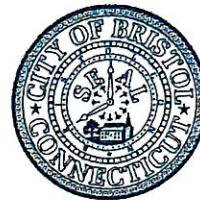
The City acknowledges that the Department of Public Works has plowed the access way for a number of years, however based on the fact that the a portion of the access is currently blocked (picture attached), there is no easement or right of way in favor of the City and the accessway serves no benefit to the general public the Department of Public Works will be recommending to the City's Board of Public Work that the City cease any and all maintenance currently or previously performed by the Departments.

The Department understands that as a property owner you may have information pertinent to the Department of Public Woks recommendation to cease maintenance of the accessway identified as Peter Court. As such, the Department requests that you submit any and all information to the Department or present the information to the Board of Public Works at the Board's December 19, 2024 meeting held in the City's Counsel Chamber at Bristol City Hall (111 north Main Street) at 6:00 PM.

Please be advised that the Department of Public Work's proposal to cease maintenance of the Peter Court accessway does not affect any easement rights you may have or have granting to adjacent property owner.

Subject to Board of Public Work's approval the Department of Public will cease maintenance on January 10, 2024. The proposal to cease maintenance means that you as a property owner will be responsible for all maintenance you may require, including snow removal.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

This notice has been mailed to you via regular and certified mail for record purposes and has been hand delivered to the property for your convenience. If approved by the Board of Public Works, a notice to will be filled on the City land records indicating that the property currently identified as 9 Peter Court will be identified as 105 South St on City land records. The notice will also state that maintenance of the accessway is the responsibility of the property owner.

Please feel free to contact me with any questions or concerns.

Sincerely

Raymond A Rogozinski, P.E.

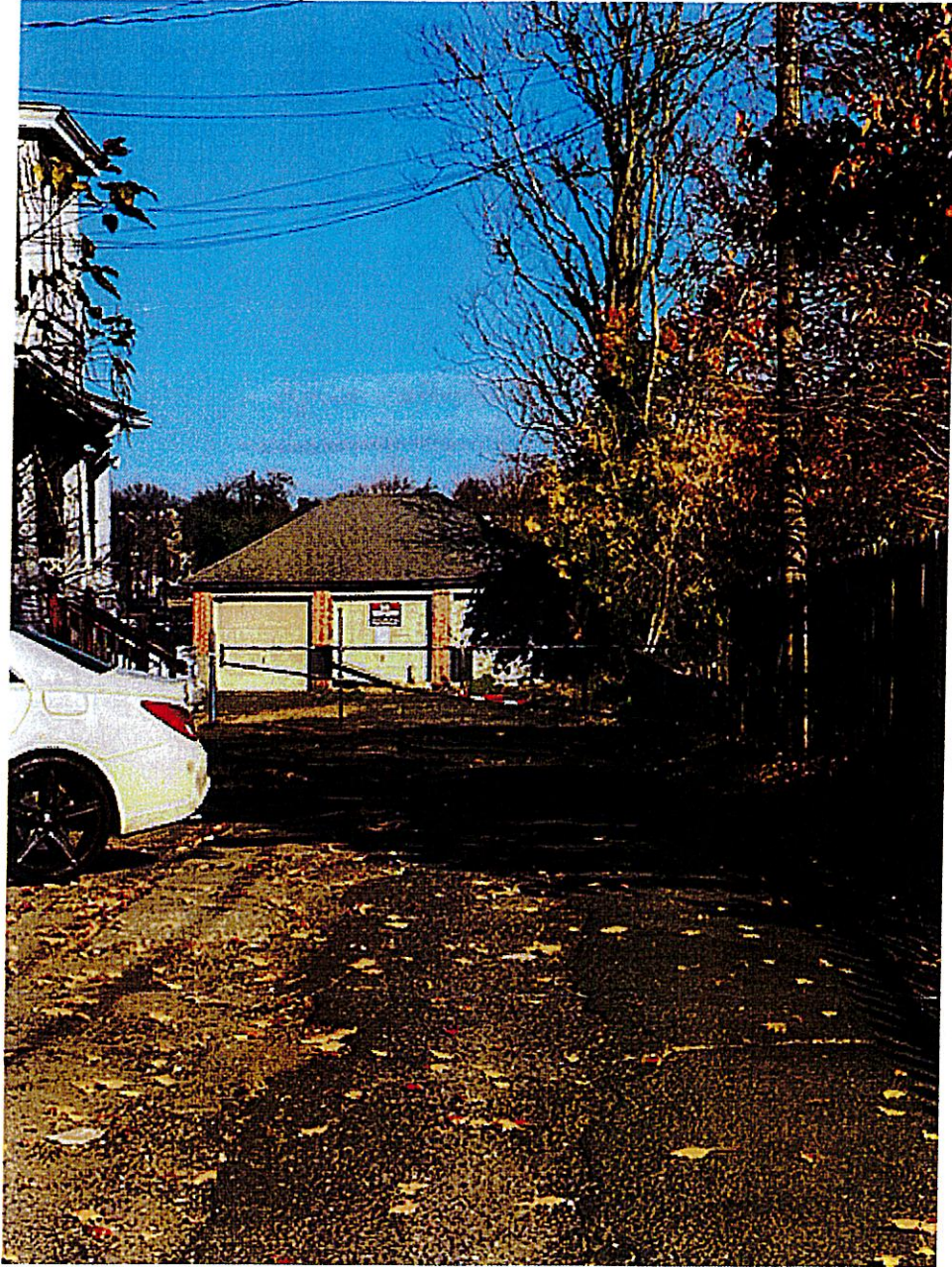
Director of Public Works

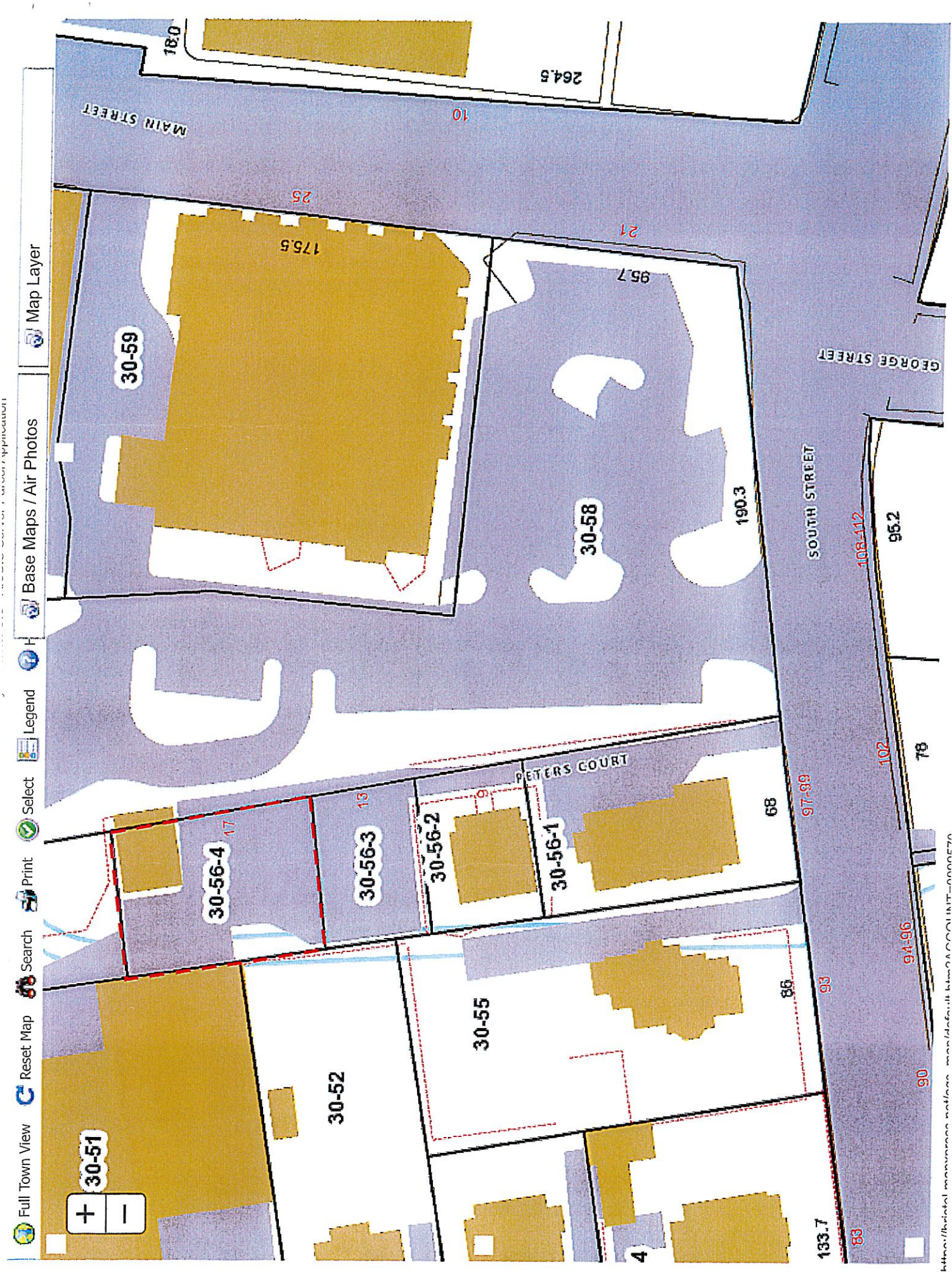
City of Bristol

860-584-6113

raymondrogozinski@bristolct.gov

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov





- Full Town View
- Reset Map
- Search
- Print
- Select
- Legend
- Base Maps / Air Photos
- Map Layer



Department of Public Works | 860.584.6125

December 2, 2024

Bristol Portfolio LLC
4502 13th Ave
Brooklyn NY, 11219

Dear Property Owner

The Department of Public Works has reviewed available records associate with the accessway current identified with a sign indicating Peters Court (property address 97 South St). Based on the review, the Department finds no record of a public right of way or easement in favor of the City of Bristol indicating the City is authorized or responsible to maintain the access way.

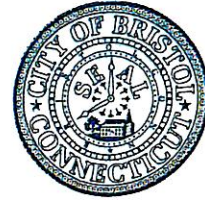
The City acknowledges that the Department of Public Works has plowed the access way for a number of years, however based on the fact that the a portion of the access is currently blocked (picture attached), there is no easement or right of way in favor of the city and the accessway serves no benefit to the general public the Department of Public Works will be recommending to the City's Board of Public Work that the City cease any and all maintenance currently or previously performed by the Departments.

The department understands that as a property owner you may have information pertinent to the Department of Public Woks recommendation to cease maintenance of the accessway identified as Peter Court. As such, the Department requests that you submit any and all information to the Department or present the information to the Board of Public Works at the Board's December 19, 2024 meeting held in the City's Counsel Chamber at Bristol City Hall (111 north Main Street) at 6:00 PM.

Please be advised that the Department of Public Work's proposal to cease maintenance of the Peter Court accessway does not affect any easement rights you may have or have granting to adjacent property owner.

Subject to Board of Public Work's approval the Department of Public will cease maintenance on January 10, 2024. The proposal to cease maintenance means that you as a property owner will be responsible for all maintenance you may require, including snow removal.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

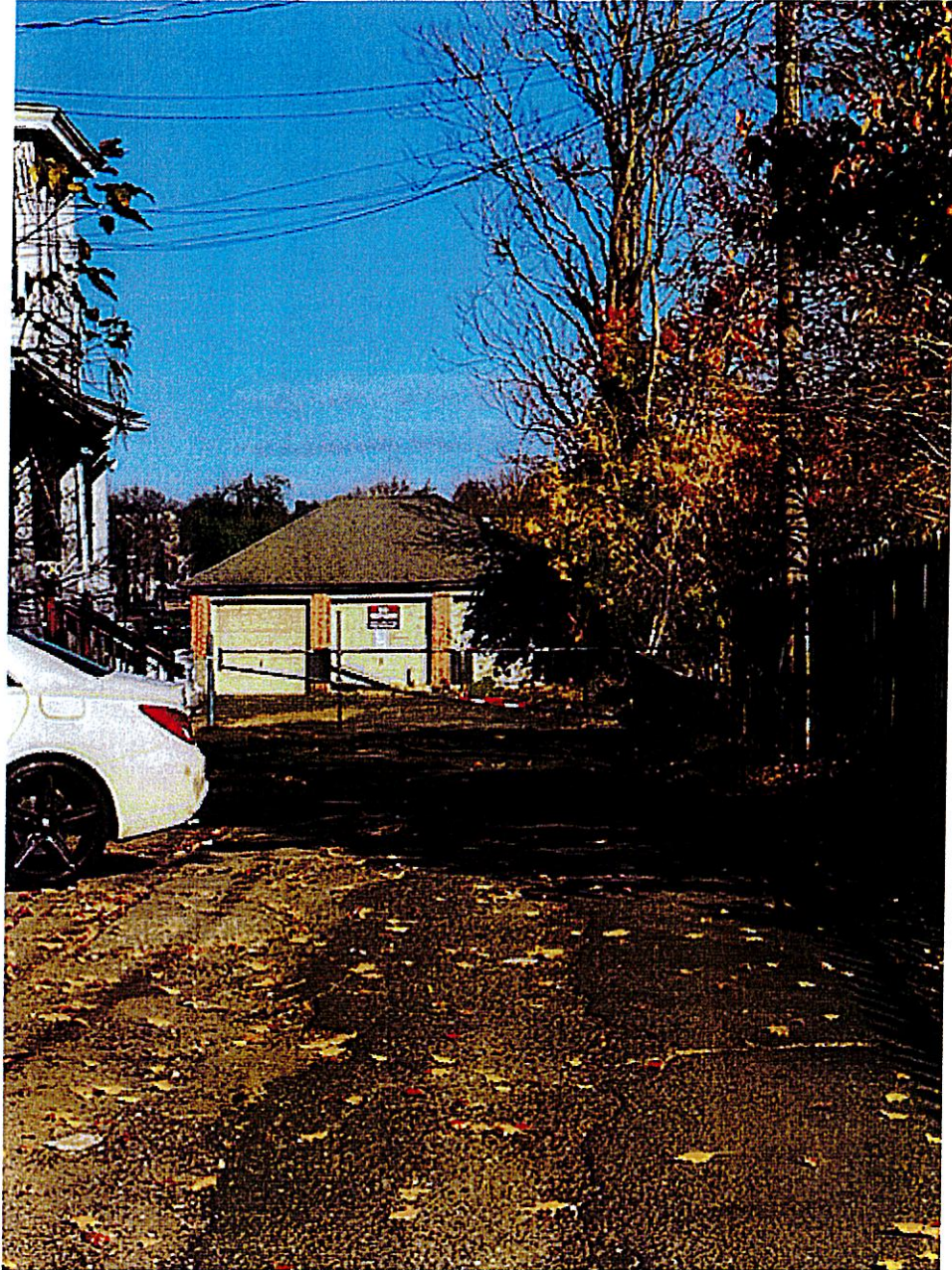
This notice has been mailed to you via regular and certified mail for record purposes and has been hand delivered to the property for your convenience. If approved by the Board of Public Works, a notice to cease maintenance on the Peter Court accessway will be recorded on City land records.

Please feel free to contact me with any questions or concerns.

Sincerely

Raymond A. Rogozinski, P.E.
Director of Public Works
City of Bristol
860-584-6113
raymondrogozinski@bristolct.gov

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov







Department of Public Works | 860.584.6125

December 2, 2024

Melnick Realty LLC
153 Church St
Bristol Ct. 06010

Dear Property Owner

The Department of Public Works has reviewed available records associate with the accessway current identified with a sign indicating Peters Court (property address 13 Peter Court & 17 Peter Court). Based on the review, the Department finds no record of a public right of way or easement in favor of the City of Bristol indicating the City is authorized or responsible to maintain the access way.

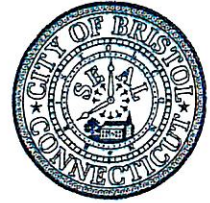
The City acknowledges that the Department of Public Works has plowed the access way for a number of years, however based on the fact that the a portion of the access is currently blocked(picture attached), there is no easement or right of way in favor of the city and the accessway serves no benefit to the general public the Department of Public Works will be recommending to the City's Board of Public Work that the City cease any and all maintenance currently or previously performed by the Departments.

The department understands that as a property owner you may have information pertinent to the Department of Public Woks recommendation to cease maintenance of the accessway identified as Peter Court. As such, the Department requests that you submit any and all information to the Department or present the information to the Board of Public Works at the Board's December 19, 2024 meeting held in the City's Counsel Chamber at Bristol City Hall (111 north Main Street) at 6:00 PM.

Please be advised that the Department of Public Work's proposal to cease maintenance of the Peter Court accessway does not affect any easement rights you may have or have granting to adjacent property owner.

Subject to Board of Public Work's approval the Department of Public will cease maintenance on January 10, 2024. The proposal to cease maintenance means that you as a property owner will be responsible for all maintenance you may require, including snow removal.

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



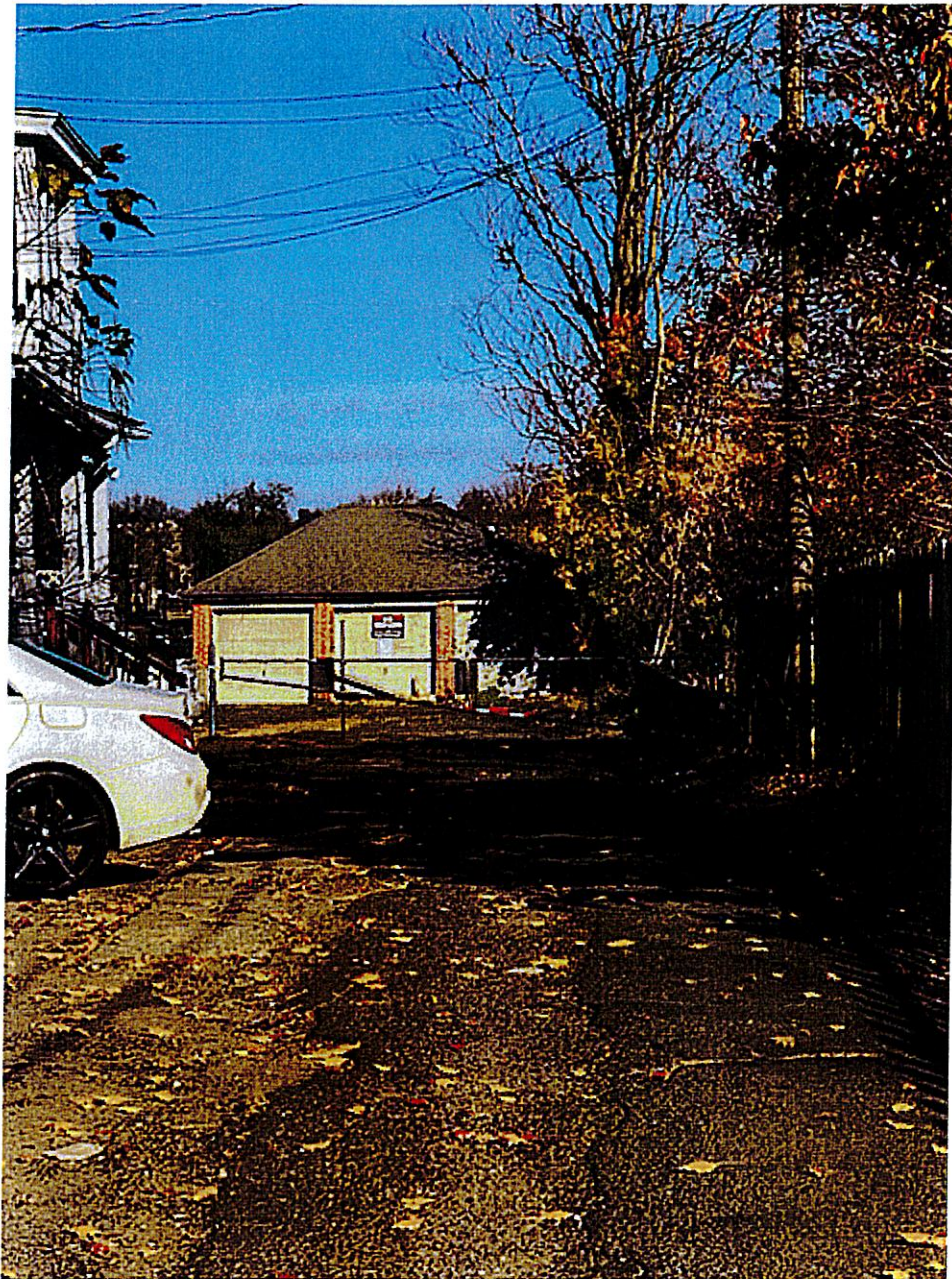
Department of Public Works | 860.584.6125

This notice has been mailed to you via regular and certified mail for record purposes and has been hand delivered to the property for your convenience. If approved by the Board of Public Works, a notice to will be filled on the City land records indicating that the property currently identified as 13 and 17 Peter Court will be identified as 121 and 127 South St on City land records. The notice will also state that maintenance of the accessway is the responsibility of the property owner.

Please feel free to contact me with any questions or concerns.

Sincerely,

Raymond A. Rogozinski, P.E.
Director of Public Works
City of Bristol
860-584-6113
raymondrogozinski@bristolct.gov



Full Town View

Reset Map

Search

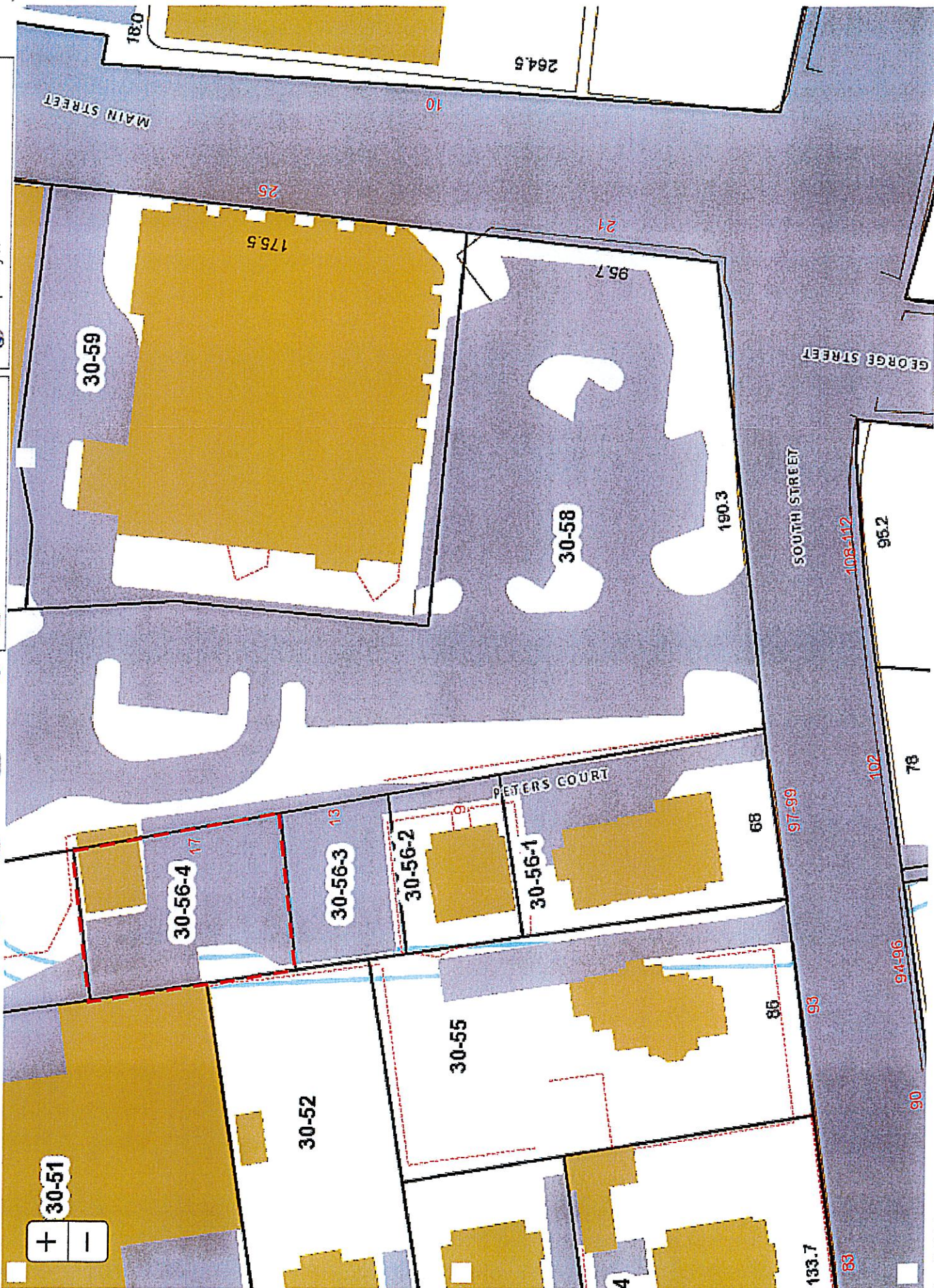
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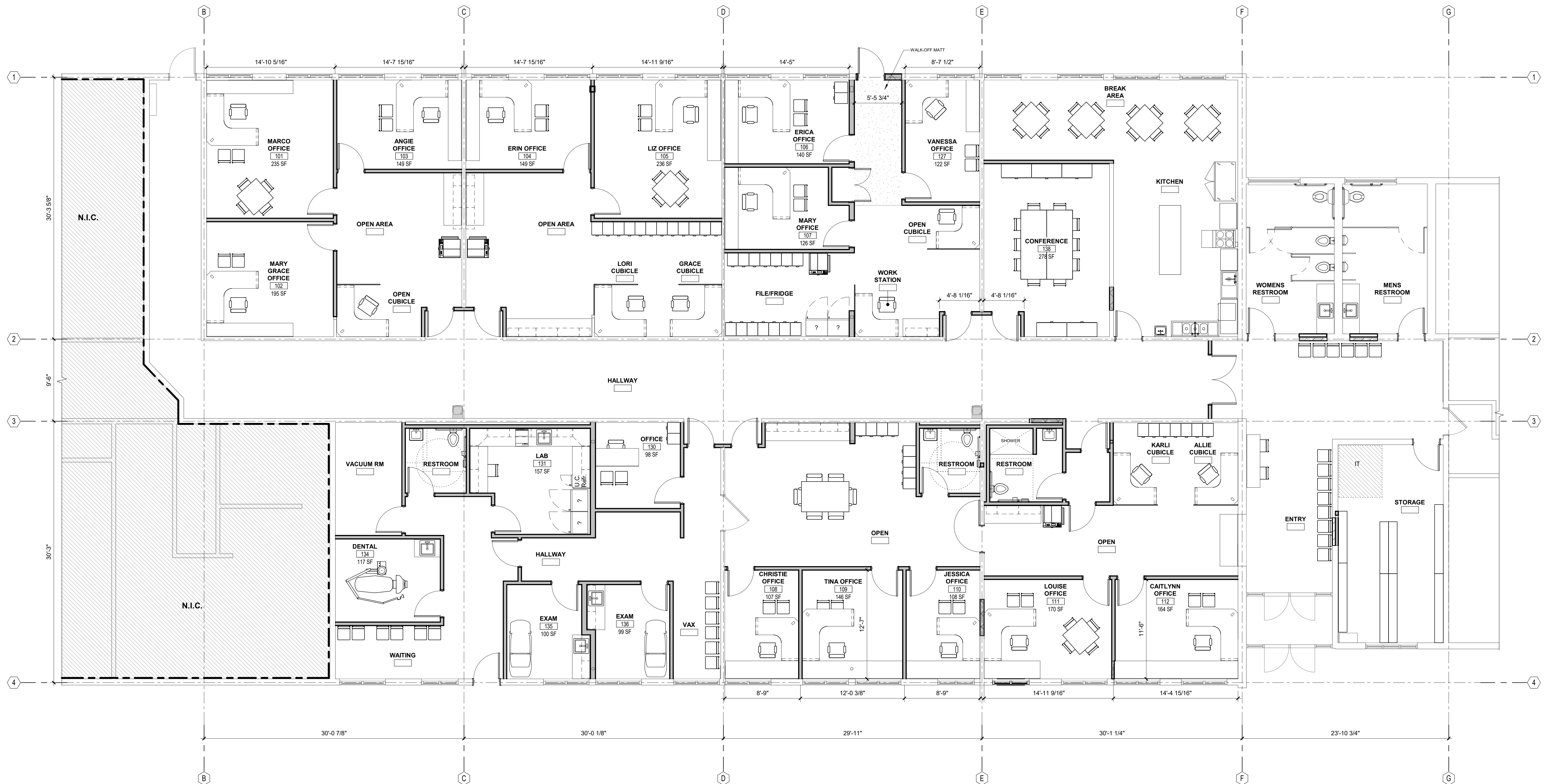
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Base Maps / Air Photos

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BRISTOL HEALTH DISTRICT OFFICES

240 STAFFORD AVE., BRISTOL, CT, 06010
 SCHEMATIC DESIGN FLOOR PLAN | 01/29/2025



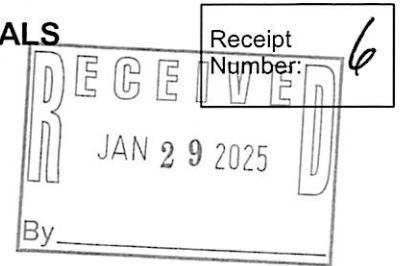


CDBG APPLICATION FOR CAPITAL PROJECT PROPOSALS

Instructions for completing this application are provided above.

PART I - APPLICATION SUMMARY (Please type)

Date: 01.29.2025



A. PROJECT TITLE: Infrastructure Improvements - HUD Approved Target Areas - View Street

B. APPLICANT:

Name of Applicant's Authorized Official: Raymond Rogozinski P.E.

Authorized Official's Title: Director of Public Works

Authorized Official's Email: raymondrogozinski@bristolct.gov

Original Signature of Authorized Official:

Name of Organization: City of Bristol - Department of Public Works

Type of Organization: ☒ Non-Profit Organization

☐ Faith Based Organization

☐ For Profit Organization

☐ Institution of Higher Education

Organization Address: 111 North Main Street Bristol, Connecticut 06010

Contact Person: William R. Stango P.E.

Contact Person's Title: City Engineer

Telephone: (860) 584-6111

Project Manager: Jason Morrocco

Telephone: (860) 584 - 6125

Email: jasonmorrocco@bristolct.gov

FAX: (860) 584 - 3838

Contact Person's Email: williamstango@bristolct.gov

DUNS # / UEI: 06-0665783

Fed Tax ID #: 06-6001866

Previous CDBG Grants: 2024-2025

\$ 0

2023-2024

\$ 135,100

2022-2023

\$ 61,023.00

C. PROPOSAL:

1. Address of Project:
2. Census Tract(s) where Project is located (*Census tract map @ Attachment C*)
3. CDBG Funds Requested \$ 5. Total Project Cost \$
4. Specific Use of Requested CDBG Funds:

The CDBG funds will be used for removing and replacing sections of sidewalk and to install sidewalk ramps that are in poor condition.

OTHER FUNDING SOURCES:

- Other Federal (Specify Source): \$
- Other State/Local (Specify Source): \$
- Private Sources: \$
- Other (Specify Source): \$

5. Which CDBG National Objective does your project meet? (*See Attachment A*)

PART II - PROJECT NARRATIVE (Not to exceed 4 typed pages)

- A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address. (Limit 300 words or less)
- B. Project Objective: State the project objective that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- | | | |
|---------------------------------------|------------------------------|--|
| ☒ 1 | Suitable Living Environment | Activities that benefit communities/ families/individuals by addressing issues in their neighborhood |
| ☐ 2 | Public Housing Modernization | Housing activities that meet individual family or community needs |
| ☐ 3 | Improving Quality of Life | Activities related to economic development, commercial revitalization, and job creation |

- C. Project Outcome: State the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- | | | |
|---------------------------------------|--------------------------------|---|
| ☐ 1 | Availability/
Accessibility | Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers |
| ☐ 2 | Affordability | Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare |
| ☒ 3 | Sustainability | Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas |

- D. Performance Measures. In addition to the information on quantity, quality and pace of performance requested in the above items, provide a measure that can be used to gauge the effectiveness or impact of your proposal in meeting the needs of the community. How can it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by public service improvements will benefit from a service that is no longer substandard.
- E. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
1. What percentage of beneficiaries are/will be Bristol residents? %
 2. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
 3. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
 4. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
 5. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
 6. What community organizations are in support of this project?
- F. Timeline. Complete the detailed timeline provided in Appendix E, for the implementation of the proposed project, assuming the availability of CDBG funds in July 2025. **CDBG requests must be limited to activities that can be implemented within 12 months or less.**
1. Provide estimated project expenditures in each quarter of fiscal year 2025-26 (i.e., July 1-September 30; October 1-December 31; January 1- March 31; and April 1-June 30), assuming funds are available on July 1, 2025 (Attachment D).
- G. Zoning & Permits: Describe current zoning on the project site and any land permits or approvals that will be required prior to implementation of the proposed project. Note that proof of proper permitting and sign-offs must be provided as the project progresses.
- H. Collaboration: If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
- I. Previous Accomplishments: For those agencies that have previously received CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives

Attachment D

Quarterly Milestones Planning Calendar

Action Plan and Schedule:

Describe the implementation plan for the project by listing the key tasks and milestones in the following table. Any CDBG funds awarded should be fully expended within a 12-month period. Provide a schedule of key activities and the corresponding draw down of CDBG funds in the following table.

Calendar Quarter	Key Activities / Milestones During Quarter	Estimated CDBG \$ Drawn Down
First Quarter 7/1/25 to 9/30/25	<i>[list key tasks and milestones]</i> 	
Second Quarter 10/1/25 to 12/31/25	Finalize Project Design	0
Third Quarter 1/1/26 to 3/31/26	Bidding	0
Fourth Quarter 4/1/26 to 6/30/26	Construction	89,138.75

Budget Form

Attachment E

PUBLIC FACILITY Budget Form (Construction Projects)

Project Title: Infrastructur Improvements - HUD Approved Target Areas

Applicant: City of Bristol Department of Public Works

	Estimated Project Cost	CDBG Request	Funds Expected or Already in Place Indicate source, amount and status. * Use additional sheet as necessary.	Total (Should equal estimated cost)
Environmental Study	\$ <u>0</u>	\$ <u>0</u>	<u>0</u>	\$ <u>0</u>
Architectural/Engineering	\$ <u>0</u>	\$ <u>0</u>	<u>Inhouse design</u>	\$ <u>0</u>
Construction (Allow for Federal Davis- Bacon Wage Scale)	\$ <u>89,138.75</u>	\$ <u>89,138.75</u>	<u>89,138.75 S</u>	\$ <u>89,138.75</u>
Contingency	\$ <u>0</u>	\$ <u>0</u>	<u>0</u>	\$ <u>0</u>
Other: <u></u>	\$ <u></u>	\$ <u></u>	<u></u>	\$ <u></u>
Other: <u></u>	\$ <u></u>	\$ <u></u>	<u></u>	\$ <u></u>
TOTAL	\$ <u></u>	\$ <u></u>	<u></u>	\$ <u></u>

**Status: Received, Awarded or Application Submitted.*

If the amount of the CDBG grant is less than the amount requested, will the project be implemented?

☐ YES ☒ NO Explain impact on the project:

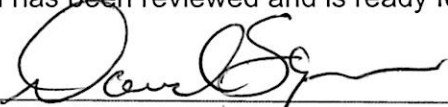
This project consists of removing and replacing existing sections of sidewalk and installing ADA compliant ramps in HUD approved areas. View Street was chosen due to the recent number of public requests for repairs stating that the existing sidewalks are insufficient and pose a potential hazard to pedestrians. The Commission for Persons with Disabilities fully supports this project. This project will have a positive impact on the community by correcting existing deficiencies. This project will allow for improved connectivity to pedestrians in the area. However, if CDBG funds are less than requested, the project will still be implemented, but the project scope would be reduced and only the most critical sections would be completed.



Project Sign-Off Form

Please have this form signed by David Sgro before January 21st. Include the original in your packet and include a scanned copy as part of your email submission.

This application has been reviewed and is ready for submission to the CDBG Policy Committee:



David Sgro, Residential Rehab & Project Specialist

Date 1/29/2025

Comments: _____



30 FT

Bid Number:		View Street		Contractor	
Title:	CDBG Sidewalks				
		1/24/24			
Item	Description	UOM	Qty	Price	Extension
1	General Work	LS	1	5,000.00	5,000.00
2	Uniformed Traffic Protection	Allow			-
3	Remove and Replace View St. 5"	SF	4415	11.25	49,668.75
4	Remove replace View St. 8"	SF	980	18.00	17,640.00
5	3" DW Apron View Street	SY	66	55.00	3,630.00
6	Remove replace SW ramp w ADA	EA	4	3,300.00	13,200.00
Total				89,138.75	



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 8, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **TUTTLE ROAD – REQUEST TO INSTALL SIDEWALKS (AREA OF
SOUTHSIDE SCHOOL)**

As the Board of Public Works is aware, the Board received the attached request from a resident to install sidewalks on a portion of Tuttle Road. The request was to extend the existing sidewalks along the frontage of Southside School, approximately 112 LF to the driveway of 93 Tuttle Road. In addition to speaking to the Board of Public Works, a resident, Mr. Hayden, also spoke at the January 14, 2025 City Council meeting.

The Department of Public Works has notified the adjacent property of the proposed request. A copy of the letter, a map of the proposed sidewalk area, correspondence with the property owner, and the original request are attached for Board review.

The estimated cost of the requested sidewalks is approximately \$15,000. The Department of Public Works sees sidewalks as an integral part of the City's roadway network, and therefore, recommends installation of the proposed sidewalks. Although the sidewalks will provide a benefit for vehicles dropping off students to Southside School, the benefit would be limited to five additional vehicles, and will not address vehicles dropping off students further south or on the west side of Tuttle Road.

The expansion of the currently proposed sidewalk extension of 112 LF, increasing sidewalks south, or installing sidewalks on the west side of Tuttle Road, would be beyond the scope of the department's annual operating budget. An expanded sidewalk project to the north and west of the proposed 112 LF limits would increase the required sidewalks to approximately 1,400 LF at a cost of approximately \$300,000. Sidewalks along the entire length of Tuttle Road would require approximately 3,300 LF of sidewalks at an estimated cost of \$610,000. Completion of a larger sidewalk project would necessitate the need of a full engineering design and funding through the City's Five Capital Improvement Program, if approved by the Board.

It should be noted that Tuttle Road was built in the 1960s, and does not have City sidewalks. Melinda Lane, located off the southern portion of Tuttle Road, was constructed in 1986, and in accordance with City Planning regulations has sidewalks.

Please feel free to contact me at 860-584-6113.

Raymond Rogozinski

From: Jeff Hayden <haydenjel@gmail.com>
Sent: Tuesday, January 14, 2025 10:41 AM
To: Raymond Rogozinski
Subject: Re: Tuttle Road - Requesting sidewalk installation

Ray,
Yes I understand about the limitations, I'm merely attempting to garner as much support as possible for this proposal.

Could you provide a rough cost per linear foot of new sidewalk installed, were the City to provide the funding? The proposed area would require no additional grading.

Thanks again for your help.

On Tue, Jan 14, 2025, 9:53 AM Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:

As a resident you are always welcomed to come to a City Council meeting, however typically your input would be limited to the "public comments" period. The Board of Public Works is the Board that along with DPW input has authority over sidewalk construction. There happens to be a BPW meeting this Thursday 1/16/25 at 6:00 PM in the Council Chamber. You can also participate in the Board of Public Works meeting virtually (link below). As I indicated in my previous email, the Board evaluates the public benefit/ safety and receives input from effected property owners (per City Ordinance property owners are required to maintain sidewalks) as part the project receive process to install sidewalks.

<https://bristolct.portal.civicclerk.com/event/3165/files/agenda/6413>

Your email and my response will be added to the BPW meeting under communication.

Please feel free to contact me to discuss 860-584-6113.

From: Jeff Hayden <haydenjel@gmail.com>
Sent: Tuesday, January 14, 2025 9:27 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Subject: Re: Tuttle Road - Requesting sidewalk installation

Raymond,

Please see attached email/statement of support from Lt. Krajewsky of the Traffic Division for this proposal. I will be attending the City Council meeting this evening to request a positive referral from their body, to be forwarded to Board of Public Works.

Thank you again for your attention on this,

Jeff Hayden



Virus-free. www.avg.com

On Mon, Jan 13, 2025 at 4:36 PM Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:

Land use forwarded me you email. DPW will review the request. If the Department pursues installation of sidewalks we will present the project to the Board of Public Works and contact the property owner.

Raymond A Rogozinski, P.E.

Director of Public Works

From: Robert Flanagan <RobertFlanagan@bristolct.gov>
Sent: Monday, January 13, 2025 2:41 PM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Subject: FW: Requesting sidewalk installation

FYI

From: Robert Flanagan
Sent: Monday, January 13, 2025 2:41 PM

To: Jeff Hayden <haydenjel@gmail.com>
Subject: FW: Requesting sidewalk installation

Good Afternoon Jeff:

Happy New Year.

I'm forwarding your email to the Director of Public Works, Mr. Rogozinski, so he can provide comment back to you.

Thanks.

Robert M. Flanagan, AICP

City Planner

860-584-6225

This electronic message is a public record as defined by the Connecticut Freedom of Information Act Section 1-200(5).

A copy of this message and any reply will be retained by the City of Bristol and will be accessible to the public unless exempted by law.

From: Jeff Hayden <haydenjel@gmail.com>
Sent: Thursday, January 9, 2025 9:33 AM
To: Robert Flanagan <RobertFlanagan@bristolct.gov>
Subject: Requesting sidewalk installation

Good Morning Bob!

I hope all is well and you're enjoying your new space, I'm sure its good to be back in one location haha. I was hoping you could provide some direction to me regarding requesting the town to complete sidewalks of approximately 100 LF

from the edge of city property at South Side School on Tuttle Rd, to the driveway of 93 Tuttle Rd. I have attached photos showing the overview and closeup of this area with the measure. This is not public property, but is in the public interest, as it would allow students and parents to safely connect to the school, as this area does not have any access to the sidewalk from the road. Further, cars routinely K turn every morning and afternoon just past the school driveway, which further creates hazard for pedestrians. Cars park past the upper boundary of lot of 93 Tuttle every day at pickup, causing



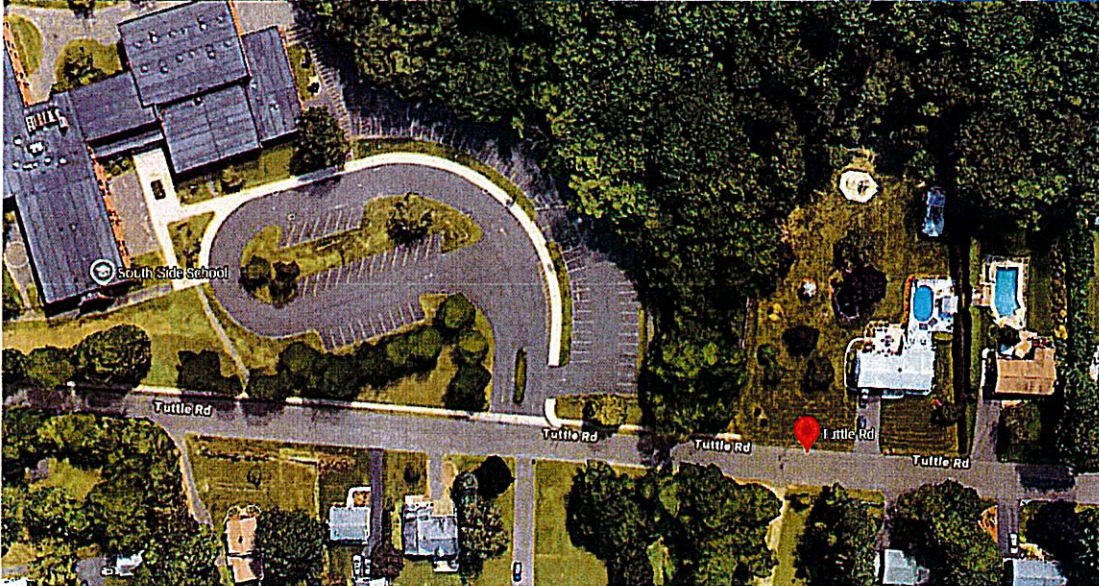
students to walk in the road, or on front lawns, which in the winter, are not clear.

Please let me know where I can go with this, it has been a long standing issue however the traffic at the school has only gotten worse with every year, as fewer and fewer students take the bus. I believe there is a city council meeting next week, I would be more than happy to come by and make a request during public comment, if that is something which might be beneficial.

Please see attached site photos and forward as you see fit. This is the only school in town that has sidewalks which terminate at school property, I do not see how this was ever allowed, but 50 years on, we should take the opportunity to fix it.

Thanks again and happy new year!







Property Information

Property Location	TUTTLE RD
Owner	COCKAYNE MARION
Co-Owner	
Mailing Address	93 TUTTLE RD BRISTOL CT 06010
Land Use	100 Vacant Land
Land Class	R
Zoning Code	R-25
Census Tract	04055

Neighborhood	50
Acreage	0.47
Utilities	Sewer
Lot Setting/Desc	Level
Book / Page	0946/0118
Additional Info	

Primary Construction Details

Year Built	0
Building Desc.	Vacant Land
Building Style	UNKNOWN
Building Grade	NA
Stories	
Occupancy	
Exterior Walls	
Exterior Walls 2	NA
Roof Style	
Roof Cover	
Interior Walls	
Interior Walls 2	NA
Interior Floors 1	
Interior Floors 2	

Heating Fuel	
Heating Type	
AC Type	
Bedrooms	0
Full Bathrooms	0
Half Bathrooms	0
Extra Fixtures	0
Total Rooms	0
Bath Style	NA
Kitchen Style	NA
Fin Bsmt Area	0
Fin Bsmt Quality	0
Bsmt Gar	0
Fireplaces	0

(*Industrial / Commercial Details)

Building Use	Vacant
Building Condition	A
Sprinkler %	NA
Heat / AC	NA
Frame Type	NA
Baths / Plumbing	NA
Ceiling / Wall	NA
Rooms / Prtns	NA
Wall Height	NA
First Floor Use	NA
Foundation	NA

Photo



0033472 03/18/2016

Sketch



© 2025 Bristol, Connecticut. All rights reserved. This map is for informational purposes only and does not constitute a legal document. For more information, please contact the Bristol Planning & Development Department at 860.584.6125 or www.bristolct.gov.





Jeff Hayden <haydenjel@gmail.com>

RE: FW: Requesting sidewalk installation

1 message

Patrick Krajewski <PatrickKrajewski@bristolct.gov>
To: Jeff Hayden <haydenjel@gmail.com>

Tue, Jan 14, 2025 at 7:49 AM

Good morning Mr. Hayden,

In response to your email, I will always support sidewalks, as it is a safer means of pedestrian travel, especially in the case of South Side School, as I am aware of the parking situation there.

Good luck on your endeavor for additional sidewalks.



Lieutenant P. Krajewski

Bristol Police Department
Traffic Division Commander

Email: PatrickKrajewski@BristolCT.gov
Phone: 860 584-3030

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, or an employee or agent responsible for delivering the message to the intended recipient, please contact the sender by replying to this e-mail and destroy all copies of the original message, including any attachments.

From: Jeff Hayden <haydenjel@gmail.com>
Sent: Monday, January 13, 2025 6:03 PM
To: Patrick Krajewski <PatrickKrajewski@bristolct.gov>
Subject: Fwd: FW: Requesting sidewalk installation

Good Evening Lt. Krajewski,

I am reaching out to see if prior to the City Council meeting tomorrow evening, yourself and Sgt. Ouellette could take a moment to review the below. I have submitted a request to Land Use/Public works regarding adding sidewalks to the Southern boundary of South Side School, up and along Tuttle Rd, to provide more pedestrian access outside of the roadway. It is my intention to speak with the city council tomorrow evening as this is a purse string issue. As you both well know, this school is a constant traffic concern during normal days, and especially so at time of school functions, and the beginning and ends of the school term.

I am simply looking for a response from the traffic department which would provide a positive referral, or support, for the installation of some amount of sidewalk to further student and parent safety. To my knowledge, South Side School is the only school in the district which does not have continuous sidewalks leading to and from, and is the only school built on a dead end road, which forces vehicles to K turn or otherwise perform unsafe U turns.

Thank you for your time and attention.

Sincerely,

Jeff Hayden

----- Forwarded message -----
From: Robert Flanagan <RobertFlanagan@bristolct.gov>
Date: Mon, Jan 13, 2025 at 2:41 PM
Subject: FW: Requesting sidewalk installation
To: Jeff Hayden <haydenjel@gmail.com>

Raymond Rogozinski

From: Collin Uryase <collinuryase@bristol12.org>
Sent: Tuesday, January 14, 2025 2:26 PM
To: Raymond Rogozinski; Stephen Cabelus
Subject: Re: Bristol DPW - Tuttle Road (Requesting sidewalk installation)

The area without a sidewalk extends all the way up to 113 so I'm guessing he only wants the sidewalks for where the cars are parked?

The statement that this is the only school in town with this issue is incorrect.

Greene Hills has the same issue on Daley St & Hepworth Street
Northeast has no sidewalks on Felice Road
Bristol Central High School has no sidewalks on Crown street

Additionally ,
Stafford School has no sidewalks across the street on Louisiana ave.
Ivy Drive School has no sidewalks across the road on Ivy Drive
Mountain View School has no sidewalks across the street on Beths Ave
Hubbell School has no sidewalks across the street on West Washington Street

On Tue, Jan 14, 2025 at 11:57 AM Peter Fusco <peterfusco@bristol12.org> wrote:

Good Morning Ray,
Happy new year!!!!!!
I have included our safety and security officer as well as our transportation director in this email.

From a facilities perspective we do not have any jurisdiction over the need for potential city sidewalks.

Thanks
Pete

On Mon, Jan 13, 2025 at 4:39 PM Raymond Rogozinski <RaymondRogozinski@bristolct.gov> wrote:

DPW received the attached email. Can you assist or direct me to the BOE staff who can offer a recommendation regarding if BOE supports the installation of sidewalks on the section of Tuttle Road?

Thanks for your help.

From: Raymond Rogozinski
Sent: Monday, January 13, 2025 4:36 PM
To: 'haydenjel@gmail.com' <haydenjel@gmail.com>
Cc: Robert Flanagan <RobertFlanagan@bristolct.gov>
Subject: RE: Tuttle Road - Requesting sidewalk installation



Department of Public Works | 860.584.6125

February 6, 2025

Marion Cockayne
93 Tuttle Road
Bristol, CT 06010

Re: Installation of Sidewalks on Tuttle Road (Lot 07-30D and a portion of 93 Tuttle Road)

Dear Ms. Cockayne:

The City of Bristol City Council received a request from a resident to install sidewalks on the portion of Tuttle Road along property that you own (Lots 07-30D and 07-30C). The request is to extend from Southside School south on Tuttle Road to your driveway at 93 Tuttle Road.

Installation of sidewalks on Tuttle Road will be considered by the Board of Public Works at its meeting on February 20, 2025 at 6:00 PM, Bristol City Hall, 111 North Main St. The Department of Public Works will be recommending installation of sidewalks, and is providing this notice in order in order to allow you an opportunity to provide information, or address the Board regarding this matter. Participation in the meeting is available virtually.

Construction of sidewalks will be at the City's expense, and the sidewalks will be located within the City's right of way. In accordance with City ordinance, as an adjacent property owner you will be responsible for maintenance of the sidewalk, including snow removal.

A map indicating the proposed location of the sidewalk is attached for your reference.

Please feel free to contact me with any questions or concerns.

Sincerely,

Raymond A Rogozinski, P.E.
Director of Public Works
860-584-6113

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 8, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW PROPOSED POLICY – PRIVATE PROPERTY STORMWATER RUNOFF – DPW RESPONSE (STORMWATER RUNOFF FROM PRIVATE PROPERTY ONTO PRIVATE PROPERTY)**

Please find attached a proposed policy for the Department of Public Works' response to assist property owners with runoff concerns from adjacent private properties. The policy focus is to address concerns from private property owners who experience the negative effects of stormwater runoff onto their property from an adjacent private property. As a private property issue, the Department has limited authority, except in areas regulated by the City's Inland Wetland Commission. The policy does state that the DPW will investigate each complaint, and states that the Building Department may have increased authority under State Building Codes to address stormwater runoff issues on private property.

The policy further states that DPW will not perform corrective work to address private property runoff issues; DPW DOES NOT define fault or liability; and recognizes that assistance regarding groundwater flow on private property is outside the Department's scope of services, due to the need of soil boring and subsurface investigations.

The purpose of the policy is to define the Department of Public Works' response to requests for assistance associated with runoff from and onto private property. The policy does not include runoff from the City's right of way onto private property. Stormwater runoff from City roads resulting in property damage to private property will be addressed by the Department of Public Works with the installation of storm drainage, driveway aprons, grading within the City right of way, or installation of curbing.

To adopt the proposed policy, the Department of Public Works requests the following Board action:

Approve the Department of Public Works Proposed Policy for Private Property Stormwater Runoff - DPW response (Stormwater Runoff from Private Property onto Private Property) effective March 1, 2025.

This proposed policy has not been prepared in reaction to any current property owner concerns or specific assignment of addresses.

Please feel free to contact me at 860-584-6113.

CITY OF BRISTOL – PUBLIC WORKS POLICY

23.20 PRIVATE PROPERTY STORMWATER RUNOFF – DPW RESPONSE (STORMWATER RUNOFF FROM PRIVATE PROPERTY ONTO PRIVATE PROPERTY)

1. Policy Name

23.20 Private Property Storm Water Runoff – DPW Response (Stormwater Runoff – Private Property to Private Property).

2. Responsible Division and Effective Date

Engineering Division of the Public Works Department.

3. Rationale or Purpose

The Department of Public Works receives a number of requests for assistance from private property owners associated with stormwater runoff from adjacent properties onto their property, causing damage. The concern is primarily associated with the allegation that the adjacent property owner has altered the ground surface characteristics, site topography, or has installed storm drainage in a manner that increases or concentrates stormwater onto their property. Said stormwater concentration or runoff may cause the deposition of sediment, water damage, or erosion and property damage.

Requests for assistance occur during construction on adjacent lots, or in established neighborhoods, where stormwater runoff is a concern.

Impacted residents often seek assistance from the Department of Public Works. The Department's authority to address concerns located on private property is limited. The DPW Engineering Division administers City Inland Wetland regulations, and as such, can enforce regulations within wetlands and upland review areas. The DPW Engineering Division may also have expertise with site grading and storm drainage that can be of value to assist other departments, such as the City's building department, that may have additional authority pursuant to state building codes. In addition, property owners can exercise their rights by taking civil action against adjacent property owners who they assert have damaged their property by increasing or concentrating storm water, or other actions that have resulted in the deposition of sediment onto their property.

Stormwater runoff from one private property onto another private property due to filling, excavating, or grading of land within the area regulated by the Inland Wetland Commission may be subject to enforcement action (fines, tickets, cease and desist) by the Inland Wetland Commission. Areas not located within wetlands or wetlands upland review areas are not subject to Inland Wetland regulations.

Although the Department of Public Works' authority to regulate the excavation, filling, grading, and changes to site ground characteristics on private property is limited, the

City's Building Department may have authority under the following Building Code Provisions:

- a. Section 302.2 Grading and Drainage: All premises shall be graded and maintained to prevent erosion of soil and to prevent the accumulation of stagnate water thereon, or within any structure located thereon.
- b. Section 304.7 Roofs and Drainage: The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration of walls or interior portions of the structure. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstruction. Roof water shall not be discharged in a manner that creates a public nuisance.
- c. Section 507.1 Storm Drainage – General: Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates public nuisance.

4. Policy Statement

The Department of Engineering will review each complaint submitted by a property owner indicating a concern that an adjacent property owner has concentrated or increased stormwater flowing onto their property causing damage to their property. To ensure the department's understanding of the complaint, DPW would request documentation in the form of pictures, videos, and/or a written statement.

The DPW investigation will be conducted to determine if it appears that adjacent property owners have performed grading or installed storm drainage that has concentrated or increased flow onto the complainant's property.

The purpose of this policy is to define the level of assistance that the Department of Public Works can provide property owners. The intent of this policy is to provide direction to property owners that are experiencing runoff onto their property from adjacent lots and to establish the level of authority of the Department of Public Works associated with the specific concern. The role of the Department of Public Works is not to define fault or liability. Rather, it is to document condition and, if applicable, pursue correct action or direct complainants to a department or agency that may have the regulatory authority to pursue a corrective action. It should be clear that the Department of Public Works is not authorized to perform corrective work, such as excavating or regrading, on private property to mitigate runoff from one private property to another. The Department's scope of work does not include the design of corrective measures for either party.

In general, the concern with storm runoff from an adjacent property is NOT the flow of stormwater. Stormwater naturally and historically flows from property to property. Stormwater runoff requiring potential corrective action stems from the alteration (excavation, filling, regrading, or changed ground surface conditions) of properties. Stormwater runoff flows from higher elevations to lower elevations. Stormwater flow also increases as rainfall totals and intensity increase.

5. Scope/Items

5.1 Inspection of Property – Upon receipt of a request of assistance from a property owner indicating that the adjacent property has been altered (through a change in ground cover, excavation, or filling of land that has resulted in a concentration or increase in flow water flow onto the subject property), the Department of Public Works shall inspect the property and report the findings to the property owner requesting assistance.

The inspection is to determine if site topography has been excavated, filled, graded, or if ground cover is characterized as modified in a manner that has altered the concentration or increased stormwater flow onto an adjacent property. The Department's investigation shall determine if the area of concern is within an area subject to Inland Wetlands regulation, or currently under construction with an active (open) building permit.

The Department of Public Works site inspection shall include a review of arial photographs, photographs provided by residents, along with proposed and existing site topographic maps.

5.2 Properties Located Within Inland Wetland Regulated Areas: Alteration of site topography (excavation, fill, regrading) shall require permits from the Inland Wetlands and Watercourse regulations, except for activities authorized as a matter of right, in accordance with the regulations. Site grading, excavation, filling, and alterations to ground cover in areas subject to Inland Wetland Regulations resulting in the concentration or increased flow onto an adjacent property shall be subject to a notice to cease and correct actions, fines or tickets by the Inland Wetlands Commission.

5.3 Properties currently under construction (open building permits): Based on inspection of the property by the Department of Public Works, property under construction, or lacking adequate erosion control measures that result in accumulation of sediment or erosion, shall be referred to the Building Department, and Department of Public Works shall recommend that a Certificate of Occupancy not be issued pending correction of runoff concern.

5.4 Existing/Established Property Runoff Concerns: The focus of the Department of Public Works' inspection shall be to identify areas of excavation, filling, or regrading that have altered historic or natural grading of the property. If evidence of site grading alterations is observed, the Department of Public Works shall report findings to the Building Department and the property owner requesting assistance. Property owners shall be advised that areas of disturbance that have revegetated are difficult for the Department of Public Works to identify as areas of excavation, fill, or regrading and may be classified as historic or naturally occurring site conditions.

5.5 Stormwater Runoff During Construction: During the period of construction, when a building permit has been issued, and prior to the issuance of a certificate of occupancy, if construction of the house on an adjacent property is concentrating or increasing storm water flow on a property, the DPW Engineering Division will coordinate with the Building Department to seek corrective action, and recommend suspending or revoking the building permit until the issue is resolved. It is imperative that property owners seeking assistance from the City contact the Department prior to the completion of work and issuance of certificate of occupancy by the Building Department. Once graded, and areas are vegetated and stabilized, it is difficult to identify changes in grades.

- 5.6 **Stormwater Runoff from City Roads to Private Property:** Stormwater runoff from City roads onto private property resulting in erosion, accumulation of sediment causing damage as a result of increased stormwater flow are not the subject of this policy. Stormwater runoff from City roads resulting in property damage to private property will be addressed by the Department of Public Works with the installation of storm drainage, driveway aprons, grading within the City right of way or installation of curbing.
- 5.7 **Groundwater – Private Property Concerns:** Groundwater flows in the general direction of naturally occurring grades (perpendicular to natural topographic contours). Ground water levels vary based on seasonal rains and soil conditions, and are not generally impacted by construction activities more than 50 ft from the area of concern. As a result, the Department of Public Works has minimal authority to address ground water concerns from residents. In addition, the subsurface groundwater investigations required to accurately determine groundwater conditions, including the installation of monitoring wells, are outside the scope of services provided by the Department of Public Works.

6. Definitions

N/A

7. Approval authority: Board of Public Works

8. Approved date: _____

9. Review cycle: Every five years



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 9, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW – CLYNK REDEEMABLE BOTTLE SERVICE (PILOT PROGRAM TO
PROVIDE RESIDENTS DESIGNATED BAGS)

CLYNK Redemption has opened operations in the City of Bristol at the Bristol Plaza (Farmington Ave) and Pine Plaza (Pine St) Stop and Shops. The service provides a convenient way to recycle redeemable beverage containers. Instead of redeeming bottles in a conventional machine that requires users to feed one can at a time, the CLYNK service has customers fill a designated (green) bag with 50 bottles in each bag. Customers purchase the bags, establish an online account, fill the bags with 50 redeemable beverage containers, attach a personalized CLYNK-supplied bar code label on each bag, and utilize the bar code label to open the facility door and dispose of bags filled with redeemable bottles. If there is a miscount, CLYNK adjusts payments when the bottle counts are verified. The funds are automatically deposited into an electronic account. If customers do not have an electronic account, they can obtain redeemed funds from the store's service counter with a receipt. Redemption is limited to beverage bottles authorized under Connecticut Bottle bill. Nipper bottles are not part of the program.

The Department of Public Works has participated in CLYNK startup events and shared posts on social media accounts. The Department sees CLYNK as a way to reduce litter in the city, and increase recycling to reduce solid waste disposal tonnage. Pursuant to the Board of Public Works direction, the Department has investigated a program to purchase and provide CLYNK bags to provide to City residents. The Board established an initial budget of \$5,000 to start the pilot program. The proposed budget of \$5,000 can purchase 28,957 bags.

The Department's goal of the pilot program is NOT to subsidize the purchase of CLYNK bags throughout the City, rather it is to encourage the collection of bottles and provide assistance to residents in need. As such, the Department has contacted the following groups to coordinate the



Department of Public Works | 860.584.6125

distribution of CLYNK bags:

1. Senior Center
2. Boy Scout groups
3. Board of Education - Greenhill School 6th and 8th grade
4. Veterans Strong
5. Brian Angels
6. Animal Control Facility – Renovations

Each organization will be provided 50 to 200 bags to start the pilot program. The estimated bags to imitate the pilot program is Senior Center (200), Boy Scouts (100), Board of Education (150), Veteran Strong (50), Brian Angels (100) and Animal Control (100). As a condition of the pilot program, the supporting organizations will assist residents with establishing an account. By requiring residents to establish an account, it is anticipated that the utilization rate of DPW-supplied bags will be high. DPW will coordinate with organizations and monitor demand for bags to assess need and effectiveness. Adjustments may be warranted to maximize use and disbursement of bags, with the intent of ensuring supplied bags are used. If additional bags are required, they will be provided.

In order to proceed with the pilot program to supply CLYNK bags to residents, the Department of Public Works recommends the following Board of Public Works action:

Approve, as presented, the proposed pilot program to supply CLYNK bags to residents and authorize the Department of Public Works to proceed with implementation.

A link to CLYNK redemption program website is provided below:

<https://www.clynk.com/>

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

✓ How does it work?

CLYNK has patented a bag drop system that makes recycling painless and your deposits easy to save and redeem. We collect your CLYNK bags full of redeemable beverage containers from the redemption center located in the parking lot and process them using high-tech barcode scanners that instantly credit the deposits to your account. The materials are then processed and sold to manufacturers to help close the recycling loop and prevent more waste from ending up in landfills and our oceans.

In Connecticut, we offer two ways to CLYNK:

Grow Your Balance

This is the standard CLYNK option that allows you to grow your CLYNK balance over time and withdraw any amount at any time.

We process each container in your CLYNK bag and then credit your account with the exact deposit amount.

\$5 Instant Payment

With this option, you are responsible for counting the containers in each bag.

Fill each CLYNK bag with 50 redeemable containers, drop it off at the depot and \$5.00 will be credited to your account instantly. You can head into Stop & Shop, withdraw the \$5 cash slip, and redeem it with a store associate.

✓ How do I start?

To start you will need to download the CLYNK app which will contain your QR code (digital card), account information, and balance.

- [Click here to download the iOS app.](#)
- [Click here to download the Android app.](#)

Once you have the app, sign up for an account, then use your PIN and account QR code at the kiosk inside the store to print out free QR code bag stickers. These stickers let us know your bag belongs to your account. Purchase your CLYNK bags inside the store, place one sticker on each bag in the designated spot, and start filling your bags with redeemable beverage containers purchased in the state of Connecticut.

Don't have a smartphone? You can still CLYNK! Call our Customer Service at 866-883-4171. We are available Monday through Friday from 9 am to 5 pm (EST). Our CLYNK Customer Service pros will sign you up over the phone and send a physical card to your house.

✓ What do I need to do to CLYNK?

- To be a successful CLYNKer you will need to follow the Connecticut guidelines of what is accepted for deposit, [click here for the full list](#).
- Make sure your containers aren't crushed so we can scan the barcode.
- Keep caps on containers when you can and mix aluminum, plastic, and glass within your CLYNK bag to reduce breakage.
- Tie your CLYNK bags tightly so no containers can escape out the top.
- Be sure to scan your QR code in the CLYNK app at the scanner below the bag drop door at the station to start the drop-off process.
- Place one QR code bag sticker on your CLYNK bag, scan that QR code sticker to unlock the station door, and associate the bag with your account. Repeat for each bag you drop off during that visit.

✓ Where do I get my bags?

Bags are sold at the following Stop & Shop locations:

- Simsbury: 498 Bushy Hill Road, Simsbury, CT 06070
- Bristol: 597 Farmington Avenue, Bristol, CT 06010

Bags are \$2.19 plus tax per box of 15.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 8, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **BPW – NAME THE CURRENTLY UNNAMED BROOK CROSSING
MECHANIC ST, ANDREWS ST, WEST WASHINGTON ST,
STONECREST DR, CARPENTER AVE, and LOUISIANA AVE**

The Department of Public Works is scheduled to replace the drainage culvert on Andrews Street that crosses an unnamed brook. As indicated on the attached map, the unnamed brook is a tributary of the Coppermine Brook and crosses Mechanic Street, West Washington Street, Stonecrest Drive, Carpenter Avenue, Bristol Eastern High School entrance, and Louisiana Avenue. The Stonecrest Drive culvert was replaced 2007. However, some of the culverts will need to be replaced within the next five to ten years, and will be placed on the Capital Improvement Plan to initiate the project. As part of the design process to replace the culverts, the Department of Public Works will prepare reports and plans, conduct public information meetings, and will be submitting various environmental permits. In order to facilitate communication, the Department of Public Works recommends naming the currently unnamed brook.

Approval to name the brook is required from the U.S. Board on Geographic Names. The Department performed a similar task when it obtained the Board's approval to name the Freeman Brook crossing Jerome Avenue. The Department defers to the Board, or Community representatives, to choose the actual name of the brook. However, suggestions consist of the following:

1. Hamzy DeMonte Brook – named after Bristol Police officers Lieutenant Dustin DeMonte and Sergeant Alex Hamzy, killed in the line of duty in 2022. The U.S. Board of Geographic Names typically recommends waiting 5 years after the death of a person, however, given the special circumstances, the City can request that the brook be named in their honor. If not initially approved the U.S. Board of Geographic Names may request a delay of processing the request until October 2027. The brook flows through the property of Bristol Eastern High School, the school that Alex Hamzy graduated from in 2006.

2. Lancer Brook – team name for Bristol Eastern High School. As indicated above, the brook flows through the school property.
3. New Cambridge Brook - the original name of the City of Bristol in 1744. One of the first homes built in Bristol was in the area of King St by Nehemiah Manross.

The U.S. Board of Geographic Names, in addition to recommending that a land feature not be named after a person until five years after their death, also recommends focusing on history or socially important events in the area, and most importantly, a name with community support. The selected name should be approved by City Council, and the approval process is typically six months.

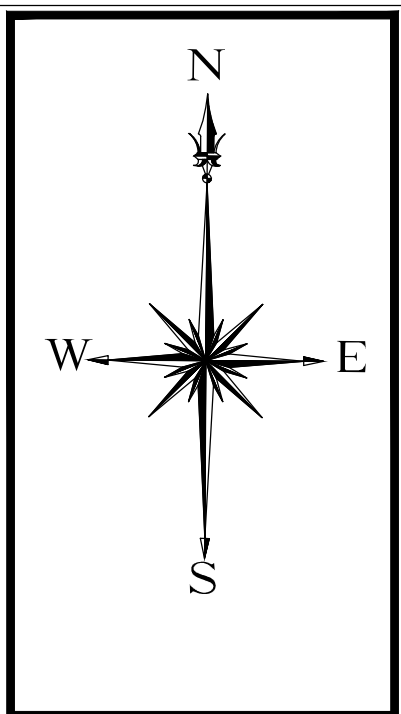
If the Board proceeds with naming the currently unnamed brook, it can forward a recommendation to City Council, or seek input from the Historical Society, or Bristol Eastern High School's student body. To proceed with the Department of Public Work's proposal DPW request the following Board of Public Works action:

Direct the Department of Public Works to proceed with the naming of the currently un-named brook that crosses Mechanic St, Andrew St, West Washington St, Stonecrest Dr., Carpenter Ave., and Louisiana Ave.

Please feel free to contact me at 860-584-6113.



BRISTOL, CT
111 NORTH MAIN STREET
BRISTOL, CT 06010
T: 860.334.4625
bristolct.gov



DESCRIPTION	DATE	BY

UNNAMED BROOK TO BE RENAMMED
RENAMMING OF THE UNNAMED BROOK FLOWING THROUGH BRISTOL, CT
USGS RENAMMING REQUEST
111 NORTH MAIN STREET
BRISTOL, CONNECTICUT

RJH DESIGNED	RJH DRAWN	RAR CHECKED
1"=250'		
FEBRUARY 03, 2025		
XXXXX-XXXXX		
PROJECT NO.		
1 OF 1		
SHEET NO.		
SKETCH		
SHEET NAME		



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 9, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW – Eversource Gas Installations (2025 & 2026) and Roadway Restorations (2025)

The Eversource Gas Company is scheduled to provide an update of their proposed 2025 roadway restoration and 2025 & 2026 gas main extension and replacement work at the Board of Public Works February 20, 2025 meeting. See attached information regarding Eversource's 2025 & 2026 Replacement program, along with the 2025 Pavement Restoration program.

Bristol 2025 & 2026 Replacement Program:

<https://www.bristolct.gov/DocumentCenter/View/48723/Eversource-Roadway-Restoration>

Bristol 2025 Restoration Program:

<https://www.bristolct.gov/DocumentCenter/View/48722/Eversource-Proposed-2025-and-2026-New-Projects>

The Department of Public Works remains concerned with the Eversource Gas work within the City. The 2025 & 2026 main replacement & installation work includes work on a large number of roads, which have PCI ratings above 80, and have been paved approximately 5-7 years ago. In accordance with the City's moratorium, NO work can be performed on a road paved within the 5-year period from the time the roadway was paved. With that said, it is very disappointing that Eversource is proposing work on roads that are considered in good condition. In particular, given that fact that prior to the City paving the road, the DPW notified Eversource.

The Department recognizes that as part of Eversource Gas proposed work, Eversource's work includes the installation of a permanent patch, milling and paving a portion or all of the roadway (curb to curb), or providing payment to the City of Bristol to repair/restore the roadway. As a

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Department of Public Works | 860.584.6125

result, once the Eversource work is complete, the roadway surface will be restored to “as new” conditions and the PCI will be 100. The DPW’s concern is that property owners and users of the roadway will be impacted by deteriorated roadway conditions during the period of construction until the roadway is restored (approximately 2-3 years).

It is the Department’s understanding that Eversource Gas is required to upgrade existing lines to provide adequate pressure, or to replace existing cast iron or bare steel pipeline. In accordance with PURA requirements, Eversource must replace all cast iron and bare steel gas mains by 2030. In order to improve coordination of work, DPW has requested a map from Eversource indicating the roadway locations of cast iron and bare steel pipelines. The intent would be to defer work on streets with cast iron or bare steel gas mains until 2030. The Department is also aware that Eversource is not allowed to solicit property owners to covert to natural gas, therefore, there are times when the gas main is replaced and roadway is restored, only to have individual property owners re-dig up the road to install gas laterals.

The type and extent of roadway restoration is based on the condition of roads prior to Eversource performing any work. For example, on streets that have recently been paved, the road is milled and paved curb to curb or to the centerline of the road. Roads that have lower ratings prior to Eversource work are permanently patched. On roads that will be milled and paved or patched, the DPW often receives funds from Eversource and incorporates roadway resurfacing into the Department’s annual pavement program utilizing (in part) funds provided by Eversource.

A link to the Department’s road evaluations/ratings map based on condition assessments performed in 2022 and updated to reflect the Department’s annual roadway paving program is provided below:

<https://www.bristolct.gov/DocumentCenter/View/48714/Pavement-Management-Program-Map>

Eversource restoration work is completed in accordance with the newly adopted City Ordinance. In accordance with the ordinance, Eversource’s initial patches are re-cut, compacted, and repaved as an intermediate step prior to final restoration. I would say that since the adoption of the new ordinance, Eversource has been very cooperative and compliant with the new City requirements.

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



Department of Public Works | 860.584.6125

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



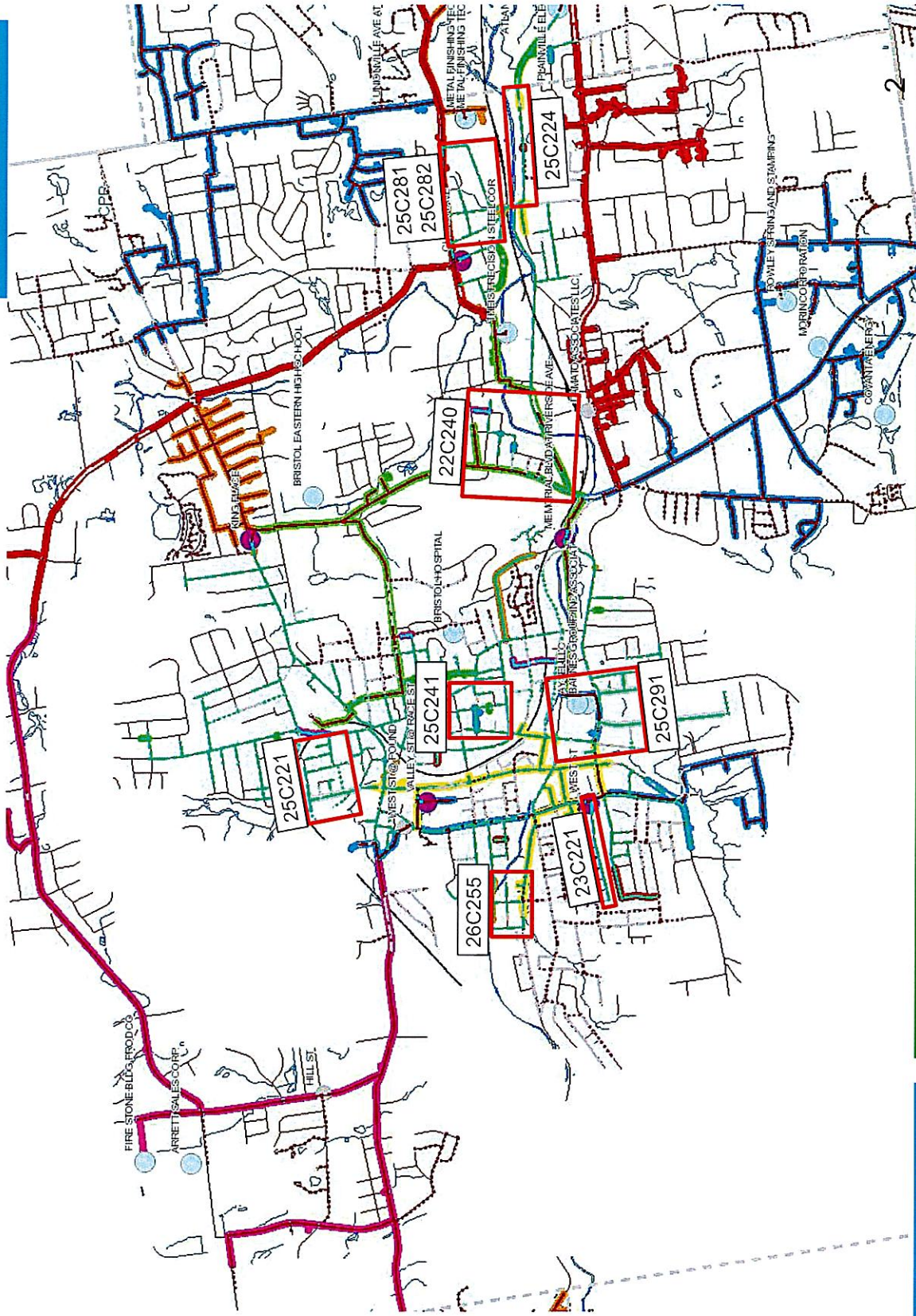
Bristol ARP

2025



Bristol 2025

EVERSOURCE
ENERGY



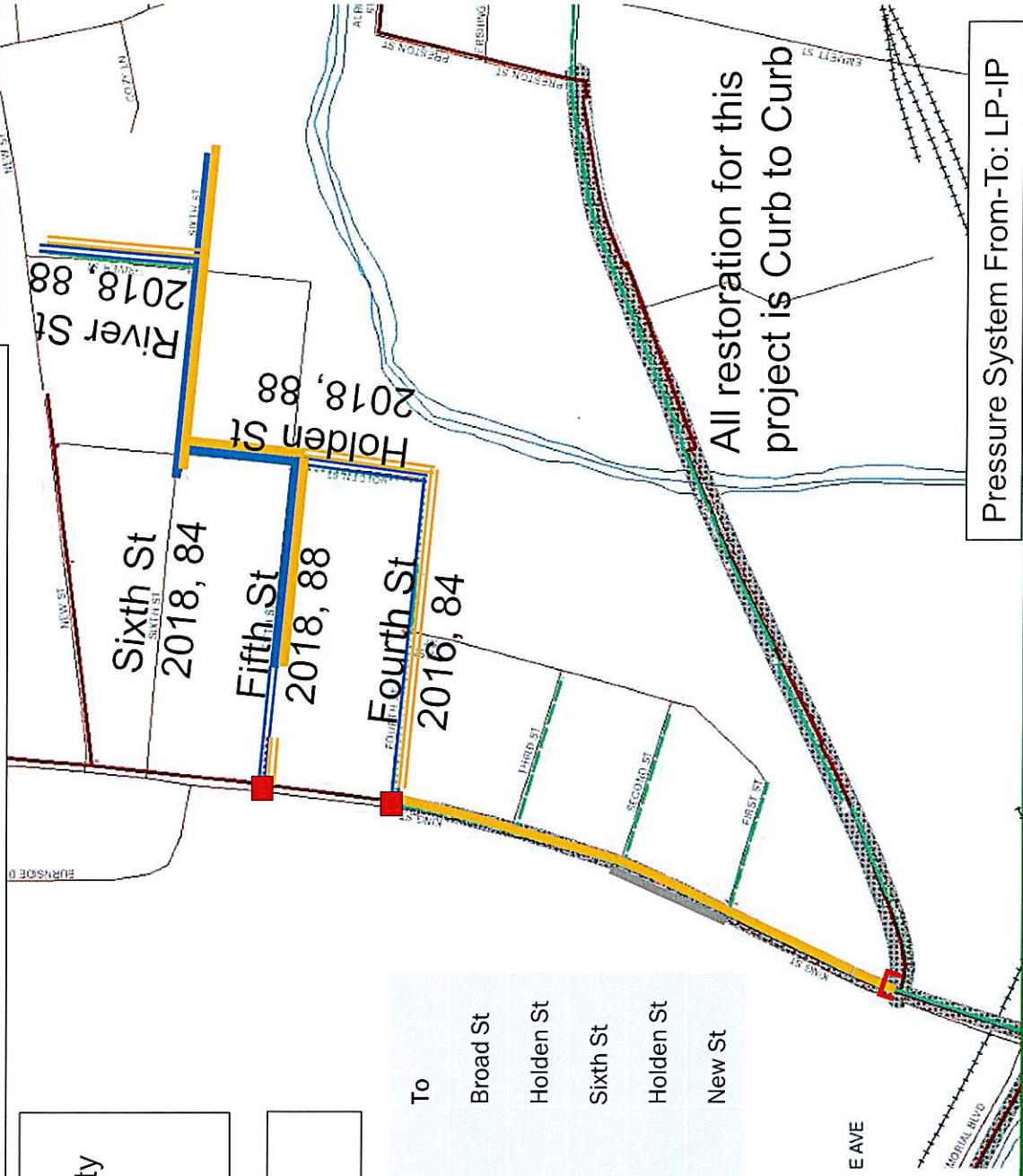
Safety First and Always

22C240_Bristol, Fifth~Sixth St Replacement 22C240R_Bristol, Fourth~River Reliability

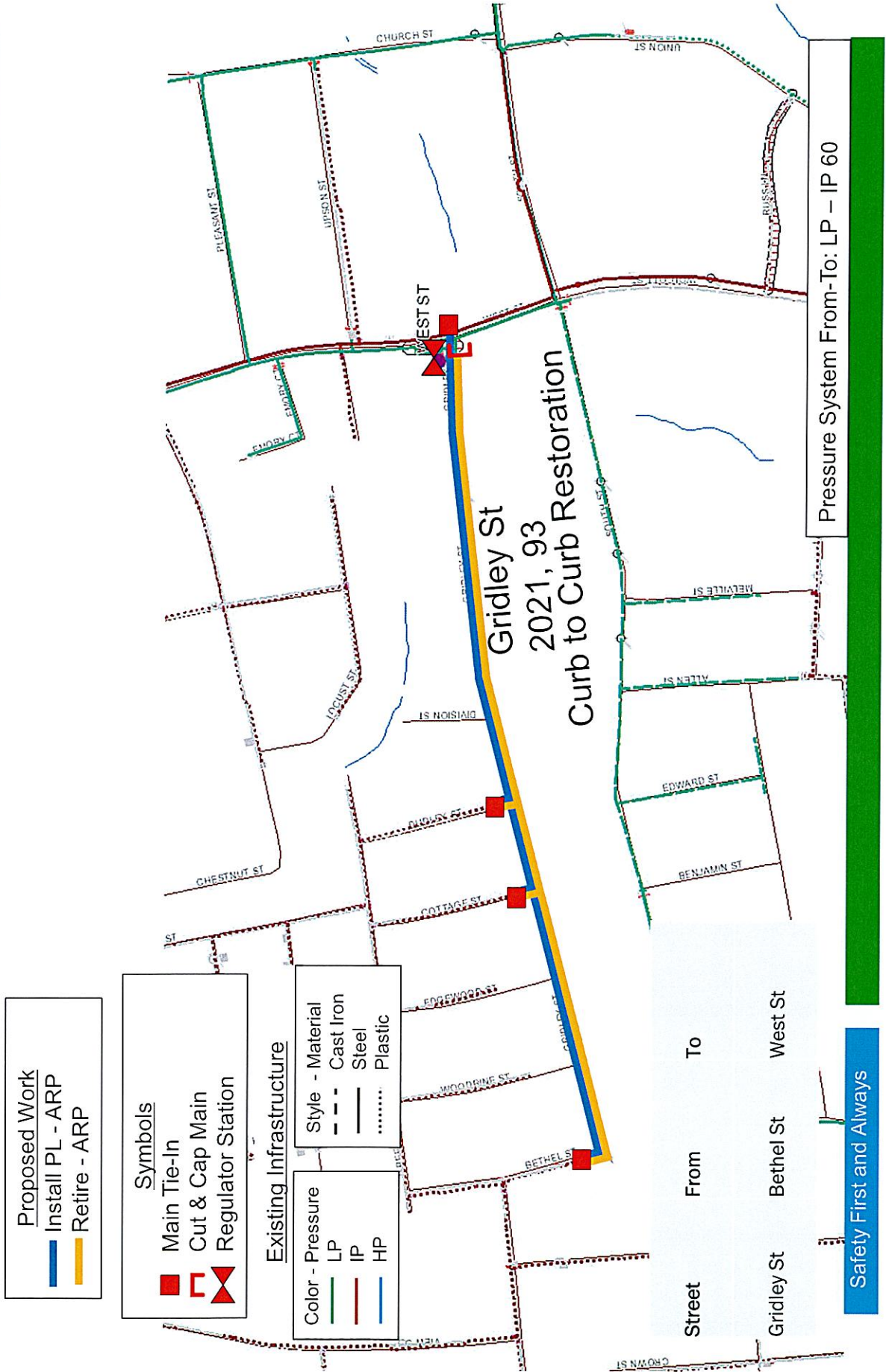
- Install PL - ARP
- = Install PL - Reliability
- Retire - ARP
- = Retire Reliability
- Tie-over Services

- Main Tie-In
- ┐ Cut & Cap Main

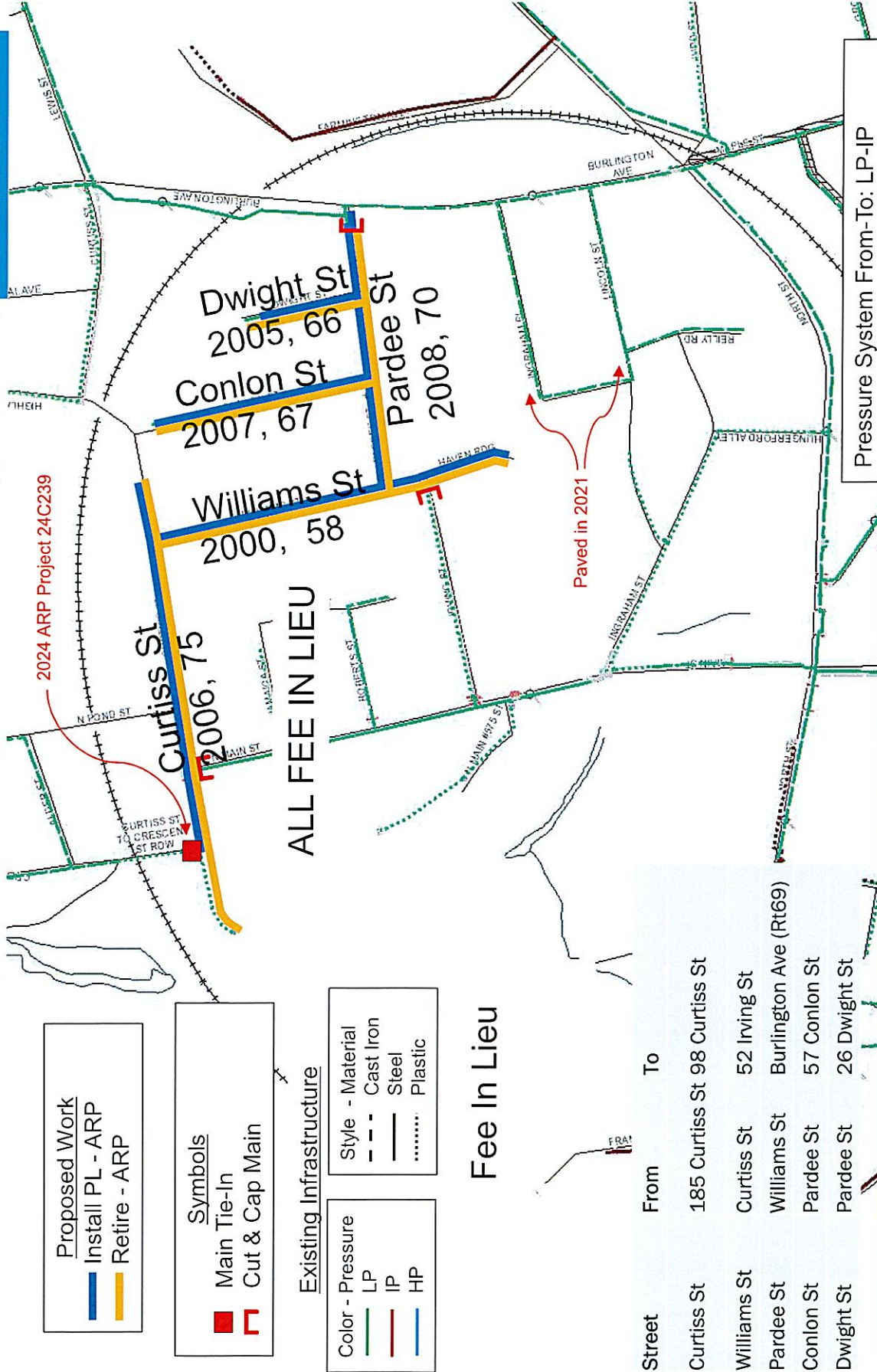
Street	From	To
King St (Ct-229)	Fourth St	Broad St
Fourth St	King St	Holden St
Holden St	Fourth St	Sixth St
Fifth St	King St	Holden St
River St	Sixth St	New St



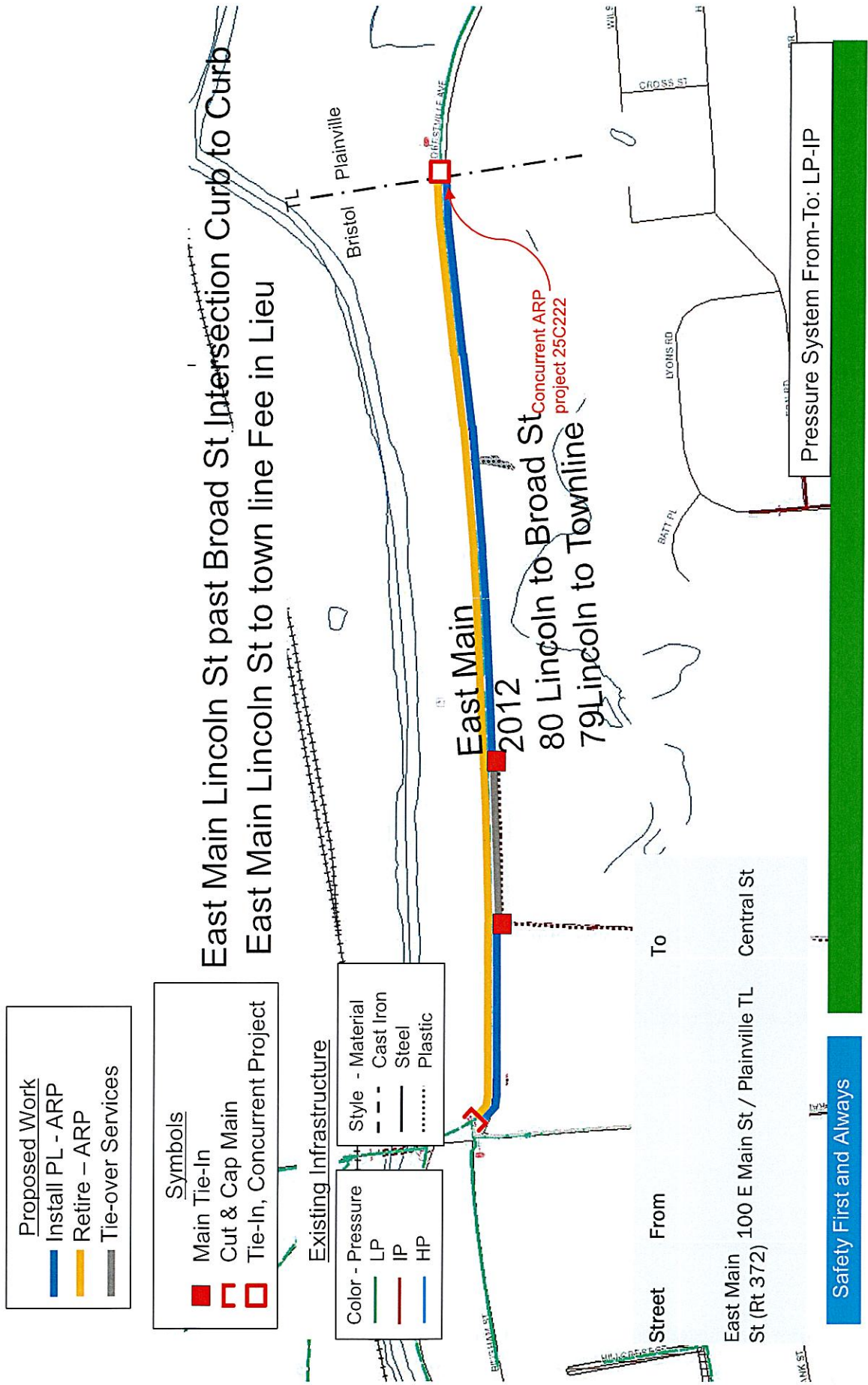
23C221_Bristol, Gridley St Replacement



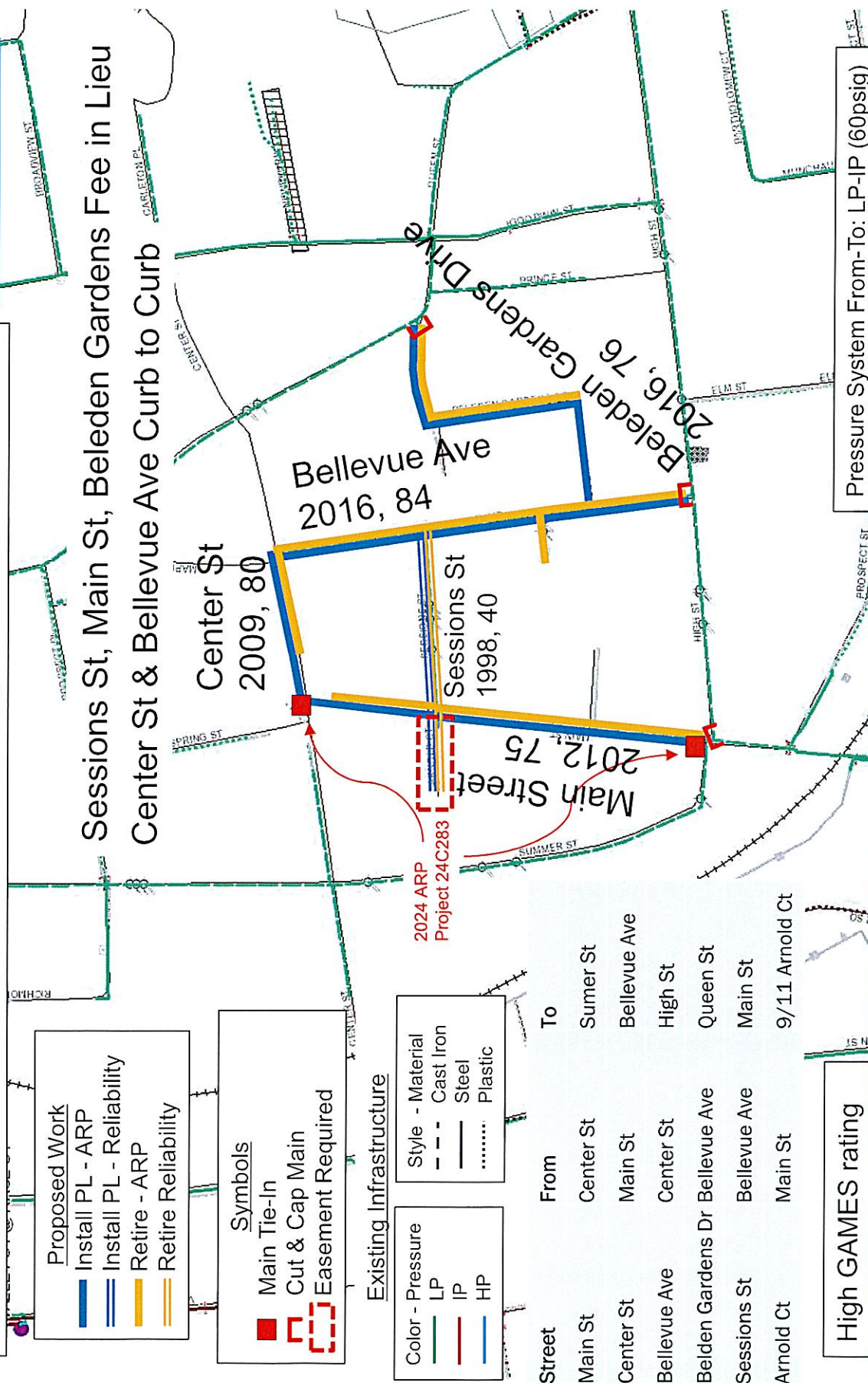
25C221_Bristol, Curtiss~Williams~Pardee Replacement



25C224_Bristol, E Main St Replacement



25C241_Bristol, Main~Bellevue Replacement
25C241R_Bristol, Session~Arnold Reliability

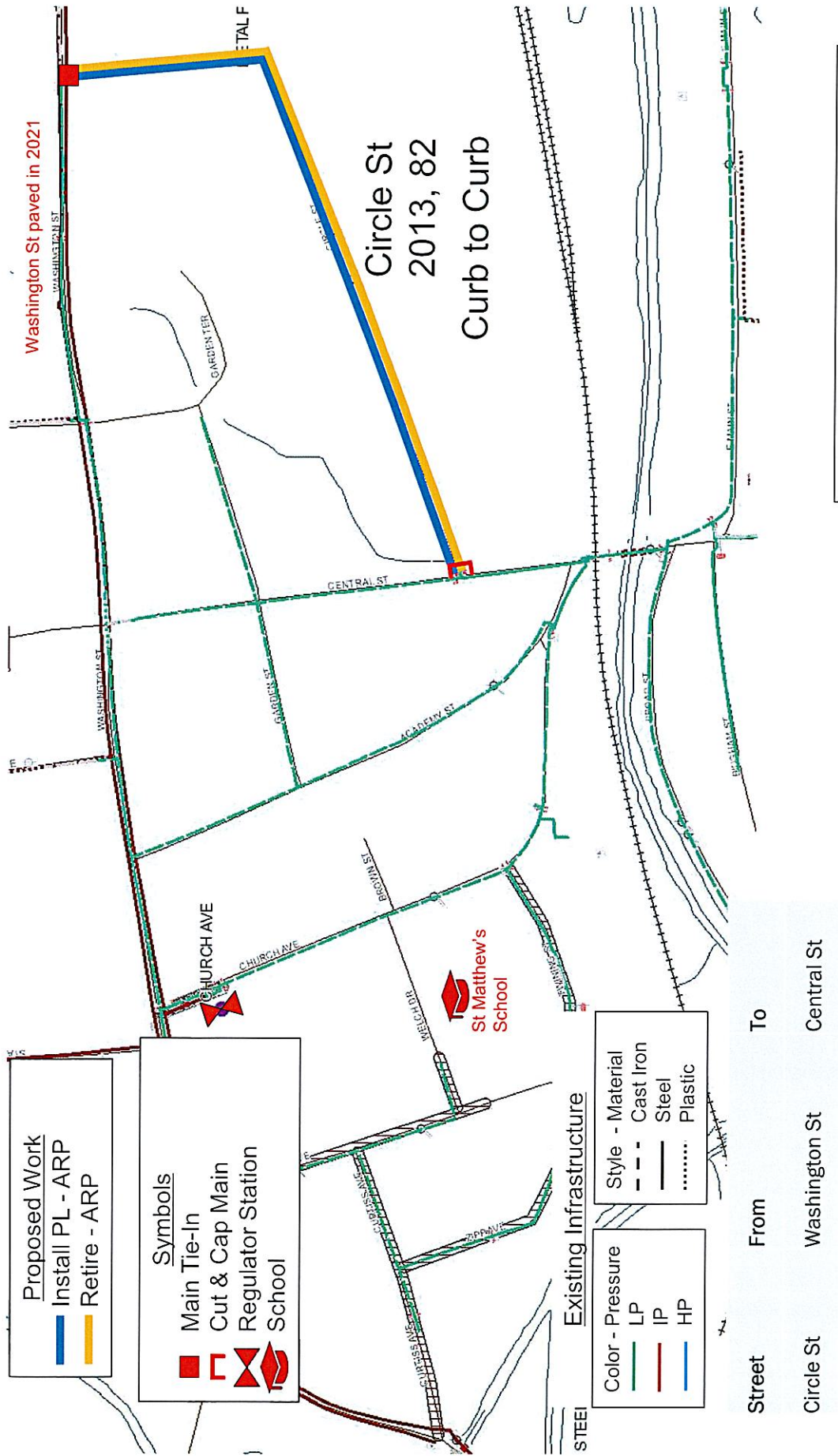


High GAMES rating

Safety First and Always

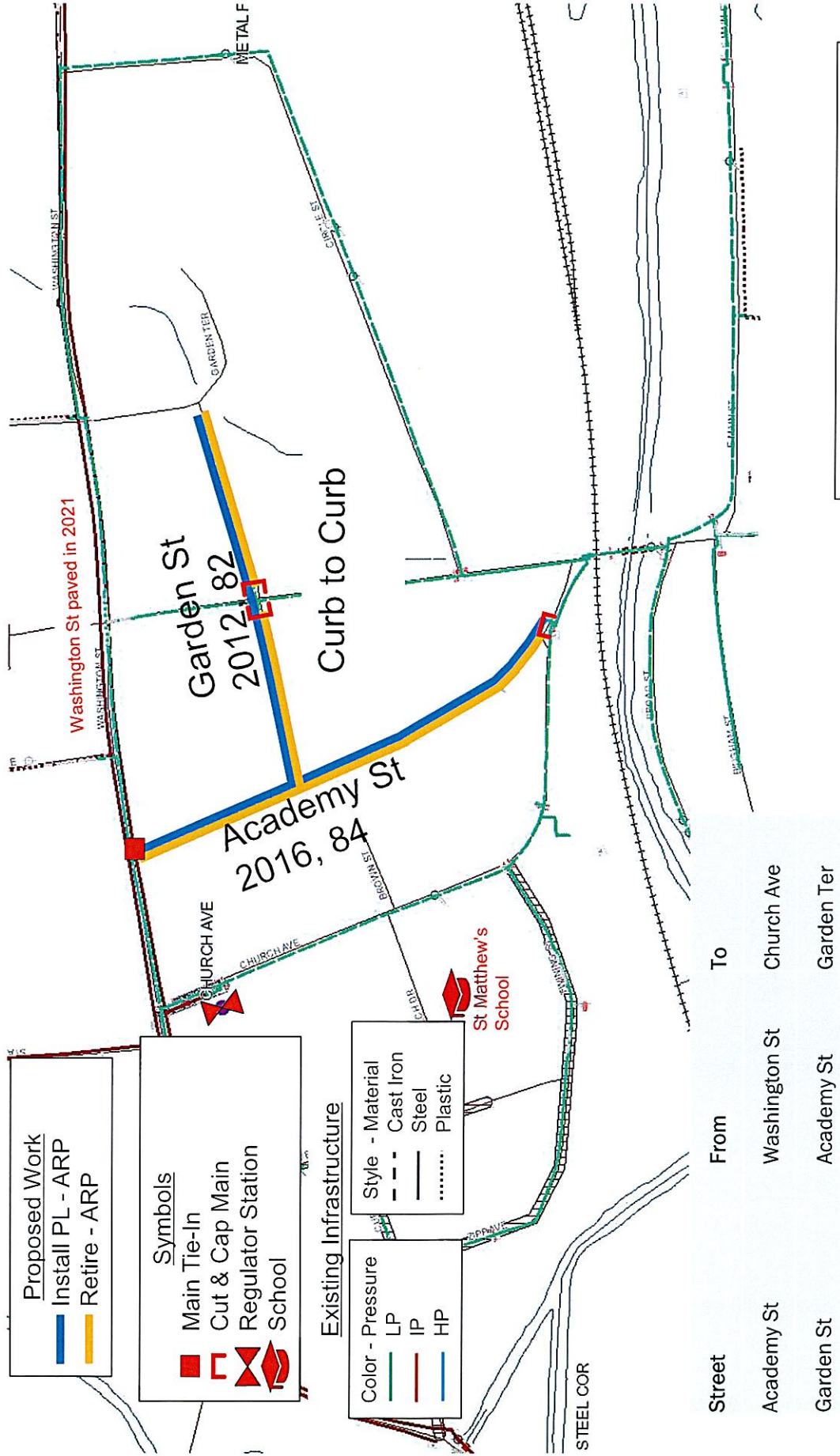
Pressure System From-To: LP-IP (60psig)

25C281_Bristol, Circle St Replacement



Pressure System From-To: LP-IP 60

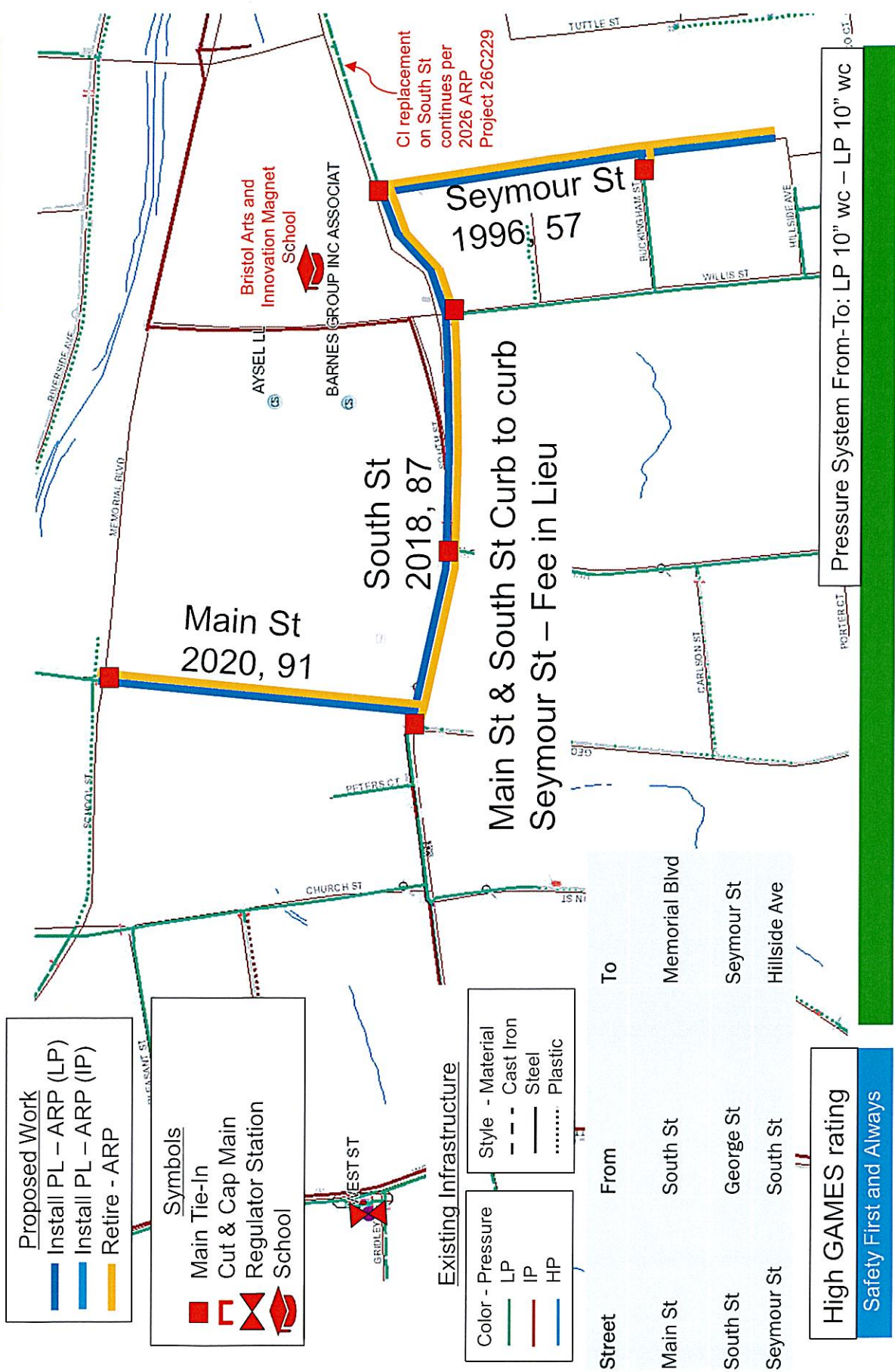
25C282_Bristol, Academy~Garden Replacement



Pressure System From-To: LP-IP 60

Safety First and Always

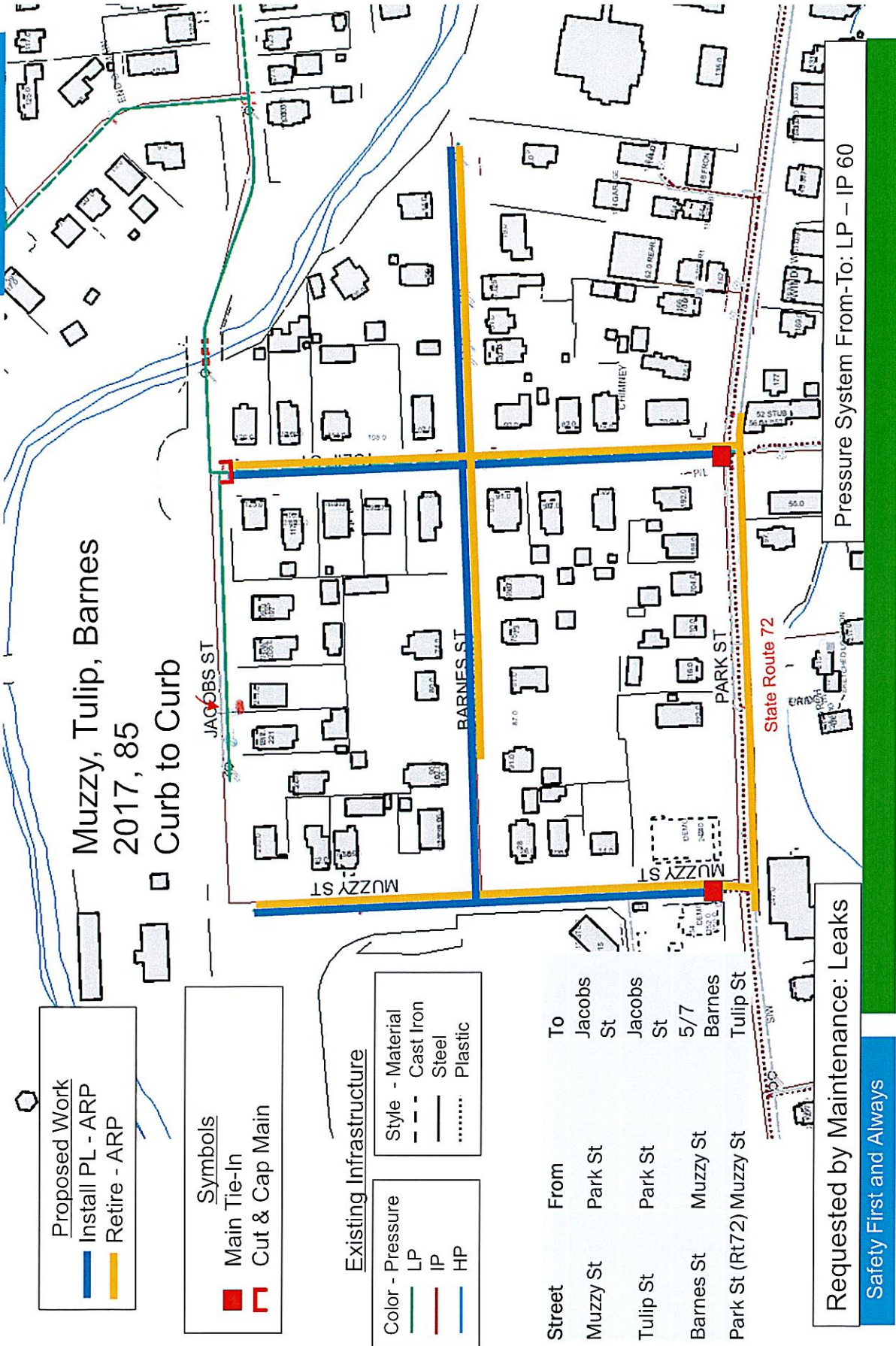
25C291_Bristol, Main~South~Seymour Replacement



Slide 10

DBJ0 Not seeing work on peters?
DRICKLER-BOURGART, JARRED, 2024-10-18T13:54:27.711

26C255_Bristol, Muzzy~Tulip Replacement





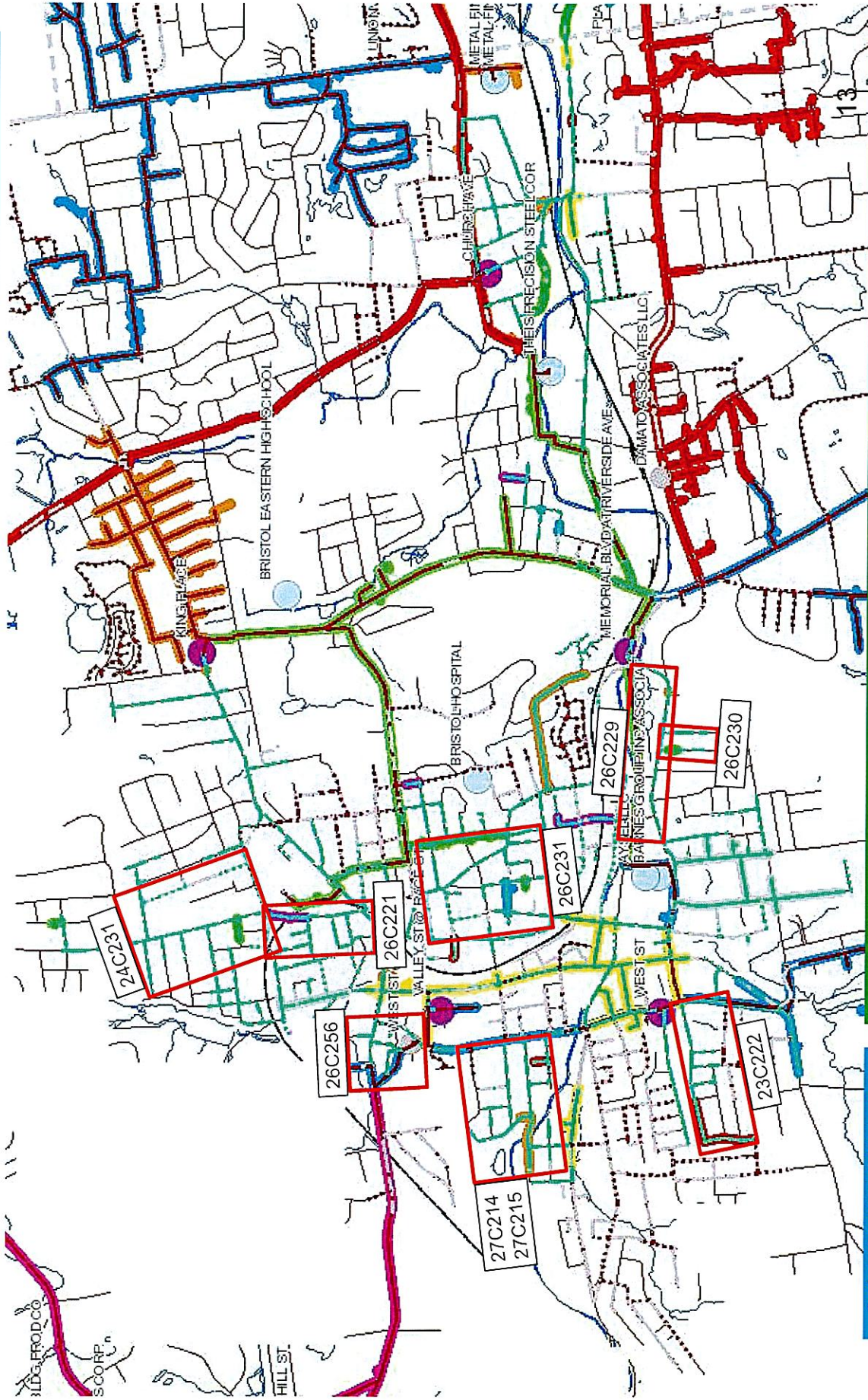
Bristol ARP

2026*

***Project maps subject to change**

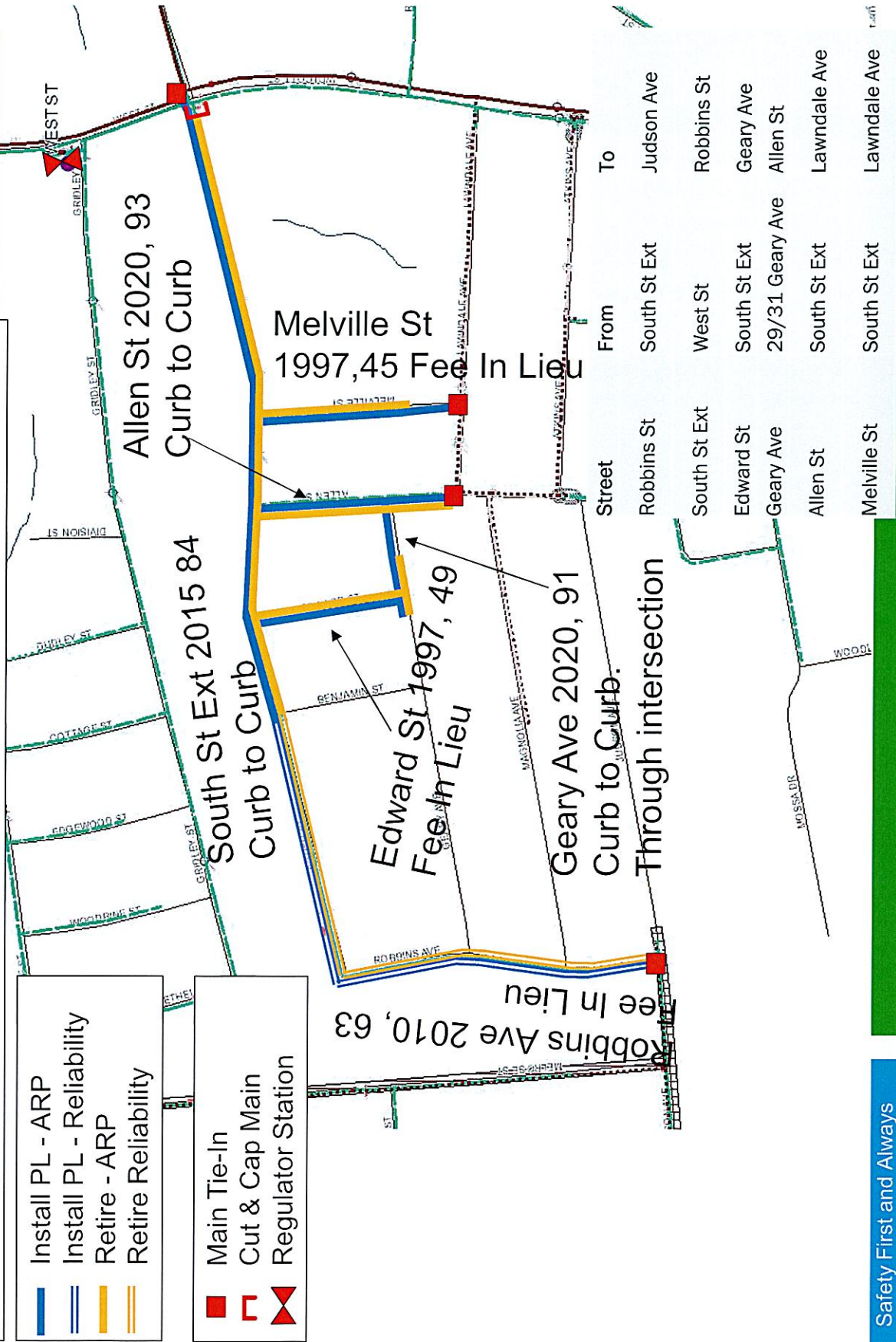
Bristol 2026

EVERSOURCE
ENERGY

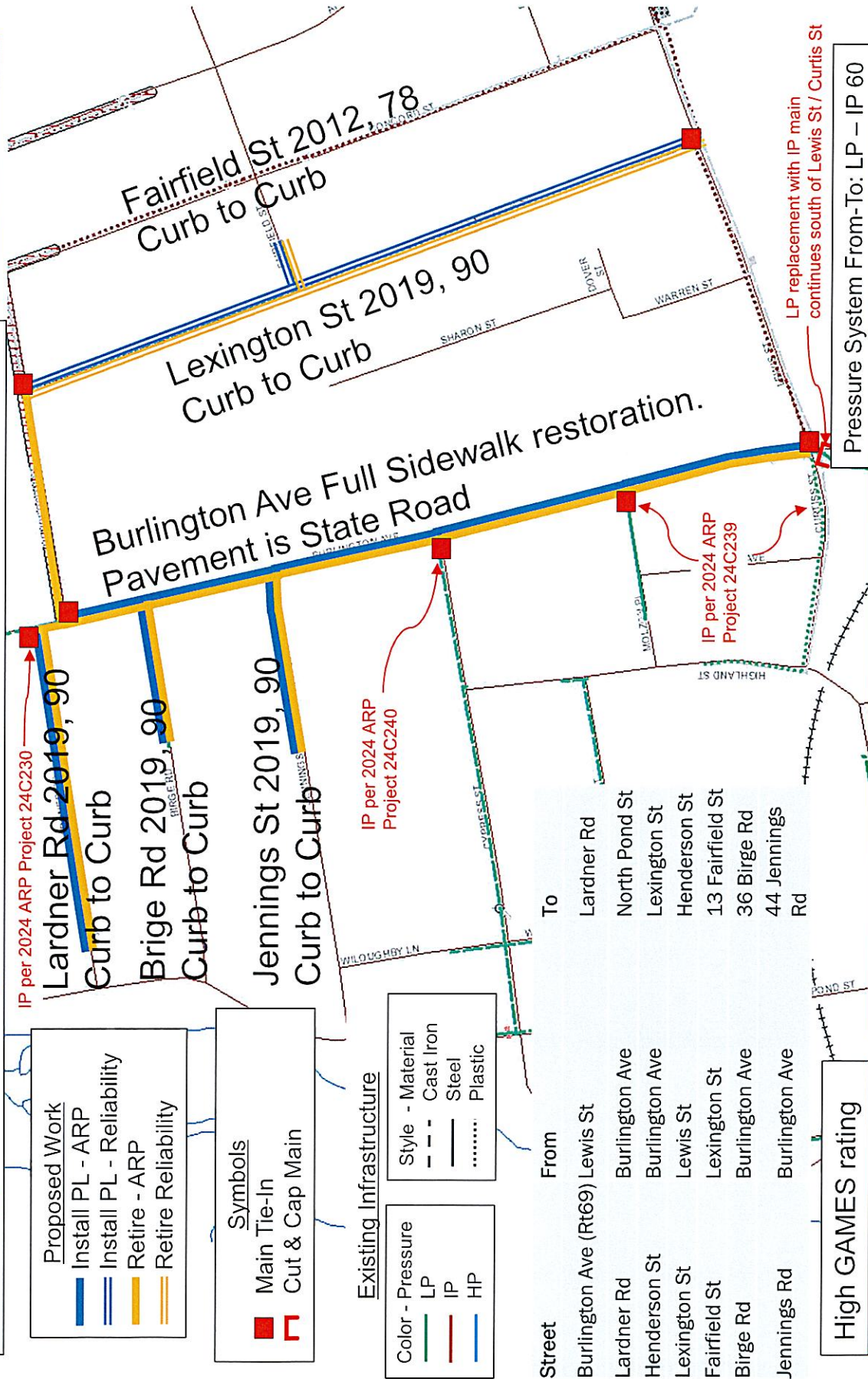


Safety First and Always

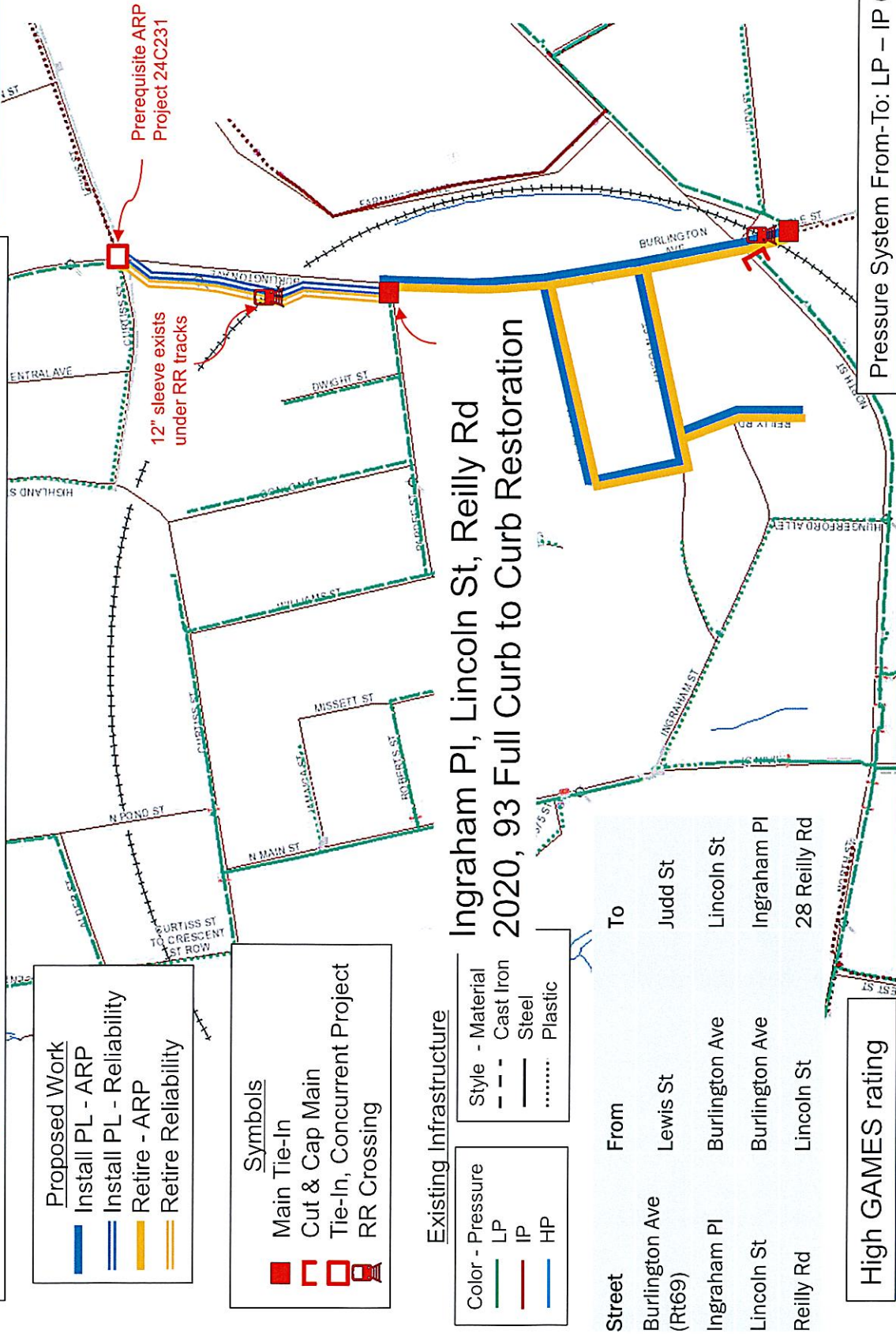
23C222_Bristol, South~Allen Replacement 23C222R_Bristol, South~Robbins Reliability



24C231_Bristol, Burlington~Jennings Replacement 24C231R_Bristol, Lexington St Reliability

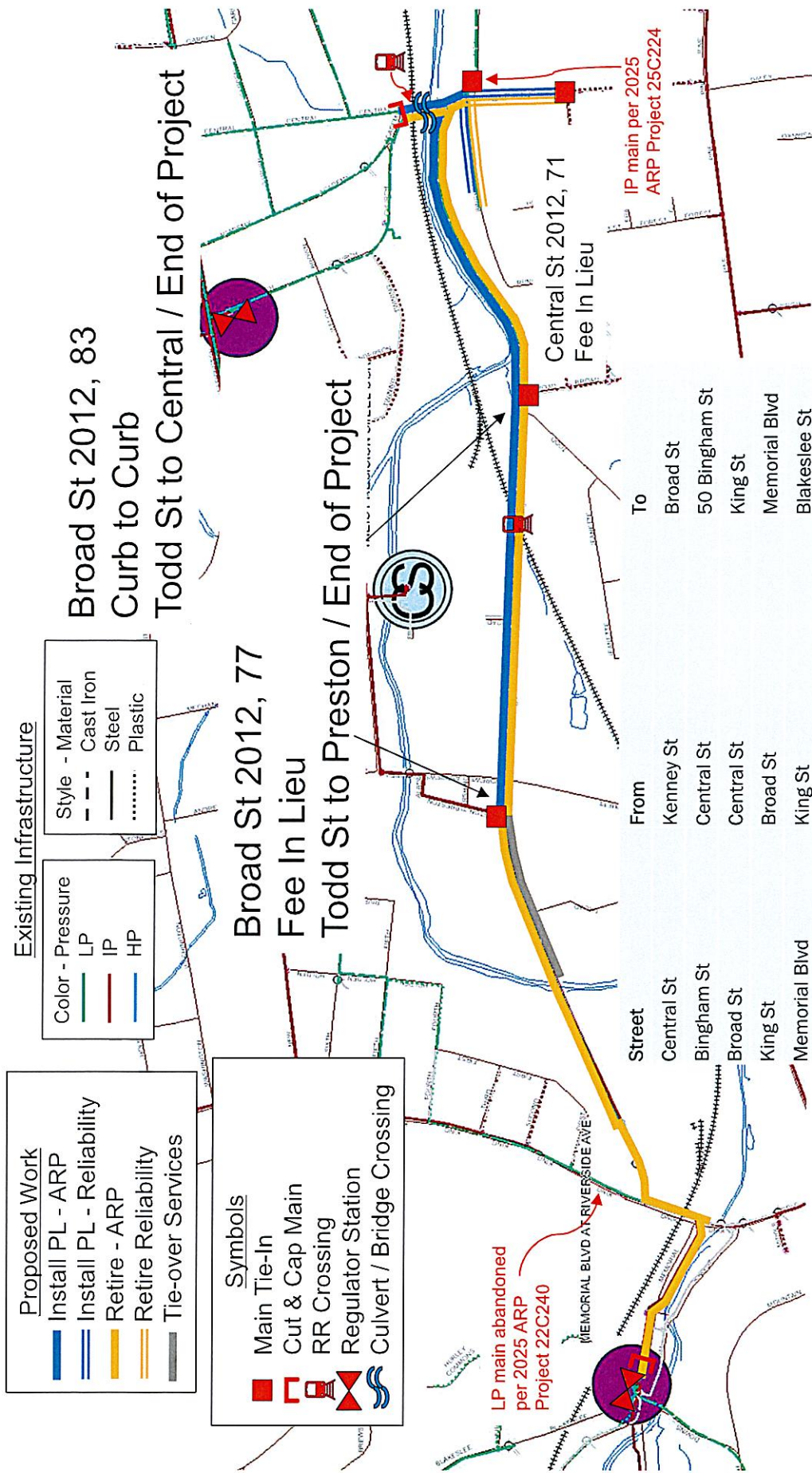


26C221_Bristol, Burlington~Ingraham~Lincoln Replacement 26C221R_Bristol, Burlington Ave Reliability



26C222_Bristol, Broad St Replacement 26C222R_Bristol, Bingham~Central Reliability

EVERSOURCE
ENERGY

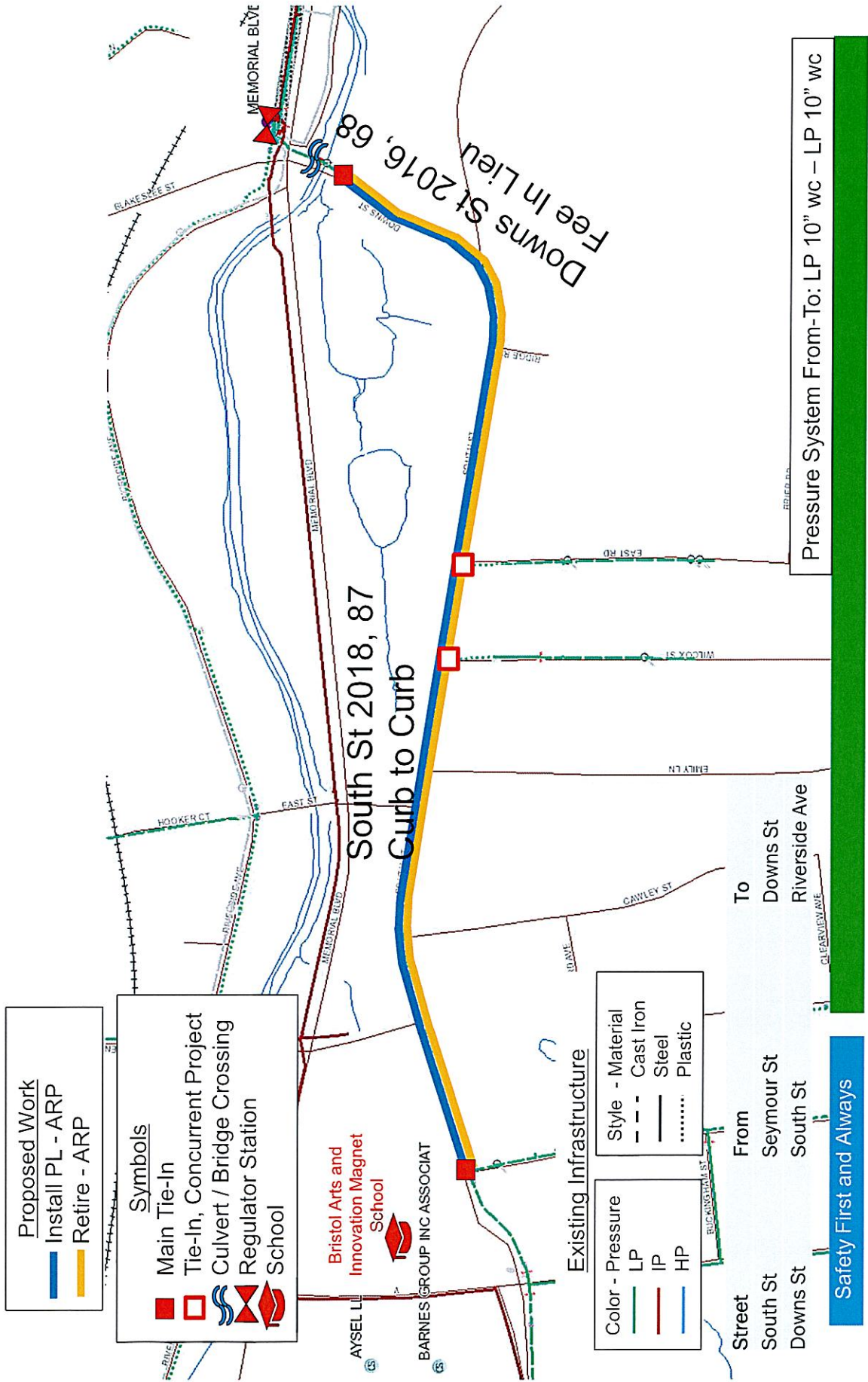


High GAMES rating, Flood Zone

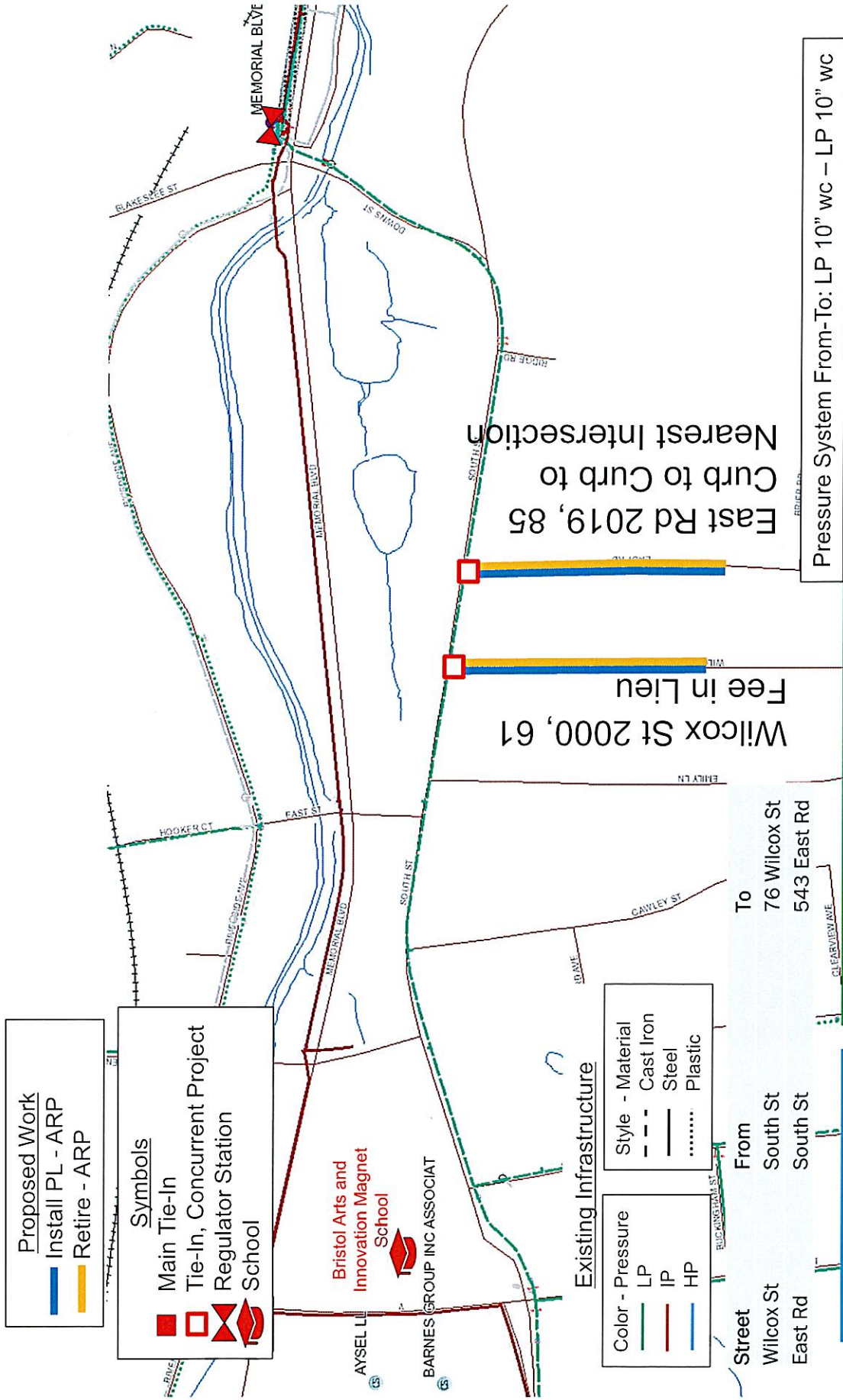
Safety First and Always

Pressure System From-To: LP - IP 60

26C229_Bristol, South~Downs Replacement

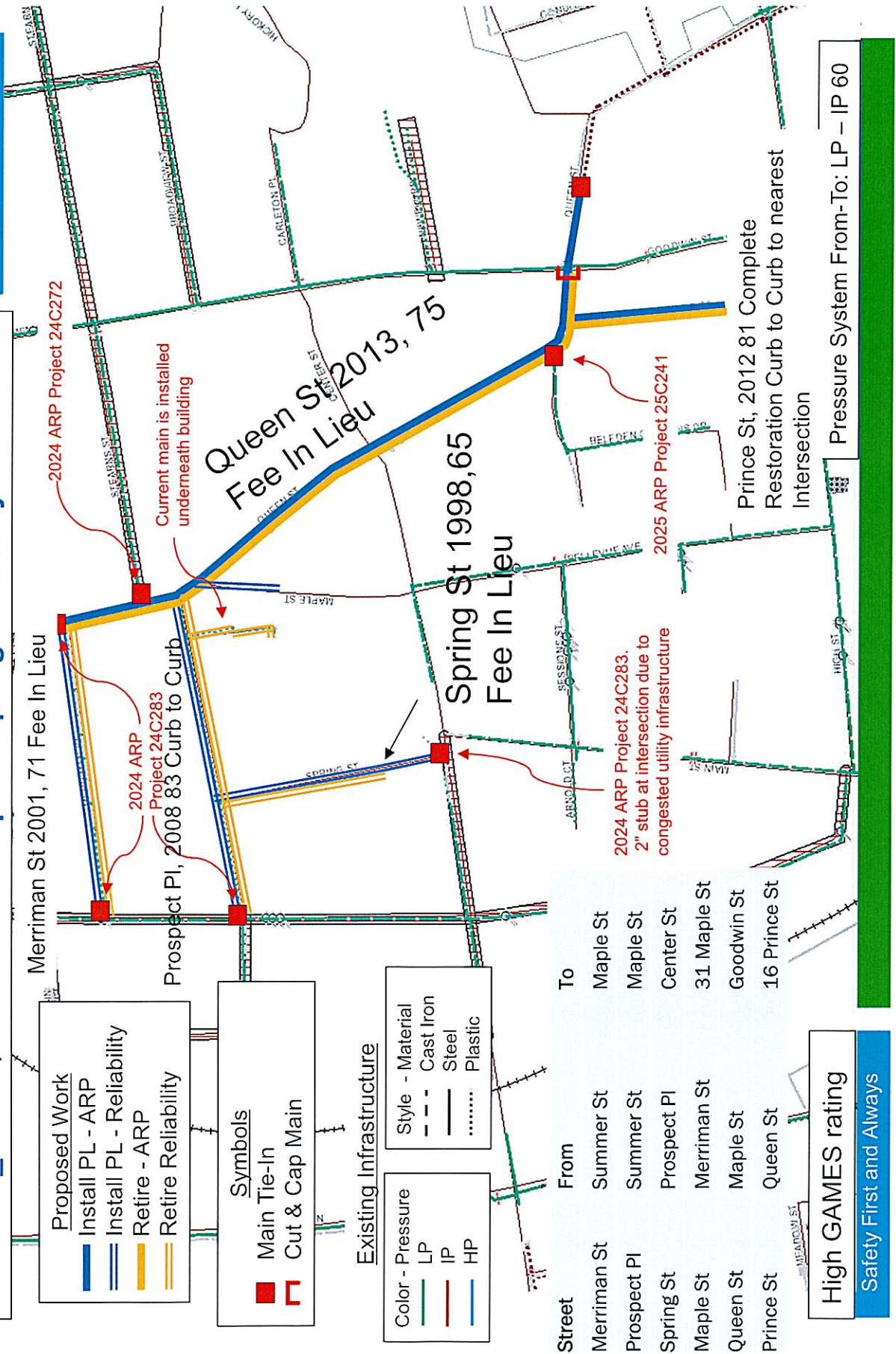


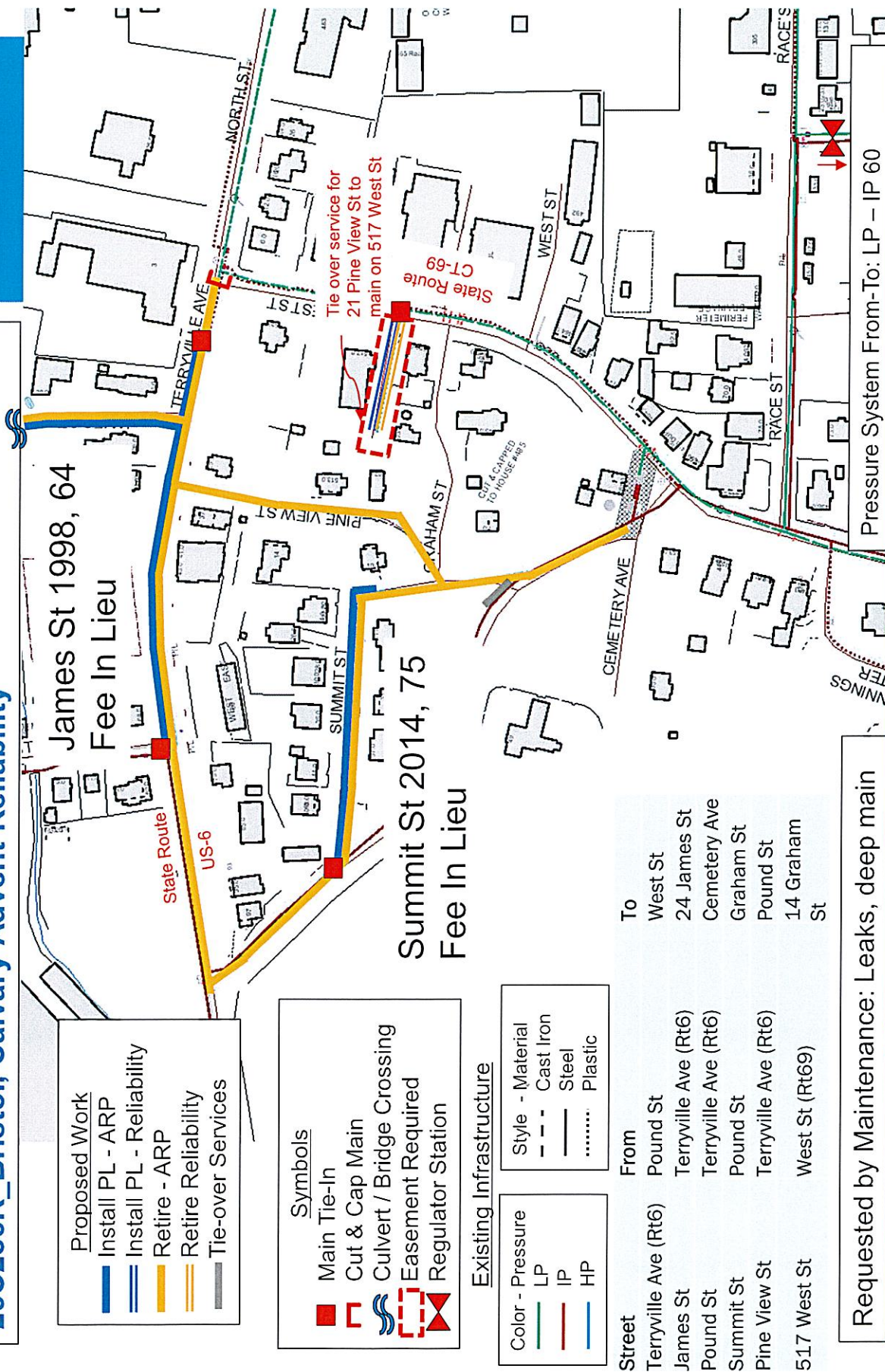
26C230_Bristol, Wilcox~East Replacement



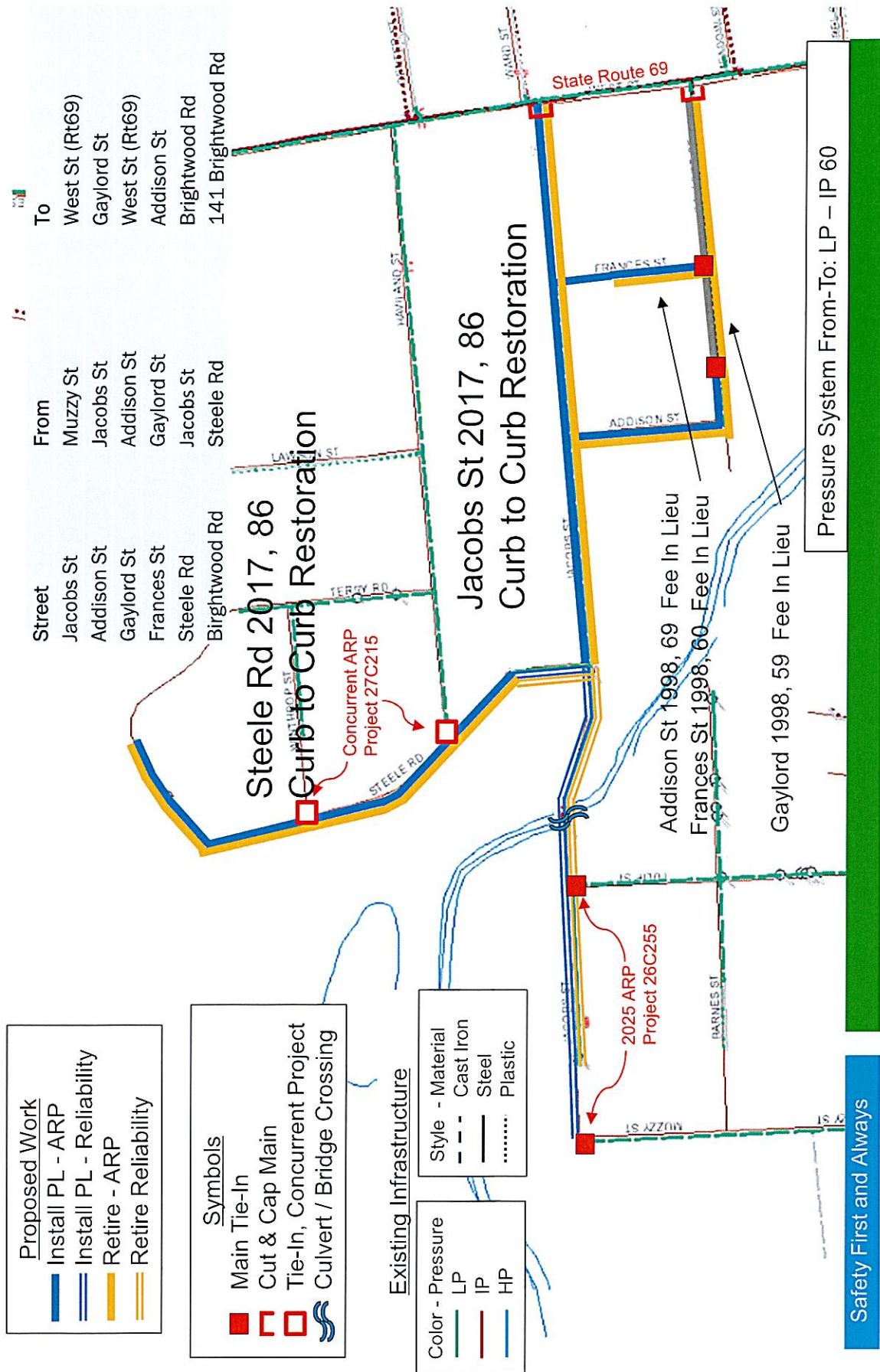
Safety First and Always

26C231_Bristol, Queen~Prince Replacement 26C231R_Bristol, Merriman~Prospect~Spring Reliability





27C214_Bristol, Jacobs~Steele Replacement 27C214R_Bristol, Jacobs St Reliability





24C240_Bristol, Cypress~Willoughby Replacement

Install PL - ARP
Retire - ARP

Main Tie-In
Cut & Cap Main
Main Tie-In, Concurrent Project
School



Cypress St 2010.69 FIL

Willoughby 2011.86
Curb & Gurb

Concurrent ARP
Project 24C239

North Pond St 2006.60 FIL

Future town paving
Safety First and Always

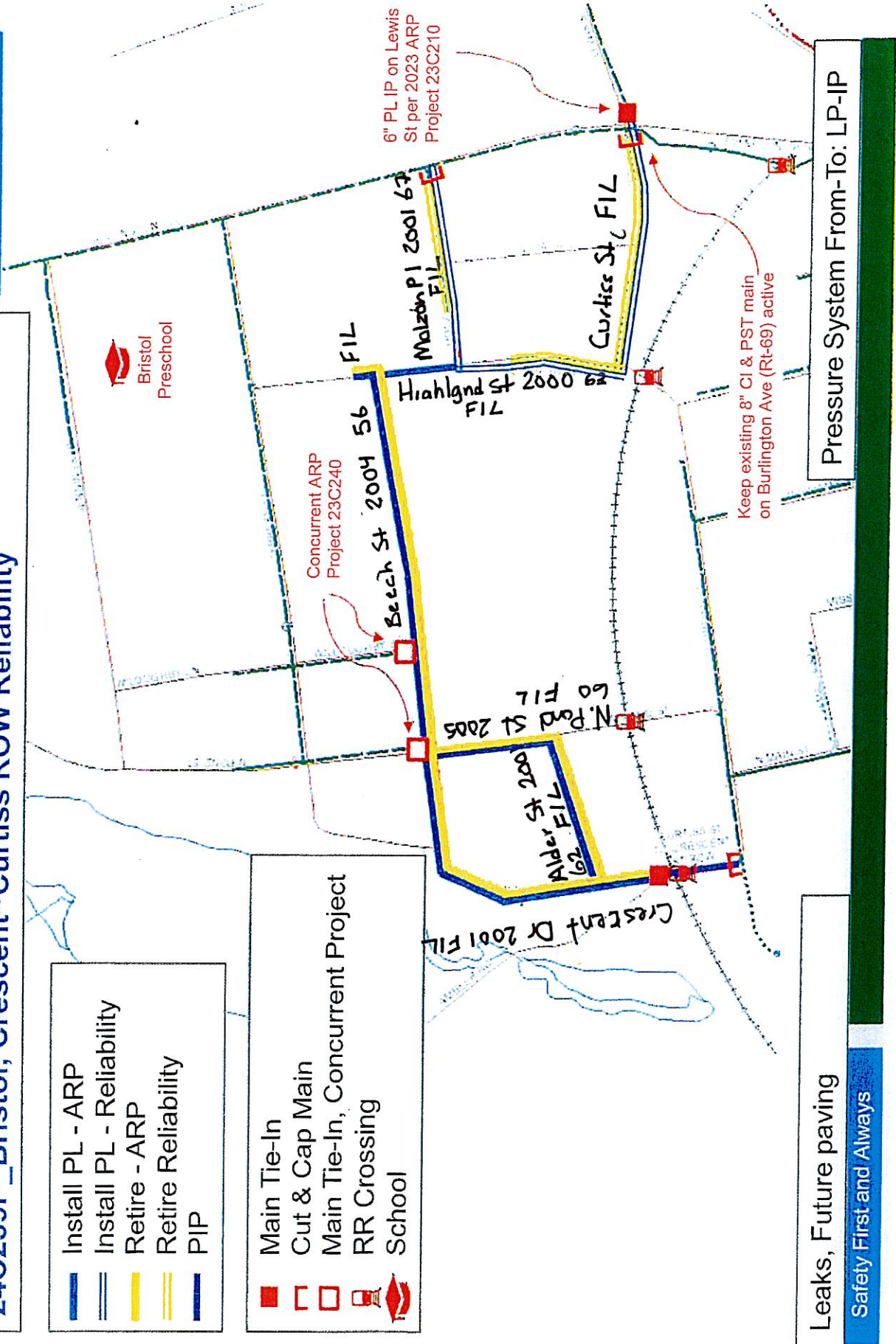
Pressure System From-To: LP-IP

24C239_Bristol, Beech~Crescent Replacement
 24C239R_Bristol, Curtiss~Highland~Molzon Reliability
 24C239P_Bristol, Crescent~Curtiss ROW Reliability

EVERSOURCE
ENERGY

Install PL - ARP
 Install PL - Reliability
 Retire - ARP
 Retire Reliability
 PIP

Main Tie-In
 Cut & Cap Main
 Main Tie-In, Concurrent Project
 RR Crossing
 School



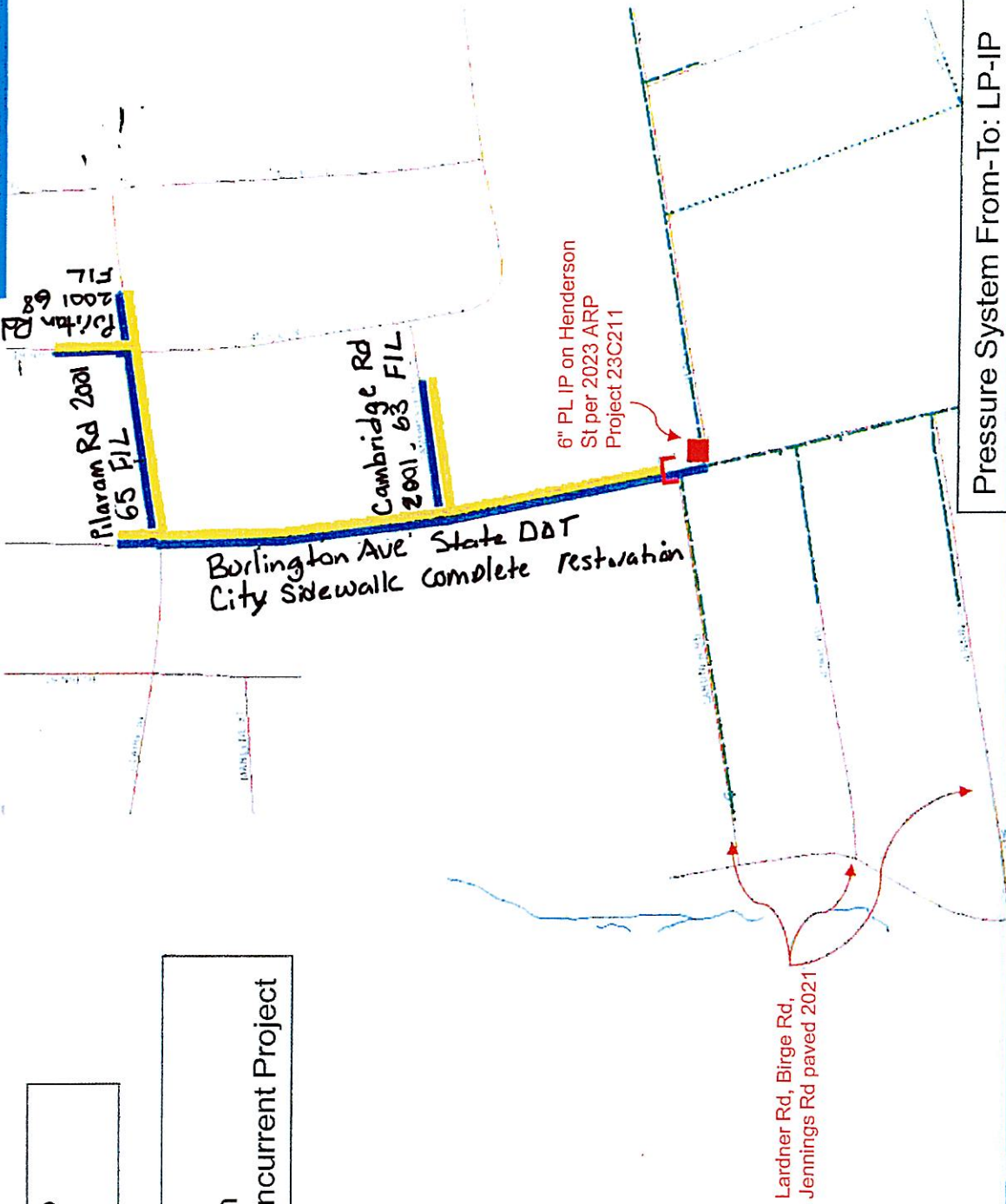
Leaks, Future paving

Safety First and Always

24C230_Bristol, Burlington~Pilgrim Replacement

— Install PL - ARP
— Retire - ARP

■ Main Tie-In
□ Cut & Cap Main
□ Main Tie-In, Concurrent Project



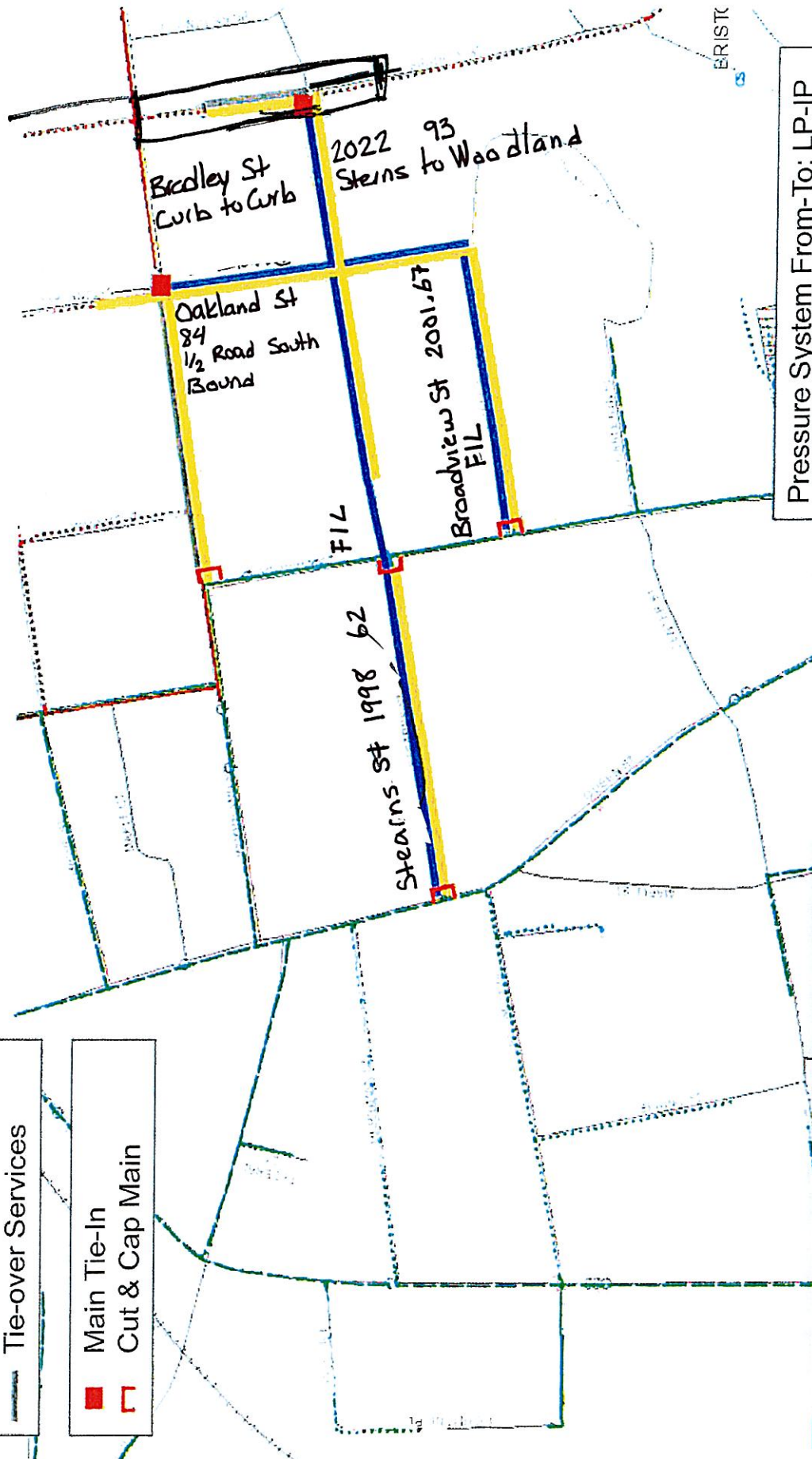
Pressure System From-To: LP-IP

Safety First and Always

24C272_Bristol, Stearns~Oakland~Broadview Replacement

— Install PL - ARP
— Retire - ARP
— Tie-over Services

■ Main Tie-In
□ Cut & Cap Main

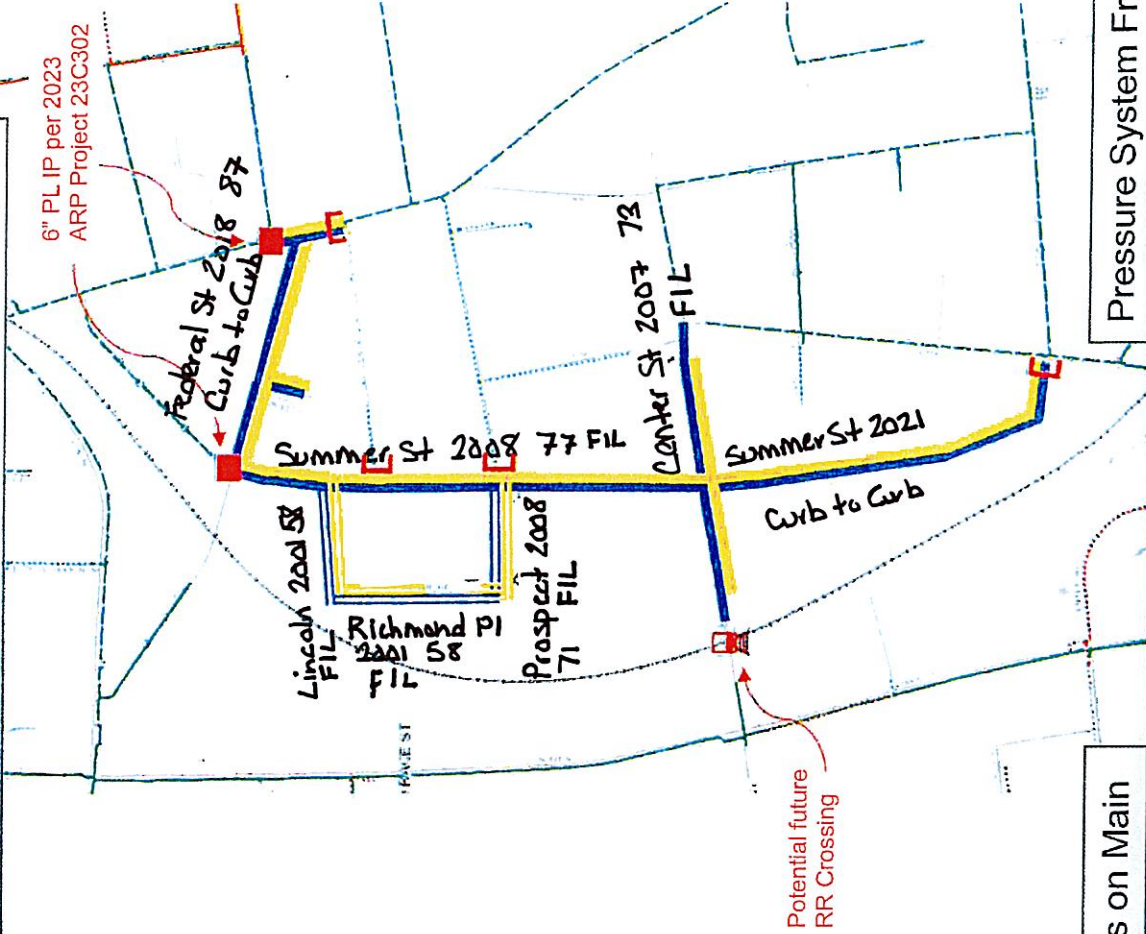


Safety First and Always

24C283_Bristol, Summer~Federal Replacement 24C283R_Bristol, Lincoln~Prospect Reliability

- Install PL - ARP
- Install PL - Reliability
- Retire - ARP
- Retire Reliability

- Main Tie-In
- Cut & Cap Main
- 🚂 RR Crossing



Requested by Maintenance: Leaks on Main

Safety First and Always

Pressure System From-To: LP-IP

25C286_Bristol, Mercier Ave Replacement

Case St 2014 80 FL

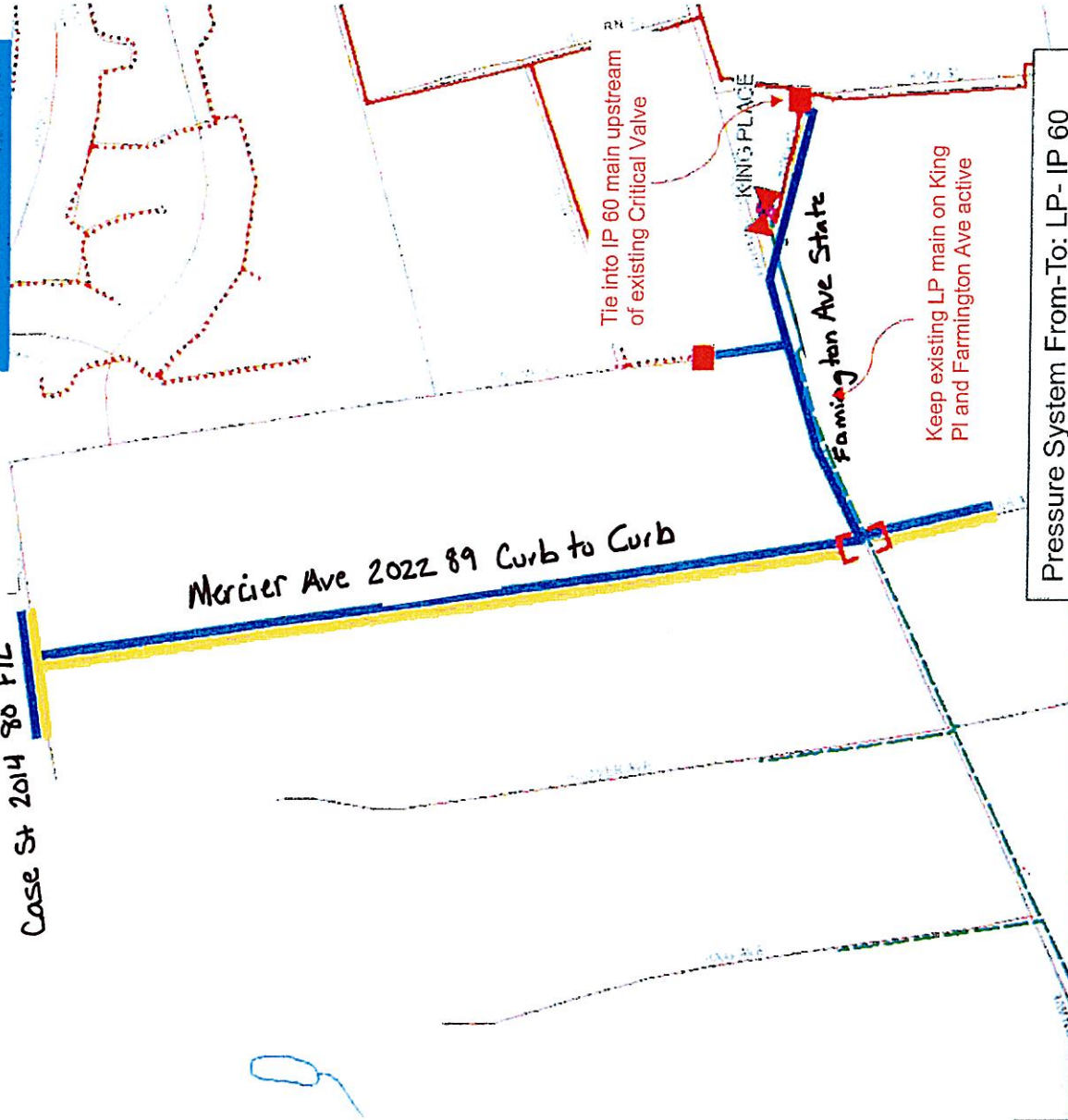
Proposed Work
 ■ Install PL - ARP
 ■ Retire - ARP

Symbols
 ■ Main Tie-In
 ■ Cut & Cap Main
 ■ Regulator Station

Existing Infrastructure

Color - Pressure
 — LP
 — IP
 — HP

Style - Material
 - - - Cast Iron
 — Steel
 Plastic



Pressure System From-To: LP- IP 60

Requested by Operations: Leaks

Safety First and Always

City of Bristol, Connecticut Pavement Management Program Road Surface Ratings & Repair Categories

Legend

Repair Category

No Maintenance Required (94-100)

Routine Maintenance (80-94)

Preventative Maintenance (70-80)

Rehabilitation (45-70)

Reclamation (0-45)

Non-Inspected Roadways

Gravel Roads (City Owned)

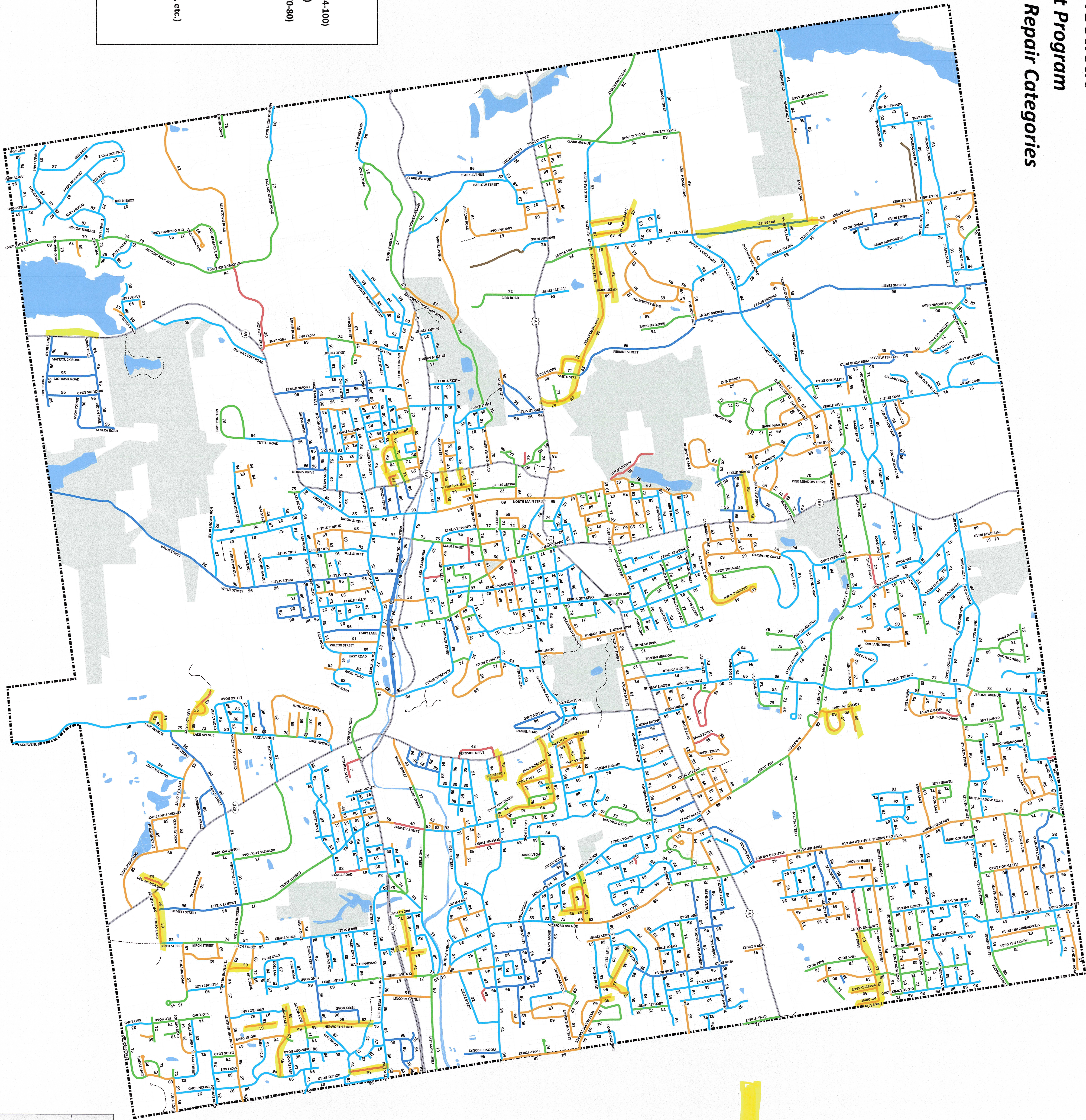
State

Other (Privates, Parking Lots, etc.)

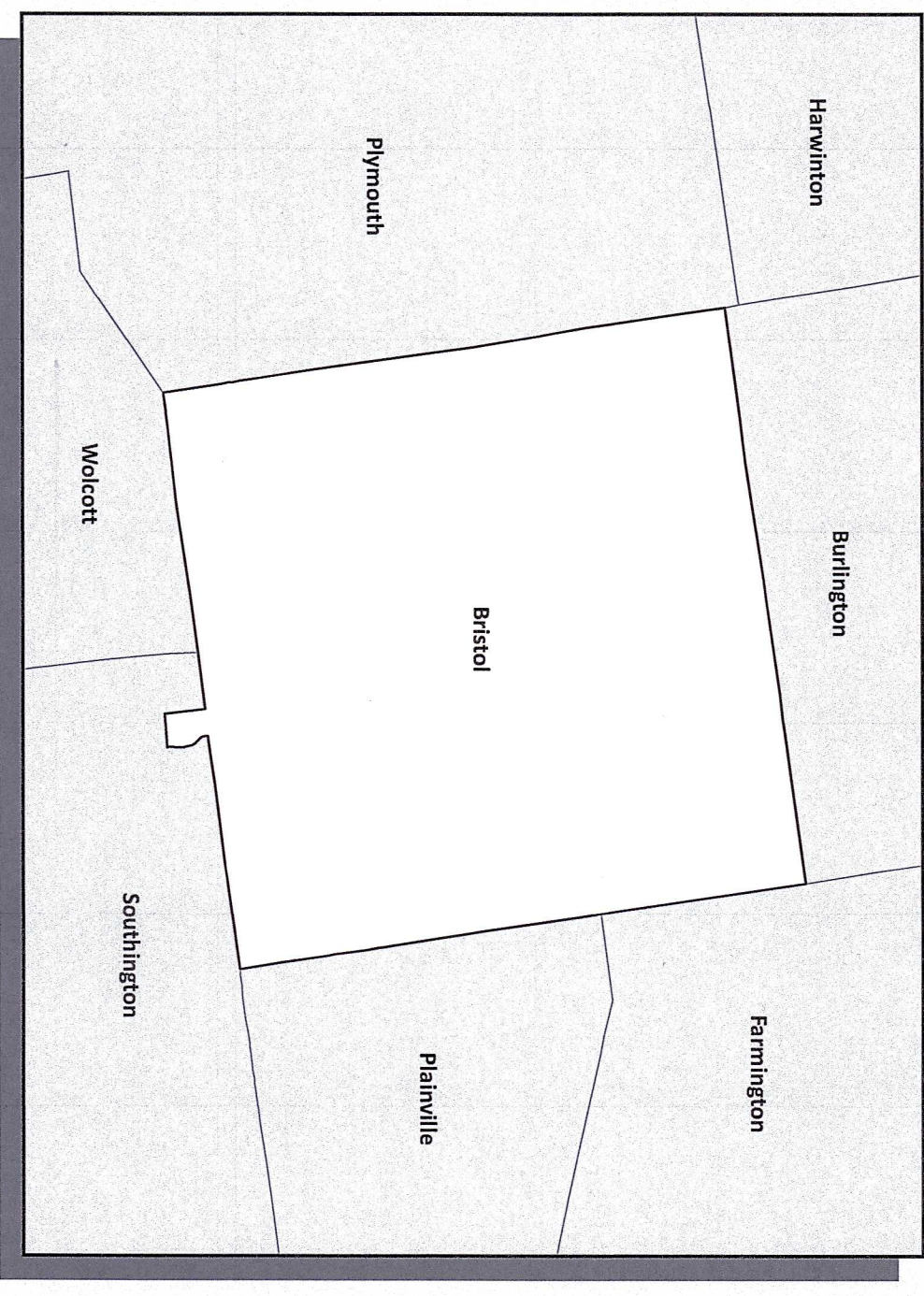
Other

Open Space

Waterbodies



Roads Paired
in 2024





**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: February 12, 2025
(Submission Date)

For the February 25, 2025 Board of Finance Meeting
Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

☒ Additional Appropriation \$ 28,750

☐ Transfer from Contingency \$ _____

☒ Transfer(s) \$ 28,750

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on February 20, 2025.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Engineering consultant fees to replace the Andrew St Bridge. Design performed in accordance with CT DOT design standards. Project funded through the State Local Bridge Program (50% funding).

Transfer(s) complete the following:

From:	3023019-589000 30400	To:	3063019-531000-24C08	Amount:	\$28,750
From:	<u>Addition Appropriation (State Local Bridge Program)</u>	To:	<u>3063019-531000-24C08</u>	Amount:	<u>\$28,750</u>



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: February 12, 2025
(Submission Date)

For the February 25, 2025 Board of Finance Meeting
Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☒ Additional Appropriation \$ 39,529.50
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 39,529.50
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on February 20, 2025.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Engineering consultant fees to replace the Mellen St Bridge (South St to Mem Blvd). Design performed in accordance with CT DOT design standards. Project funded through the State Local Bridge Program (50% funding).

Transfer(s) complete the following:

From:	3023019-589000 30400	To:	3063019-531000-24C07	Amount:	\$39,529.50
From:	Addition Appropriation (State Local Bridge Program)	To:	3063019-531000-24C07	Amount:	\$39,529.50



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: February 12, 2025
(Submission Date)

For the February 25, 2025 Board of Finance Meeting
Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 5,000
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on February 20, 2025.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Funds to cover additional phone lines for Meadow St Parking garage fire system and City Hall (fire, elevator and security lines).

Transfer(s) complete the following:

From:	0013013 543000	To:	0013013 553000	Amount:	\$5,000



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: February 12, 2025
(Submission Date)

For the February 25, 2025 Board of Finance Meeting
Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 5,000
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on February 20, 2025.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Transfer(s) complete the following:

From:	0013011-514000	To:	0013012 557700	Amount:	\$2,500
From:	0013017-514000	To:	0013012 557700	Amount:	\$2,500



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 10, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: DPW - SHRUB ROAD SIDEWALK/TRAFFIC CALMING PROJECT
UPDATE**

The consulting firm of AI Engineers has finalized the Shrub Road sidewalk and traffic calming plans. In accordance with LotCip grant requirements a design review by the CT DOT, NVCOG and a third party is required prior to the City receiving authorization to proceed with bidding. It is expected that plan revisions will be required to address review comments, in addition DPW's review may also require revisions, however the need for major modifications to the plans are not anticipated. In addition, no work is required within the State's right of way eliminating the need for a state encroachment permits. The Department anticipates construction in 2025, however, approval by the CT DOT is required, and it is imperative that plans revisions are finalized to prevent delays.

A link to the current plans and project estimate is provided below:

<https://www.bristolct.gov/DocumentCenter/View/48718/Shrub-Road>

A summary of the current plans consists of the following:

1. SIDEWALK WIDTH: Concrete sidewalks 5 ft wide, north side of Shrub Road from Cricket Hill Road to Jerome Avenue including a section of sidewalks on Jerome Avenue from Shrub Road to Stevens Street.
2. PIGEON HILL PARKING: The installation of three roadside parallel parking spaces east of the Pigeon Hill driveway.
3. POLE BORDER WIDTH: The sidewalks will be installed 2.5 - ft from the curb, located within the City's right of way.



Department of Public Works | 860.584.6125

4. **TRAFFIC CALMING ISLANDS:** Painted islands 4 ft wide will be installed along the following two sections of Shrub Road. The current plans still include a standard cross section depicting an 8 ft painted island that must be deleted. The proposed layout and grading plans reflect the ?
 - a. In the area of the Environmental Learning Center east to Sherwood Road.
 - b. In the area along the Pigeon Hill open space parcel, east past the Oak Hill intersection, extending 150 ft east of Oak Hill Drive.
5. **TREE REMOVAL:** The proposed plan includes the removal of trees only as necessary to install sidewalks (approx. 36 for length of sidewalks on Shrub Rd & Jerome Ave). In accordance with State Statue each tree will be posted and a hearing conducted (if required).
6. **ROADWAY WIDENING:** Per AI Engineers plans:
 - a. A 650 ft length of roadway will be widened in the area of the Environmental Learning Center (approximately 0.5 ft to 4.7 ft on the north side and 0.5 ft to 2.1 ft on the south side, opposite the Environmental Learning Center). The width of the proposed roadway at the section between the Environmental Learning Center (to the north) and the property line of 152 & 162 Shrub Road (to the south) is proposed to increase 4.7 ft to the north and 2.1 ft to the south.
 - b. Shrub Road will be widened approximately 0.5 ft to 3.6 ft in the area east of Oak Hill Road. No widening is proposed on the south side of Shrub Road in this area. In addition to the painted island transitions the subject roadway section is currently 22 ft based on AI Engineers plans. The minimum roadway width is required to provide 2-10 ft lanes with a 2 ft edge line on each side of the road. DPW Engineering will perform an extensive review of this area and meet with property owners of 409 and 515 Shrub Road.
 - c. Based on AI Engineers plans, the roadway width of large sections of Shrub Road from Oakhill Road to Jerome Ave is currently 22 ft to 23 ft. In addition, the establishment of an engineered centerline roadway radius eliminates “waives” / offset non-tangent curb lines which requires minor adjustments/ widening of the roadway. Other than at the intersection of Oak Hill Road there is no painted island proposed in the referenced area. However, in order to provide 2-10 ft travel lanes with a white edge line 2 ft off the curb the proposed plan indicates a road widening of 1 ft-2 ft. DPW Engineering will review the referenced area to confirm the need for the proposed work. It should be noted that the proposed sidewalk is located in the City’s right of way and the City’s standard has been modified to locate the sidewalk 4 ft from the Street right of way line.



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7. LANE WIDTH: Reduce lane width to 10 ft. (length of Shrub Road). The standard cross section includes a 2 ft shoulder (painted white edge line) required per state design for a minor arterial.
8. SHRUB ROAD at JEROME AVE – PAVEMENT WIDTH: The pavement width on the eastern end of Shrub Rd will be narrowed. The curb along 479 Shrub Road will be moved out in order to save trees along the property frontage. A 3 ft. pole border will be maintained.
9. ENVIRONMENTAL LEARNING CENTER TREES: As a result of the 4 ft. painted island, the roadway will be widened on the north side by 3.2 ft. in the area of the 34-inch diameter oak tree and **the 34-inch diameter oak tree WILL NOT be removed.** It should be noted that to save the 34-inch oak the Environmental Learning Center must grants the City an easement to install the sidewalk in back of (north) of the oak tree. The roadway widening in the area of the 30-inch diameter pine tree is 4.2 ft., however since the 30-inch diameter pine tree is currently within 4.4 ft. off the roadway and is a higher elevation than the road the **proposed plan requires the removal of the 30-inch diameter pine tree.**

The proposed concrete sidewalks will cross each driveway on the north side of Shrub Road. As part of the project, a section of new driveway will be installed approx. 15 from the back of the new sidewalk section. The grade of the existing driveway at 55 & 465 Shrub Road will be maintained, the sidewalks will match the existing grades. All mailboxes will be reset/re-installed as part of the project.

To construct the sidewalks, an easement is required from New Britain Water south of the Jerome Ave bridge. To reduce the number of trees removed from within the City's right-of-way easements from the Environmental Learning Center and the City of Bristol Parks Department are required. In accordance with City Ordinance 21-27, the City reserves the right to grade on property for the purpose of constructing sidewalks.

The Police Commission has approved the proposed stop sign on the north bound lane of Jerome Ave at the Shrub Road intersection. The Police commission DID NOT approve a reduction in the posted speed limit. The City has obtained approval from the City Inland Wetland Commission for work proposed in the area of Freeman Brook (application 2000). The project estimated cost remains approximately \$1,560,800.

The DPW received the updated plans from AI Engineers on February 12, 2024. As indicated above, the current plan set provides construction details depicts the full scope of work. The plans



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have been forward to NVCOG and CT DOT for review. It should be noted that DPW would typically perform a detailed review prior to the submittal of revised plans to reviewing agencies and presentation to the Board of Public Works, however in order to prevent additional project delays DPW is performing our review concurrently.

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



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DRAFT **NOTICE** **SHRUB ROAD SIDEWALKS**

Dated February 15, 2025

The City of Bristol Department of Public Works has received updated plans from the City's design consultant AI Engineers. The plans provide additional details required for construction and have been submitted to the NVCOG Regional Planning Agency and will be forwarded to the CT DOT for review in accordance with Lotcip grant requirements.

The general sidewalk and traffic calming layout remains as previously presented. This notice is to notify you that the updated plans will be presented to the Board of Public Works at its February 11, 2025 meeting at 6:00 PM. You can attend the meeting in person or virtually via the link below:

Meeting: Board of Public Works

Location: City of Bristol, City Hall, 111 North Main St

Time: 6:00 PM

Meeting Link: City of Bristol website (Agenda & Minutes, Board of Public Works, Feb 20, 2025, click "Board of Public Works")

Virtual Link: [\(Link to be provided upon publishing of Meeting\)](#)

Please feel free to contact the Department of Public Works at 860-584-6125 with any questions.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013010

Division: Administration

Fiscal Year 2024-25 Accomplishments:

- Continue support of administrative functions to the Streets, Solid Waste, Building, and Engineering Divisions.
- Implemented an Asset Management software (resident service request system) for DPW's Administrative Division and provided administrative support to the Department's Engineering, Fleet, and Building Maintenance Divisions.
- Facilitated a cleanup of old files for all city hall departments to consolidate space issue in our storage area.
- Managed the Department's Community Litter Reduction Program through organizing community groups to clean up along City streets. Used COVANTA grant funds to procure litter collection and safety equipment.
- Continue a Transfer Station audit every October for the Board of Public Works to the Department's Transfer Station permit fees and residential/commercial permit classification. Continue the Commercial permits notices are sent through email when the permit expires. This eliminates businesses getting turned away at the transfer station for an expired permit.
- Continued to improve Public Works (PW) communication with residents via social media (Facebook page - Facebook.com/BristolPW, Twitter (@BristolPW), and mailing lists created using CivicPlus, the City's web provider, including off-hours (emergency) communication with residents during extreme weather events.
- Revised "Welcome Packages" provided to new homeowners in Bristol to promote available City services. To save costs and postage we revamped to send just a letter to the residents and we have a separate tab on the website where all the documents that we would normally send through the mail now live. Residents can go onto the link we provide and view all of our city services.
- Provided public outreach and education regarding Pay As You Throw at the Transfer Station, "What's In/What's Out" recycling guidance, and Recycle Coach usage.
- Continued to expand use of online complaint reporting through seamless docs for illegal bulk reporting, barrels on the curb too long, basketball hoops, and improper recycling in barrels.
- Managed shredding & electronic events with the National Honor Students at Eastern High School and BAIMS.
- Increased employee training and education for all departments.
- Continued to implement employee recognition program.
- Continue the use of digital forms and applications to increase residential access to Department services via the website. Converting Landuse and Engineering applications to digital format.
- Continued the outdoor classroom and garden project.
- Implement bottle bill activities with BAIMS and Eastern High school. A bottle collection program was established school wide and they are brought to Brian's Angels to help with their rent.
- Continued Community Litter Cleanup program. We have also introduced this into the schools and they created a cleanup day on Earth Day.

Summary of Fiscal Year 2025-2026 Request:

- Labor contract adjustments in regular and part time wages.
- Increase in anticipated revenues from the Department of Public Works resident funded, yard waste collection program and Bulk pickup.

Fiscal Year 2026 Goals:

- Continue process of establishing formal written policy and procedures of Department operations.
- Continue Code Enforcement duties, collection of fees/fines for violations of solid waste, illegal bulk & shopping cart Ordinance violations.
- Enable residents to take advantage of self-service when possible.
- Expand development of Department's Reduce, Re-use, and Recycle (RR and R) program by increasing student/BOE outreach and education programs, enlarge targeted collection programs for items such as Electronic Recycling and Plastic Recycling and increase awareness of composting, through partnership programs with City Garden clubs, Parks Department, and the BOE outdoor classroom initiative.
- Introduce our food waste program into the school system. Also create a program for residential curbside collection of food waste.
- Develop benchmarking and quantify savings of solid waste reduction with food waste and Reduce Reuse and Recycle program development.
- Enhance processing of account payables/cross-training staff on all Admin duties.
- Continue initiative to create a paperless office which includes scanning and file management of existing documents.
- Create a dedicated Reduce Reuse Recycle social media page, branching off the current Department of Public Works social media to focus on recycling and sustainability.

Long Term Goals:

- Prepare policies and procedures to obtain APWA Public Works Certification.
- Expand programs to encourage residents to utilize self-service and enhance seamless docs to add more online services.
- Increase communication and information provided to City residents associated with Public Works services.
- Enhance the Department's Reduce, Re-use and Recycle Programs to include programs videos that can be utilized in schools for student's curriculum. Implement Food Waste diversion in a bigger scale.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013011

Division: Engineering

Fiscal Year 2024-25 Accomplishments:

- Managed the Department's annual road improvement program consisting of: roadway milling, paving, storm drainage upgrades, and permanent patch program. As part of the Department's Asset Management system, each roadway section of the City Street network (234 miles) is rated on a scale from 1-100 and is used to prioritize and select the proper treatment implemented as part of DPW's annual major roadway improvement program. The current rating of City roadways is 80.30. Obtained roadway rating system that enabled Engineering staff to rate roadways utilizing iPhone equipped with AI technology. Improve and expand public access to the Department of Public Works Graphical Information System (GIS).
- APWA presentation on Memorial Blvd Bridge as "Gateway into the City" presented at NEAPWA fall conference.
- Implemented a new Asset Management software for DPW Engineering Division's Assets (roadway pavement, storm drainage, street lights, and bridges/culverts). Asset Management system includes GIS integration and roadway rating system. Asset management serves as digital filing system using GIS.
- Revised City Street Ordinance associated with roadway patch requirements. Increased public utility patching requirements.
- Leveraged use of grant funds to design and complete CIP projects:
 - CMAQ - Traffic signal upgrades \$3,400,000 fully funded. Under design, construction in 2026
 - State Community Conductivity Grant – Sidewalk and ADA ramp improvements \$439,000 & \$794,000 fully funded. Construction of sidewalk & ADA ramps associated with \$439,000 grant complete. Design of sidewalks and ADA ramps (\$749,000 grant) under design.
 - State/Local Bridge - Jerome Ave Bridge \$2,970,000, 50% grant funded.
 - Fed/Local Bridge Program – Mellen St Bridge \$2,200,000, fully funded.
 - Federal/Local Bridge – East Rd Bridge \$4,600,000, fully funded.
 - LOTCIP Downs Street Bridge – \$2,300,000, fully funded construction.
 - LOTCIP – Woodland Street Sidewalks \$340,000, fully funded.
 - LOTCIP – Wolcott St Reconstruction \$3,200,000, fully funded.
 - State/Local Bridge – Lake Ave \$1,400,000, 50% funded.
 - LOTCIP Divinity Street Culvert \$950,000, fully funded.
- Formalized DPW policies approved by the Board of Public Works associated with roadway curbing, roadside barriers, & property addressing.
- Updated ADA Sidewalk Transition Plan to comply with State requirements and current ADA standards, to replace deteriorated ADA ramps.
- Provided employee training for roadway pavement, storm water regulation, OSHA safety,
- Reduced backlog of Capital Improvement Projects (storm drainage, roadway reconstruction, streetscape, and bridges).
- In accordance with CT DEEP MS4 requirements, mapped Pequabuck River storm drainage outfalls and prepared database on dry and wet outfalls. Prepared annual MS4 City report.
- Improved coordination and procedures with Eversource & City lighting vendor to reduce delays in streetlight repairs.
- Evaluated traffic calming measures on City roads, such as center median islands, roadway narrowing, roadway edge line rumble strips. Evaluation included use of telemetric data of commuter vehicles.
- Updated City-wide Inland Wetlands mapping used to determine regulatory limits/permit requirements.
- Administered resiliency grant (\$250,000) to evaluate engineering measures along the Pequabuck River & Coppermine Brook, and provided public education on available City, State, and FEMA resources.
- Oversaw proposed FEMA updates to citywide flood plan maps.
- Administered Recreational Bike grant (\$360,000) to design a bike/pedestrian path interconnecting Rockwell Park, West End, Brackett Park, Mem Blvd, and Middle St.
- Coordinated with DOT to complete West End (CT Route 69 & 72) intersection project, concept design of CT Route 72 realignment in area of Brackett Park, traffic signal design at Riverside Ave/Mem Blvd/Downs St and Blakeslee St, and railroad crossing replacement at Maple End (east of CT Route 6 at CT Route 69).
- Construct municipal garages (Hope St – 194 spaces, \$7,830,143) & (Meadow St – 182 spaces, \$4,537,000)
- Construction of N. Main St (Hope St to Center St) streetscape improvement (\$2,175,251).
- Administer NRCS grant (\$362,093) to remove/demolish the house located at 396 Jerome Ave for flood mitigation measures.
- Complete construction of a biofilter swale and rain garden at Edgewood School, funded through a Clean Water grant provided by Farmington River Association. Engineering and construction performed by DPW staff.
- Oversee consultant design of streetscape improvements on CT Route 72 (Riverside Ave (Main St to Blakeslee St) & Park St (West End to Rockwell Park). Design includes roadway reconstruction of Riverside Ave coordinated with DOT. Consult design fee \$380,000 & construction (18.7 million (no City funds), 12.5 million DOT & 6.2 million State CIF grant)
- Coordinate DOT bus Shelter replacement & installation program.
- Utilize summer engineering intern to assist with roadway design project and asset management
- Initiate a water quality study of the mad river watershed (cedar Lake area) in conjunction with the Town of Wolcott and City of Waterbury.
- Maintain ombudsman to coordinate removal of double utility poles throughout the City (190 double poles removed).
- Formalize detention pond maintenance formula for lump sum contributions to the City's Storm Water Trust.

Summary of Fiscal Year 2025-26 Request:

- Labor contract adjustments in regular wages.

- Increase funding for DPW Engineering Professional fees to supplement and support engineering staff functions, including cost estimate of building projects.
- Capital Improvement Project (CIP): RIF to install storm drainage on Brace Ave/O’Sullivan Street and Collins Road to the Coppermine Brook to prevent runoff from City streets onto private property. Extending the Brace Ave storm drainage CIP project limits. State Local Bridge Funds to replace Field St bridge culvert and Andrews St bridge/culvert. City funds to design additional Senior Center parking, Broad St retaining wall, and Main St Streetscape.

Fiscal Year 2025-26 Goals:

- Design streetscape improvements on Main Street (Mem Blvd to South St) complete with angle parking, realigned granite curbing, drainage, decorative bricks, and concrete walks/ADA ramps. In addition, design bridge/culvert replacement at Lake Ave crossing Mix Brook & perform structure design of the Field St bridge/culvert.
- Maintain existing pavement management/resurfacing program to improve surface conditions of City roadways.
- Prepare formal policy and procedures approved by the Board of Public Works associated for roadway construction/surfacing and storm drainage projects/operations. Ordinance revisions include incorporating complete streets policies.
- Continue implementation/startup of Asset Management for DPW Engineering Division’s Assets (roadway pavement, storm drainage, streetlights, and bridges/culverts).
- Update City roadway and utility standards and details, rewrite City roadway ordinance to reflect current Department and industrial standards.
- Streamline and improve Division permit process through online permitting.
- Support and assist ECD to implement projects that support economic development.
- Expand employee training program (roadway reconstruction/paving, project management (budgets), including OSHA safety).

Long Term Goals:

- Continue roadway pavement management program to improve pavement surface conditions of City roads.
- Increase training and education of Engineering Division staff.
- Obtain grants to improve public facilities, infrastructure, and roadway conditions.

**CITY OF BRISTOL
2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013012

Division: Land Use

Fiscal Year 2024-25 Goals and Accomplishments:

- 251,000 s.f. of development projects guided through the Land Use process:
 - 131,000 s.f. – Redevelopment of the Northeast Middle School at 530 Stevens Street.
 - 56,000 s.f. – Self Storage/offices; adaptive reuse of an existing building at 238 Main St.
 - 43,000 s.f. – 84 new senior dwelling units at 594 Redstone Hill Rd.
 - 8,700 s.f. – New Fire Station #3 building at 163 Church Ave.
 - 7,035 s.f. – New 4-story mixed use building with 28 residential units (1- & 2-bedroom mix) along with 3,000 s.f. of retail space on the ground floor at 37 Main Street.
 - 4,032 s.f. – New Pump Station and associated water utility infrastructure improvements on 300 acres of City of New Britain land; new pump station will be located at Maltby Street.
 - 1,350 s.f. – New Outdoor pavilion for Boys and Girls Club at 255 West Street.
 - Page Park – Various infrastructure improvements which include three new accessory buildings, along with increased parking/ADA accessibility, improved lighting, rebuild/reconfiguration of the on-site dam, spillway, and culvert.
- Continued Facilitation of the Update/Rewrite of the Bristol Zoning Regulations:
 - Brought Phase 1 of the update/rewrite process to a successful conclusion with the adoption of new Regulations at a Public Hearing in March.
 - Phase 1 focused on the re-formatting of the document, correcting errors and omissions, ensuring compliance with statutory changes, along with providing more visual guidance.
 - The update has made the Regulations easier to work with for all users of the document.
 - It should be noted that in this past year, the Zoning Commission has doubled the number of meetings it usually has within in a one-year period – going from 12 to 24 meetings – in order to keep this initiative moving forward; our volunteer Commissioners are a valued resource.
 - The estimated date for completion of all remaining phases and final adoption of the Regulations is expected to occur by July 1, 2025.
- Training
 - As mandated by state law, staff delivered 4-hours of training to our new (2024) Land Use Board members and Commissioners. Staff notes that this is a very

worthwhile exercise because new (and existing) Board members and Commissioners can always benefit from training and guidance in order to gain (and maintain) the level of skill needed to review land use applications.

Summary of 2025-2026 Request:

- Labor contract adjustments in regular wages.
- Overtime fund decrease to reflect efficiencies (reduction in staff time at night meetings).
- Advertisement fund increase to reflect current pricing and usage to publish land use legal notices (required by State Statute).
- Professional Services fund increase to provide additional legal resources.
- Conference fund increase to provide training to land use commissioners (mandatory training required by State Statute).

Fiscal Year 2026 Goals:

- Continue to support changes that provide increased flexibility and common-sense initiatives with respect to parking in all zones.
- Continue to provide support for property owners of under-utilized properties throughout all zones, using the Adaptive Reuse Regulations, that can help repurpose existing building footprints and provide for infill development.
- Promote transparency in the land use process by utilizing the City of Bristol Land Use Board and Commission websites, along with our new Civic Clerk meeting portal.
- Promote, provide, and facilitate additional training to Land Use Boards and Commissions.

Long Term Goals:

- Identify areas of collaboration with the Economic and Community Development (ECD) staff.
- Promote transparency in the land use process.
- In the case of inclement weather, have all Land Use Boards and Commissions prepared to migrate quickly to a fully online format with the goal of not cancelling any regularly scheduled meetings.
- Seek out ongoing training and educational opportunities for all Board and Commission members.
- Continue to protect existing open spaces and look for common-sense opportunities that preserves more land.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013013

Division: Building Maintenance

Fiscal Year 2024-25 Accomplishments:

- Achieved Gold Level Certification in SustainableCT which included meeting Climate Leader Designation status (only 5 other Connecticut Municipalities are currently Gold Level Certified).
- Replace Police Complex boiler condensate tank that also required extensive repairs, and replacement of deteriorating boiler plumbing equipment (steam traps, supply and return lines, mud drum and header nipples).
- Replacement of the conference room floor at 51 High Street which posed a safety hazard to staff and visitors.
- Install Police Complex basement level garage entrance/exit overhead doors.
- Perform hazardous building material inspections/survey with Eagle Environmental on existing City Buildings that are not adequately inventoried, for any potential future sitework to limit staff and vendor exposure and City liability risks.
- Construct 194-space Centre Square Hope Street Parking Garage & the 182-space Municipal Parking Garage on Meadow St.
- Install security upgrades (exterior door lock upgrades and security camera installations) & exterior painting/ trim replacement (SHPO grant) at Park Department's 51 High St building.
- City Hall project closeout, full contractor warranty expired March 2025. Equipment warranty of individual equipment remains (3-5 years). Project completed with budget surplus.
- Administer construction of new Fire House 3 (Forestville) Facility.
- Staff OSHA training fall protection to work on City Hall HVAC Rooftop equipment, bloodborne pathogen, PPE evaluation of PD holding cells, and material safety sheet training.
- Implement Asset Management to track maintenance and operation cost.
- Initiate project to relocate the Park Department from the 51 High St facility back to City Hall.

Summary of Fiscal Year 2025-26 Request:

- Labor contract adjustments in regular.
- Overtime wage increase for anticipated repairs of Police Building and maintenance support of Police Building Juneteenth (additional holiday).
- Electrical & Natural Gas Utility decreases due to reductions associated with increased efficiency of the renovated City Hall.
- Telephone increase due to addition of new Parking Garages with Fire Sprinkler Systems and costs for central monitoring services, which also generates a Repairs & Maintenance increase for quarterly/semi-annual fire system inspection and testing.
- Repair & Maintenance increase due to expiration of City Hall full warranty, anticipated repairs to Police Building and restructuring of City & Other Building accounts. The 51 High Street Building maintenance was charged to Other Buildings in FY2024-25. In FY2025-26 maintenance expenses charged to City Building.
- Supplies & Materials increase due to the rising costs of all paper supplies, cleaning chemicals, and other materials due to economic inflation.
- Recommend establishing an Other Building overtime account to define overtime cost between City Building facilities & Other Buildings. City Building facilities include City Hall, Police, Municipal Parking Garage (Meadow St), Centre Parking Garage (Hope St), and Park Dept 51 High St Building. Other Building facilities include Main & Manross Libraries, Fire Houses, Animal Control and DPW Garage.
- Capital Improvement Project (CIP): DPW Building HVAC (Fleet Garage), DPW Salt Dome Roof & Repairs (J.P. Casey Rd), Renovation of Fire House 3 (Forestville) for use as a City-wide storage facility, and construction of additional parking at Senior Center.

Fiscal Year 2025-26 Goals:

- Maintain fully-staffed Building Maintenance personnel to eliminate the need for required overtime shifts to cover Police Complex services on Saturday.
- Maintain Police Complex mechanical, electrical, and plumbing infrastructure to meet the daily needs of a 24/7 first responder operation without impacts to public services.
- Continue implementation of DPW Asset Management system to manage and evaluate maintenance and building operation cost.
- Increase training of Division staff to maintain safety and reduce vendor-provided maintenance.
- Continue implementation of Asset Management to track maintenance and operation cost

Long Term Goals:

- Determine the status of the existing Police Complex and provide a viable, sustainable solution for either a full-building renovation, which meets the everchanging needs and requirements of Bristol Police Staff, or establish a succession plan for a new Police Complex in a more strategic location for Bristol Police service needs and response times.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013015

Division: Streets

Fiscal Year 2024-25 Accomplishments:

- Improved maintenance response time for addressing pavement patches, bituminous curbing, driveway aprons, and storm drainage.
- Expanded program to mill and pave large roadway sections (full lane width) to improve pavement conditions.
- Implement pilot program to replace curbing prior to roadway resurfacing.
- Increase storm drainage replacement in preparation of DPW's Major Roadway Maintenance (paving) Program.
- Implemented Asset Management for DPW Street Division's Assets (roadway pavement, storm drainage, and trees).
- Increased staff safety training, and implemented new safety procedures required per Conn OSHA inspection. In particular, tree crew operations in areas of overhead power, pesticide application, and work zone safety.
- Formalized DPW policies approved by the Board of Public Works associated with roadway maintenance, right-of-way management, and street identification signs.
- Utilized sign shop to assist city-wide departments (Parks, Economic and Community Development, Police Department, and Library).
- Performed right-of-way lawn maintenance and spring street sweeping program.
- Supported major road infrastructure improvements (roadway reclamation and traffic control).
- Maintained City-operated storm water detention ponds (maintenance performed three times a year).
- Repaired concrete and asphalt curbing, including repairs to concrete slip curbing, work previously performed by outside vendors.
- Performed exterior cleanup and lawn maintenance in response to City blight ordinance violations/orders.

Summary of Fiscal Year 2025-2026 Request:

- Labor contract adjustments in regular wages.
- Other Wages decrease due to reduction in labor code upgrades and vacation buybacks.
- Repair of Street Division facilities decrease due to proposed roof replacement of J.P. Casey Rd salt dome & recent replacement of DPW garage salt dome.
- Program Supply increase to fund cost increase and additional use of roadway construction materials (asphalt, storm drainage piping, and concrete).
- Sign Material increase to address additional demand of signs from City Departments.
- CIP project to replace and repair salt dome located on J.P. Casey Road.
- Feet capital funding request to replace Street Division equipment/vehicles to maintain level of service, improve safety, and increase efficiency (10-wheel dump truck, Tractor Trailer (used), stump grinder, truck, tractor (used), stump grinder, hot box, and curb machine).

Fiscal Year 2025-26 Goals:

- Improve maintenance of City roads to reduce service requests and improve public safety.
- Investigate use of equipment, and implement procedures to improve workers' safety.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Implement best management practices to improve levels of service and increase efficiencies.
- Expand storm drainage/catch basin cleaning program.
- Expand use of Asset Management System to track service requests and operational costs.

Long Term Goals:

- Implement use of technology to improve efficiency and increase the level of service provided to residents.
- Develop in-house training program (heavy and light equipment operators).
- Investigate transfer of traffic signal and traffic sign maintenance from the Police Department to the Department of Public Works.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013016

Division: Solid Waste

Fiscal Year 2024-25 Accomplishments:

- Maintained level of service for weekly municipal refuse, recycling, bulk, and yard waste collection.
- Managed annual leaf collection program to eliminate overtime.
- Reduced the amount of illegal bulk within the City by promoting the Division's bulk collection program and increasing the enforcement of illegal bulk activity.
- Update Solid Waste City Ordinance to authorize the Department to manage City supplied barrels and reduce litter. Updated Ordinance and detailed provisions to provide solid waste service to properties adjacent to City limits. Fee charged to border residents.
- Maintained compliance with Connecticut Department of Energy and Environmental Protection (DEEP) environmental permits and regulations.
- Increased inspection and collection of illegal bulk. Audited residential recycling to ensure compliance with ordinance, and estimated values in Bristol Resource Recovery Facility Operating Committee (BRRFOC) recycling processing contract.
- Held annual Household Hazardous Waste event, servicing 648 vehicles (largest HHW collection to date), with 297 of them being Bristol residents.
- Increased employee education and training (safety, vehicle preventive maintenance, and customer service for transfer station attendants), and developed training program for new staff.
- Implement a volunteer organic waste collection program at DPW Vincent P Kelly Road facility.
- Established preventative vehicle maintenance procedures to ensure greasing on vehicle equipment.
- Coordinated with Reworld (formerly Covanta) to limit impact of rubbish disposal lines in order to reduce overtime.
- Perform required landfill maintenance in accordance with CT DEEP Stewardship Permit (mowing, access road grading, material management, and oversight of environmental monitoring).
- Modify solid waste collection routes to improve efficiency.
- Increase roadside and street right of way litter collection.

Summary of Fiscal Year 2025-26 Request:

- Labor contract adjustments in regular wages.
- Overtime increase to fund additional holiday (Juneteenth)
- Environmental Monitoring decrease to reflect reduced monitoring for CT DEEP Stewardship Permit.
- Solid Waste tipping fee decrease to reflect anticipated reduction in recycling processing cost.
- Fleet capital funding request to replace an automated rubbish/recycling truck and front-end loader for use at the transfer station to maintain fleet reliability.

Fiscal Year 2025-26 Goals:

- Reduce service requests associated with weekly collection of municipal refuse and recyclables.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Increase enforcement to reduce illegal bulk activity throughout the City.
- Continue program to rotate use of Division rear packer refuse truck for bulk pickup to reduce vehicle breakdowns/increase rear packer reliability. Weekly solid waste collections are performed utilizing automated (one arm) solid waste trucks. The Division utilizes older rear packer trucks for collection of bulk pick-ups, leaves, and Christmas trees. Seasonal/limited use of vehicles increase breakdowns.
- Increase roadside litter collection efforts and support the Department's Community Litter Reduction Program.
- Continue to manage annual leaf collection to eliminate overtime.
- Continue to manage barrel inventory in order to provide all residents with the necessary refuse, recycling, and yard waste barrels.
- Continue to promote Reduce/Reuse/Recycle (RRR) program to reduce municipal solid waste quantities in order to reduce recycling and refuse disposal cost.
- Audit residential recycling barrels to evaluate program/educate residents.
- In accordance with amended ordinance authorization, continue collection of non-renewed yard waste barrels for redeployment.
- Pursue grant funding to establish a Municipal Food Collection Pilot Program. The City's current rubbish disposal cost is approximately 35% below current market pricing. However, the City's existing contract expires in 2034. Implementing food/organic waste collection appears to be a major priority of CT DEEP. However, DPW and the BPW remain concerned with increased costs of potential CT DEEP required organic collection programs. DPW continues to assess the viability, effectiveness, and impact of City organic waste collection program.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material.
- Investigate equipment to replace use of rear packer refuse trucks for special (bulk pick-up, leaf, and Christmas tree) collections.
- Maintain rubbish, recycling, and yard waste barrel inventory.
- Monitor and assess CT DEEP's solid waste initiatives to implement organic collection programs and "pay as you throw" residential programs.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013017

Division: Fleet Maintenance

Fiscal Year 2024-25 Accomplishments:

- Maintained Fleet vehicles and construction equipment to support service level requirements of the Department's Streets, Solid Waste, and Snow Operations.
- Implemented an Asset Management software for DPW Fleet vehicle assets.
- Reduced use of outside vendor services to repair/maintain DPW equipment.
- Improved service repairs and delivery time, reduced repeat repairs.
- Installed electronic monitoring system in DPW trucks and equipment to remotely receive vehicle repair and maintenance notifications along with GPS locations.
- Updated multi-year vehicle and equipment replacement program, analyzing and outlining service needs of the department.
- Provided training to new mechanics and mechanic support staff.
- Replace exterior lighting at DPW V.P. Kelly Rd garage with LED lighting utilizing EECBG grant.
- Reconstruct UST fill pumps to comply with CT DEEP standards.
- Increased staff safety training and procedures to comply with Conn OSHA inspection requirements.
- Procured surplus vehicles from Bristol Police Department and the CT DOT for use by the Department's Engineering, Streets, and Fleet Divisions.
- Managed supply change shortages in parts/vehicles and equipment.
- Expanded preventative maintenance service to Police Department vehicles.
- Rented specialized equipment to supplement operations.
- Replaced 66-ton truck lift for fleet repairs.
- Obtain BOF preliminary approval to purchase used vehicles from government auctions.

Summary of Fiscal Year 2025-26 Request:

- Labor contract adjustments in regular wages.
- Motor Vehicle Vendor Service funding decrease to reflect reduction in vendor repair services. DPW Fleet Division continues to increase the type and number of repairs performed within the Department.
- Facility Maintenance fund increase to cover anticipated UST pump repairs required to comply with CT DEEP regulations (annual testing of pumps and equipment).
- Fleet repair program supply fund increase to cover vehicle maintenance tools and equipment.
- Natural gas fund decrease to reflect reduced use of natural gas.
- Motor vehicle fuel decrease due to anticipated reduction of fuel cost.
- Motor vehicle parts fund increase to cover increased cost and use of vehicle parts.
- Tire fund increase to cover cost increase of truck tires.

Fiscal Year 2025-26 Goals:

- Maintain inventory, streamline parts and fluids, requisition for repairs of City vehicles and equipment maintained by Public Works.
- Expand use of Asset Management System to track equipment downtime, service requests, parts inventory, schedule routine maintenance, and establish service life.
- Review vendor repair procurement procedures/processes for vehicles and equipment.
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Reduce outsourcing of vehicle repairs.
- Improve current services to share Fleet Division services with other City departments to increase efficiencies and reduce cost.
- Investigate/implement procurement policies/procedures to purchase used vehicles, and formalize used-part procurement policy.
- Develop master/future development plan for DPW's Vincent P. Kelly Road operation facility.

Long Term Goals:

- Implement measures to improve efficiencies to reduce fleet fuel/energy cost, including investigating use of alternative fuel vehicles.
- Develop performance metrics for Fleet functions.
- Investigate use of electric vehicles including electric heavy equipment and impact on the Department's fleet repair facility.
- Construction of multi-use/storage building at garage facility requested as part of the Capital Improvement Program. Proposed metal 200 ft. by 60 ft. building will be used by Police Department to hold impounded vehicles and detective vehicles, and will replace DPW Fleet's existing deteriorated wooded Quonset-hut storage facility, and provide additional mechanic bays.
- Install a dedicated truck/vehicle wash facility. The wash bay would be available to all City Departments (Police, Fire, Water/Sewer, Parks, Building, and DPW) to extend vehicle life/reduce vehicle replacement program cost.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013018

Division: Snow Removal

Fiscal Year 2024-25 Accomplishments:

- Maintained level of service of snow operations to ensure safety of traveling public within the City.
- Improved coordination with BOE parking lot for snow removal/treatment operations.
- Coordinated storm weather forecast reports with employee overtime call-ins to improve response time.
- Establish new policy of utilizing private contractors/vendors to plow Bristol High School, Bristol Eastern, and West Bristol Schools for all snow events above 1-inch of snow. Previous practice/policy was to utilize vendors only on an “as needed basis,” typically when snow accumulations were above 4-inches.
- Installed brine treatment system to pretreat roads.
- Improved response for emergency road treatments. Monitor weather services to coordinate staff scheduling of snow/roadway treatment operations.
- Continue to utilize plow vendor rate adjustment for fuel, and improved advertising for solicitation of plow vendor services.
- Procured CT DOT surplus trucks and potentially purchase dump trucks from government auction sites to increase snow operations fleet to maximize Department staffing and minimize use of outside snow plow vendors.

Summary of Fiscal Year 2025-26 Request:

- Increase program supply fund due to road salt material increase.
- Snow Plow Fee increase due to increased vendor rates and funding for anticipated plow service.
- Fleet capital funding request to procure 10-wheel dump truck to maintain level of snow removal service. Truck also serves DPW Street Division’s roadway maintenance/construction activities.
- CIP project to repair and replace salt dome roof located on J.P. Casey Road.

Fiscal Year 2025-26 Goals:

- Provide employee training to limit over-application of salt.
- Develop performance metrics for snow operations, including tracking and advising individual plow drivers of salt use.
- Investigate and implement measures to reduce use of contractors for snow operations.
- Increase the number of plowing contractors, improve solicitation advertisement by including on DPW’s/Mayor’s webpage and social media.
- Utilize GPS vehicle data to monitor vehicle speed and location of snow operations.
- Continue expansion of snow operations fleet to maximize use of staff and minimize use of outside private snow plow vendors.
- Monitor and evaluate current use of private contractors to plow BOE facilities, including procuring contractors to plow/treat schools during all snow events.

Long Term Goals:

- Investigate implementing a policy of mandatory call-in/overtime for employees during winter operations.
- Evaluate roadway pretreatment products to improve roadway condition effectiveness and reduce environmental impact.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013019

Division: Major Roads

Fiscal Year 2024-25 Accomplishments:

- Administered Department of Public Works expanded Major Road Improvement programs, funding increased through a State grant and Municipal Town Road Aid.
- Maintained procedures to improve/repair utilities located on City streets prior to performance of major road maintenance.
- Crack sealed designated City streets (wide latitudinal cracking) to eliminate water infiltration of base.
- Maintained City Roadway Condition Rating of 80.4 (scale 1-100)
- Utilized State DAS contracts to perform roadway reclamation to reduce City cost, engineering design services, and expedite construction.
- Increased DPW Street Division repair of large roadway sections, milling and paving full lane width road section approximately 100-150 ft long.
- Continued use of low/reduced heat type asphalt installation in accordance with pending EPA regulations.
- Implement pilot program to replace roadway curbing during roadway resurfacing projects.
- Utilize roadway rating system that enabled DPW staff to rate roadways utilizing iPhone equipped with AI technology. Improve and expand public access to the Department of Public Works Graphical Information System (GIS).
- Formal policy, through revision of the City Street Ordinance, to receive funding from public utilities to mill and pave City roads impacted by utility patches, curb to curb.
- Implement Asset Management to track maintenance and operation costs.

Summary of Fiscal Year 2025-2026 Request:

- Maintain existing level of City funding and optimize use of State grants to improve road surface conditions.

Fiscal Year 2025-26 Goals:

- Expand major roadway pilot program to include replacement of roadway curbing to maintain curb reveal. Roadway curbing replacement will also include limiting concrete curb to the Federal Hill section of the City.
- Improve roadway repairs impacted by utility patches (expand roadway repair area beyond utility trench to include roadway defects).
- Improve resident public notification procedures to inform the public of planned roadway and drainage projects.
- Expand DPW Streets Division program to mill and pave roadway sections (curb to curb, full lane width).
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.
- Continue program to improve storm drainage prior to roadway resurfacing and expand utility replacement coordination with the City's Water/Sewer Department.
- Continue implementation of Asset Management to track maintenance and operation costs.

Long Term Goals:

- Maintain current Roadway Condition Rating of City roads.
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013020

Division: Railroad Maintenance

Fiscal Year 2024-25 Goals and Accomplishments:

- Maintain Class I level of service and reduced lost service days to zero.
- Replaced 200 rail ties and reconstructed Minor St rail crossing.
- Continue treatment of vegetation growth along rail line.
- Maintain program of monthly inspection of track, ties, and switches.
- Implement Asset Management to track maintenance and operation costs.

Summary of Fiscal Year 2025-26 Request:

- Repair and Maintenance fund increase to cover additional monthly inspection service.
- CIP project to reconstruct Matthews St rail crossing.

Fiscal Year 2025-26 Goals:

- Maintain railroad level of service (Class I) and maintain rail line safety.
- Improve coordination with new rail operator (Genesee & Eastern Railroad).
- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Continue implementation of Asset Management to track maintenance and operation costs.

Long Term Goals:

- Replace originally installed 100- and 107-pound rail with 115-pound rail line.
- Upgrade LED flashers at Route 6 crossing.
- Prepare A2 Survey (as-built) conditions of rail line. Mapping of entire rail line currently not available.
- Develop program to remove old rail ties along rail line.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013021

Division: Other City Buildings

Fiscal Year 2024-25 Accomplishments:

- Installed LED Lighting Upgrades at the Beals Community Center, 51 High Street, and Fire House #2 via an Eversource Municipal 0% Finance Program.
- Replaced exterior window bays at Beals Community Center that have failed due to weather exposure.
- Repaired concrete apparatus bay floor and sidewalk replacement at Fire House #2 with LO-CIP funding.
- Painted Fire House #2 exterior metal trim and apparatus bay overhead doors.
- Removal and in-fill of upper windows at Manross Library that are constant source of water infiltration during severe weather at the Main Desk area, posing a hazard to Staff, visitors, and equipment.
- Replaced perimeter heating unit at Manross Library that has failed due to age.
- Oversaw EECBG grant to install LED exterior lighting at DPW's Vincent P Kelly Garage Facility.
- Staff Members served as active committee members of the Animal Control Facility Building Commission, which is pursuing a new location for the shelter with improvements to meet updated State Department of Agriculture regulations, Police Department needs, and the Town of Plymouth, which is supported by the City of Bristol in regard to Animal Control facility use.
- Oversaw construction of the Fire House 3 (Forestville) Station.
- Renovations at Fire House 2 (Matthews St) & Reconstruction of BOE Senior Center space for Health Department use.
- Implement Asset Management to track maintenance and operation costs.

Summary of Fiscal Year 2025-26 Request:

- Repair & Maintenance fund decrease due restructuring of City & Other Building accounts. The 51 High Street Building maintenance was charged to Other Buildings in FY2024-25. In FY2025-26 maintenance expenses charged to City Building.
- CIP project to replace unit heater in DPW Fleet garage work space, repair/replace DPW salt dome roof (located at J. P. Casey Road), and install additional parking at Senior Center.

Fiscal Year 2025-26 Goals:

- Finalize construction contract for the Beals Center renovation project for Bristol-Burlington Health Department expansion, which will then trigger Beals Senior Center expansion into the former BBHD office spaces.
- Continue implementation of Asset Management to track maintenance and operation costs.

Long Term Goals:

- Replacement of City Yard Fleet Division Quonset Hut at 95 Vincent P. Kelly Road.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0013027

Division: Line Painting

Fiscal Year 2024-25 Accomplishments:

- Engineering Division managed the installation of epoxy paint pavement markings in accordance with Manual on Uniform Traffic Control Devices (MUTCD) standards (crosswalks, stop bars, roadway center lines, edge lines, and traffic signal markings). Modifications to existing roadway pavement markings require approval from the Legal Traffic Authority (Police Department/Police Board).
- Maintained existing roadway pavement markings to ensure vehicle safety traveling City roadways.
- Utilized City staff to perform pavement markings in parking lots and emergency conditions.
- Obtained pavement marking tap to delineate pedestrian crosswalks.
- Completed North Main pavement markings to support streetscape project (Center St to Hope St/Laurel St).

Summary of Fiscal year 2025-26 Request:

- Maintain level of funding. Pavement markings on paved roadways is funded though the Road Infrastructure Funds as part of the City’s road resurfacing program.

Fiscal Year 2025-26 Goals:

- Inspect and evaluate existing roadway pavement markings for deficiencies.
- Recommend/coordinate modification to pavement markings with Police Department Traffic Control Division to improve safety.
- Maintain the Department of Public Works Graphical Information System (GIS) pavement marking layer.
- Maintain roadway pavement marking program to ensure compliance with MUTCD standards.

Long Term Goals:

- Improve roadway pavement markings on City roads to support autonomous and self-driving vehicles.
- Implement pavement marking asset management system.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

DEPARTMENT: Public Works

Org: 0013040

Division: Street Lighting

Fiscal Year 2024-25 Accomplishments:

- Managed City LED street lighting system (repair street light outages and coordinate installation of new lights) through Engineering Division.
- Bid vendor repair and maintenance services using unit payment items, with updated quantities and provisions to reduce cost and improve response time.
- Implemented measures to standardize street lights on newly-constructed subdivision roads.
- Assigned Engineering inspection staff with day-to-day coordination task of overseeing City Street lights.
- Established repair part inventory to expedite light repair (electrical drivers).
- Procured solar street light as pilot program to deploy/install to facilitate street lighting when Eversource underground electrical line repairs are required. Typical Eversource repair time for underground power line is 2-3 months.

Summary of Fiscal Year 2025-26 Request:

- Electrical utility cost increases due projected utility company cost increases.
- Repair & Maintenance fund increase to cover vendor repair of street lights.

Fiscal Year 2025-26 Goals:

- Maintain LED street light level of service on City streets.
- Address need for additional street lighting in areas where there are no utility poles.
- Develop program to inspect and replace (as required) existing stand-alone light poles located within residential subdivisions.
- Minimize street light outages (repair time) by improving coordination with City vendor and Eversource Electric.
- Improve communication/coordination with Eversource to improve City budgeting associated with Eversource pole replacement and maintenance.
- Increase schedule requirements associated with developer installation of street lights in new subdivisions.
- Maintain LED street light layer on the Department of Public Works Graphical Information System (GIS).

Long Term Goals:

- Investigate and implement street light technologies associated with dimmer control street lights and public wi-fi access.
- Improve energy efficiency of street lights to reduce electrical costs.

**CITY OF BRISTOL
FISCAL YEAR 2024-2025 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0018310-591101

Division: Public Buildings

Fiscal Year 2023-24 Accomplishments:

- Fire House #2 Air Conditioning System Installation
- Fire House #2 Electrical System & Generator Upgrades
- Fire House #5 Electrical System & Generator Upgrades
- Police Complex Booking Area & Holding Cells Painting
- 51 High Street Exterior Wood Repairs and Painting (with matching CT State Historic Preservation Office grant of \$71,941.39)
- Replaced Main Library Fire Panel
- Completed City Hall Renovations and shift of City Hall Departments into their permanent long-term locations, which also facilitated the re-use of the 2nd Floor of 131 North Main Street by Police Training Division, IT Department and Emergency Management office spaces

Summary of Fiscal Year 2024-2025 Request:

- Hazardous Building Materials Assessments for City Buildings that have not yet been completed to accurately identify any asbestos, lead-based paint, PCBs or other environmental and health safety issues that will be addressed for remediation during future renovations or targeted removal
- Upgrade of Bristol Fire Headquarters to a Type I Hood Exhaust System (commercial kitchen grade)
- Upgrades to Bristol Fire Headquarters Parking Lots to address deteriorating asphalt and pot hole hazards to Staff and improve demobilization operations after emergency events
- Replace Police Complex Condensate Tank to address the current failing tank that has been repaired via epoxy patches as the tank walls are too thin and compromised to facilitate proper welding repairs
- Replace Police Complex Overhead Doors to maximize building and operational security levels, and which are at the end of the useful life cycle of these critical overhead doors
- Repair Fire House #2 Concrete Apron to eliminate the existing cracked and deteriorating aprons that pose a safety hazard to fire house staff
- Replace Manross Library Upper Windows to eliminate an existing water infiltration issue due to the antiquated window system being past its life cycle and to maintain safe and comfortable interior building conditions for staff and visitors

Fiscal Year 2024-25 Goals:

- Coordinate with a selected firm design of new Animal Control Facility for future construction of a new building next to the existing ACF located on Vincent P. Kelly Road
- Work with Department of Aging, Bristol-Burlington Health District and State of CT Probate Court for the re-use of the vacated Board of Education Early Childhood Center space at the Beals Community Center
- Replace antiquated waste oil heaters at the City Yard and Transfer Station based on direction from the Board of Public Works
- Implement Assessment Management platform Brightly for staffing, work scheduling and long term budgetary needs
- Complete exterior painting of Fire House #2 metal trim and all apparatus bay overhead doors
- Replace several window system units at the Beals Center which are rotted and past repairs
- Replace conference room flooring at 51 High Street which poses a safety hazard

Long Term Goals:

- Continue to actively communicate with Police, Fire, Library, Beals, Parks & Recreation, Youth & Community Services and all other Departments supported by Facilities and Building Maintenance staff to understand operational needs and goals for future planning and budgeting purposes
- Complete Site Conditions Assessment of the Police Complex at 131 North Main Street to determine existing conditions and if the facility can accommodate an expanding Bristol Police Department operations in the future
- Demolition of the 296 Riverside Avenue structure (former Wonder Bread Building) to facilitate remediation and re-use of the Sessions Building Brownfield project

**CITY OF BRISTOL
FISCAL YEAR 2024-2025 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0018310-570200

Division: Public Buildings

Fiscal Year 2024-25 Accomplishments:

- Completed the replacement of the Police Complex boiler condensate tank that also required extensive repairs and replacement of deteriorating boiler plumbing equipment (steam traps, supply and return lines, mud drum and header nipples)
- Replacement of the conference room floor at 51 High Street which posed a safety hazard to staff and visitors
- Completed hazardous building material inspections/survey with Eagle Environmental on existing City Buildings that are not adequately inventoried, for any potential future site work to limit staff and vendor exposure and City liability risks
- Completed security upgrades (exterior door lock upgrades and security camera installations) & exterior painting/ trim replacement (SHPO grant) at Park Department's 51 High St building
- Completed ANSUL fire suppression system upgrades at Police Complex which serve Dispatch Center and 911 Server Room
- Replaced select areas of concrete at Fire House #2 in the Apparatus Bay and exterior sidewalks that posed a safety hazard to Bristol Fire Department staff
- Replacement of (2) overhead doors to the Police Complex basement level parking garage, which have exceeded their life-cycle and have very high daily cycling rates serving 24/7 operations
- Completed LED Lighting Upgrades at the Beals Community Center, 51 High Street and Fire House #2 via an Eversource Municipal 0% On-Bill Finance Program (no City funding required)
-

Summary of Fiscal Year 2025-2026 Request:

- Police Complex Door & Frame Replacements – replacement of exterior door frames, doors and associated hardware that have failed due to age and weather exposure that pose a security threat and hazard to building staff and infrastructure
- Police Complex Hot Water Circulation Pump Replacements – replacement of hot water circulation pumps in the Boiler Room that provide perimeter radiation heating to all occupied spaces
- Police Complex Office Flooring & Interior Painting – upgrades to interior spaces that have not been improved since 1999 (carpeting, rubber floor cleaning, hallway and office paint)
- Beals Senior Center Renovation of Former Bristol-Burlington Health District Offices – upgrades required in the former BBHD offices to accommodate new Senior Center activity rooms and operations
- Main Library Site Access System – expansion of limited site access systems on exterior doors for staff and visitor safety and Library assets
- Manross Library Site Access System & Cameras – implementation of a new site access system on exterior doors for staff safety and limited exterior security cameras to enhance security for staff, infrastructure and assets
- Manross Library Air Handler Coil Upgrades – replacement of undersized AHU coil to improve staff and visitor comfort and HVAC reliability
-

Fiscal Year 2024-25 Goals:

- Coordinate with a selected design firm in regard to the build-out of a new Animal Control Facility at 30 Cross Street, pending final purchase of the lease property

- Work with Department of Aging for the re-use of the vacated Bristol-Burlington Health District space at the Beals Community Center

Long Term Goals:

- Continue to actively communicate with Police, Fire, Library, Beals, Parks & Recreation, Youth & Community Services and all other Departments supported by Facilities and Building Maintenance staff to understand operational needs and goals for future planning and budgeting purposes
- Demolition of the 296 Riverside Avenue structure (former Wonder Bread Building) to facilitate remediation and re-use of the Sessions Building Brownfield project
- Determine a final plan for the either the full-building renovation of the existing Police Complex or establish a pathway for construction of a new Police Complex in a location to be determined
- Upgrades to Fire Headquarters staff bunk area and Fire House #2 staff bunk and kitchen space accommodations to meet expanding needs and a more unisex staff

**CITY OF BRISTOL
FISCAL YEAR 2024-2025 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works

Org: 0018310-570200

Division: Public Buildings

Fiscal Year 2024-25 Accomplishments:

- Completed the replacement of the Police Complex boiler condensate tank that also required extensive repairs and replacement of deteriorating boiler plumbing equipment (steam traps, supply and return lines, mud drum and header nipples).
- Replacement of the conference room floor at 51 High Street which posed a safety hazard to staff and visitors.
- Completed hazardous building material inspections/survey with Eagle Environmental on existing City Buildings that are not adequately inventoried, for any potential future site work to limit staff and vendor exposure and City liability risks.
- Completed security upgrades (exterior door lock upgrades and security camera installations) & exterior painting/trim replacement (SHPO grant) at Park Department's 51 High St building.
- Completed ANSUL fire suppression system upgrades at Police Complex which serve Dispatch Center and 911 Server Room.
- Replaced select areas of concrete at Fire House #2 in the Apparatus Bay and exterior sidewalks that posed a safety hazard to Bristol Fire Department staff.
- Replacement of (2) overhead doors to the Police Complex basement level parking garage, which have exceeded their lifecycle and have very high daily cycling rates serving 24/7 operations.
- Completed LED Lighting Upgrades at the Beals Community Center, 51 High Street, and Fire House #2, via an Eversource Municipal 0% On-Bill Finance Program (no City funding required).

Summary of Fiscal Year 2025-2026 Request:

- Police Complex Door & Frame Replacements – replacement of exterior door frames, doors and associated hardware, that have failed due to age and weather exposure that pose a security threat and hazard to building staff and infrastructure.
- Police Complex Hot Water Circulation Pump Replacements – replacement of hot water circulation pumps in the Boiler Room that provide perimeter radiation heating to all occupied spaces.
- Police Complex Office Flooring & Interior Painting – upgrades to interior spaces that have not been improved since 1999 (carpeting, rubber floor cleaning, hallway and office paint).
- Beals Senior Center Renovation of Former Bristol-Burlington Health District Offices – upgrades required in the former BBHD offices to accommodate new Senior Center activity rooms and operations.
- Main Library Site Access System – expansion of limited site access systems on exterior doors for staff and visitor safety and Library assets.
- Manross Library Site Access System & Cameras – implementation of a new site access system on exterior doors for staff safety and limited exterior security cameras to enhance security for staff, infrastructure, and assets.
- Manross Library Air Handler Coil Upgrades – replacement of undersized AHU coil to improve staff and visitor comfort and HVAC reliability

Fiscal Year 2025-26 Goals:

- Coordinate with a selected design firm in regards to the build-out of a new Animal Control Facility at 30 Cross Street, pending final purchase of the leased property.

- Work with Department of Aging for the re-use of the vacated Bristol-Burlington Health District space at the Beals Community Center.

Long Term Goals:

- Continue to actively communicate with Police, Fire, Library, Beals, Parks & Recreation, Youth & Community Services, and all other Departments, supported by Facilities and Building Maintenance staff to understand operational needs and goals for future planning and budgeting purposes.
- Demolition of the 296 Riverside Avenue structure (former Wonder Bread Building) to facilitate remediation and re-use of the Sessions Building Brownfield project.
- Determine a final plan for either the full-building renovation of the existing Police Complex, or establish a pathway for construction of a new Police Complex in a location to be determined.
- Upgrades to Fire Headquarters staff bunk area and Fire House #2 staff bunk and kitchen space accommodations to meet expanding needs and a more unisex staff.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Solid Waste Disposal Fund

Org: 1213016

Fund: Special Revenue Fund

Fiscal Year 2024-25 Accomplishments:

- Continued participation in BRFFOC. The City procures solid waste disposal services through Bristol Resource Recovery Facility Operating Committee (BRFFOC), a consortium of fourteen (14) municipal communities. BRFFOC communities obtain lower solid waste disposal/processing service costs by operating as a group with larger quantities of solid waste. Reworld (COVANTA) rubbish disposal contract currently expires in 2034. The FY2025-26 rubbish disposal rate of \$77.05/ton is below the market cost of \$105/ton. Based on the City's disposal of 18,400 tons/yr. of rubbish, the current disposal rate saves the City \$514,280 $((\$105/\text{ton} - \$77.05/\text{ton}) \times 18,400 \text{ tons})$.
- Implemented volunteer organic collection food waste pilot program to reduce Reworld (Covanta) waste disposal cost. Collection barrels for organic waste available for resident drop off at DPW's Vincent P. Kelly Road facility. In addition, an organic collection program has been initiated at Memorial Blvd Art and Innovation School (cafeteria organic waste). DPW continues to assess the viability, effectiveness, and impact of a City organic waste collection program.
- Monitored legislative activity and opposed any proposed legislation associated with a Connecticut Department of Energy and Environmental Protection (DEEP) initiative to implement/mandate a "pay as you throw" rubbish disposal system requiring residents to purchase dedicated/paid for colored bags for rubbish collection and collection of residential organic separation program.
- Developed "Reduce, Reuse, and Recycle" (RR and R) community education program to promote reduction in solid waste disposal. The RR and R education includes the implementation of a "Trash to Treasure" program, recycling app, school garden, and compost seminars.
- Managed impact of fluctuation in commodity prices and impact of such on-recycling processing cost.

Summary of Fiscal year 2025-26 Request:

- Decrease in anticipated recycling processing cost. Based on current market trends, commodity prices of municipality-collected recyclables is increasing, which decreases City processing cost.

Fiscal Year 2025-26 Goals:

- Investigate measures to reduce recycling processing and rubbish disposal fees. The City's exposure to increase recycling cost has stabilized, however, exposure to future elevated rubbish cost is high (currently paying substantially below market rate). Measures to reduce solid waste disposal costs are a function of the national/international market and regional/State regulations and State funding.
- Implement program to promote the reduction of municipal solid waste in order to reduce recycling and refuse disposal costs.
- Pursue grants to fund a municipal food waste collection program.
- Implement/investigate measures to reduce costs associated with disposal of municipal single stream recycling.
- Increase public education associated with updated solid waste ordinance.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness, to reduce disposal cost of refuse and recyclable material, and reduce impact on the environment.
- Construct local/regional recycling processing facility to reduce/control cost. Utilization of City rail system may serve as an opportunity to decrease transportation cost.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Public Works – Transfer Station

Org: 1363016

Division: Special Revenue Fund

Fiscal Year 2024-25 Accomplishments:

- Maintained compliance with CT Department of Energy and Environmental Protection (DEEP) environmental permits and regulations.
- Reconstructed/repaired concrete curb along residential drop-off areas to reduce tripping hazards.
- Implemented on-site processing of woody debris and leaf materials at the transfer station.
- Obtained a new vendor for recyclable e-waste collection and clothing.
- Improved staff safety training and procedures in accordance with Conn OSHA safety inspection.
- Renewed CT DEEP Landfill Stewardship permit and Transfer Station registration.
- Replaced scale load cell in the outbound scale Fairbanks unit.
- Modified transfer station permits, reclassifying high residential transfer station users as commercial, classifying non-Bristol residents (property owners) as commercial, and adjusting fees.
- Monitored construction of capital improvement project to repair and eliminate erosion of landfill slopes to maintain compliance with CT DEEP requirements (\$944,225).
- Final installation of solar array/panels on DPW landfill generating 1.62 megawatts. Anticipated startup in April 2026. Lease payment for portion of landfill established at \$50,000/year.

Summary of Fiscal Year 2025-26 Request:

- Residential Permits Revenue fund decrease in anticipated based new permits (time period of initial permit holders).
- Aluminum Sales fund increase in revenue anticipated, based on quantity of aluminum disposed of at the transfer station.
- Pay As You Throw Revenue fund increase is anticipated, associated with BPW-approved policy changes and reclassification of residential permit holders.
- Labor contract adjustments in regular & overtime wages.
- Professional Fee fund decrease due to reduction in woody debris processing.
- Bulk Waste and Disposal fund decrease due to anticipated reduction in quantity of disposal material.
- Tire Disposal fund increase due to increase in tire disposal and unit cost of disposal.
- Credit Card Processing fund decrease due to lower fees.
- Fleet capital funding request to procure a front-end loader to replace existing unit. Maintain level of service (material processing/handling).

Fiscal Year 2025-26 Goals:

- Expand/establish written policies and standard operating procedures to improve operations and enhance training.
- Maintain compliance with CT DEEP environmental permits and regulations.
- Re-establish Trash to Treasure program.
- Manage woody debris to eliminate accumulation of wood chips within the facility.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material, and reduce impact on the environment.

**CITY OF BRISTOL
FISCAL YEAR 2025-2026 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: RIF Road Improvement Fund

Org: 3063019

Division: Capital Projects Fund

Fiscal Year 2024-25 Accomplishments:

- Administered Major Road Improvement programs, with increased funding through a State grant and Municipal Town Road Aid.
- Maintained procedures to improve/repair utilities located on City streets prior to performance of major road maintenance.
- Maintained City Roadway Condition Rating of 80.4 (Scale 1-100)
- Expanded program to mill and pave roadway sections (full lane width/100 ft. lengths) to improve roadway ride ability.
- Utilized State DAS contracts to perform roadway reclamation to reduce City cost, engineering design services, and expedite construction.
- Utilize roadway rating system that enables DPW staff to rate roadways utilizing iPhone equipped with AI technology. Improve and expand public access to the Department of Public Works Graphical Information System (GIS).
- Implement Asset Management to track maintenance and operation costs.

Summary of Fiscal Year 2025-26 Request:

- Maintain funding level and optimize use of state grants and aid to preserve current Roadway Condition Rating of 80.4.

Fiscal Year 2025-26 Goals:

- Expand program to replace/install curbing as part of Department's paving program.
- Improve resident public notification procedures to inform the public of planned roadway and drainage projects.
- Investigate alternatives for roadway surface treatments.
- Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
- Improve coordination with public utility companies to limit disturbance to City roads.
- Improve account tracking/coordination with Comptroller/Purchasing Offices during fiscal year end close out to ensure real-time availability of account information.
- Continue implementation of Asset Management to track maintenance and operation cost.

Long Term Goals:

- Maintain current Roadway Condition Rating of City roads.
- Investigate alternatives for roadway surface treatments.