



*City of Bristol
Board of Public Works*

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1

*Meeting ID: 879 4016 3023
Passcode: 391813*

The regular Board of Public Works Meeting will be held on April 10, 2025 at 6:00 p.m. in , meeting room 3-1 on the third floor, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. March Draft Minutes
3. Public Participation
4. Employee Recognition
 - a. Employee Anniversaries
5. Public Works Project Lists
 - a. Bldg Project List
 - b. Engineering Project Schedule
6. Division Reports
 - a. Division Reports

7. Director's Report
 - a. Directors Report
8. New Business
 - a. BPW MS4 Steering Comm
 - b. BPW Ambler Road Request
 - c. Storm Water Trust Report
 - d. DPW Tree Policy
 - e. BPW City Building Space Reallocation
 - f. BPW Organic Collection
 - g. Board of Finance Transfer
9. Old Business
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
March 20, 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

Commissioner Stawski asked that the director report motion be amended that the second be corrected to Erick Rosengren. Also, to be amended in the runoff policy motion Commissioner Stawski should be noted as second.

MOTION: made by Commissioner Hartley and Seconded by Council Member Olsen to accept the minutes as amended and place on file. Motion passed.

3. Public Participation

Kelli Pastyrnak, 48 Phelps Road, spoke regarding the letter she received from Public Works about being an unaccepted road and that they will stop plowing and services being stopped. She wants to know what does that means that it's an unaccepted road. She stated she has lived here for 25 years and the city has always maintained the roads.

Raymond Rogozinski, P.E., Director of Public Works, explained that accepted city streets means that there was a formal vote of city council that it meets city standards. In the case of this item, it has not been accepted by city council and it does not come close to meeting city roadway standards.

Mayor Caggiano stated that it services two homes and acts like more of a driveway than a street. Trash will still be picked up on Fall Mountain Road where it currently is done.

Raymond Rogozinski, P.E., Director of Public Works, explained it was surveyed by engineering and we acknowledge that we have plowed the road, but that it functions as a shared driveway. The fact that there is a sign on a city pole doesn't make it a city street. The sign would turn into a yellow sign that states a private way. I do understand that the owners have received plowing services from the city, but as the director we don't provide that level of services to other shared driveways in town. Mayor Caggiano stated that we have been looking at this for over four years now and we will be making this determination tonight.

Kelli Pastyrnak, 48 Phelps Road stated, that as a tax payer we are paying for roads to be plowed and a lot of things that we don't utilize. We have a concern for emergency services, and how do we get to work.

Raymond Rogozinski, P.E., Director of Public Works, stated that I understand the resident's position as a taxpayer, but it functions as a driveway and we don't pave driveways. In respect to emergency services, that plowing and maintaining is the responsibility of the property owner.

Ann LaPointe, 62 Phelps Road, stated she has lived here for 27 years. She stated she is concerned about medical services. She called 911 two weeks ago due to an emergency. If it was winter, and I don't have the streets division, she has no way to get out if I have no services to plow. That is unacceptable. Do I have to hire a private contractor

Mayor Caggiano, stated that he understands, but we will have to consider that in our deliberations, but other people do have contractor services to clean them, but that will not alter our decision. All we are looking at tonight is if the city is responsible or the homeowner. Emergency services will get to you as quick as soon as they can.

Ann LaPointe, 62 Phelps Road, stated, I am a single homeowner and I cannot afford an extra private contractor out of my pocket. How are we supposed to afford a private contractor after paying all the other bills? How am I supposed to get an oil truck down the road? I have a wood stove, what if it catches fire and emergency trucks can't get down the road.

Mayor Caggiano stated we hear your concerns and your frustrations.

Christine Russo, 460 Pine Street, stated that also has a long driveway and she understands the plowing stops and she is aware of the easement and is asking where does she put her trash now.

Raymond Rogozinski, P.E., Director of Public Works, stated that Josh Corey can meet her at the property and facilitate that with her and her neighbors.

Christine Russo, 460 Pine Street, also asked is this information recorded somewhere and does the easement change and is there a process to fix the potholes in the roadway.

Raymond Rogozinski, P.E., Director of Public Works stated the purpose of the easement is for utilities and you will not need do anything. You can submit a claim to the city clerk's office for the driveway repairs.

Jane Murdock, 400 Shrub Road, stated she wanted to ask about the tar on Jerome Avenue about the opening of the Bridge. She also wanted to thank Raymond Rogozinski for explaining the sidewalk plans and the Jerome Avenue Bridge as well.

MOTION: to move up item 8B

b. BPW Unaccepted City Street Ambler, Pine, Phelps

Raymond Rogozinski, P.E., Director of Public Works, discussed the unaccepted city streets. Ambler Pine and Phelps were evaluated. The packet contains the areas discussed. Ambler Road is an unaccepted portion that goes up into the Hoppers and we have been plowing for a number of years at the request of the Park Department. PW is requesting not to continue plowing the unpaved portion. Phelps is an unaccepted city street that serves two houses that serves a common driveway that city council has never accepted and does not meet city standards. He introduced Ryan Heller the city surveyor who went out to the properties and researched the areas.

Ryan Heller, Party Chief, presented his research regarding the area of Phelps Road to the board members. He explained the history of the property and what he looked at for his research that went back to 1920 to present. He stated he also went thru all the City Council meeting minutes and found no mention that the city council ever voted on or made any mention of accepting the street

Raymond Rogozinski, P.E., Director of Public Works, stated he did reach out to Pure Street Associates and they do not oppose public works taking action.

Council Member Rosengren asked if the residents could reach out to Pure Street Associates and work with them to get the street cleared.

Raymond Rogozinski, P.E., Director of Public Works, stated they could, but they have no reason to do it, it is undeveloped property. The property owners maintain any rights they currently have on it.

Commissioner Dumas asked what would it take to make it a city street.

Commissioner Hartley, said himself and Council Member Olsen took a ride over there last fall and it is literally a driveway, there is no drainage or anything.

Kelli Pastyrnak, 48 Phelps Road, asked, if the company owns the land, why are they not responsible for plowing it.

Raymond Rogozinski, P.E., Director of Public Works Because ownership doesn't make them responsible for it, they have the right to maintain it, but not the obligation to.

Kelli Pastyrnak, 48 Phelps Road If we hire a private company and they damage the road, can they come after us for that. Can we request the right to buy it?

Raymond Rogozinski, P.E., Director of Public Works, stated there is no need to buy it as you have a right to access your property from an unaccepted paper street.

Ann LaPointe, 62 Phelps Road, asked if the decision was final.

Mayor Caggiano stated that no decision has been made as of yet.

Ann LaPointe, 62 Phelps Road Do we have to stay to hear the final decision?

Jane Murdock, 400 Shrub Road, asked if the city has approached the owners of the land to consider to purchase the land.

Raymond Rogozinski, P.E., Director of Public Works, stated that the owners have been contacted and were made aware of the recommendation and it is not being recommended to purchase the property.

MOTION: to direct to Department of Public Works to cease any and all maintenance of the pass way identified as Ambler Road across the property of 3 Ambler Road effective May 1, 2025. The Department of Public Works shall continue to maintain as a City Road the paved portion of Ambler Road and Grassy Road that functions as a City Street made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

MOTION: to direct the Department of Public Works to cease any and all maintenance of the pass way identified as the unaccepted City Street, Phelps Road, effective May 1, 2025 made by Commissioner Dumas and seconded by Commissioner Hartley. Motion passed.

Council Member Olsen stated her only issues is that is has a street name and we have been maintaining it all this time.

Raymond Rogozinski, P.E., Director of Public Works, stated that that fact that it has a sign is irrelevant. The city records show no evidence that it was ever the intent to have it be a city street or function as a city street.

Ann LaPointe, 62 Phelps Road, stated that there is another service that was provided by the streets department. Craig would level out the road and fills in the potholes every spring since I have been there for the past 27 years. Can he do that one more time before May?

Raymond Rogozinski, P.E., Director of Public Works, stated that he does do this and this is not done for other residence on other unaccepted city streets. He stated that the same level of service would be provided as last year one last time.

Mayor Caggiano stated that it does have a street name, but it was never developed. We will pick up the garbage and provide emergency services

Commissioner Dumas thanked Ryan for the research on this it and commented how interesting it was.

Ann LaPointe, 62 Phelps Road, asked if the road could be leveled out before May 1st.

MOTION: Direct the Department of Public Works to cease any and all maintenance of the passway/driveway along Pine Lake servicing the properties of 456, 460, & 462 Pine St, effective May 1, 2025 made by Commissioner Hartley and seconded by Council Member Olsen. Motion passed.

a. Pequabuck River Trail

Raymond Rogozinski, P.E., Director of Public Works, this is a project in conjunction with the parks department. This is a project to create a bike/walking path connecting Rockwell Park, West End, Brackett Park, Memorial Blvd, and Middle Street. The key components are to make this a destination and because of this we are trying to stay as close to the pequabuck river as we can. As a result of this we do have a few challenges. The current cost is \$4.5 million and we do not have funding for construction. The

first step is design and then we apply for grants. I do see this a nicety not imperative to be done. There are some critical easements needed for the project viability that are required to construct the trail in the back of the sidewalks along School Street.

Antonio Camillo, Stantec, presented a power point design on the Pequabuck River Trail. He then fielded questions from the board about bridge material and cost ranges depending on materials used. He mentioned there are yearly inspections of the bridges.

Raymond Rogozinski, P.E., Department of Public Works, that if approved the next step would be to authorized public to contact the property owners for easements.

MOTION: to authorize the Department of Public Works to contact property owners listed in the memo dated March 12, 2025 to initiate the process to obtain easements made by Commissioner Dumas and seconded by Council Member Rosengren. Motion passed.

MOTION: to move up item 9A on the agenda made by Council Member Olsen and Seconded by Commissioner Dumas. Motion Passed.

a. Eversource Coordination Restoration

Raymond Rogozinski, P.E., Director of Public Works, discussed the Eversource roadway restoration 2025 & 2026 gas main extension and replacement work. This is part of a program from Pura to replace all cast iron pipes and are required to do this by 2029. We provide them our paving list every year.

Pam Fischer, Eversource, gave a PowerPoint presentation regarding all the replacement projects that are being done in Bristol over the next year. In 2025 we have nine projects going on in Bristol.

Eric Petterston, Eversource, reviewed work that has been done over the restoration work that has been done over the last several years. They will be completing city spec, cutback and trench removal with mill and pave.

Mayor Caggiano asked if they were using 40 West Street as a lay down space for the projects?

Pam Fischer, Eversource, stated she believes that has MPL does and she can find out if they have long term plans there.

Mayor Caggiano asked if she can let Ray know by tomorrow by lunchtime.

Raymond Rogozinski, P.E., Director of Public Works, stated that this is a challenge and the road will be paved curb to curb at the end, and is a two-year process. Challenges working with Eversource was discussed with paving roads.

Commissioner Hartley asked Eversource if they could find out anything about Burlington Avenue in regards to paving or if they were going to connect Maple to Burlington to make it all one circuit. CT DOT is reluctant to pave due to Eversource working with District Four permits.

Pam Fischer, Eversource, stated she did not know, but she would find out and let Ray know.

4. Employee Recognition

a. Employee Anniversaries

The employee anniversaries were reviewed.

5. Division Reports

a. Division Reports

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

6. Public Works Project List

a. Bldg. Project List

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

b. Engineering Project List

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

7. Director's Report

a. Director's Report March 2025

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report: One on the items discussed was the Lot 3 in the Business Park Drive regarding the developer use of fill currently at the DPW's Peacedale location. We don't need all the fill that is there. This would be excess fill that has no value to DPW if the board would agree to that.

MOTION: to authorize the mayor and or Director of Public Works to facilitate the disposal of excess fill currently located at DPW's Peacedale Material storage site. to the developer of Lot 3 Business Park Drive. Said authorization shall include a determination that the fill has no value to DPW and may require approval of the Board of Finance and/or City Comptroller made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

Raymond Rogozinski, P.E. Director of Public Works, reviewed an email for the city to request for Pequabuck Street, Wiegert Way, Stellas Way and Gino Drive.

MOTION: to receive to accept the referenced streets and forward to the water/sewer department for review and recommendations, said authorization shall direct DPW in performing an inspection and report findings to the planning commissioner and board of public works. Made by Commissioner Stawski and seconded by Commissioner Hartley. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, presented a packet showing what the salt does to the DPW trucks.

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

8. New Business

a. Board of Finance Transfer Mellen St. Bridge

Raymond Rogozinski, P.E., Director of Public Works, stated that contained in the packed is a Board of Finance transfer for \$39,530.00 but in the supplemental packet substitutes the one in the packet posted. The one on the formal agenda was incorporated into one of the ones in the packet distributed.

MOTION: to approve Board of finance transfer for \$ 64,632.00 from general contractor fees to DPW Engineering Fees to fund city of Bristol's cost share for NVCOG preparation of regional Hazard mitigation plan made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

MOTION: to approve Board of finance transfer for \$702,574.00 appropriation for the bridge project design and construction cost and bonding made by Commissioner Hartley and seconded by Council Rosengren. Motion passed.

MOTION: to approve Board of finance transfer for \$8,000.00 from Program supplies to professional fees to fund to DPW roadway rating system made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

Raymond Rogozinski, P.E. Director of Public Works, asked to add to the agenda the 36 Eastview Street.

MOTION: to add council referral for 36 Eastview Street made by Council Member Rosengren and seconded by Commissioner Dumas. Motion passed.

Raymond Rogozinski, P.E. Director of Public Works, stated that this is a referral from city council that the city acquired the property known as 36 Eastview St and in accordance with standard procedure, and city council asks if public works has a need for the property. Public Works recommendations is no and a motion to report back to city council is needed.

MOTION: The Board of Public Works has determined that Lot 56/15A identified as 36 Eastview Street is not required by the Department of Public Works and shall not be retained by the City of Bristol for use by the Department of Public Works made by Council Member Rosengren and seconded by Commissioner Dumas. Motion Passed.

b. BPW Paving List 25-26

Raymond Rogozinski, P.E., Director of Public Works, reviewed the Spring/Fall paving list. Currently Tilcon has the contract. Minor changes do get made to coordinate utilities. The state currently has a contract that expires on April 2nd. They just opened up a bid and the vendor that typically paves and mills for us are not the low bidder. This adds a complexity to it. In the short term for spring, I did meet with purchasing and appropriation council, a purchase order for Tilcon will be issued for spring work and then Public Works will come before the board of public works in the fall for next years work and evaluate the low bidder's availability. We may go out to bid to link the milling and paving together.

e DPW Sidewalk Policy

Raymond Rogozinski, P.E., Director of Public Works, reviewed proposed modified sidewalk policy. It's important that residents have an avenue to discuss with Public Works and it should be decided in the fall so it can be incorporated into the budget and brought to the board on a yearly basis.

Mayor Caggiano stated that the changes would be that the board will not see them on a monthly basis and collect them for review in November.

Commissioner Stawski stated that the most important thing is this establishes a process.

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

f BPW Proposed Street Light Policy

Raymond Rogozinski, P.E., reviewed the proposed street light policy. There are multiple subdivisions in Bristol and decorative lights would make it a challenge to maintain these. DPW is recommends a standard pole and light fixture to eliminate the need of different light and pole styles. The policy does talk about spacing and height as well.

MOTION: to approve the Department of Public Works Proposed Policy 16.25 City Street, Street Light Requirements effective March 20, 2025 made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

Mayor Caggiano stated that the senior center did appreciate the quick response and did state that the solar light worked really well.

g DPW North Main CT DOT Beacon Installation

Raymond Rogozinski, P.E., Director of Public Works, discussed the installation of rapid flashing beacons on the pedestrians' crosswalks on North Main Street from Center Street to CT Route 6. This is being done by the state DOT. There is no definitive date for the installation on these yet.

i. Board of Finance- RIF

Already completed previously

9. Old Business

b. Runoff Policy on Private Property

Raymond Rogozinski, P.E., Director of Public Works, reviewed the proposed policy for stormwater runoff. It defines what public works will or won't take care of for water runoff as far as private property issues.

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

c. BPW Rename Unnamed Brook

Raymond Rogozinski, P.E., Director of Public Works, continued the discussion of the stream that goes thru several city streets and we are moving forward with work on them. There is no movement in the five-year policy regarding the naming. They did refer me to the state and they said the same thing but they did say that as a municipality it is our brook and its in our community and we have the authority to name it. That does help down the road when we do go for the official name, because we can indicate that we have been using the name for a number of years. In which case if the city did want to name it after the fallen officers, there is that opportunity. If approved, based on discussion it could be coordinated with the families as well.

Mayor Caggiano stated he did speak to both the families and they did state that they did like the idea, but they would prefer no news media and prefer it be kept quiet. The attorneys don't necessarily think it needs city council to approve it which might cause more attention and they felt it was fine to have the public works board approve it.

MOTION: Authorize the Department of Public Works to name the currently un-named brook that is a tributary of the Coppermine Brook crossing Mechanic Street, West Washington St, Stonecrest Drive, Carpenter Avenue, Bristol Eastern High School entrance, and Louisiana Ave, Hamzy DeMonte Brook made by Council Member Olsen and seconded by Council Member Rosengren. Motion passed.

10. Any Matter to come before said meeting

Raymond Rogozinski, P.E., Director of Public Works, mentioned that the state is moving forward with new traffic signals at 72 and Mitchell Street and 72 and Todd and Pine Street. We are also asking for the board to authorize a Household hazardous waste agreement between BRFOC and the city of Bristol for a household collection.

MOTION: to authorize an agreement between the BRFOC and the City of Bristol for a household hazardous waste collection and forward to city council made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

11. Adjournment

MOTION: to adjourn at 8:22 made by Council Member Olsen and seconded by Commissioner Stawski. Motion passed.

Signature,

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

Employee Anniversaries April

Robert Belanger	21 Years Transfer Station
Zachary Doty	8 years Driver/Collector
Lindsey Rivers	7 years Public Works
Luis Lorenzo	2 years Laborer Solid Waste
Joseph Palmisano	2 years Construction Inspector Public Works



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: April 1, 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

Public Works Staff met with Eversource Staff on 3/11 and are coordinating 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 have met with Manager Oakes to review both work scopes. Demolition of waste oil heaters will begin on 4/14 and the Streets Department helped to prep the area for the future concrete pad that will support the propane tank for the Transfer Station Quonset Hut, that will be poured by AirTemp Staff under the contract.

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 Bristol-Burlington Health Department shifts and adjustments within the Beals Community Center. The proposed upgrades will be delayed until the Bristol Board of Education Early Childhood Center (which re-occupied their former space at the Beals Center in March) come to a solution on roofing repairs to Edgewood School.

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

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 in April 2025.

Other Projects

Manross Window Removal & Infill \$16,243.14

LO-CIP Funding in the amount of \$56,000 was obtained for the removal of an elevated section of windows above the Main Circulation Desk at Manross Library, that have been the source of water infiltration over the past years due to system failure. The original scope of work reflected replacing the windows with another window system. However, Library Director Prozzo determined that elimination of the windows all together would be preferred, as recent LED lighting upgrades have eliminated the need for additional ambient lighting. A purchase order was issued to Millennium Builders Inc. in the sum of \$16,243.14 to complete the project. The work scope will be completed on June 19th and 20th. June 19th is the observed Juneteenth



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holiday and the Manross Library will be closed to visitors. On June 20th, the Manross Library will remain closed to eliminate any chance of conflict with Library operations and visitor safety.

City Yard LED Lighting Upgrades \$38,552.00

The Department of Public Works secured a Federal Energy Efficiency Community Block Grant in the sum of \$113,000 for LED lighting upgrades at the City Yard and Parks & Recreation Facilities. A pre-bid meeting was held on 2/11 at the City Yard and through the competitive bid process, Resource Lighting & Energy Inc. (RLE) of New London won the contract with a bid of \$38,552.00. RLE in conjunction with NPower Construction & Electric, LLC recently completed the LED lighting upgrades at the Beals Center, 51 High Street and Fire House #2. RLE is currently working with Eversource and Public Works Staff on pre-inspection site visits to the City Yard, that are required prior to the start of the projects to properly document the projects for energy saving verification purposes.

The remaining balance from the EECBG funding will be used by the Parks & Recreation Department for LED lighting upgrades at athletic fields and Park & Recreation facilities throughout the City.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - APRIL 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	100%	8/31/2024	Automated Rubbish Truck & Transfer Station Quonset Huts	\$23,300.00
FY23-24	Automated Rubbish & Transfer Station	Waste Oil Heater Replacements	AirTemp	\$48,000.00	0%	6/30/2025	AirTemp work start on 4/14/25	\$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	95%	2/12/2025	All survey inspections completed on 2/12/25, summary reports currently pending	\$20,000.00

\$130,528.76

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

Projects	Budget	March 2025 Project Schedule	
Divinity Street Culvert (East of Peck Lane) - Design	\$93,850.00	Bristol IWC & ACOE permit in place. PW Eng. performing watermain 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 construction \$1,200,000	Construction Spring 2026
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 construction \$2,400,000	Construction 2025
Lake Street Culvert at Cussgutter Brook - Design	\$1,545,866.00	Project to be awarded to Trademark Construction. DPW to finalize supplemental application. Construction to begin Spring 2025.	Construction 2025
Wolcott St (Route 69 to Allentown) - Design	\$185,000.00	Design complete, permits and easements in place. Project pending CT DOT approval and authorization for the City to bid. LOTCIP funding 100% of construction \$4,424,000	Construction Spring 2025
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 approved. Design by WMC. Scheduled for bidding April 2025. Construction funded with City bond \$2,200,000	Construction start May 2025
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 required. Construction 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. Construction cost \$18,700,000 (\$6,200,000 CIF)	Construction (Park St 2024) - Riverside Ave 2026)
Broad St Retaining Wall design	\$83,500.00	Awarded to WMC, currently under design. IW permit required. Construction City bond \$2,300,000	Construction 2025
Shrub Road Sidewalk -design	\$185,000.00	Design currently being completed. CTDOT approval and 3rd party review required. LOTCIP funding 100% of construction \$\$1,982,000	Construction 2025
Projects	Budget	Active Construction & Other Projects	



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:

Number of Residential Transfer Station Visitors	3,852
Number of Bulk Collections	211

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 6,021 users.
- Pursued 57 abandoned shopping carts, \$180.00 written 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. 19 complaints were received in March, resulting 2 tickets \$216.00.
- The 2025 Yard Waste season has begun. We have renewed 2852 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 promoting Clynk with Schools and Nonprofits in Bristol. Received the bags and we are currently handing them out.

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.
- Starting the Beautify Bristol cleanup promotion as it gets warmer out.
- Working on the recycle presentations for the 3rd grade classes
- Preparing for Electronic Recycle Event on April 26th
- Yard Waste! It will be insane for the entire month of April.

Administration staff or concerns:

We are still short a parttime position.

Administration Monthly OT Costs: \$188.70

Monthly Report

Engineering Division – March 2025

Summary of Work – February 2024

- **North Main Street Streetscape** – The Contractor has completed construction of concrete walks in front of PD and is scheduled to complete final restoration of the area. The Contractor has begun construction of sidewalk and curbing in front of the Fire Dept. Fire Dept. is currently using rear access during construction. Remaining work to be completed in coordination with Carrier facility.
- **Park Street & 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 CTDOT review.
- **Downtown Signal Modernization** – Project kickoff coordination meeting held with ConnDOT and VHB. DPW will conduct and prepare field survey files for all 3 signal improvement locations.
- **Spring Paving 2025** – DPW to prepare work orders for and oversee misc. storm drainage and construction of ADA sidewalk ramps in support of Spring 2025 Paving program (Drainage contract Tabacco). DPW to obtain encroachment permits for anticipated paving.
- **East Street Bridge** – Construction ongoing. During construction of the South Abutment footing The Contractor encountered bedrock and is unable to remove it using mechanical methods. DPW has reviewed and denied the request to remove the bedrock by means of blasting due to its close proximity to an existing building and an existing gas main. Design services during construction have been completed by the Engineer of record GM2. Additional details and plans have been provided and are currently under review by The Contractor. Project completion scheduled for June 2025.
- **Divinity Street Culvert** – DPW has substantially completed design for watermain relocation. Final approval pending coordination with Bristol Water Department. CTDOT authorization to bid and easements required. DPW has contacted abutting property owner and received commitment to provide required easements. Work to be coordinated with Park Street Streetscape anticipated in 2026.
- **Lake Avenue Culvert** – the Lake Avenue Culvert contracted has been awarded to Trademark Construction. DPW will submit supplemental application to The State to finalize funding. Construction to begin Spring 2025.
- **Field Street Culvert** – Currently under design by Cardinal Engineering. 70% Design Submission to be completed by the end of April 2025. DPW has begun the structural design component of the culvert and is working toward 70% design with Cardinal Engineering. One of four easements obtained, DPW to engage remaining property owners and begin process of procuring easements. State/Local Bridge Program funding in place.
- **Collins Road Drainage Outfall** - Design plans for drainage outfall complete. Three easements are required to begin construction. One easement has been procured and two are pending. Active negotiation between the remaining two property owners is ongoing.
- **Pleasant View / East Road Drainage** – Survey and field investigations substantially complete. Hydraulic analysis by DPW to follow.
- **Brace Avenue Drainage Improvements** – Design plans substantially complete. DPW to review project estimate.
- **Wolcott Street Reconstruction** – Final design plans have been completed. CTDOT Encroachment permit obtained. DPW to review project estimate. Project pending CTDOT approval and authorization to bid anticipated bid date in Spring 2025.

Monthly Report

Engineering Division – March 2025

- **Shrub Road Sidewalks and Road Diet** – Coordination ongoing with design consultant (AI Engineers). Schedule to go out to bid pending CTDOT approval and 3rd party review. Negotiation of required easements underway. Anticipated approval 2025.

Summary of Work – February 2025 Continued

- **Construction of Maple Court** – Additional drainage work completed by DPW. Remaining work to be scheduled by private contractor.
- **Community Connectivity ADA Sidewalk Ramps** – The Contractor continues to install ADA sidewalk ramps. Project substantially complete with 3 ramps remaining.
- **Proposed Community Connectivity ADA Sidewalk Ramps** – DPW working toward completion of plans, specs, and estimate for the latest round of funding for Community Connectivity. Plans to be submitted to the State for review and approval.
- **Inspection of DPW Facilities** – Storm water control program.
- CMAQ funding project in place. Project design initiated; construction scheduled for 2026.
- **Brine Mixing Station and Bulk Chemical Storage** – Containment design substantially complete. DPW to review product quotes and finalize design alternatives.
- **Mapping of Pequabuck River Outfalls** – DPW to locate, categorize and develop testing schedule in support of MS4 permit.
- **City Wide Road Side Barrier Analysis** – Inventory and analysis by DPW is ongoing.
- **Bituminous Sidewalk Inventory** – Ongoing work by DPW.
- **Culvert Inventory and Preliminary Inspection** – Ongoing work by DPW.
- **Asset Management / GIS Upgrades** – Funding has been requested for a new GPS unit. Once procured this unit will allow DPW to actively update and track new and existing assets. DPW met with sales rep ESRI and has determined a plan for best utilizing existing licenses and software capabilities.

Engineering Division Staff or Concerns:

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

Land Use activities for March 2025:

Inland Wetlands & Watercourses Agency

Draft Regulation Amendments: Proposed amendments to the Inland Wetlands & Watercourse Regulations to include the following: Section 3.1 – Inventory of Regulated Areas; Initiated by the Bristol Inland Wetlands & Watercourses Agency – APPROVED; EFFECTIVE DATE MAY 1, 2025.

Draft IWWA Map Amendments: Proposed amendments to the Inland Wetlands & Watercourse Agency Map to include the following: Section 3.1 – Inventory of Regulated Areas; Initiated by the Bristol Inland Wetlands & Watercourses Agency – APPROVED; EFFECTIVE DATE MAY 1, 2025.

Wetlands application to construct a new industrial park development consisting of two buildings and associated parking on #Lot 3, Business Park Drive; Assessor's Map 3, Lot 3; Force Automation, Inc., applicant – APPROVED WITH STIPULATIONS.

Zoning Commission

Special Permit and Site Plan for Non-Profit Housing (174 units/75 buildings) for the Cambridge Park Rehabilitation at 98 Jerome Avenue (inclusive of Davis Drive and Quaker Lane); Assessor's Map 53, Lot 129; A (Multi-Family Residential) zone – APPROVED WITH STIPULATIONS.

Revision to an Approved Site Plan for multi-family dwellings (21 units) at 370 Emmett Street (Thornberry Ridge); Assessor's Map 3, Lot 36-2; A (Multi-Family Residential) zone – APPROVED WITH STIPULATIONS.

Site Plan for Non-Profit Housing (174 units/75 buildings) for the Cambridge Park Rehabilitation at Lot 129A Davis Drive; Assessor's Map 53, Lot 129A; A (Multi-Family Residential) zone – APPROVED WITH STIPULATIONS.

Planning Commission

Site Plan for a 42,000 sq. ft. (two phases/two buildings) Manufacturing Facility (robotic product assembly) at Lot 3 Business Park Drive Assessor's Map 3, Lot 3; IP-1 (Industrial Park) zone; Force Automation, Inc, applicant – APPROVED WITH STIPULATIONS.

Site Plan for a Contractor Yard at 37 Brook Street, Assessor's Map 44, Lot 75-B; I (General Industrial) zone; Derosa Landscaping and Construction, LLC, applicant; Estate of Florence K. Bergamini, owner – APPROVED WITH STIPULATIONS.

City Council Referrals

- a. C.G.S. 8-24 Referral:
894 Middle Street - Map 4, Lots 17-3:
POSITIVE REFERRAL SENT TO CITY COUNCIL.
- b. C.G.S. 8-24 Referral:
Middle Street - Map 4, Lots 17-4-1:
POSITIVE REFERRAL SENT TO CITY COUNCIL.
- c. C.G.S. 8-24 Referral:
Middle Street - Map 4, Lots 17:
NEGATIVE REFERRAL SENT TO CITY COUNCIL.
- d. C.G.S. 8-24 Referral:
36 Eastview Street - Map 24, Lot 56/15A:
POSITIVE REFERRAL SENT TO CITY COUNCIL.
- e. C.G.S. 8-24 Referral:
91 Goodwin St. - Map 25A, Lot 36
POSITIVE REFERRAL SENT TO THE REAL ESTATE COMMITTEE OF THE CITY COUNCIL.

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Zoning Board of Appeals

The Board did not meet in March

Historic District Commission

The Commission did not meet in February.

Aquifer Protection Agency

Determination of regulatory status for Non-Profit Housing (174 units/75 buildings) for the Cambridge Park Rehabilitation at Lot 129A Davis Drive; Assessor's Map 53, Lot 129A; A (Multi-Family Residential) zone
DETERMINATION: NOT REGULATED.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings: \$417.63.

Facilities – March 2025

Building Maintenance current month (March 2025) activities:

- Facilities Manager Oakes coordinated with Eversource Staff on the installation of a natural gas service line to the City Yard Automated Rubbish Truck Quonset Hut, in advance of the removal/replacement of the existing waste oil furnace
- M.F. Higgins & Co. installed conference room chair rails in City Hall to eliminate damage to sheetrock and paint (still ongoing due to adhesion interface issue, contact cement required)
- Shift to exterior Spring landscaping operations and end of season preventative maintenance and storing of winter operation equipment (plows, salt spreaders, snow blowers)
- Facilities Manager Oakes met with Police, Fire, BPRYCS, Beals Center, Public Works and Library Management Staff to conduct Spring 2025 site inspection visits to review current conditions, identify immediate concerns/issues and plan for future site needs due to the change of seasons and operational demands and requirements
- Coordinate phone line installations with Frontier Communications for 30 Hope Street Parking Garage to support fire system panel and elevator emergency communication requirements
- Coordinate with Resource Lighting & Energy (RLE) for the LED Lighting Upgrade project at the City Yard (contract awarded at a sum of \$38,552.00, which reflects LED incentives)
- Coordinate with GORDIAN/Millennium Builders Inc. on the removal and infill of the upper window system at Manross Library, which are over the Main Desk and a source of continuing water infiltration (funded via LO-CIP funding)
- Coordinate with Public Works Engineering and Fire Department Staff on the replacement of the bituminous asphalt parking lots (including front and rear bay ramps), that will coincide with the North Main Street Streetscape enhancements
- Building Maintenance Staff completed Ergonomic Safety Training with PointMan Safety on 3/12

Building Maintenance next month (April 2025) activities:

- Building Maintenance Staff to complete hallway floor painting/sealing to meet State Department of Agriculture requirements, that we found to be deficient during the 1/27/25 Animal Control Facility site inspection
- Conduct HVAC cooling system preventative maintenance and start-ups of Chillers at Police Complex, Beals Center and Main Library in advance of 4/15
- Complete the replacement of numerous high elevation light fixtures and bulbs in the Police Complex Parking Garage that will require rental of a boom-lift to accommodate for the entrance and exit ramp slopes, during off-peak traffic hours for employee safety
- AirTemp Mechanical to begin demolition work of waste oil heaters at the Automated Rubbish Truck & Transfer Station Quonset Huts, including pouring a new concrete pad to support the propane tank at Transfer Station

Building Maintenance Staff or concerns:

- Anticipate elevated levels of Vacation/Miscellaneous time off during April, as the end of the fiscal year approaches and Staff must use remaining personal time off prior to June 30th (Senior Maintenance Technician on vacation from 4/12 through 4/20)
- Library Senior Maintenance Technician retired on 3/27/25, which until properly filled will shift additional duties to Public Works Maintenance Staff to keep both Libraries operationally sound
- 1st Shift Grounds Maintainer/Building Technician scheduled for a work-related injury surgery on April 1st, with 3-4 weeks of recovery time to follow
- Police Complex Custodian will be out due to an extended medical leave beginning on May 12th and then an approximately two-month recovery period, requiring overtime to provide ample service levels to a 24 hour a day operation
- Anticipate added work load to staff with the Grounds Maintainer/Building Technician out the entire month of April, which coincides with the start of exterior landscaping daily tasks, in addition to providing coverage for mechanical maintenance issues at the Main and Manross Libraries

Building Maintenance OT Costs: \$10,274.23

Staffing coverage for after-hour maintenance service calls (Police Complex overhead door sensor issue), supplemental 1st and 2nd shift staffing to provide minimal service coverage for (2) light duty work restricted employees and individual Staff sick time, centering of conference room monitors on the 1st and 2nd Floor of City Hall, 3/12 Safety Training class, installation of new data and electrical drops to support a new work station lay-out in the Comptroller's Office area

Streets March 2025 Report

Streets current month activities:

- 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** Muzzy Field- 16 Cedar Trees, B.O.E-2
- **Major Roads Engineering**- Started replacing catch basin tops for Engineering
- **Permanent Patch for Engineering**- NA
- 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**- Ashley Rd-10, Old Orchard Rd, Buckingham St, Shawn Dr, Stafford Ave, Castle Rd and Plank Hill
- Installing new poles and signage
- Winter Operations- End of winter starting mailbox replacements

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
- Tilcon opening for asphalt work
- Start 2nd phase Maple Court drainage
- Permanent Patch List
- Milling and paving
- Winter Operations-
 - Plowed and treated roads
 - Service Requests
 - Mailbox installations
- 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.

March OT Totals: \$ 2,786.11 Streets

Solid Waste March 2025 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 19 letters to residents for illegal bulk and cleaned up 2 stop. Residents cleaned up 10 stops, with 7 still pending
- Continued curbside bulk collection, we collected 211 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Worked on assembling and organizing new shipment of barrels.
- Currently we have 2852 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Cleaned up litter along the Shamrock Run route.
- Delivered event barrels for the Shamrock Run.
- Continued to audit curbside recycling barrels for non-recyclable material.
- Got an early start on spring leaf collection, collecting 6.22 tons of leaf bags.

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.
- Continued to work on assembling and organizing new shipment of barrels.
- Start curbside yard waste collection for the season, Monday April 7th.
- Continue spring leaf collection.
- Start mowing the landfill.
- Clean up trash from homeless encampments.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

OT Costs/Revenue Generated:	
Solid Waste OT =	\$4,650.48
Transfer Station OT =	\$5,034.97
TS Revenue (PAYT) =	\$29,058.20
Residential Permits =	\$3,380.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$154,995.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$1,176.47
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$207.76
Electronics NewTech =	\$0.00
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 =	\$1,860.00
Damaged barrel =	\$67.00
Special Pick up – 2 nd	\$1,413.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S23** – (2019 10 Wheeled Dump) Minor leak on rear diff. Replaced cover gasket. Replaced 6" convex mirror and right rear mudflap. Whistling coming from turbo diagnosed with a bad turbo seal. Seal was replaced. Truck was serviced.
2. **S35** – (2015 Mason dump) full service. Low brake pedal diagnosed to the replacement of the brake booster. Upon examination, rear brakes and rotors were replaced. Rear dump body mount on vehicle is in disrepair. Fleet is looking into replacing with a flatbed.
3. **C19** – (2017 woodchipper) unit was brought in for a service. Upon inspection, Fleet replaced brake pads, drums, seals and bearings. The cracked air cleaner housing was also replaced. Unit had a low voltage battery that was also replaced.
4. **C41** – (2008 Vactor) Truck has a slight engine oil leak due to a bad seal on rear of engine. Seal is on order. Truck was down due to lack of suction. During inspection, 2 out of 5 impeller housings and fans were completely rotted out. Whole unit to replace would've costed \$41,000. Unit was broken down piece by piece and 2 housings, 2 fans and bearings costed us \$7,400. Unit is down until parts arrive.
5. **S12** – (2009 10 Wheeled Dump) Drivers side steer box replaced due to hard steering. New front brakes and drums were installed. PTO lines were starting to rot out. Replaced with new. Fuel tank for truck is beyond repair and must be replaced. Item is becoming hard to find due to year of truck. Similar tank was purchased and fabrications have to be made. Unit is down until so.
6. **S1** – (2018 Pickup truck) Rotted out oil pan replaced with new. Full service was completed as well.
7. Fleet has been busy going through our street sweepers as well including inspections, servicing and repairing them this month. Our oldest unit being a 2001 should really be considered for replacement.

Solid Waste:

1. **R40** – (2008 Automated Truck) New air actuator was replaced due to packer freezing up during use. This trucks body is really starting to rot out beyond repair.
2. **R5** – (2014 Automated rubbish truck) New air dryer, service and a full rear axle brake replacement was done.
3. **R23** – (2018 Automated rubbish truck) upon servicing the truck, a large leak was spotted. Failed trans cooler lines were addressed with new lines.

Engineering Dept:

All vehicles are being serviced and gone through for spring operations.

Fleet Maintenance Next Month's Activities:

1. Continue scheduled maintenance to our Fleet vehicles.

2. Continue scheduled services to our other divisions as well as our P.D.
3. Continue to keep Streets & Solid Waste Ops. Running strong.
4. Break down plow trucks from Winter ops.
5. Samsura units are in and will continue to be installed on PW vehicles.
6. Fleet will continue to stay on top of road sweepers for season.

Fleet Maintenance Staff or Concerns:

- **DPW really needs a dedicated wash building or a proper way to clean trucks!**
- **Still a Mechanics Helper vacancy since last year!**
- 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?
- Overtime expenditures and totals \$3,637.63 (Holiday, Dispatch and Mechanic).

MEMORANDUM

DATE: April 1, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW March – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the March 20th Board of Public Works meeting.

1. **Staffing – No change since last month - current vacancies: Solid Waste, Land Use and Bldg. Divisions** - Fully staffed, although fully staffed, Bldg. Main Bldg. Tech/Grnd Maintainer is scheduled to be on workers comp & PD custodian (Sun-Thurs) is scheduled to be out on medical leave for an extended period. As a result, DPW will be requesting temp staff. **Streets:** Crew leader (position filled in with upgrades). **Administration Division** – 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 Street, Solid Waste, & Fleet Superintendent vacant.
2. **Hope Street Parking Garage:** General building construction proceeding on schedule for completion in April. Elevator installation and Eversource power is a concern, and it is anticipated that delays in Eversource power will delay use until May. A delay in the elevator install (including the following concerns) MAY NOT delay the issuance of a temporary CO, which will allow use of the building without the elevator. The Fire Marshal has identified a potential need for fire sprinklers in the elevator. There is currently no fire line provided into the building, or heat. The parking garage is equipped with a domestic water lateral. It is DPW’s understanding that 6 fire sprinkler heads can be feed off a domestic water lateral. Therefore, a dedicated fire line may not be required. Fire protection in the elevator shaft would consist of 1 sprinkler head, however, a fire panel & heat (heat tracing) would be required. A modification of the State fire code will NOT be submitted. The estimated quantity of regulated soil removal is less than anticipated, which will result in a credit. Regulated soil credit and additional cost associated with sprinklers in the elevator and misc. are unknown. It appears additional BOF funding will NOT be required.
3. **Maple Court Roadway Reconstruction:** DPW installation of storm drainage (eastern section, Stewart St) complete. Remainder of work (roadway pavement, storm drainage at Maple St, sidewalk & retaining wall at Maple St) scheduled to be completed in the spring 2025.
4. **Wolcott Street Reconstruction (Peck Lane to Witches Rock Road):** City engineering consultant AI Engineers complete. Project pending DOT authorization to bid. Once DOT authorization is received, DPW will prioritize Shrub Road sidewalks and MAY delay Wolcott St reconstruction.
5. **Jerome Ave Bridge:** Roadway subbase & fine grading, guiderail install, bridge deck membrane, and sidewalk construction pending, along with paving on April 15, 2025. Deck membrane and roadway paving critical to completion. Jerome Ave scheduled for opening on April 22, 2025. Schedule attached.
6. **Riverside Ave Streetscape and Reconstruction:** Project design 50% complete, public information meeting scheduled for 4/29/25.
7. **DPW Training:** Bldg. Main Div. & Fleet UST A/B Operator 2/27/25, Work zone safety training scheduled for Street, Engineering, and Solid Waste Laborers on 4/1/25.
8. **EECBG Lighting Grant:** Project to install LED lighting at City Yard and Parks Dept. awarded. 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. Construction pending U.S. Dept of Energy approval.
9. **Jerome Ave – House Demolition NRCS:** The NRCS has authorized execution of a contract amendment to comply with NRCS requirements. Contract amendment with Tabacco & Sons pending (no cost increase), Env abatement (asbestos), and lead paint certification pending.
10. **DPW Litter Collection:** DPW list of streets for litter collection attached. Once spring leaf and yard waste season starts, DPW staffing for litter collection will be limited.
11. **Landfill Solar:** Landfill solar project has received PURA approval. CT DEEP permit pending. Fall construction anticipated with completion in spring of 2026. DPW budgeting indicates lease payments in last quarter of FY2025-26 (\$12,500 (\$50,000/4)).
12. **Annual Roadway Milling:** Milling scheduled to start 4/10/25, followed by paving.
13. **Homeless Encampments Cleanup:** DPW investigating cleanup of homeless encampments on Pine St (area north-west of Dunkin Donuts), East St & Union St. Due to trees, access to Pine St location may be a problem/challenge.
14. **City Hall:** DPW & Purchasing provided presentation to APWA New England 4/7/25.
15. **East St Bridge:** 2000 gal UST found & additional rock encountered at north-east wingwall. Change order for UST removal and modification to wingwall required. Additional cost will be covered through Local-Federal bridge program.



Department of Public Works | 860.584.6125

16. **Gas Cylinders Collection Program:** The TCC, a nonprofit organization, is scheduled to initiate a cylinder collection program in October 2025. Residents are currently NOT allowed to drop off gas containers at the transfer station. However, TCC will provide free collection. Therefore, DPW will coordinate with TCC to offer free drop-off at the transfer station. Note that the gas cylinders DO NOT include 20-pound propane tanks. However, there is a similar organization that DPW is currently investigating to address propane tanks.
17. **Request for Assistance:** DPW has request to provide roadway milling to Shepard Meadows, participate in an Imagination Center touch a truck event and dump ducks in the Pequabuck River for the annual duck race. DPW has previously provided milling to Shepard Meadows, the milling is provided through roadway operations at no cost therefore DPW supports the request. The touch a truck event on June 26, in during normal working hours, therefore overtime is not required. The duck race is conducted on a Sunday, therefore there is a 4-hr. min call in of an operator, along with supervisor cost (\$360).

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

3/17-3/30/2025

Monday 3/17/2025	Tuesday 3/18/2025	Wednesday 3/19/2025	Thursday 3/20/2025	Friday 3/21/2025	Saturday 3/22/2025	Sunday 3/23/2025	Monday 3/24/2025	Tuesday 3/25/2025	Wednesday 3/26/2025
Work Item	Work Item	Work Item	Work Item	Work Item	Work Item	Work Item	Work Item	Work Item	Work Item
Demob	Demob	Roadway	Roadway	Roadway	no work	no work	Roadway	roadway	roadway
		exc	exc	exc			exc	exc	exc
rough grade	Survey								
7 am-5pm	7AM-5PM	7am-5pm	7am-5pm	7am-5pm			7am-5pm	7am-5pm	7am-5pm
PJF	PJF	PJF	PJF	PJF			PJF	PJF	PJF

Thursday 3/27/2025	Friday 3/28/2025	Saturday 3/29/2025	Sunday 3/30/2025
Work Item	Work Item	Work Item	Work Item
Roadway	Roadway exc	No work	No work
exc			
7am-5pm	7am-5pm		
PJF	PJF		

Work items in bold indicate night work

PJF: PJF Construction Corp
AT All Star Maintenance
BC: Bay Crane Company

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Two Week Look Ahead

3/31-4/13/2025

[illegible]

Thursday 4/10/2025	Friday 4/11/2025	Saturday 4/12/2025	Sunday 4/13/2025
Work Item	Work Item	Work Item	Work Item
Sidewalk install	Sidewalk install	No work	No work
7am-5pm	7am-5pm		
PJF	PJF		

Work items in bold indicate night work

PJF: PJF Construction Corp
AT All Star Maintenance
BC: Bay Crane Company
SS: S&S Paving
SAN: Santoro

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4/14-4/27/2025

[illegible]

Thursday	Friday	Saturday	Sunday
4/24/2025	4/25/2025	4/26/2025	4/27/2025
Work Item	Work Item	Work Item	Work Item
Driveway install	Driveway install	No work	No work
7am-5pm PJF	7am-5pm PJF		

Work items in bold indicate night work

PJF: PJF Construction Corp
AT All Star Maintenance
BC: Bay Crane Company
SS: S&S Paving
SAN: Santoro

Litter areas

- Clark Ave
- Minor St
- James P Casey
- Old Peacedale
- Maple Ave
- Shrub Rd
- **Downtown area** (N. Main St, Main St, Hope St, River Side, Laurel St, Race St)
- Mix St
- Maltby St
- Stevens St
- Stafford Ave
- Church Ave
- East Main
- Jerome Ave
- Burlington Ave
- Waterbury Rd
- Mountain Rd
- South St
- West St
- Park St
- Barlow St
- Divinity St
- Pratt St
- Chestnut St
- Upson, Orchard and Pleasant (one ways)
- Shamrock Run Route

Update on The Cylinder Collective Stewardship Program for Pressurized Cylinders in Connecticut

Bristol Resource Recovery Facility Operating Committee

March 18, 2025

David Keeling
Executive Director
The Cylinder Collective
414-630-9382 Mobile

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www.cylindercollective.org/



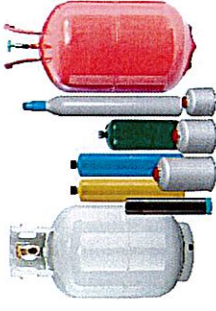
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www.cylindercollective.org/



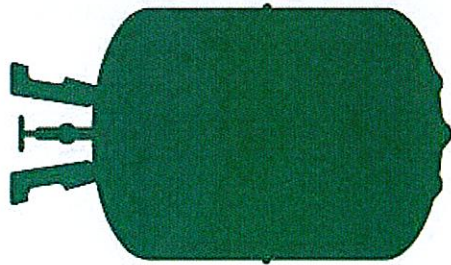
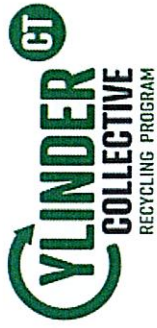
Welcome to The Cylinder Collective (TCC)



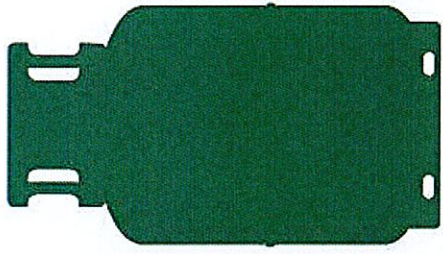
- What is TCC?
 - Formed because of legislation in 2022
 - Non-profit, stewardship organization
 - Industry run
 - Focused on creating and supporting residential recycling programs for Covered Cylinders



www.cylindercollective.org



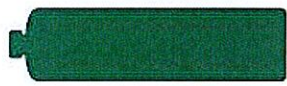
HELIUM



PROPANE*



MAPP



PROPANE



BUTANE



PROPANE

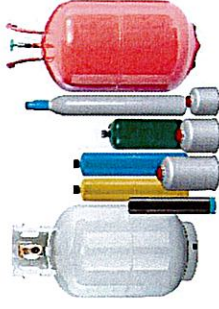


ISOBUTANE

Covered Cylinders: small propane cylinders used for camping or grilling on portable grills or stoves; small cylinders used for DIY projects, cylinders used in handheld torches and portable helium.

The Cylinder Collective Goals

- Responsibly manage residential Covered Cylinders
- Work with current waste management systems;
- Offer free and accessible options for responsible disposal;
- With no cost to residents;
- Reduce impact on our environment;
- Reduce the burden to municipalities;
- Industry funded and managed;
- Develop positive partnerships with all stakeholders to create an efficient, sustainable and cost-effective system;



www.cylindercollective.org

We Want YOUR Input!

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Connecticut's Timeline



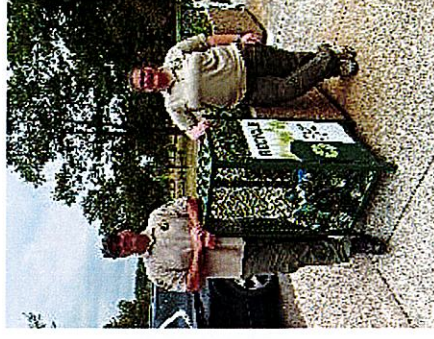
2022: Connecticut's extended producer responsibility (EPR) law for gas cylinders [CT Public Act 22-27](#).

2023:

- Trade Association (PCIA) and Producer Responsibility Organization (TCC) created and incorporated.
- Stewardship Plan developed and approved by DEEP
- Pilot program at Hammonanset State Campground

2024:

- Amendments passed into law by [CT Public Act 24-133](#) required producers to join an approved cylinder stewardship program by October 1, 2024. Representation by The Cylinder Collective is open to all pressurized cylinder producers who supply, sell or offer to sell program covered pressurized cylinders in CT.
- Pilot program continues at Hammonanset and expands to Rocky Neck.
- Executive Director Hired

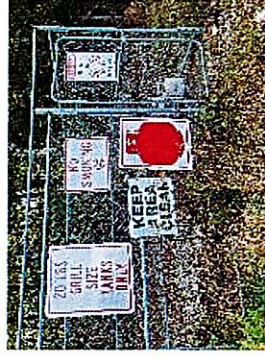


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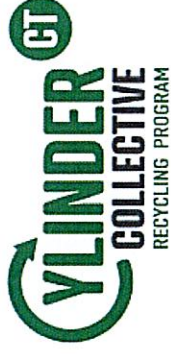
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2025 Timeline

- State Program Coordinator started on February 3rd.
- Pilot program at Hammonasset and Rocky Neck will continue during 2025 camping season with an expansion of types of cylinders collected.
- Producer Recruitment
- Seeking vendors for collection and processing
- Partnering with Collection sites
 - Transfer stations
 - HHW Facilities and Events
 - MRFS, Solid Waste Facilities
 - Campgrounds
 - Retailers
- Education and Outreach
- **October 1, 2025, program commences.**



Participating Producers



Connecticut's extended producer responsibility (EPR) law for gas cylinders [CT Public Act 22-27](#) and the amendments passed into law by [CT Public Act 24-133](#) required producers to join an approved cylinder stewardship program by **October 1, 2024**. Representation by The Cylinder Collective is open to all pressurized cylinder producers who supply, sell or offer to sell program covered pressurized cylinders in CT.

Participating Producers

Connecticut gas cylinder stewardship program as of 1/30/2025

- Cascade Designs, Inc.
- GSI Outdoors LLC
- Ignik Outdoors
- Jo Chef
- Johnson Outdoors Inc.
- Manchester Tank & Equipment Co.
- Snow Peak USA
- Sterno Group, LLC
- The Coleman Company, Inc.
- Unique Industries, Inc.
- United Brands Inc.
- Worthington Enterprises, Inc.
- YSN Imports LLC dba Flame King

Registered Brands

Connecticut gas cylinder stewardship program as of 1/30/2025

- Balloon Time
- Bernzomatic
- Coleman
- Flame King
- GSI Outdoors
- Ignik Gas Growler
- Jetboil
- Jo Chef
- MagTorch
- Manchester Tank
- MSR
- Snow Peak
- Sterno
- Unique
- Whip-It!
- Worthing Pro Grade



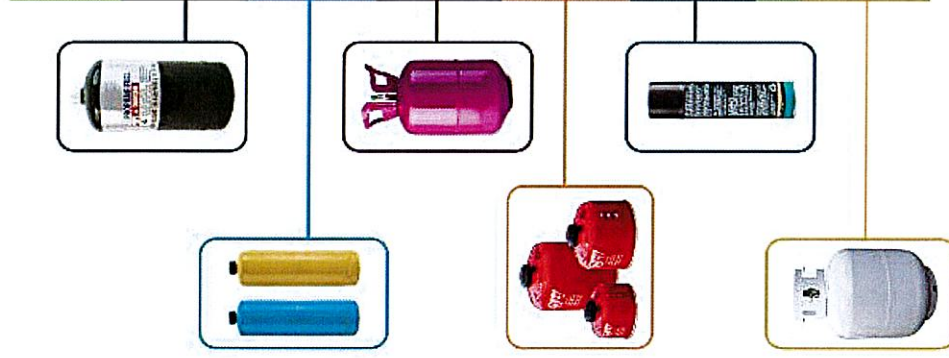
After Oct. 1, 2025

8

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In Scope / Exclusions/Other Programs

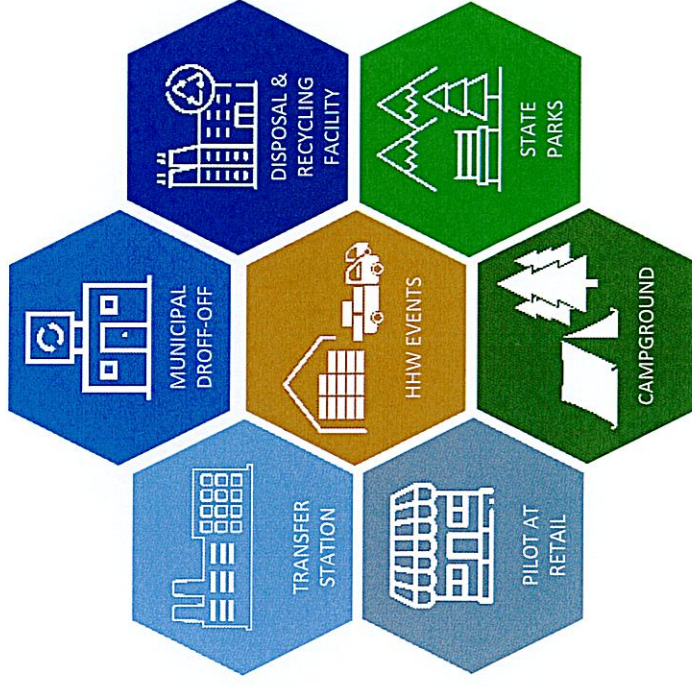
- **In Scope:**
 - all refillable and non-refillable types of designated cylinders with a water capacity of under 0.5 lbs or over 50 lbs that participating producers supply into Connecticut
- **Exclusions:**
 - Supplied to industrial, commercial and institutional consumers and pressurized cylinders
 - Containing oxygen, refrigerants, acetylene, hydrogen, ethylene and foam adhesives
 - Fire extinguishers
- **Other CT DEEP approved programs:**
 - Sodastream and Propane Gas Association of New England (PGANE) were approved by CT DEEP (20 lb refillable propane cylinders)
 - Plan in Review: Little Kamper



Types of Cylinders	
Non-Refillable	
16 oz Propane	
14 oz Fuel Torches (Propane, MAPP)	
Helium	
4 – 16 oz Isobutane	
5 – 8 oz Butane	
Refillable	
under 20lb propane (20 lb. Tank collected by PGANE program)	

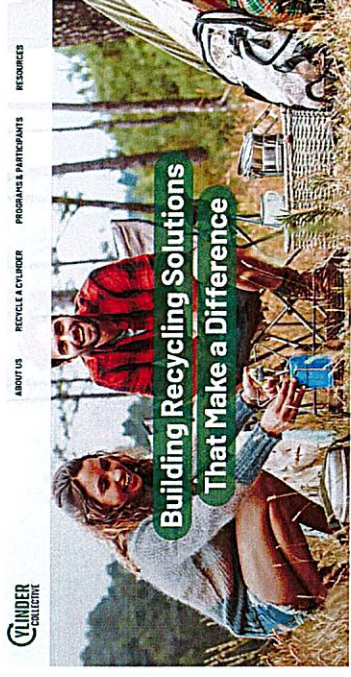
Collection System – Convenience and Access

- **Collection System Partners:**
 - Transfer Stations/HHW One day events & facilities
 - MRFs/RRFs
 - Campgrounds – public and private
 - State parks & Forests with overnight camping
 - Retail locations
- Where collection gaps exist, the program will explore options in those geographic areas
- **Collection sites would be required to meet program operational standards:**
 - Compliance w/ permit and regulatory requirements for their facility, location, event;
 - Secure storage area
 - Record keeping for the facility; Staffing
 - No charge for residents to drop off cylinders or collection sites to participate
- **TCC will provide at no charge:**
 - Storage Containers and signage
 - Collection, transportation and processing of the cylinders
 - Outreach and Education materials
 - Statewide tracking and monitoring

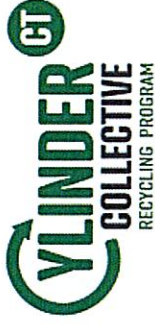


Promotion & Education

- Focus on the following objectives:
 - Diverting cylinders away from trash/recycling streams;
 - Encouraging the use of the 20 lb. refillable cylinder exchange system; and
 - Promote the use of the new collection system for Covered Cylinders.
- Education and outreach to engage Connecticut residents will be provided through communication tools such as:
 - Promotion at participating campgrounds.
 - Print materials including messaging and graphics that can be used in brochures, fact sheets, backgrounders, fliers, signs and posters at partner locations (e.g., state parks, municipal and retail locations)
 - Municipal Toolkit
 - Promotion of the TCC website for comprehensive information: www.cylindercollective.org/



Tracking & Measuring Performance



- Proposed annual performance metrics for refillable and non-refillable:
 - # of collection locations by type (municipal, campground, park, retail) and # of special events in each county
 - # of refillable and non-refillable cylinders collected
 - # of refillable cylinders recycled/reused (i.e., returned to the exchange system and number sent to scrap metal recyclers)
 - Tons of non-refillable cylinders sent to scrap metal recyclers
 - Collection Rate (%) = $\frac{\text{Tons of non-refillable cylinders collected}}{\text{Tons of non-refillable cylinders supplied to consumers}} \times 100$
 - Diversion Rate (%) = $\frac{\text{Tons of non-refillable cylinders recycled}}{\text{Tons of non-refillable cylinders supplied to consumers}} \times 100$

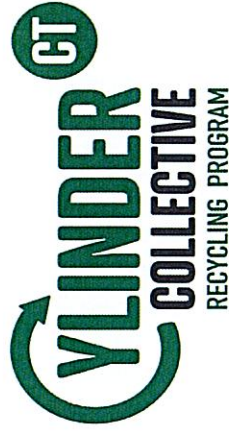
Summary



- Program begins October 2025;
- TCC interested in working with all municipal transfer stations;
- No cost to residents; no cost to municipalities;
- The process is early; seeking input on what works for your town; logistics and outreach.

Questions and Feedback!

Thank You!



David Keeling
Executive Director
The Cylinder Collective
414-630-9382 Mobile

DavidKeeling@cylinderindustry.org
www.cylindercollective.org/



Kim O'Rourke
State Program Coordinator
The Cylinder Collective
860-638-9575 Mobile
KimORourke@cylindercollective.org
www.cylindercollective.org/



Municipal Fact Sheet

Gas Cylinder EPR Program

for Connecticut Residents

Connecticut's extended producer responsibility (EPR) law for gas cylinders passed in 2022 CT Public Act 22-27 and 2024 CT Public Act 24-133. For more State of CT information on EPR, go to <https://portal.ct.gov/deep/p2/product-stewardship/product-stewardship>

Implementation of this EPR law begins October 1, 2025

What gas cylinders are included in the law?

Any nonrefillable or refillable cylinder supplied to a consumer for residential use with flammable pressurized gas, helium or carbon dioxide, of sizes with a water capacity between .5 lbs and 50 lbs including, but not limited to, seamless cylinders and tubes, welded cylinders and insulated cylinders intended to contain helium, carbon dioxide or flammable materials such as propane, butane or other flammable compressed gases.

Stewardship Organizations

There are multiple stewardship organizations for cylinders. These organizations will provide free collection and processing of covered cylinders for municipalities.



The Cylinder Collective (TCC) Collects

- Refillable propane gas cylinders sold and supplied into Connecticut, up to, but not including 20 lb. tanks for BBQ grills.
- Non-refillable propane, isobutane, butane and helium cylinders (with a water capacity between 0.5 to under 50lbs) sold and supplied into Connecticut.
- Residential generated cylinders ONLY.

Types of Cylinders	
	Non-Refillable
	16 oz Propane
	14 oz Fuel Torches (Propane, MAPPP)
	Helium
	4 – 16 oz Isobutane
	5 – 8 oz Butane
	Refillable
	under 20lb propane (20 lb. Tank collected by PGANE program)

Other DEEP approved programs for gas cylinders:

Sodastream -refillable CO2 cylinders
Roxanne Parker, 800-727-1835
sodastream.ordersusa@pepsico.com

Propane Gas Association of New England (PGANE) -
20lb. propane tanks for BBQ grills
Gary Haines, 888-445-1075; gary@pgane.org
pgane.org/safetyandtraining/tankrecycling/

Unacceptable Cylinders:

- Industrial, commercial and institutional
- Oxygen, refrigerants, acetylene, hydrogen, ethylene, nitrous oxide, and foam adhesives.
- Cylinders that are punctured through use
- Fire extinguishers
- Water capacity of under 0.5 lbs or over 50 lbs

Questions?

Contact TCC's CT Coordinator at
860-638-9575
kimorourke@cylindercollective.org
www.cylindercollective.org

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Raymond Rogozinski

From: Kim ORourke <KimORourke@cylindercollective.org>
Sent: Tuesday, April 1, 2025 5:53 PM
To: Raymond Rogozinski; Vallera, Ken; Jeffrey Caggiano
Cc: Lindsey Rivers; Josh Corey; Kirsten Girouard
Subject: Re: Bristol - Compressed cylinders and Organics

Yes!

Here's the contact for the 20 lb BBQ tanks:

Propane Gas Association of New England (PGANE)
Gary Haines, 888-445-1075; gary@pgane.org
pgane.org/safetyandtraining/tankrecycling

If you have tanks now, many towns seem happy with DiLeo Propane out of Worcester Mass and PGANE has other companies listed on their site.

Dan Ochs
Business Development Manager
dan@dileogas.com
Cell/Direct 508-320-1059
630 Sunderland Rd.
Worcester, MA 01604
<https://dileogas.com/>

We are on track for October. We will have a municipal agreement similar to Paintcare and Mattress Recycling Council that I will send out to the interested towns as soon as its ready. We will also be able to provide more specifics once we have the vendor for collection and processing on board. That will help determine the containers we will be providing. Most likely 55 gallon drums, unless the vendor has a better idea. We are in the RFQ process now.

We are also hoping to coordinate with the hauler and PGANE for the collection of both the BBQ tanks and small cylinders to make it easier for transfer stations. But that's in the early stages.

Also, we are considering a pilot at a marina to try that out, per your group's suggestion! I need to find a marina willing to give it a try.

Hope that helps. Happy to give you a call tomorrow if you have further questions. Just let me know.
Thanks again,

Kim

Kim O'Rourke

State Program Coordinator
The Cylinder Collective
860-638-9575 Mobile
KimORourke@cylindercollective.org
www.cylindercollective.org/

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From: Raymond Rogozinski
Sent: Tuesday, April 1, 2025 5:29 PM
To: Kim ORourke; Vallera, Ken; Jeffrey Caggiano
Cc: Lindsey Rivers; Josh Corey; Kirsten Girouard
Subject: Bristol - Compressed cylinders and Organics

Kim, can you provide info on the organization that handles propane tanks. Is your organization still on schedule to collect cylinders at Bristol transfer station in October, 2025?

Thanks for your assistance.

Available to discuss 203-592-3497.

From: Kim ORourke <KimORourke@cylindercollective.org>
Sent: Tuesday, March 18, 2025 4:17 PM
To: Vallera, Ken <ken.vallera@brrfoc.org>; Jeffrey Caggiano <jeffcaggiano@bristolct.gov>
Cc: Lindsey Rivers <LindseyRivers@bristolct.gov>; Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Josh Corey <JoshCorey@bristolct.gov>; Kirsten Girouard <KirstenGirouard@bristolct.gov>
Subject: Re: Compressed cylinders and Organics

Hi Everyone,

Thank you again for taking the time today to speak with me. Attached is the presentation and the one pager I handed out. I'll be in touch as the time gets closer.

Thanks again,
Kim

Kim O'Rourke
State Program Coordinator
The Cylinder Collective
860-638-9575 Mobile
KimORourke@cylindercollective.org

Raymond Rogozinski

From: Shelly Pope <shelly@shepardmeadows.org>
Sent: Thursday, March 27, 2025 4:36 PM
To: Raymond Rogozinski; Jason Krueger; Mayor'sOffice
Subject: RE: Millings and Wood Chips

Hello again,

We hope this email finds you all well, and now for our annual ask.... Please keep Shepard Meadows in mind for screened millings this year. We treasure them for our roadways and around the horse's run-in sheds for the mud.

Best always,
 Shelly

From: Shelly Pope
Sent: Wednesday, March 13, 2024 10:40 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Jason Krueger <jasonkrueger@bristolct.gov>; Mayor'sOffice <mayorsoffice@bristolct.gov>
Subject: Millings and Wood Chips

Good morning,

It feels like spring today (finally), so it is reminding us that we would appreciate millings and wood chips again this year. The millings are so valuable to us – keeping our roadways and paddocks a little safer. We used the wood chips on our sensory trail. We hope the City will be able to help us again this year.

All the best,
 Shelly

Shelly Whitlock-Pope, Ed.D.
 Executive Director
 Shepard Meadows Equestrian Center, Inc.
 733 Hill Street
 Bristol, CT 06010
 860-314-0007
www.shepardmeadows.org



Raymond Rogozinski

From: Lyndsey Welton <lyndsey.welton@imaginationation.org>
Sent: Wednesday, April 2, 2025 2:51 PM
To: Raymond Rogozinski
Subject: Touch a truck

Categories: Red Category

Good Afternoon,

I am reaching out from Imagine Nation- we are a preschool located on pleasant street in Bristol. We are hosting a touch a truck event on June 26th from 9:30-12:00 for our students and we would be thrilled to have you join us! This event will take place in our back parking lot, please let me know if you are interested!

Have a great rest of your day!

Lyndsey Welton
 Family Enrollment Specialist
 Imagine Nation, A Museum Early Learning Center
 One Pleasant Street, Bristol, CT 06010
 P. 860. 314.1400 Extension 100



[Website](#) | [Facebook](#) | [Instagram](#) | [YouTube](#) | [Donate](#)



Raymond Rogozinski

17

From: Anthony D'Amato (d) <adamato@damatoconstruction.com>
Sent: Tuesday, April 1, 2025 1:14 PM
To: Raymond Rogozinski
Subject: RE: Duck Race

Ray

It is May 4th. The ticket does not have a time yet.

D'AMATO

CONSTRUCTION MANAGERS | GENERAL CONTRACTORS

Anthony "Tony" D'Amato, CCI, CCPM
Operations
Associate Director of Compliance & Safety Operations, I

D'Amato Construction Co., Inc.
10 Main Street
Bristol, CT 06010

Main: 860.583.3489
Mobile: 860-819-2142 (*Text Friendly*)
Facsimile: 860.585.6370

"Affirmative Action/Equal Opportunity Employer"

www.damatoconstruction.com



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From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Tuesday, April 01, 2025 12:46 PM
To: Anthony D'Amato (d) <adamato@damatoconstruction.com>
Subject: FW: Duck Race

Tony, when is the duck race?

From: Lindsey Rivers <LindseyRivers@bristolct.gov>
Sent: Tuesday, April 1, 2025 12:29 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Subject: Duck Race

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Hi Ray,

Tony D'Amato reached out to me and asked if we could use our payloader for the duck race this year as their company is not available. The date of the event is May 4th.

Lindsey Rivers
City of Bristol, CT
Public Works Analyst
860-584-6103





Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 26, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: BPW – ESTABLISHMENT OF A BOARD OF PUBLIC WORKS -
CITY MS4 STEERING COMMITTEE**

The Department of Public Works and the Sewer Department received a request from the EPA for information associated with an audit of the City's compliance with Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems ("MS4 Permit"), Federal Clean Water Act ("CWA") Permit No. CTR030042, and of the City of Bristol's compliance with the Connecticut Individual Permit for the Discharge of Treated Sanitary Sewage ("Sanitary Wastewater Discharge Permit") from Publicly-Owned Treatment Works, Federal CWA Permit No. CT0100374. Although the City of Bristol has implemented a Stormwater Management Plan ("SWMP"), developed and enacted pursuant to the MS4 Permit, publicly-available records produced by the City reflect potential non-compliance with the MS4 Permit and the Clean Water Act.

The regulatory requirements associated with City storm water infrastructure managed by the Department of Public Works primarily consists of Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems ("MS4 Permit").

The requirements of the current MS4 General Permit include development and implementation of a Stormwater Management Plan, screening and monitoring of stormwater outfalls which discharge into impaired waters, and waters subject to a Total Maximum Daily Load (TMDL). The Stormwater Management Plan is the cornerstone of this MS4 General Permit. It is a document that contains information on its stormwater and municipal infrastructure along with Best Management Practices ("BMPs") to reduce and/or eliminate the discharge of pollutants through the storm sewer system to the Maximum Extent Practicable ("MEP"). MEP is the standard promulgated in EPA's



Department of Public Works | 860.584.6125

Phase II rule that MS4s are required to meet. The MS4 General Permit definition of MEP is “to reduce and/or eliminate to the extent achievable using control measures that are technologically available and economically practicable and achievable in light of best industry practice.”

The City is required to develop a program consistent with permit requirements, implement the program, evaluate the effectiveness of the program, and revise the program when deemed ineffective. This process continues with the goal of protecting water quality and achieving the appropriate water quality requirements of the Clean Water Act. The BMPs in the Stormwater Management Plan are organized into six categories of Minimum Control Measures:

1. Public education and outreach
2. Public participation
3. Illicit discharge detection and elimination (“IDDE”)
4. Construction stormwater management
5. Post-construction stormwater management
6. Pollution prevention and good housekeeping

Each of these categories includes several BMPs to implement the control measure. Certain BMPs are required, but the permit provides for additional BMPs to be implemented, as necessary, to address pollution at the discretion of the MS4.

As indicated, compliance with Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (“MS4 Permit”) regulations includes public outreach, public participation, and increasing current regulatory requirements defined in City Ordinances, Zoning, Planning, Inland Wetlands, and Public Works roadway standards. In addition, the Department of Public Works receives assistance from the Water & Sewer Department, Parks Department, and Board of Education.

In order to assist the Department of Public Works in meeting the MS4 regulatory compliance requirements, the department requests that the Board of Public Works establishes a Board of Public Works - City of Bristol MS4 Steering Committee made up of the full Board of Public Works that would benefit the City’s continued commitment to fully comply with the General Permit MS4 requirements. The Board of Public Works Committee would provide the necessary oversight and support MS4 Storm Water permit primary goals:



Department of Public Works | 860.584.6125

The Department of Public Works' proposal is for the Board of Public Works MS4 Steering Committee to meet at a minimum on a quarterly basis. The full Board of Public Works consisting of the Mayor, three city Council members, and three City residents will serve as the MS4 Steering Committee, and business will be conducted as an agenda item of the Board of Public Works.

In order to proceed with the Department of Public Works' recommendation, the following Board of Public Works action is recommended:

Establish a City MS4 Steering Committee made up of the full Board of Public Works. Said committee shall meet, at a minimum, on a quarterly basis. The Board of Public Works MS4 Steering Committee shall provide the necessary oversight and support with a primary goal to:

- **Reduce stormwater pollution**
- **Improve water quality**
- **Protect public health and safety by managing stormwater runoff through various programs and practices**
- **Track the program's success**

The Board of Public Works - City of Bristol MS4 Steering Committee purpose statement shall consist of the following:

In compliance with the City's General Permit for Discharge of Stormwater from Municipal Separate Storm Sewer Systems (MS4), permit number GSM000042, the City is to track the success of its MS4 Program against Key Performance Indicators (KPI's). Demonstrating to the City's constituents, as well as federal and state stakeholders, a firm commitment to continued protection and enhancement of waterways by ensuring the City's stormwater systems are in regulatory compliance. The Board of Public Works Committee will be comprised of City representatives to meet and review KPI reports on a quarterly basis. The KPI reports will provide program success metrics including:

- **Pollutant Loadings Tracking to monitor loadings entering the City's stormwater system with a goal to ensure continued loading reductions.**
- **Water Quality Standard Tracking to identify, act, and ensure discharges meet established standards.**



Department of Public Works | 860.584.6125

- **Best Management Practice Tracking to continually enhance, modify and/or adopt new practices.**
- **Public Education and Outreach effectiveness.**
- **Illicit Discharge Detection and Elimination (IDDE) Incident Tracking to verifying accountability and enforcement.**
- **Construction Site Runoff Control Tracking to verify contractor's properly managed and controlled runoff from construction sites.**
- **Post-Construction Stormwater Management Tracking reviewing the effectiveness of stormwater controls after construction is completed.**
- **Pollution Prevention/Good Housekeeping Tracking ensuring City operations minimize stormwater pollution.**

A link to the City's 2024 annual report prepared by the Department of Public Works is provided.

<https://ct-bristol2.civicplus.com/1053/Municipal-Separate-Storm-Sewer-System-MS>

Copies of the EPA audit request along with the latest Department of Public Works and Sewer Department response is attached (link below). Please note the City's engineering consultant BL Companies has indicated on the EPA audit letter the City Department (DPW or Sewer) responsible for requested items.

<https://blcompanies.files.com/f/a72bf25ca201562f>

Based on a compliance review of the Department of Public Works' MS4 Storm Water documentation, the lack of storm water testing, in particular wet weather sample, is a concern. The Department has requested a proposal from BL Companies to prepare a defined sample plan along with staff training to implement an MS4 Storm Water compliant sampling program. The estimated cost of the work is approximately \$25,000. Funding would be available from within the Department's operations account. The Department's certified response to EPA indicates a commitment to obtain a consultant to prepare a MS4 storm water sampling program, therefore, DPW requests the following Board of Public Works action:

Authorize the Department of Public Works to procure the services of an Environmental consulting firm to prepare a MS4 compliant storm water monitoring



Department of Public Works | 860.584.6125

and sampling program, including staff training. Funding for said services estimated at \$25,000 shall be established via transfer from within the Department's operation accounts.

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



REGION 1

BOSTON, MA 02109

**URGENT LEGAL MATTER - PROMPT AND COMPLETE REPLY IS REQUIRED
SENT VIA ELECTRONIC MAIL**

Dated by electronic signature

Raymond A. Rogozinski, Director
Department of Public Works
City of Bristol
111 North Main Street
Bristol, CT 06010

Robert Longo, Superintendent
Water and Sewer Department
119 Riverside Avenue (Route 72)
Bristol, CT 06010

Re: EPA Request for Information Pursuant to Section 308 of the Clean Water Act
EPA Docket No. CWA-308-R01-FY25-14

Dear Mr. Rogozinski and Mr. Longo:

The United States Environmental Protection Agency ("EPA") is conducting an audit of the City of Bristol's compliance with the Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems ("MS4 Permit"), Federal Clean Water Act ("CWA") Permit No. CTR030042 and of the City of Bristol's compliance with the Connecticut Individual Permit for the Discharge of Treated Sanitary Sewage ("Sanitary Wastewater Discharge Permit") from Publicly-Owned Treatment Works, Federal CWA Permit No. CT0100374. Although the City of Bristol has implemented a Stormwater Management Plan ("SWMP"), developed and enacted pursuant to the MS4 Permit, publicly-available records produced by the City reflect potential non-compliance with the MS4 Permit and the Clean Water Act.

The discharge of untreated sewage into receiving waterbodies endangers both human health and the environment; compliance with NPDES permits is therefore vitally important. A properly functioning MS4 system should prevent communication between separate storm sewer lines and sanitary sewer lines.

Section 308(a) of the Clean Water Act (CWA), 33 U.S.C. § 1318(a), authorizes EPA to require any owner or operator of any point source to provide information needed to determine whether there has been a violation of the CWA. The purpose of this Information Request is to gather information regarding violations of Section 301(a) of the CWA. Accordingly, EPA requires the Town to submit the information requested below (Attachment A) by February 17, 2025.

Please provide answers to each question as clearly and completely as possible. Information submitted pursuant to this Information Request shall be sent by electronic mail to the following addresses:

EPA Representative: Elliot Anderson
Anderson.elliott@epa.gov

CT DEEP Representative: Karen Allen
Karen.allen@ct.gov

CT DEEP Representative: Ivonne Hall
Ivonne.hall@ct.gov

Your responses to this Information Request must also include a statement of certification (Attachment B) that is signed and dated by a person who is authorized to respond to the Information Request.

Compliance with this Information Request is mandatory. Failure to respond fully and truthfully or to respond by the deadline specified above constitute violations of the CWA, subject to enforcement action, including the assessment of penalties. In addition, providing false, fictitious, or fraudulent statements or representations may subject you to criminal prosecution under 18 U.S.C. § 1001. EPA reserves its right to take further enforcement action pursuant to the CWA, and other applicable laws, including the right to seek injunctive relief and penalties, for violations of any requirements of the CWA.

If you have any questions regarding this Information Request, please contact Elliot Anderson at (617) 918-1179 or Anderson.elliott@epa.gov, or have your attorney contact Huddy Grandy, Enforcement Counsel at (617) 918-1028 or grandy.harinarayan@epa.gov.

Sincerely,

James Chow, Director
Enforcement and Compliance Assurance Division
Region 1

Enclosures

cc (via e-mail):

Jeff Caggiano, Mayor, City of Bristol

Karen Allen, CT DEEP

Ivonne Hall, CT DEEP

HariNarayan Grandy, Enforcement Counsel, EPA Region 1

Solanch Pastrana-Del Valle, EPA Region 1

**Attachment A
Information Requested**

Re: Request for Information

By February 17, 2025, provide to EPA the following information:

ILLICIT DISCHARGE DETECTION AND ELIMINATION (“IDDE”) PROGRAM

- | | |
|--------------------------------|--|
| Stormwater /
Sanitary Sewer | a) An updated inventory of all known locations where Sanitary Sewer Overflows (SSOs) have discharged to the MS4 in the last seven years, including all information required by the MS4 Stormwater General Permit, Appendix B, Section A, Subsection (4)(b). |
| Stormwater /
Sanitary Sewer | b) A copy of all written notices that Bristol submitted to the Connecticut Commissioner of Energy and Environmental Protection for all SSO occurrences in the last seven years pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (4)(c). |
| Stormwater | c) A copy of Bristol’s complete outfall and interconnection inventory developed pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (5). |
| Stormwater | d) A complete description of the City’s tracking framework developed pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (5), and an index of all inspections, screenings, and other activities that have occurred in the last five (5) years. |
| Stormwater | e) A copy of the system mapping developed pursuant to MS4 General Permit Appendix B, Section A, Subsection (6). |
| Stormwater | f) A copy of the City’s IDDE program developed pursuant to MS4 General Permit Appendix B, Section A, Subsection (7), to include all data collected and compiled pursuant to Subsection (7)(a) through (h). |
| Stormwater | g) A copy of all results from dry weather screening and sampling conducted pursuant to MS4 General Permit Appendix B, Section A, Subsection (8). |
| Stormwater | h) A copy of all indicators for tracking program success as described and required in MS4 General Permit Appendix B, Section A, Subsection (9). |

CAPACITY, MANAGEMENT, OPERATIONS AND MAINTENANCE (“CMOM”) PROGRAM

- | | |
|----------------|---|
| Sanitary Sewer | i) A copy of the 2008 Infiltration & Inflow (“I/I”) evaluation study commissioned by the City, and all pertaining documents and appendices. |
|----------------|---|

Sanitary Sewer j) A description of the City's planned projects to address the recommendations of the City's 2008 I/I evaluation study.

Sanitary Sewer k) A description of sewer rehabilitation projects performed by the City since 2018.

Sanitary Sewer l) A description of the City's removal of inflow from private sources (e.g. illegal sump pumps, cracks and/or loose joints in private sewer laterals, and roof down spouts) to the sanitary sewer system within the last five years.

Sanitary Sewer m) Estimates of the following flows for current conditions: (i) Peak I/I and (ii) Total Yearly I/I

Sanitary Sewer n) A description of the City's plans for future I/I evaluations, sewer rehabilitation projects, and private inflow source removal.

In addition, to the extent not provided in response to Requests (a) through (n) above, please provide the following:

Sanitary Sewer (1) Please provide any documentation or sewer ordinance that details how ownership of sewer laterals is addressed by the City ("sewer laterals" is defined as the sewer line connecting each building served by sanitary sewer to the mainline sewer in the street or city easement, to include "building sewers," "house connections," and "house connection laterals" as those terms are defined in the City of Bristol's Code of Ordinances, Section 22-16 (b)(5)). Please be specific and detail where City ownership of sewer laterals begins and ends.

Sanitary Sewer (2) Please describe how the City addresses blockages, cracks, and leaks in sewer laterals. Does the City respond and flush blockages and/or repair cracks and leaks, or does the City require the property owner to flush the blockage and/or repair the cracks and leaks? Please explain how such a decision would be made. In situations where the City requires a property owner to address blockages, cracks, or leaks, please describe, in detail, how the City responds to a property owner who is uncooperative or who refuses to address the issue, or a property owner who is unable to address the issue, and please provide examples of the City's response in these situations, with all accompanying written records.

Stormwater /
Sanitary Sewer (3) A description and the results of any **smoke testing** and **dye testing evaluations** of the City's storm water system and/or sanitary sewer system conducted by the City (whether by the City's Public Works Department, Sewer Department, or other) or by any sewer or stormwater consultant contracted by the City, within the last ten years, **and any written materials or other records (prepared by any party) related to the results of the smoke or dye testing evaluations**, including

any subsequent sampling results, reports, notes, sketches, drafts, analyses, photographs, video recordings, memoranda, related to, resulting from, or arising out of such evaluations.

Stormwater

- (4) A **description and explanation for the installation of one or more catch basins on Gridley Street in 2023 and 2024**, including all records related to their design, construction, and operation, the reason for their installation, all related sampling results before and after installation (including conditions at times of sampling), and a description of the circumstances in which the catch basin(s) receive flow.

Stormwater /
Sanitary Sewer

- (5) All **communications**, including letters, emails, chat or text messages, call or meeting notes, internal memoranda, public and/or nonpublic meeting minutes, agendas and recordings (to include agendas, minutes, and recordings of Code Enforcement Committee, Board of Public Works, and Board of Sewer Commission meetings and workshops), written guidance or advice from hired stormwater or water consultants or the City Engineer, notes from interdepartmental meetings, notes from meetings with outside parties such as consultants, engineers, or state agencies, and any other record related to, discussing, or resulting from:
- a. the City's evaluation of the results of all smoke testing or dye testing;
 - b. the installation of one or more catch basins on Gridley Street in 2023 or 2024
- (6) All recordings, minutes, and notes from the November 6, 2024 and December 4, 2024 Code Enforcement Committee meetings.

Attachment B
Statement of Certification

Complete and Include with Your Response

I declare under penalty of perjury that I am authorized to respond on behalf of the City of Bristol. I certify that the foregoing responses and information submitted were prepared by me, or under my direction or supervision and that I have personal knowledge of all matters set forth in the responses and the accompanying information. I certify that the responses are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

By _____

(Signature)

(Printed)

(Title)

(Date)



Department of Public Works | 860.584.6125
Bristol Water & Sewer Department | 860.582.7431

February 28, 2025

Mr. James Chow, Director
Enforcement and Compliance Assurance Division
United States Environmental Protection Agency, Region 1
5 Post Office Square, Suite 100
Boston, Massachusetts 02109-3912

RE: EPA Request for Information Pursuant to Section 308 of the Clean Water Act
EPA Docket No. CWA-308-R01-FY25-14

Dear Mr. Chow:

On January 13, 2025, the City of Bristol was notified that the United States Environmental Protection Agency (EPA) was conducting an audit of the City's Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit), Federal Clean Water Act (CWA) Permit No. CTR030042 and of the City of Bristol's compliance with the Connecticut Individual Permit for the Discharge of Treated Sanitary Sewage (Sanitary Wastewater Discharge Permit) from Publicly-Owned Treatment Works, Federal CWA Permit No. CT0100374. The following information was requested by EPA and the City's response is noted immediately following:

Illicit Discharge Detection and Elimination (IDDE) Program

a) An updated inventory of all known locations where Sanitary Sewer Overflows (SSOs) have discharged to the MS4 in the last seven years, including all information required by the MS4 Stormwater General Permit, Appendix B, Section A, Subsection (4)(b).

An updated inventory of all known locations where SSOs have discharged to the MS4 between 2018 and 2024 is provided in Attachment A.

b) A copy of all written notices that Bristol submitted to the Connecticut Commissioner of Energy and Environmental Protection for all SSO occurrences in the last seven years pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (4)(c).

Copies of all available written notices that Bristol submitted to CTDEEP between 2018 and 2024 are provided in Attachment B. The City of Bristol is attempting to locate one written notice for the SSO that occurred at 126 South Street on June 10, 2019.

c) A copy of Bristol's complete outfall and interconnection inventory developed pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (5).

A complete inventory of all outfalls and interconnections will be provided by April 18, 2025.

d) A complete description of the City's tracking framework developed pursuant to MS4 Stormwater General Permit Appendix B, Section A, Subsection (5), and an index of all inspections, screenings, and other activities that have occurred in the last five (5) years.

All outfalls and interconnection locations are mapped in GIS. The City of Bristol regularly inspects stormwater outfalls and inspection data is tracked in an excel spreadsheet. The spreadsheet is updated as new dry weather inspections are completed. Dry weather and wet weather screening results are tracked on an excel spreadsheet, which is updated annually. System mapping is provided in Attachment E and dry weather and wet weather screening results are included in Attachment G.

Inspections are conducted to inventory the number of privately-owned retention ponds, detention ponds and other stormwater basins that discharge to or receive drainage from the permittee's MS4. Engineering Division staff conducted the 2024 inspections of 22 Stormwater Control Trust stormwater management ponds between September 16 through 19, 2024. Inspection findings for each of the ponds and the status of each of the ponds in regards to the Bristol Storm Water Trust are summarized in the Storm Water Detention Pond Report, dated September 23, 2024, which is included in Attachment D.

The City of Bristol's Environmental Protection Tech (EPT) and Environmental Engineer receive complaints from referred calls or on-site forms. Generally, the EPT responds to the complaint and addresses the action in a monthly report, which is reviewed by the Environmental Engineer, City Engineer, and Inland Wetland Commission. If a warning letter is issued, the EPT may include a "Summary of Urban Stormwater Pollutants" table from the 2004 Connecticut Stormwater Quality Manual to educate homeowners on water quality issues. Compliance fines may also be issued. Records are maintained in monthly Inland Wetlands, Environmental Protection Technician Reports. The reports are included in Attachment D and contain the following information:

- Location (identified with an address);
- Description;
- Date(s) of inspection; and
- Status.

The City of Bristol conducts site plan reviews that incorporate the consideration of stormwater controls and best management practices to prevent or minimize construction impacts on the MS4's water quality. The City of Bristol performs construction site inspections and, where necessary, initiates enforcement actions to ensure the adequacy of the installation, maintenance, operation, and repair of all construction and post-construction runoff control measures related to the City's MS4 system. Site plan and Special Permit approvals and inspections are maintained by the City of Bristol Zoning Commission and Inland/Wetlands.

The City of Bristol's Public Works is responsible for a wide range of activities including, but not limited to, maintenance and repair of storm water assets and street sweeping. Records of maintenance activities such as street sweeping, catch basin cleaning, and other pollution prevention measures are maintained by the Department of Public Works and included in Attachment D.

Directly Connected Impervious Area (DCIA) have been established for each basin using the Sutherland equation. The overall City map, calculations, tracking worksheet, and basin maps are maintained by the City of Bristol's Public Works and included in Attachment D.

e) A copy of the system mapping developed pursuant to MS4 General Permit Appendix B, Section A, Subsection (6).

The following system maps are provided in Attachment E.

- MS4 System
- Urbanized Area by Catchment Showing Catchment ID Number
- Urbanized Area by Catchment Showing Outfall ID Number
- Urbanized Area by Catchment Showing Locations of Water Quality Sediment Structures
- Historical Screening Locations
- Proposed 2025 Wet Sampling Locations

GIS shape files are available upon request.

f) A copy of the City's IDDE program developed pursuant to MS4 General Permit Appendix B, Section A, Subsection (7), to include all data collected and compiled pursuant to Subsection (7)(a) through (h).

A copy of the City's IDDE program is included as Attachment F.

g) A copy of all results from dry weather screening and sampling conducted pursuant to MS4 General Permit Appendix B, Section A, Subsection (8).

Outfall dry weather and wet weather results are tracked in an excel spreadsheet. Copies of the spreadsheet, outfall monitoring records, photographs, and lab reports are included in Attachment G.

h) A copy of all indicators for tracking program success as described and required in MS4 General Permit Appendix B, Section A, Subsection (9).

This information will be provided by April 18, 2025.

Capacity, Management, Operations and Maintenance Program

i) A copy of the 2008 Infiltration & inflow (I/I) evaluation study commissioned by the City, and all pertaining documents and appendices.

A copy of the Infiltration & inflow (I/I) evaluation study, prepared by Maguire Group Inc. in August 2008, is included in Attachment I.

j) A description of the City's planned projects to address the recommendations of the City's 2008 I/I evaluation study.

Descriptions of the Capitol projects completed to address recommendations in the City's 2008 I/I evaluation study are included in Attachment J.

k) A description of sewer rehabilitation projects performed by the City since 2018.

Descriptions of the sewer rehabilitation projects performed by the City since 2018 are included in Attachment K.

l) A description of the City's removal of inflow from private sources (e.g. illegal sump pumps, cracks and/or loose joints in private sewer laterals, and roof down spouts) to the sanitary sewer system within the last five years.

In 2020, through Charter Revision, the Public Works Department Sewer Division merged with the Bristol Water Department to provide better synergy and efficiency for the City. After the merger, the Water Department employees began investigating properties for any illegal sump pump connections during routine water meter change-outs.

Meter change-outs are performed every day by two or three Water Division Technicians. Meters ranging in size from 5/8" to 1" are changed out per the American Water Works Associations recommended eight-to-ten-year frequency. Approximately 2,500 residential meters are changed out each year. Meters larger in size are changed on a two-to-four-year frequency.

During all routine meter change-outs, Water Division Technicians investigate to determine if a sump pump is illegally connected to the sanitary sewer system. Each meter change has a Service Order recording the meter change and a check box was added to the form after the merger to document what the technician determined at the property.

Service Orders get returned to the Water and Sewer office to process the meter change. If the "yes" box is checked off indicating an illegal connection was witnessed, a certified letter is sent to the owner of record instructing them of the illegal connection, City Ordinance, and that the connection must be disconnected immediately. A copy of the letter is attached to the property owner's electronic file in the departments billing system. An email notification with a copy of the letter is sent to the Director of Sewer, Collection System and Maintenance Manager of Sewer, and the Sewer Inspector informing them of the illegal connection. Properties are entered into a spreadsheet for them to follow up on the disconnection and document the removal after inspection. A copy of a typical service order and an inventory of illegal connections to the sanitary sewer system are included in Attachment L.

The City's removal of inflow from private sources usually begins with city CCTV inspections of the mainline sanitary sewer. If a lateral defect is witnessed during inspection such as excessive clean water discharge, root intrusion, grease build-up, wet wipes or heavy rag deposits, a letter will be mailed to residents in the general service area explaining findings and solutions. Follow-up CCTV inspections will be conducted post letter mailing. Visual inspections of properties having downspouts terminate below grade are noted as locations of concern to further investigate during future smoke testing projects. Another avenue of inflow removal from private sources is the Sewer Division responding to stoppage calls from a resident or business. If a sewer stoppage has been determined to be in a private lateral, the homeowner or business owner is notified of the findings. An explanation of events is conveyed to the property owner. A Crew Leader, Collections System Manager or Director of Sewer will provide property owner with CCTV footage if requested, probable cause of lateral blockage, and advise to contact a licensed plumber/drain cleaner to clean, camera, and inspect the lateral and connection to City's mainline sanitary sewer. The property owner is directed to contact the Sewer Inspector-Construction Coordinator once the issue has been discovered, during the corrective repair process, and after the issue has been repaired for inspection and documentation.

Following the Water & Sewer merger in 2020, the Sewer Division hired a full-time Sewer Inspector-Construction Coordinator. The Sewer Inspector inspects all public and private sanitary sewer repairs and installations; works closely with private and state contractors; facilitates repairs in private lateral connections, state road manhole repairs, city and state paving manhole rehabilitation; answers customers questions; documents all repairs; and is working with GIS integrator to implement repairs, changes, etcetera into the sewer layer in the GIS program.

Following the merger, the Water and Sewer Department took the City's existing Sewer GIS layer and began expanding it with new ERSI capabilities to be more than just a mapping system. Our staff has collected GPS locations for over 90% of the existing manholes throughout the City and these GPS coordinates are all entered into the GIS. Although many enhancements are currently in the planning or implementation

stages with our GIS Engineer, we meet bi-monthly to continue to add the enhancements into the GIS. These enhancements, when complete, will include detailed FOG inspection reports; reports and digital pictures of all repairs in the sewer collection system; work orders and digital pictures of new private lateral connections; detailed blockage reports with conditions found corrective actions taken; video links of all sewer main camera inspections; and detailed reports of all routine jetting locations. It is the department's long-term plan to make the existing GIS system something our staff can use as a place to store historic records so that staff has easy access. We currently utilize over 15 iPads in the office and field with the expectation that more to be added when the enhancements are further integrated into the ESRI GIS. When completed in the next few years, we anticipate that the department will have invested well over a million dollars into the GIS system.

m) Estimates of the following flows for current conditions: (i) Peak I/I and (ii) Total Yearly I/I

- (i) Peak I/I: 24.4 MGD
- (ii) Total I/I: 5.0 MGD

The City of Bristol's Monthly Analysis Graph and Yearly Infiltration and Inflow Graph are included in Attachment M.

n) A description of the City's plans for future I/I evaluations, sewer rehabilitation projects, and private inflow source removal.

The City of Bristol will retain the services of a consultant (professional engineer) who will assist the City with the development of an Infiltration / inflow (I/I) Control Plan. The I/I Control Plan will discuss the following topics:

1. A Summary of existing historical documentation of I/I evaluations performed by the city.
2. A description of the sewer rehabilitation projects performed by the City over the past 10 years
3. A description of the private inflow sources (e.g., illegal sump pumps and roof down spouts) investigated and/or removed over the past 10 years
4. Estimates of Peak Infiltration, Peak Inflow, Public Inflow, Private Inflow, Total yearly I/I based on the results of previous studies
5. A description of the City's plans for future I/I evaluations
6. A description of the City's plans for sewer rehabilitation projects
7. A description of the City's plans for private inflow source removal and the development of a Private Inflow Removal Program (PIRP).

(1) Please provide any documentation or sewer ordinance that details how ownership of sewer laterals is addressed by the City ("sewer laterals" is defined as the sewer line connecting each building served by sanitary sewer to the mainline sewer in the street or city easement, to include "building sewers," "house connections," and "house connection laterals" as those terms are defined in the City of Bristol's Code of Ordinances, Section 22-16 (b)(5)). Please be specific and detail where City ownership of sewer laterals begins and ends.

City Ordinances Sections 22-16 General Provisions and 22-19. Design, construction, repair and maintenance of building sewers and connections are included in Attachment 1. Pertinent sections have been highlighted for easy reference.

(2) Please describe how the City addresses blockages, cracks, and leaks in sewer laterals. Does the City respond and flush blockages and/or repair cracks and leaks, or does the City require the property owner to flush the blockage and/or repair the cracks and leaks? Please explain how such a decision would be made. In situations where the City requires a property owner to address blockages, cracks, or leaks, please describe, in detail, how the City responds to a property owner who is

uncooperative or who refuses to address the issue, or a property owner who is unable to address the issue, and please provide examples of the City's response in these situations, with all accompanying written records.

The Bristol Sewer Division responds to sewer stoppages/blockages either through public/customer notification to the WPCF or as seen through field investigations. Once the stoppage is located and determined to be in a private lateral, the customer is notified. The Sewer Division does not participate in flushing, crack/ leak repair in any private lateral. The City requires the property owner to maintain their lateral system including the service connection wye, tee, chimney, back flow preventer, or other style service connection.

If a sanitary sewer stoppage occurs in a private lateral system and results in a hazard to the general public or otherwise, the Sewer Division will notify the Bristol Burlington Health District as well as the building department. Both agencies have the authority to condemn property as well as temporarily relocate affected tenants if not owner occupied and cease discharge if appropriate. A copy of the City's Standard Operating Procedure (SOP) for addressing blockages is included in Attachment 2.

The City has had very few uncooperative property owners not complying with the City's Sewer Code of Ordinances. In January 2022, the Sewer Division investigated a sink hole on Queen Street that was caused by a collapsed private sewer lateral. An attempt was made on-site to notify property owner; unfortunately, no one answered the door; contact information was left inside storm door. The property owner left a voice mail for the Director of Sewer denying any problems in the road was caused by their collapsed lateral.

The Superintendent reached out to the Bristol Burlington Health District due to raw sewage entering the ground from the collapsed lateral posing a health problem to the general public. The Health Director worked with the Superintendent and Sewer Director to enforce compliance. The property owner hired a professional contractor to repair the lateral and clean and neutralize the site. Correspondence is provided in Attachment 2.

(3) A description and the results of any smoke testing and dye testing evaluations of the City's storm water system and/or sanitary sewer system conducted by the City (whether by the City's Public Works Department, Sewer Department, or other) or by any sewer or stormwater consultant contracted by the City, within the last ten years, and any written materials or other records (prepared by any party) related to the results of the smoke or dye testing evaluations, including any subsequent sampling results, reports, notes, sketches, drafts, analyses, photographs, video recordings, memoranda, related to, resulting from, or arising out of such evaluations.

Smoke testing was conducted between July 15, 2024, and July 23, 2024, in sub-areas flowing into the Memorial Boulevard drainage basin. The purpose of testing was to ascertain potential inflow sources contributing to flows in the Memorial Boulevard drainage area.

A major focus of smoke testing was identifying and testing roof drains/leaders from former factories in the downtown area converted to office buildings. These old factories have very large flat roofs, providing significant square footage to collect rainwater. Another focus was to determine if any catch basins were directly connected to the sanitary sewer as well as any roof leaders, perimeter drains, uncapped cleanouts, and any other potential connections.

Due to the large vertical run of roof drains in the old converted factories from ground elevation, as well as there being no way of isolating roof drains to introduce smoke, dye flood testing was conducted. Dye testing confirmed the old factory roofs were correctly discharged to the storm water system; not the sanitary sewer collection system.

Smoke testing in all areas completed did not yield any direct connections with catch basins to the sanitary sewer that was witnessed. There were several indirect connections.

Dye flood testing of catch basins was conducted on Gridley Street; no direct connections were found. Dye flood testing on Gridley Street occurred at the upstream top side of the street (beginning of street). A 2" hose was connected to a hydrant and introduced into the first catch basin (storm water system) delivering a large quantity of water, dye was added. Each downstream manhole was opened and observed for a duration of 15-20 minutes. No direct connections were observed.

Several residential properties were found to be directly connected via roof leaders. Letters were mailed to connected properties directing them to disconnect and notify. Smoke was also witnessed emanating from older style plumbing vents, and missing clean out caps in yards. Two properties on Gridley Street had smoke directing out of retaining walls indicating compromised private laterals.

While smoke testing in the downtown area, smoke was noticed discharging from a manhole in a ROW on private property; indicating a failed manhole cover gasket. The manhole cover was replaced. While inspecting the manhole condition, a steady stream of clean water was noticed being discharged into the manhole from a business property. Staff witnessed what appeared to be a sump pump cycling; staff gained access into the business. A sump pump system was found to be pumping water into the sanitary system. The facilities maintenance manager indicated it runs most days the majority of time, even during dry periods.

The North Main Street section of the City is an area of concern to further investigate. Although the large prior factories didn't yield any roof drain connections to the sanitary sewer, a large trunk of storm water drainage runs under and adjacent to North Main Street with an outlet from an up-gradient pond. The North Main Street area of the City is in a low elevation with high ground water. Sump pump connections are believed to be present in this section potentially contributing to inflow. The City intends to fully inspect all properties for sump pump connections located in the North Main Street area in the Spring of 2025. If the results show connections to the sanitary sewer, a removal plan will be implemented between Public Works and Bristol Water & Sewer.

The City has had follow-up discussions via phone conversations with the smoke testing contractor with regard to locating the source of the indirect catch basin connections. Extensive dye flood testing would need to occur to locate the source(s); a formal meeting is set to occur in the spring of 2025 to explore all options with the smoke testing company. The City intends to follow the direction and guidance from the testing company to further investigate indirect connections associated with the storm water collection system in these areas of concern.

Smoke Test Findings are included in Attachment 3.

(4) A description and explanation for the installation of one or more catch basins on Gridley Street in 2023 and 2024, including all records related to their design, construction, and operation, the reason for their installation, all related sampling results before and after installation (including conditions at times of sampling), and a description of the circumstances in which the catch basin(s) receive flow.

The stormwater system on Gridley Street was not modified. As shown on the Gridley Street Drainage Layout provided in Attachment 4, no new drainage piping was installed. Only existing catch basins and catch basin tops were replaced, and one new catch basin was installed in 2024. No other improvements were made.

(5) All communications, including letters, emails, chat or text messages, call or meeting notes, internal memoranda, public and/or nonpublic meeting minutes, agendas and recordings (to include agendas, minutes, and recordings of Code Enforcement Committee, Board of Public Works, and Board of Sewer Commission meetings and workshops), written guidance or advice from hired stormwater or water consultants or the City Engineer, notes from interdepartmental meetings, notes from meetings with outside parties such as consultants, engineers, or state agencies, and any other record related to, discussing, or resulting from:

- a. the City's evaluation of the results of all smoke testing or dye testing;**
- b. the installation of one or more catch basins on Gridley Street in 2023 or 2024**

The following communications are included in Attachment 5.

- Emails
- 2024 Sewer Agendas and Minutes

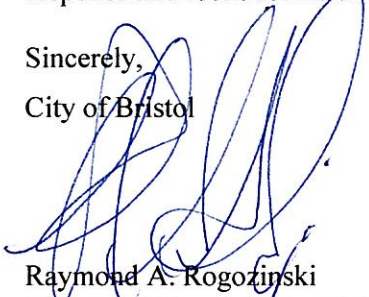
The City of Bristol has made a diligent effort to compile all emails related to a) and b) above. To the best of our knowledge, the information contained in Attachment 5 is complete. If additional emails or information are discovered, they will be promptly forwarded to EPA under a separate cover.

(6) All recordings, minutes, and notes from November 6, 2024 and December 4, 2024 Code Enforcement Committee meetings.

Agendas, meeting minutes, and links to the recordings for the November 6, 2024 and December 4, 2024 Code Enforcement Committee meetings are included in Attachment 6.

The City of Bristol will be following up within the extension period with information not provided in this response and looks forward to working with EPA on resolution of the audit.

Sincerely,
City of Bristol



Raymond A. Rogozinski
Director – Department of Public Work
raymondrogozinski@bristolct.gov
860-584-6125



Robert Longo
Superintendent – Water and Sewer Department
robertlongo@bristolct.gov
860-582-7431

Attachments

cc (via e-mail):

Jeff Caggiano, Mayor, City of Bristol
Karen Allen, CT DEEP
Ivonne Hall, CT DEEP
Elliot Anderson, EPA Region 1
HariNarayan Grandy, Enforcement Counsel, EPA Region 1
Solanch Pastrana-Del Valle, EPA Region 1



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 30, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW – REQUEST TO ACCEPT A PORTION OF AMBLER ROAD AND GRASSY ROAD

The Department of Public Works has received a request from the property owners of Lots 20-214, 20-215, 20-216, 20-217, and 60-15 to formally accept portions of Ambler Road and Grassy Road located from the intersection of Ambler Road and Crescent Drive to the paved terminus of Grassy Road (approx. 1,420 FT). The purpose of the request is to construct new homes on the lots. The existing lots predate current zoning. It is DPW's understanding that proposed construction of homes will include lot line adjustment, lot splits, and special earth removal permits. Development does not appear to require subdivision approval; however, current zoning regulations require access to a City street.

The referenced section of road is paved and receives full Department of Public Works services, the same services provided to lots on accepted City streets (collection of refuse and recycling, pavement repair and resurfacing, along with snow removal and ice treatment). Based on the recommendation of the Department of Public Works and the Board of Public Works, City Council approved the following actions on January 18, 2024 and February 13, 2024 respectively:

Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).

The initial intent of the Department of Public Works was to have the referenced portions of Ambler Road and Grassy Road accepted as City streets, therefore, the DPW supports acceptance of portions of Ambler Road and Grassy Road as City streets. However, a survey commissioned by the DPW indicated potential concerns with the formal establishment of a right of way. Portions of the existing pavement are on private property and the paved roadway bisect parcel.

In order to process the property owners' request to formally accept portions of Ambler Road and Grassy Road, the Department recommends the following Board of Public Works action:

Refer the request to formally accept portions of Ambler Road and Grassy Road, located from the intersection of Ambler Road and Crescent Drive to the paved terminus of Grassy Road (approx. 1,420 FT), to the City's Corporation Counsel. Said approval shall include the Board of Public Works support of a formal street acceptance for the referenced portions of roads. The purpose of Corporation Counsel review is to determine if and how the roadway portions can be formally accepted by the City Council.

It should be noted that the request to accept of portions of Ambler Road and Grassy Road does NOT include the Ambler Road section located north of Lot 20-219 that was the subject of Board of Public Works action on March 10, 2025 ceasing DPW snow removal services. The portion of Ambler Road north of Lot 20-219 is un-improved, functions as a private driveway, does not receive full DPW services, and therefore, shall NOT be formally accepted as a City road.

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

Raymond Rogozinski

From: James Ziogas <jziogas@ziogaslaw.com>
Sent: Friday, March 28, 2025 12:33 PM
To: Raymond Rogozinski
Subject: Ambler Road and Grassy Road
Attachments: Ambler Road Survey - Dufour Survey 2019.pdf

Dear Mr. Rogozinski

In accordance with our meeting of 03/26/25, I would like to commence the process for the City Council to formally accept a portion of Ambler Road and Grassy road as city streets. The basis of my request is predicated upon the historical treatment of Ambler Road and Grassy Road by the city and the recent motion approved by the City Council on February 13, 2025 to continue in perpetuity the current policy of providing full Department of Public Services to Ambler Road and Grassy road. Based upon the forgoing the area that I am requesting acceptance of, is the from the intersection of Crescent Drive (sheet 1 of 4 on the attachment) to the area described as S 83 39' 30 E (sheet 4 of the attachment) Grassy Road. Not included in this request are the areas that constitute driveways as shown on the maps. These areas will remain private unless and until they are improved to a level where the City may accept them.

We agree that the limit of public services to this area would lie only within the areas of the road that have been accepted by the City.

Thank you.

James Ziogas, Jr Attorney at Law, LLC
104 Bellevue Avenue
Bristol, CT 06010
(860) 584-2384
(860) 589-8213 (fax)
jziogas@ziogaslaw.com

CONFIDENTIALITY NOTICE: This message originates from the law firm of James Ziogas, Jr. Attorney at Law, LLC. The information contained in this e-mail and any files transmitted with it may be a confidential attorney-client communication or may otherwise be privileged and confidential. If the reader of this message, regardless of the address or routing, is not an intended recipient, you are hereby notified that you have received this transmittal in error and any review, use, distribution, dissemination or copying is strictly prohibited. If you have received this message in error, please delete this e-mail and all files transmitted with it from your system and immediately notify James Ziogas, Jr. Attorney at Law, LLC by sending a reply e-mail to the sender of this message. Thank you.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 6, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **UNACCEPTED CITY STREETS – CONTINUE DPW
MAINTENANCE OF AMBLER RD., GRASSY RD., ARNOLD
COURT, & BURLINGTON AVE (No. 131 to 149).**

The Board of Public Works at its meeting of January 18, 2024 voted to take the following action:

Board of Public Works recommends that the City formalize the Department of Public Works' responsibility, by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).

The Board took this action based on the recommendation and documentation provided by the Department of Public Works, dated December 12, 2023 & January 9, 2023 (attached).

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 12, 2023

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **UNACCEPTED CITY STREETS – CONTINUE DPW
MAINTENANCE OF AMBLER RD., GRASSY RD., ARNOLD
COURT, & BURLINGTON AVE (No. 131 to 149).**

As indicated in the attached **Unaccepted Streets Utilized By Residents**, there are number of unaccepted City Streets within the City. An unaccepted City Street is an existing street with dwellings that have NOT been accepted (approved) by City Council. Streets are typically classified as an unaccepted City Street due to nonconformity with City roadway standards, such as: narrow pavement width, lack of (or limited) right-of-way, or deficiency in utility infrastructure. See attached Board of Public Works Unaccepted City Street policy.

The majority of unaccepted City Streets function as private or combined driveways, and are not, and should not, be accepted as a City Street. The City's policy is to maintain the existing level of service currently provided to residents on unaccepted City streets. As a result, some roads receive no snow removal or solid waste collection services from DPW, and other properties along unaccepted City streets receive either snow removal or rubbish services. However, there are currently unaccepted City roads that have multiple dwellings on them and receive all DPW services (snow removal & rubbish collection).

The unaccepted roads that receive full DPW services consist of Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). These roads essentially function as accepted City streets, therefore, **DPW recommends that the City formalize the Department's responsibility by documenting by a vote of City Council that DPW will continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149).** Said services shall include the collection of refuse and recycling, pavement repair and resurfacing, along with snow removal and winter ice treatment. In addition, DPW would recommend that as a condition of formalizing the roadway maintenance responsibilities of DPW, that all applicable City ordinances associated with City Streets would be applicable to the roadways. Having City Ordinances apply to the referenced streets will assist DPW and the City with Code Enforcement issues (if any).

A similar City action was approved in April of 2020 for Bird Road (see attached), recognizing that the southern section of Bird Road functioned as a City Street, but was not formally accepted by City Council. There are differences between Bird Road and Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). At the time of City Council action, Bird Road had been recently paved, and had a roadway surface rating of 96. The roadway conditions of Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149) are poor, and have a roadway surface rating of 42, 50, 32, and 30 respectively. Therefore, if the DPW proposed action is approved, the Department would resurface the roadway, estimated to cost a total of \$73,602 (Ambler (\$38,000), Grassy (\$15,000), Arnold (\$7,073), and Burlington Ave (\$12,788).

There is a City Ordinance that provides a mechanism that allows residents living along unaccepted City streets to have the roads formally accepted by the City Council as a City streets. Ordinance 21-141 (attached) indicates that property owners can petition to have unaccepted City streets accepted, if they provide an A-2 survey, and make improvements to the roadway to comply with City roadway standards. The Ordinance is well-written, however, in the case of multiple property owners such as Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149) coordinating/complying with Ordinance 21-141 is a challenge.

Prior to the Board of Public Works approval of DPW's following request:

Forward a recommendation to City Council authorizing the Department of Public Works to continue in perpetuity the current policy of providing full Department of Public Works services to Ambler Road, Grassy Road, Arnold Court, and Burlington Avenue (house 131 to 149). Said services shall include the collection of refuse & recycling, pavement repair & resurfacing, along with snow removal and winter ice treatment. In addition, DPW would recommend that as a condition of formalizing the roadway maintenance responsibilities of DPW, that all applicable City ordinances associated with City streets would be applicable to the roadways.

DPW would recommend the following Board of Public Works action:

Refer this matter to the City's Corporation Counsel and the City's Water/Sewer Department for review and comment.

The purpose of referring this matter to Bristol Water/Sewer Department is to confirm that DPW's proposed action will not impact Bristol's Water/Sewer Department authority or policies pertaining to the water and sewer utilities (if any) within the subject roads.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 5, 2025

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) – 3 Ambler Road, Pine St Driveway,
& Phelps Road

The Department of Public Works continues its review of unaccepted City Streets, and has performed an evaluation of the unaccepted street along the property of 3 Ambler Road, the driveway along Pine Lake, and the unaccepted pass way identified as Phelps Road. To date, in accordance with Board of Public Works' actions, DPW has ceased maintenance of Peters Court and Founders Drive, and has denied the request to provide service to the accessway located in the rear of 950 Farmington Ave. The Board has also voted to provide full service to unaccepted streets that function as City roads, such as Graham St, Arnold Court, Bird Rd, and the paved portion of Ambler Road/Grassy Road. The Department also paved the portion of Minor St that services three properties to eliminate severe erosion.

The purpose of the review is to define DPW services provided to unaccepted City streets. There appears to be some unaccepted City streets that are fully paved, function as City streets, and are provided full DPW services. There are also pass ways that are unaccepted City streets, that appear to function as driveways, serve no public benefit, are not accepted by the City Council, nor are they encumbered by a City easement authorizing DPW access.

A summary of DPW's review of 3 Ambler Road, Pine St driveways, and Phelps Road is provided below. Letters provided to effected property owners are attached. As indicated in the letter, DPW has requested that the property owners provide any pertinent information to DPW and the Board of Public Works that would assist in the decision-making process to cease maintenance of unaccepted City streets/pass ways. The DPW acknowledges that the Department has provided the level of service in question on the pass ways for an extended period of time, however, the department does not feel past maintenance necessitates future expenditures to maintain non-public accessways.



Department of Public Works | 860.584.6125

Unaccepted City street along 3 Ambler Road

The Department of Public Works has reviewed available records associated with the pass way adjacent to the property identified as 3 Ambler Road. 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 City authorization or the responsibility to maintain the accessway.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way identified as Ambler Road across the property of 3 Ambler Road effective May 1, 2025. The Department of Public Works shall continue to maintain as a City Road the paved portion of Ambler Road and Grassy Road that functions as a City Street.

Unaccepted City Street – Phelps Road

The Department of Public Works has reviewed available records associated with the accessway currently identified with a sign indicating Phelps Road. 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 City authorization or the responsibility to maintain the accessway. The accessway's purpose appears to be limited to a shared driveway for the properties identified as 63 and 48 Phelps Rd, does not serve a public benefit, and does not meet the required City roadway construction standards.

The 500 LF accessway is unpaved, the City does not own the accessway property, and there is no record of street acceptance by City Council or execution of an easement in favor of the City.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way identified as the unaccepted City street, Phelps Road, effective May 1, 2025.

Pine Lake Driveway (456, 460 & 462 Pine St)



Department of Public Works | 860.584.6125

The Department of Public Works has reviewed available records associated with the driveway that services 456, 460, & 462 Pine St. As indicated in the attached sanitary sewer easement, the City has provided snow removal and solid waste collection to the referenced properties. However, said services were contingent on a signature, or a family member of 462 Pine St retaining ownership of the property. It is the City's understanding that Lobaczewski family NO LONGER owns the property of 456 Pine St. Therefore, the Department of Public Works, effective June 1, 2025, will not snow plow the driveway, and residents will be required to bring their rubbish and recycling barrels to Pine St.

Based on DPW findings, pending additional information from property owners, the Department requests the following Board of Public Works Action:

Direct the Department of Public Works to cease any and all maintenance of the pass way/driveway along Pine Lake servicing the properties of 456, 460, & 462 Pine St, effective May 1, 2025.

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



Department of Public Works | 860.584.6125

March 4, 2025

Ismael Pelaty
3 Ambler Rd
Bristol, CT 06010

Dear Property Owner:

The Department of Public Works has reviewed available records associated with the access way adjacent to your property identified as 3 Ambler Road. 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 City authorization or the responsibility 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, the referenced maintenance was to access the City property to the west of your parcel. Effective May 1, 2025, the City will no longer plow the access way. The access way is unpaved, the City does not own the access way property, and there is no record of street acceptance by City Council or execution of an easement in favor of the City.

The Department understands that as a property owner you may have information pertinent to the Department of Public Works' recommendation to cease maintenance of the access way across the property identified as 3 Ambler Road. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

Please be advised that the Department of Public Works' proposal to cease maintenance of the access way along 3 Ambler Road does not affect any easement or rights you may have, or have granted to any adjacent property owner. In addition, in accordance with City Council action, the Department will continue to maintain the paved portion of Ambler Road and Grassy Road as a City Street.

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.

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

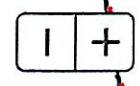
Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond A. Rogozinski', is written over the word '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
- Print
- Select
- Legend
- Help

- Base Maps / Air Photos
- Map Layer



CIM
OP
Bristol

20-216
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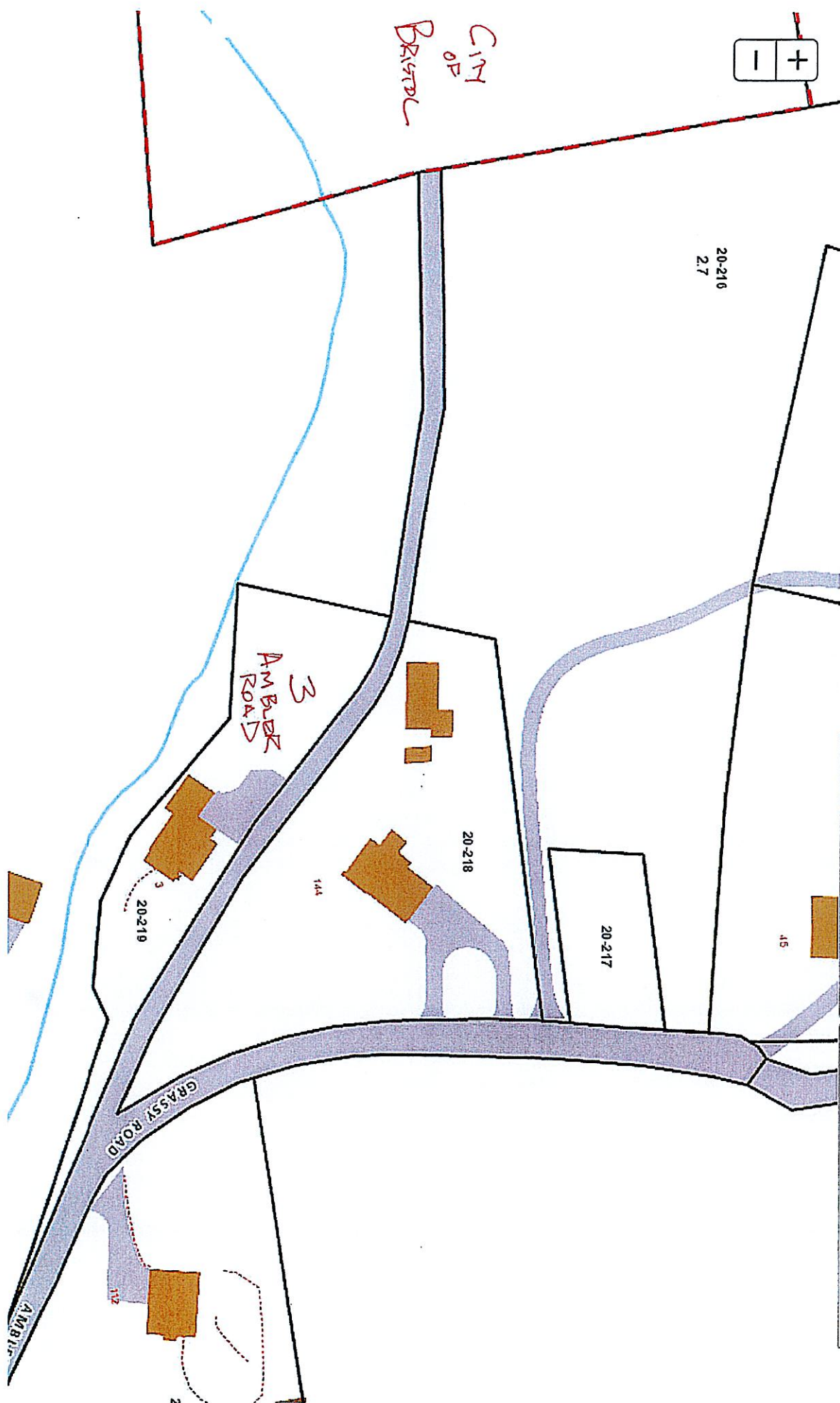
20-217

20-219

GRASSY ROAD

112

2





Department of Public Works | 860.584.6125

March 4, 2025

Kelli Pastyrnak
48 Phelps Rd
Bristol, CT 06010

Dear Property Owner:

The Department of Public Works has reviewed available records associated with the access way currently identified with a sign indicating Phelps Road. 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 City authorization or the responsibility 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, the access way's purpose appears to be limited to a shared driveway for the properties identified as 63 and 48 Phelps Road, and does not serve a public benefit, nor does it meet the required City roadway construction standards. The 500 LF access way is unpaved, the City does not own the access way property, and there is no record of street acceptance by City Council, or execution of an easement in favor of the City. Based on these facts, the Department of Public Works is currently reviewing the Department's current maintenance of the access way, and is considering recommending to the Board of Public Works that the Department suspend any maintenance, including snow plowing of the access way.

The Department understands that as a property owner you may have information pertinent to the Department of Public Works' potential recommendation to cease maintenance of the accessway identified as Phelps Road. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

Please be advised that the Department of Public Works' proposal to cease maintenance of the Phelps Road access way currently under consideration does not affect any easement or rights you may have, or rights you have granted to any adjacent property owner. In addition, if Department snow plowing services are eliminated, please be advised that the Department will CONTINUE to plow the access way for the rest of this winter (if allowed by the property owners).

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.

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

Sincerely,

A handwritten signature in blue ink, which appears to read 'Raymond A. Rogozinski', is written over the word 'Sincerely,'.

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



Department of Public Works | 860.584.6125

March 4, 2025

Ann Lapointe
63 Phelps Rd
Bristol, CT 06010

Dear Property Owner:

The Department of Public Works has reviewed available records associated with the access way currently identified with a sign indicating Phelps Road. 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 City authorization or the responsibility 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, the access way purpose appears to be limited to a shared driveway for the properties identified as 63 and 48 Phelps Road, and does not serve a public benefit, nor does it meet the required City roadway construction standards. The 500 LF access way is unpaved, the City does not own the access way property, and there is no record of street acceptance by City Council, or execution of an easement in favor of the City. Based on these facts, the Department of Public Works is currently reviewing the Department's current maintenance of the access way, and is considering recommending to the Board of Public Works that the Department suspend any maintenance, including snow plowing of the access way.

The Department understands that as a property owner you may have information pertinent to the Department of Public Works' potential recommendation to cease maintenance of the access way identified as Phelps Road. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

Please be advised that the Department of Public Works' proposal to cease maintenance of the Phelps Road access way currently under consideration does not affect any easements, or rights you may have, or have granted to any adjacent property owner. In addition, if Department snow plowing services are eliminated, please be advised that the Department will CONTINUE to plow the access way for the rest of this winter (if allowed by the property owners).

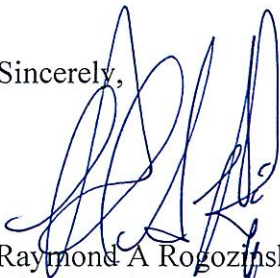
City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
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Department of Public Works | 860.584.6125

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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
raymondrogoszinski@bristolct.gov



MapXpress v1.2



Department of Public Works | 860.584.6125

March 4, 2025

Philip J. Shea Jr.
462 Pine Street
Bristol, CT 06010

Dear Property Owner:

The Department of Public Works has reviewed available records associated with the driveway that services 456, 460, & 462 Pine St. As indicated in the attached sanitary sewer easement, the City has provided snow removal and solid waste collection to the referenced properties. However, said services were contingent on a signature, or a family member of 462 Pine St retaining ownership of the property. It is the City's understanding that Lobaczewski NO LONGER owns the property of 456 Pine St. Therefore, the Department of Public Works effective June 1, 2025 will not snow plow the driveway, and you will be required to bring your rubbish and recycling barrels to Pine St.

The City acknowledges that the Department of Public Works has plowed the driveway for a number of years. The Department also understands that as a property owner you may have information pertinent to the Department of Public Works' recommendation to cease maintenance of the driveway. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

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.

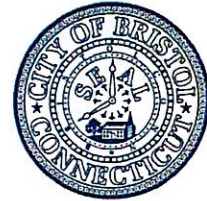
Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond A. Rogozinski', written over a large, stylized blue circular stamp or seal.

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

March 4, 2025

Christine Russo
460 Pine St
Bristol, CT 06010

Dear Property Owner:

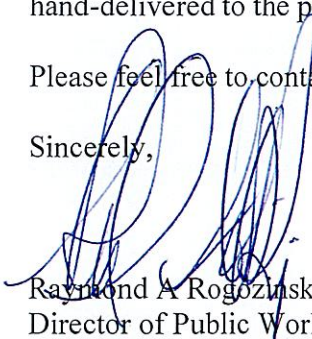
The Department of Public Works has reviewed available records associated with the driveway that services 456, 460, & 462 Pine St. As indicated in the attached sanitary sewer easement, the City has provided snow removal and solid waste collection to the referenced properties. However, said services were contingent on a signature, or a family member of 460 Pine St retaining ownership of the property. It is the City's understanding that Lobaczewski NO LONGER owns the property of 456 Pine St. Therefore, the Department of Public Works effective June 1, 2025 will not snow plow the driveway, and you will be required to bring your rubbish and recycling barrels to Pine St.

The City acknowledges that the Department of Public Works has plowed the driveway for a number of years. The Department also understands that as a property owner you may have information pertinent to the Department of Public Works' recommendation to cease maintenance of the driveway. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

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.

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
raymondrogoszinski@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

March 4, 2025

Theresa Roy +
Alyre J. Roy Jr.
456 Pine Street
Bristol, CT 06010

Dear Property Owner:

The Department of Public Works has reviewed available records associated with the driveway that services 456, 460, & 462 Pine St. As indicated in the attached sanitary sewer easement, the City has provided snow removal and solid waste collection to the referenced properties. However, said services were contingent on a signature, or a family member of 456 Pine St retaining ownership of the property. It is the City's understanding that Lobaczewski NO LONGER owns the property of 456 Pine St. Therefore, the Department of Public Works effective June 1, 2025 will not snow plow the driveway, and you will be required to bring your rubbish and recycling barrels to Pine St.

The City acknowledges that the Department of Public Works has plowed the driveway for a number of years. The Department also understands that as a property owner you may have information pertinent to the Department of Public Works' recommendation to cease maintenance of the driveway. 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 March 20, 2025 meeting held in the City's Council Chambers at Bristol City Hall (111 North Main Street) at 6:00 PM.

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.

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

EASEMENT

5385

KNOW ALL PERSONS BY THESE PRESENTS, THAT, John Lobaczewski, of the City of Bristol, County of Hartford, and State of Connecticut, (hereinafter referred to as the Grantor), being the owner of Lot 38A, Bristol, Connecticut, for the consideration of one or more dollars and other valuable consideration received to our full satisfaction of the CITY OF BRISTOL, a municipal corporation created by the General Assembly of the State of Connecticut, (hereinafter referred to as the Grantee) does hereby grant, bargain, confirm and sell unto the said CITY OF BRISTOL, a twenty foot (20') permanent sanitary sewer easement and temporary working easements, all as shown on a map entitled:

"MAP SHOWING PROPOSED SANITARY SEWER EASEMENTS ACROSS LOT 38A, PINE STREET BRISTOL, CT DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING CITY OF BRISTOL CONNECTICUT DATE: JANUARY 2010 SCALE:1"=40' SHEET 1 OF 1".

which map is to be recorded in the Bristol Land Records.

The Grantor agrees that any portion of said easements which is not used or has not been used in the past for the initial installation of equipment, pipe, or site improvements may be used for said purposes at any time in the future. Said easements shall be for the purposes of laying, installing, using, operating, maintaining, inspecting, repairing, and replacing a sanitary sewer forcemain, together with the necessary fixtures and appurtenances and together with the right to enter and re-enter upon said property whenever necessary and convenient for said purposes, and also together with the right to remove trees, bushes, brush and boulders whenever necessary and convenient for said purposes.

Temporary easement "B" is granted to allow the Grantee adequate area to construct the aforementioned sanitary sewer forcemain. Upon completion of the construction and restoration of the construction area, the temporary easement will expire.

Within said easement areas above-described as Proposed Permanent Sanitary Sewer Easement "A" and Proposed Temporary Construction Easement "B", the Grantee shall have the right to remove trees, any and all bushes, shrubs, or other vegetation at its own expense. It is understood and agreed by the Grantor and Grantee that the Grantee will not replace said trees, bushes, shrubs, or other vegetation within said Easement areas.

The temporary easement noted above shall be as shown on the above noted map which include the travel area of the common driveway and the area between the driveway and the easterly property line of Lot 38A Pine Street. The Grantee shall have use of the common driveway to access the construction area and shall be responsible for restoration of the driveway upon completion of construction.

The Grantee shall at the request of the Grantor perform the following, as part of the post construction site restoration effort:

NO CONVEYANCE TAX COLLECTED

Shirley Rose
TOWN CLERK OF BRISTOL

1. Must maintain driveway access for the residents sharing the common driveway during construction.
2. Must transplant 6' tall pine tree to a location designated by the Grantor.
3. Must restore to its current location, the existing telephone pole that is laying along driveway, which prevents vehicular traffic from driving on bank.
4. Must restore the cable "gate" across end of driveway to prevent future vehicular traffic into field.

The Grantor currently receives City services within his property, including partial lawn mowing on the east side of the common driveway, snow plowing along the common portions of the driveway, both currently provided by the City's Department of Parks and Recreation. Additionally, the Grantor is provided City rubbish and recycling collection with pick up stops located along the common driveway serving the three residences sharing the driveway.

The Grantee shall continue to provide said services similar to those currently provided to the Grantor as long as they or their descendants own the subject property.

The Grantee further agrees that at any time in the future, should the City extend the public water distribution system in to the subject property, while it is owned by the Grantor or their son, Jon Lobaczewski, no benefit assessment will be levied against the property. It is understood that should the property connect to the public water supply it would be subject to the standard user/meter fees.

The terms and conditions of this Easement shall be binding upon the Grantor, his heirs, successors and assigns.

Except as hereinbefore set forth, the Grantee agrees, for himself and his successors and assigns to restore the land within said easements to as nearly its present condition as possible and to similarly restore the land at any time that it is necessary to disturb the surface thereof in connection with servicing, repairing, or replacing said sanitary sewer infrastructure.

No building or other improvements shall be construed over said sanitary sewer pipe line easement without proper permission of the Grantee.

TO HAVE AND TO HOLD, the above granted and bargained premises, with the appurtenances thereof, unto it the said Grantee, its successors and assigns forever, and to it and their own use and behoof.

AND ALSO, the said Grantor does for himself, his heirs, executors, administrators, successors and assigns, covenant with the said Grantee, and his successors and assigns, that at and until the ensembling of these presents, they are well seized of the premises as a good indefeasible estate in FEE SIMPLE, and have a good right to bargain and sell the same in manner and form as is written and the same is free of all encumbrances whatsoever, except as hereinbefore mentioned.

Furthermore, when the context so requires, the masculine gender shall include the feminine and the feminine the masculine and the singular the plural and the plural the singular.

IN WITNESS WHEREOF, We have hereunto set our hands and seals this 4th
day of May, 2010.

Signed, Sealed and Delivered
In the Presence of

John Lobaczewski
Patricia De Santo

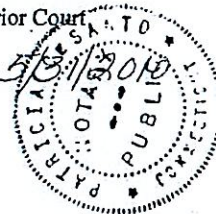
STATE OF CONNECTICUT) ss. Bristol
COUNTY OF HARTFORD)

5/4, 2010

Personally appeared John Lobaczewski, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed before me.

Patricia De Sauto

Commissioner of the Superior Court
Notary Public
My Commission Expires: 5/3/11



Received for Record at Bristol, CT
On 07/08/2010 At 9:33:50 am

Therese Pac Town Clerk
Therese Pac

SHEET 2 OF 4
SHEET 1 OF 4

SHEET 2 OF 4
SHEET 1 OF 4

CURVE TABLE						
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LEGEND

STONE WALL	=====
SANITARY SEWER	----- SAN -----
WATER LINE	----- W -----
GAS LINE	----- G -----
FENCE	----- O -----
STORM SEWER	=====
CONTOUR LINE	----- 100 -----
FOLIAGE LINE	~~~~~
IRON PIN	○
SURVEY MONUMENT	□
DRILL HOLE	⊙
CURB CATCHBASIN	⊞
CURBLESS CATCHBASIN	⊞
UTILITY POLE	⊞
UTILITY POLE WITH GUY	⊞
WATER GATE VALVE	⊞
GAS GATE VALVE	⊞
HYDRANT	⊞
SANITARY MANHOLE	⊞
YARD DRAIN	⊞
LIGHT STAND	☆

MAP REFERENCES

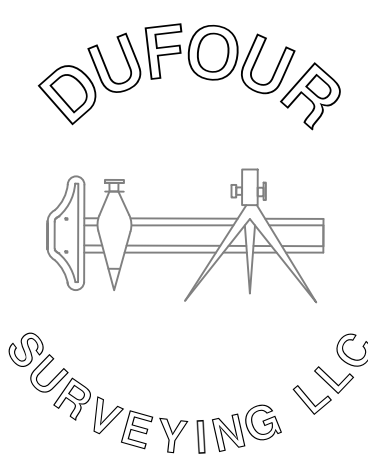
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NOTES

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CARMINE J. MATRASCIA - L.S. #70219
NOT VALID WITHOUT EMBOSSED SEAL



PROPOSED HIGHWAY LAYOUT
SHEET 1 OF 4

PREPARED FOR: CITY OF BRISTOL
AMBLER ROAD ? GRASSY ROAD, BRISTOL, CONNECTICUT

SCALE: 1" = 20'	APPROVED: CARMINE J. MATRASCIA - L.S. #70219
DATE: 05-06-2019	JOB NO.: 18-34
	FILE NO.: 119-34

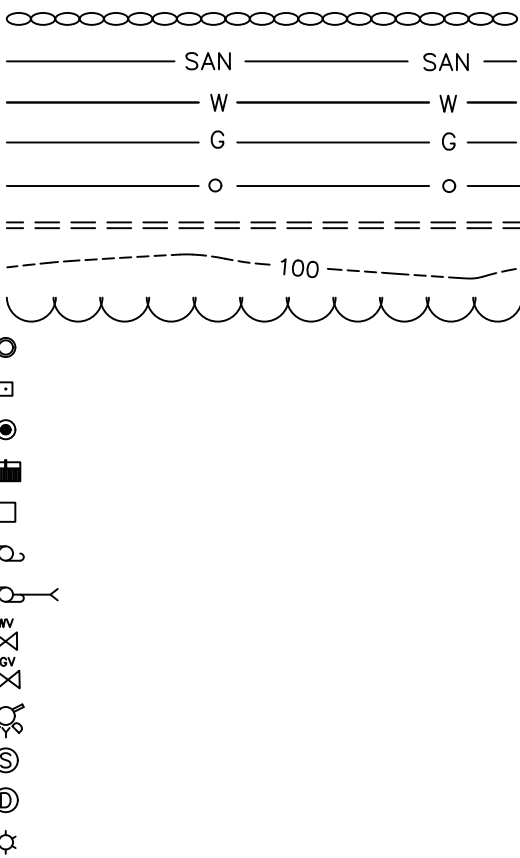
DUF0UR SURVEYING LLC
575 NORTH MAIN STREET
BRISTOL, CONNECTICUT
860-314-0502 860-738-0222

SHEET 3 OF 4 MATCH LINE
SHEET 2 OF 4

SHEET 3 OF 4 MATCH LINE
SHEET 2 OF 4

LEGEND

- STONE WALL
SANITARY SEWER
WATER LINE
GAS LINE
FENCE
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N/F
CITY OF BRISTOL
VOL.617 - PG.1012
GRASSY ROAD
ASSESSOR 20-213

N/F
CITY OF BRISTOL
VOL.617 - PG.1012
AMBLER ROAD
ASSESSOR 20-213-1

MAP REFERENCES

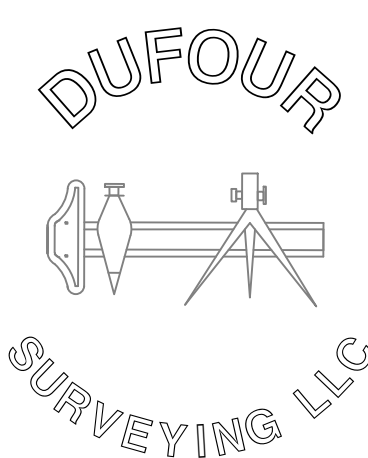
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CARMINE J. MATRASCIA - L.S. #70219
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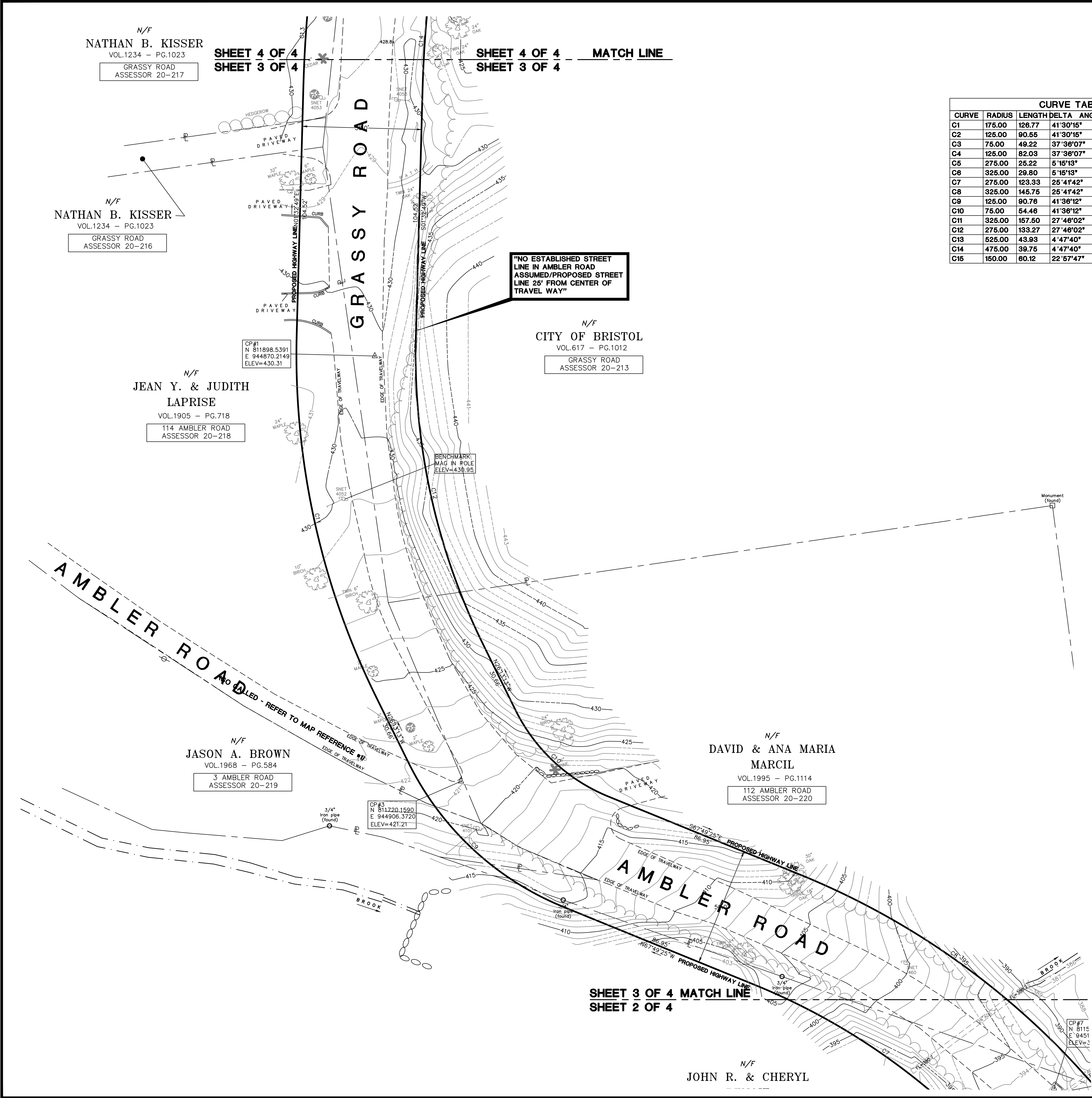


PROPOSED HIGHWAY LAYOUT
SHEET 2 OF 4

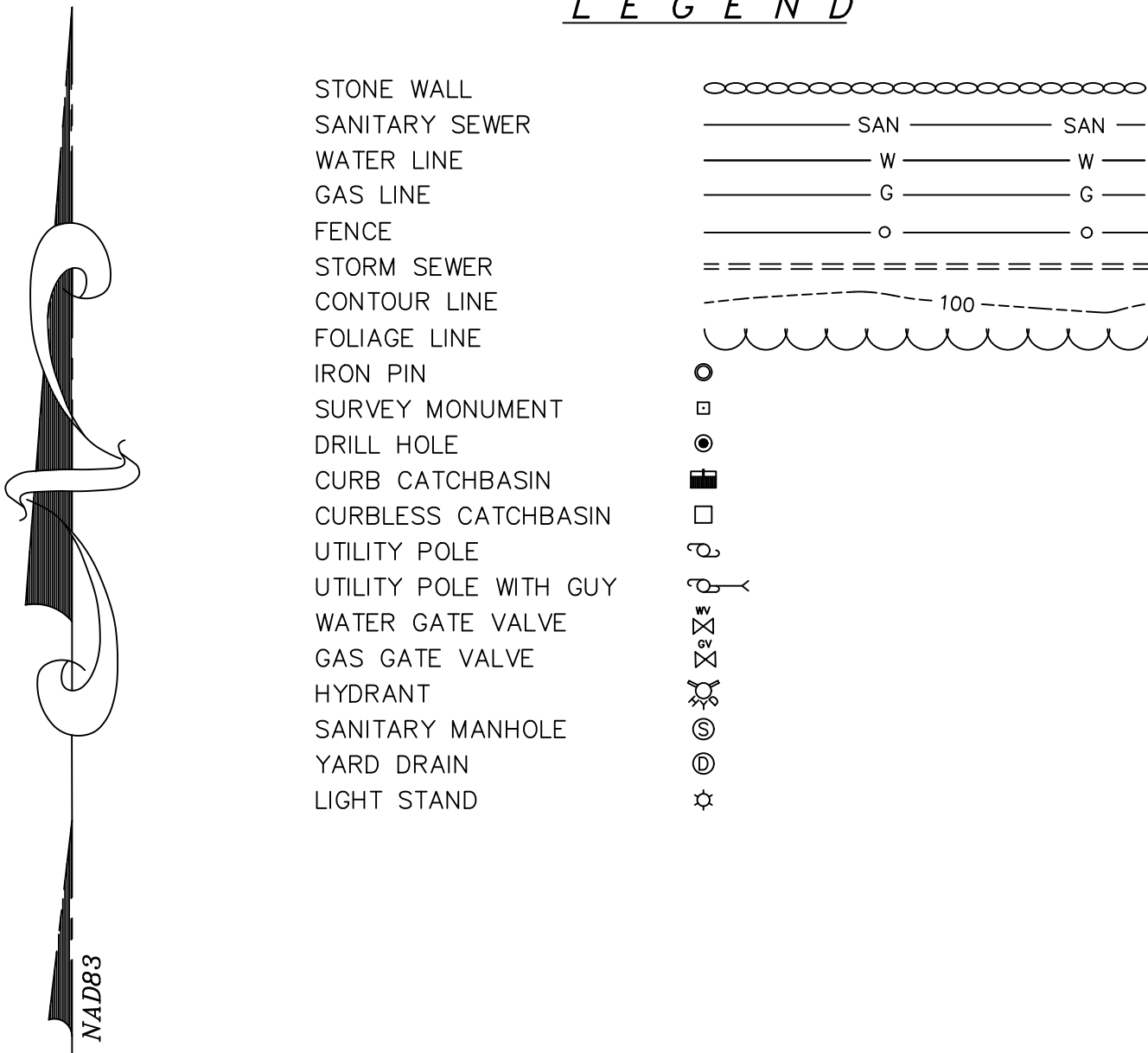
PREPARED FOR: CITY OF BRISTOL
AMBLER ROAD ? GRASSY ROAD, BRISTOL, CONNECTICUT

SCALE: 1" = 20'
DATE: 05-06-2019
APPROVED: CARMINE J. MATRASCIA - L.S. #70219
JOB NO.: 18-34
FILE NO.: 119-34

DUF0UR SURVEYING LLC
575 NORTH MAIN STREET
BRISTOL, CONNECTICUT
860-314-0502 860-738-0222



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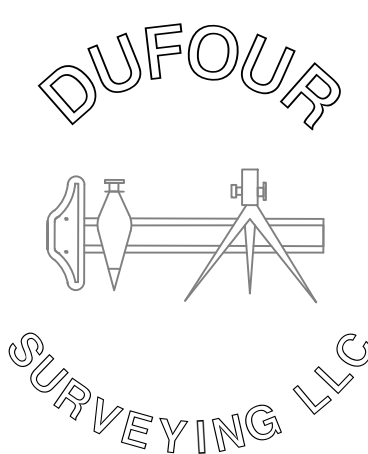


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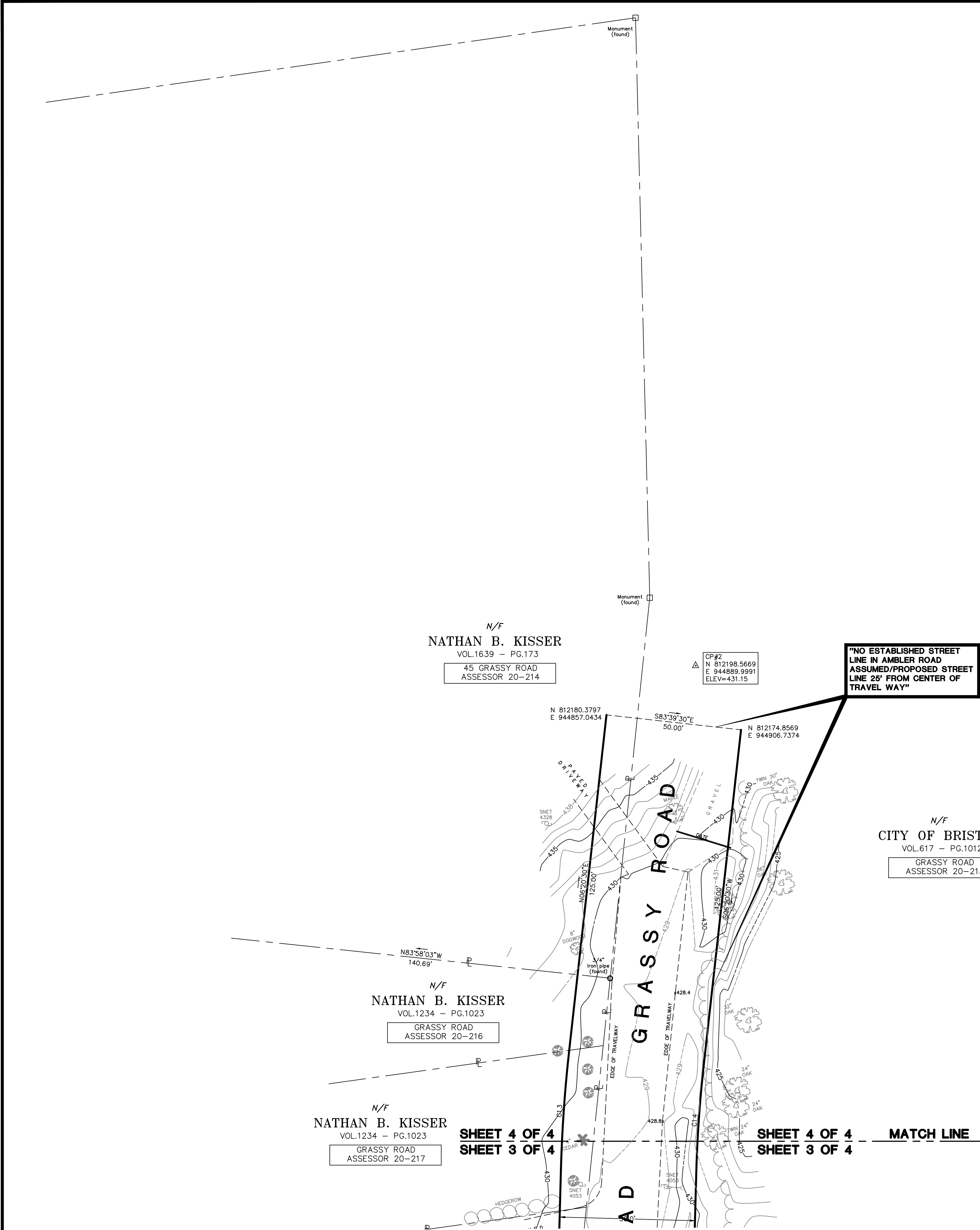


**PROPOSED HIGHWAY LAYOUT
SHEET 3 OF 4**

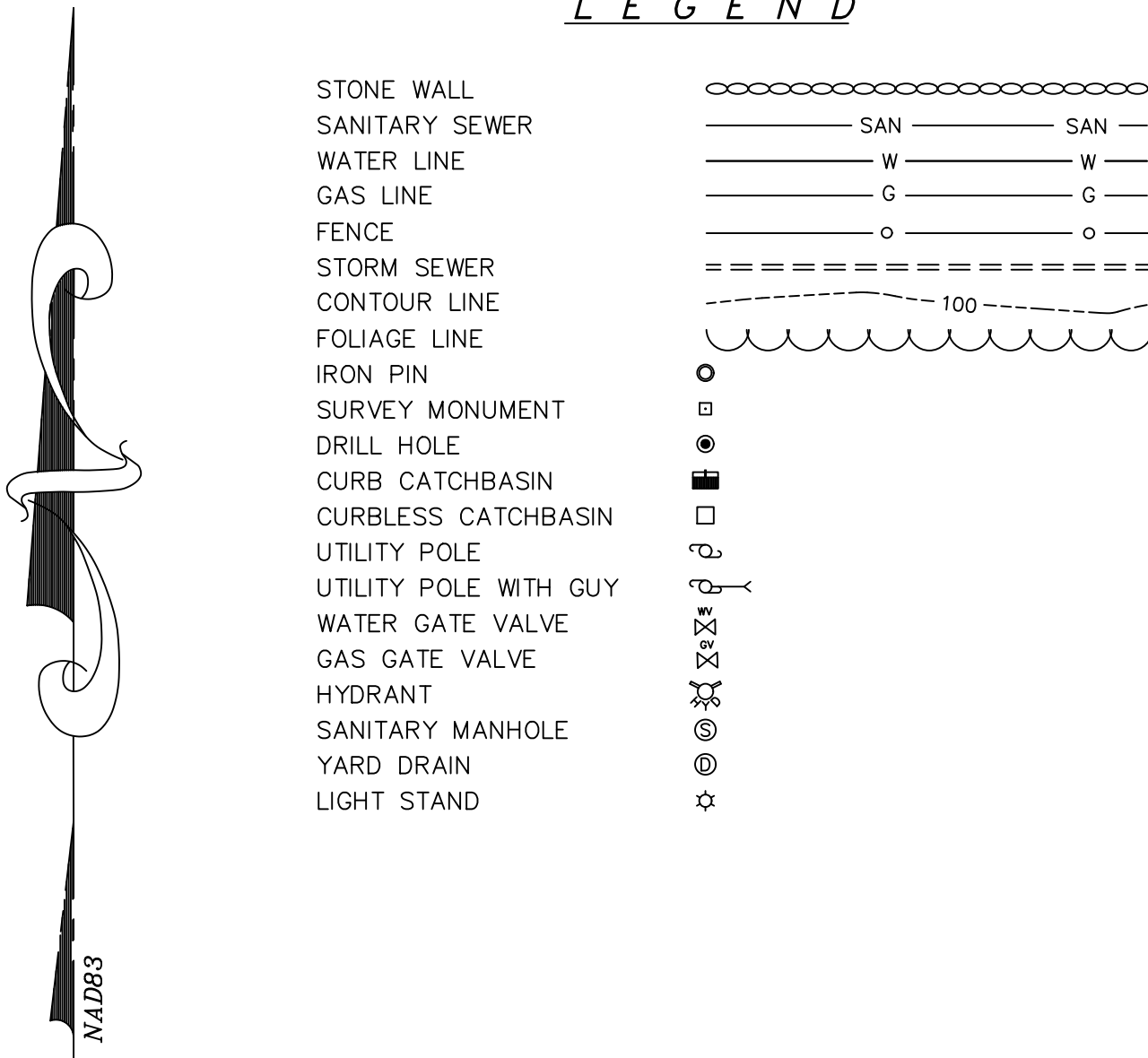
PREPARED FOR: CITY OF BRISTOL
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SCALE: 1" = 20'
DATE: 05-06-2019
APPROVED: CARMINE J. MATRASCIA - L.S. #70219
JOB NO.: 19-34
FILE NO.: 119-34

DUFOR SURVEYING LLC
575 NORTH MAIN STREET
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- "MAP OF - BARNES TRACT - OWNED AND DEVELOPED BY - THE BRISTOL REALTY CO. - BRISTOL, CONN.", scale 1" = 50 and dated March, 1925.

NOTES:

- THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE COONNECTICUT ASSOCIATION OF LAND SURVEYORS, INCORPORATED ON SEPTEMBER 28, 1996.
- TYPE OF SURVEY - LIMITED PROPERTY SURVEY
- BOUNDARY DETERMINATION CATEGORY - ORIGINAL
- COORDINATES BASED ON NORTH AMERICAN DATUM OF 1983 AND ESTABLISHED USING GPS METHODS.
- ELEVATIONS BASED ON NAVD88 DATUM (BENCHMARK PROVIDED BY CITY OF BRISTOL)
- UNDERGROUND UTILITIES, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENTAL AGENCIES, FROM PAROLE TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS ARE APPROXIMATE AND OTHER SUCH FEATURES MAY EXIST UNKNOWN TO DUFOR SURVEYING ASSOCIATES. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG 1-800-922-4455

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON. THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE WITH THE STANDARDS OF A CLASS A-2 ? T-2 SURVEY AS DEFINED IN THE CODE OF PRACTICE FOR STANDARDS OF ACCURACY OF SURVEYS AND MAPS, ADOPTED SEPT. 26, 1996 AS AMENDED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INCORPORATED.

CARMINE J. MATRASCIA - L.S. #70219
NOT VALID WITHOUT EMBOSSED SEAL.

PROPOSED HIGHWAY LAYOUT
SHEET 4 OF 4

PREPARED FOR: CITY OF BRISTOL

AMBLER ROAD ? GRASSY ROAD, BRISTOL, CONNECTICUT

SCALE: 1" = 20'	APPROVED: CARMINE J. MATRASCIA - L.S. #70219
DATE: 05-08-2019	JOB NO. 19-34
	FILE NO. 119-34

DUFOR SURVEYING LLC
675 NORTH MAIN STREET
BRISTOL, CONNECTICUT
860-314-0502 860-738-0222



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 28, 2025

TO: Storm Water Trust
Board of Public Works

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

**RE: Bristol Storm Water Control Trust (2024) Annual Report &
Storm Water Facilities Fiduciary Lump Sum Calculation
Guidance**

Please find attached the annual report on the status/condition of the Bristol Storm Water Trust. The report was prepared pursuant to Section 22-136 of the Bristol Code of Ordinances.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 28, 2025

TO: City Council
Board of Public Works
Storm Water Trust

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

RE: Annual Report – Bristol Storm Water Control Trust (2024)

Pursuant to Section 22-136 of the Bristol Code of Ordinances, I am forwarding the Annual Report of the Bristol Storm Water Trust for calendar year 2024.

The Trust has a responsibility investing principal managing investments, and caring for the integrity of the Trust funds, received for the perpetual maintenance of storm water control areas, holding or detention ponds, structures, and the like, as may be accepted by the City Council and made part of the Storm Water Trust.

The Trust currently manages the following twenty-three storm water pond/detention areas:

Huntington Woods (Blakeslee St)	Tyler Way (Hse 260)	Belgian Circle -cul-de-sac
Tiffany Lane – west (Hse 394-414)	Brandon Run (Hse 60)	Bird Rd (Hse 80-100)
Fox Hollow Pond (east)	Corbin Ridge (Hse 33)	Business Park Drive
Fox Hollow Pond (Hse 84 & 100)	Old Orchard Road (Hse 234)	Middle St
Partridge Run (Hse 96)	Witches Rock Rd at Old Orchard	Sunnydale Avenue
Medford St (Hse 112-124)	Warner St at Wildewood Run	Margaret Way
Intervale road – north (Hse 44)	Empire Way - Cul-de-sac	Eastview Farms – Hart St
Valmore Road	Cricket Hill Rd at Shrub Rd – sub surface	

No ponds were completed and accepted by the trust in 2024. A summary of storm water ponds currently under construction and scheduled to be accepted by the Trust in the future is provided below:

1. The developer of subdivision at Roebbling Road/Farrell Ave & Stellas Way is currently completing work associated with the referenced subdivision. The development is being completed in phases. The development includes the construction of two ponds, a pond east of Barlow St, and a pond north of Farrell Avenue. The developer's request for City Council street acceptance of Pequabuck St, Wiegart Way, Stellas Way, and a portion of Gino Drive is currently being processed, and includes the request to accept the detention pond east of Barlow St. As a condition of acceptance, a deposit of \$65,000 to the trust is required. The Farrell Ave detention pond will be constructed in a separate, future development phase. Once built, the Farrell Ave detention pond will require a \$45,000 deposit to the trust at the time of street acceptance.
2. Charles Way/Redstone Hill development is currently under construction. The pond on Charles Way is anticipated to be completed in 2025, and accepted into the trust with a deposit of \$29,568.

The Public Works Street Maintenance Operations Division performed maintenance authorized by the Trust in the pond areas during 2024 that consisted of sediment removal, fence repair, tree removal, repair of berms, and lawn mowing. All Department of Public Works costs are reimbursed by the Storm Water Trust. The Department of Public Works has increased the number of times that vegetation is cut, from two to three times per year.

The total cost incurred by the Trust in 2022 was \$33,226.73. Department of Public Works staff maintenance cost totals 21,899.53. The Trust is continuing the program (CT DEEP permitting performed by The Pond & Lake Co.) to remove evasive species from Fox Hollow East, Fox Hollow West, Business Park Drive south, Sunnysdale Ave, and Corbin Ridge detention ponds at a cost of \$3,350. Annual repair costs also included stone material to reconstruct a berm at the Middle St pond (\$5,344.10), and fence repairs (\$2,673.10).

The Department of Public Works engineering staff also performed required pond inspections for each pond. See attached DPW Engineering's inspection report and evasive species maintenance summary, prepared by The Pond & Lake Connection. The Department is pleased to report that all areas are in very good shape. The Trust extends their thanks to the Department of Public Works and Comptroller Office staff for the work performed during 2024.

Since the creation of the trust in 1991, the Trust has received principal funds totaling \$551,661.34, which it has invested to generate income. The funds contained within the Trust as of December 31, 2024 totaled \$1,426,874.63. The Trust realized a 13.60% gain on its investments during 2024. The gain was representative of market conditions. It should be noted, that the market was down in 2022, and the Trust experienced a loss of 16.9% for the year. The Trust has sufficient capital to fund all necessary routine maintenance on the ponds, repairs to the infrastructure, and the allowance for budgeting long-term capital maintenance. A copy of the Treasurer's Report for the calendar year 2024 is enclosed for your review.

The Trust's proposed 2025 work consist of continuing the annual spring, summer, and fall maintenance program, including evasive species management at the Fox Hollow East, Fox Hollow West, Business Park South, Corbin Ridge, and Sunnysdale Ave ponds along with sediment excavation at the Middle St pond, and erosion at the Huntington Woods inlet. The Middle St pond is primarily operated by stormwater infiltration into the ground. Since constructed, the infiltration rate has decreased due to sediment. DPW's proposed plan consists of excavating the top 6 inches of sand/earth material across the pond to improve infiltration.

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

Annual Inspection Report

DATE: March 12, 2025

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

FROM: Environmental Enforcement Officer

RE: Storm Water Detention Pond Report – March 12, 2025

Engineering Division staff conducted the 2025 inspections of 22 Stormwater Control Trust stormwater management ponds on March 5-12 , 2025. The attached report is a summary of the inspection findings for each of the ponds and the status of each of the ponds in regards to the Bristol Storm Water Trust.

Should you have any questions or comments on the report or pond status, please contact.



City of Bristol

DEPARTMENT OF PUBLIC WORKS

BRISTOL, CONNECTICUT 06010

DETENTION POND INVENTORY REPORT

Trust Ponds

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Storm Water Control Trust Inspection Report

March 2025

Huntington Woods

Location:

The pond is found on the southeastern side of the Huntington Woods Condominium Complex off of Blakeslee Street. (MS4 Basin 4315-00-3-R2)

Tributary Area:

The detention pond takes the flow from Huntington Woods before discharging through a control structure and piped conveyance system, approximately 450' north of the Pequabuck River.

Physical characteristics

- Pond Area: 11,800 SF
- Typical Conditions: Dry bottomed pond, grass field conditions, brush along edges

Inspection Notes:

- (1) Gate has been replaced
- (2) Severe erosion undermining fence on the right side, plans have been made to address the issue
- (3) Structure top has been replaced



Photo: New gate



Photo 2: New structure top



Photo 3: Erosion undermining fence

Storm Water Control Trust Inspection Report

March 2025

Eastview Farms (Hart Street)

Location:

The pond is found on the western side of Hart Street just north of Larkspur Lane and south of the Burlington town line (MS4 Basin 4314-08-1-L1).

Tributary Area:

The detention pond takes runoff from Larkspur Lane, the area around Southdown Lane, and from a small area north of the Burlington town line. Overflow is through a control structure to Polkville Brook, approximately 3 miles north of the confluence with Coppermine Brook.

Physical characteristics:

- Pond Area: 78,000 SF
- Typical Conditions: Wet bottomed pond. The pond has a continuous water surface throughout the year.



Inspection Notes

- (1) Clear vegetation from fences
- (2) Invasive species management needed

Photo: Flared end outlets



Photo 2: Vegetation covering fence



Photo 3: Phragmites in pond

Rockwood Estates Basin A/North (Brandon Run Pond)

Location:

The pond is north of Brandon Run and west of Corbin Ridge. The access is off of Brandon Run and can also be accessed from Corbin Ridge. (MS4 Basin 6911-00-1)

Tributary Area:

The detention pond takes runoff from a portion of Tyler Way and Tiffany Lane, Brandon Run and Corbin Ridge. Discharge goes to Hancock Brook.

Physical characteristics:

- Pond Area: 16,500 SF
- Typical Conditions: Wet bottomed pond. The pond has a continuous water surface throughout the year.



Inspection Notes:

- (1) Sediment removal needed in forebay
- (2) Invasive management needed in forebay

Photo: Sediment and cattails in forebay



Storm Water Control Trust
Inspection Report

March 2025

Rockwood Estates Basin A/South (Tiffany Lane Pond)

Location:

The pond is at the western end of Tiffany Lane approximately 300' from end of cul de sac. (MS4 Basin 6911-01-1-L1)

Tributary Area:

The detention pond takes runoff from portions of Tyler Way, Tiffany Lane, and Cameron Drive. Discharge is to stream/wetland system upgradient of Fall Mountain Lake (approx. 0.2 miles from discharge).

Physical characteristics:

- Pond Area: 14,400 SF
- Typical Conditions: Wet bottomed pond. The pond has a continuous water surface throughout the year.



Inspection Notes:

- (1) Repair erosion at access drive, it is getting progressively worse
- (2) Keep outlet structure clear of debris
- (3) Sediment removal needed in forebay
- (4) Invasive management needed in forebay
- (5) Tree down off of access road
- (6) Litter removal needed off of access road

Photo: Erosion at access drive



Photo 2: Tree down at litter off access



Photo 3: Phragmites and cattails



Rockwood Estates Basin B (Tyler Way Pond)

Location:

The pond is at the western side of Tyler Way adjacent to the sanitary sewer pump station. (MS4 Basin 6911-01-1-L1)

Tributary Area:

The detention pond takes runoff from portions of Tyler Way and Cameron Drive. Discharge from pond is to the wetland system adjacent to Fall Mountain Lake.

Physical characteristics:

- Pond Area: 11,200 SF
- Typical Conditions: Dry bottomed pond, grass field conditions



Inspection Notes:

- (1) In lower basin, remove portions of cattails (max 30% coverage),
- (2) Invasives/vegetation removal needed in pond, on fence, and in forebay



Photo: Tyler Way pond, forebay vegetation



Photo 2: Tyler Way basin vegetation

Storm Water Control Trust Inspection Report

March 2025

Intervale Road Pond

Location:

The pond is behind of #44 Intervale Road in an easement north of the house.

Tributary Area:

The detention pond takes runoff from portions of Cricket Hill Road and Intervale Road (MS4 Basin 4314-06-2-R1).

Physical characteristics:

- Pond Area: 25,355 SF
- Typical Conditions: Dry bottomed pond, grass field conditions, surrounded by woods. Pond discharges to wetland system of Freeman Hill Brook, approximately 2 miles north of confluence with Copper Mine Brook.



Inspection Notes:

- (1) Clean vegetation off fence



Photo: Intervale Road pond

Storm Water Control Trust Inspection Report

March 2025

Cricket Hill Road Pond

Location:

The pond is at the intersection of Cricket Hill Road and Shrub in an easement south of the house. (MS4 Basin 4314-08-1-L1)

Tributary Area:

The subsurface detention area takes runoff from portions of Cricket Hill Road. System discharges to Burlington Avenue outfall to Polkville Brook, approximately 2.5 miles north of confluence with Coppermine Brook.



Physical characteristics:

- Pond Area: n/a
- Typical Conditions: Subsurface detention facility. Looks like a grass field on the surface.

Inspection Notes:

- 1) Schedule regular maintenance for underground system



Photo: Cricket Hill detention area

Storm Water Control Trust Inspection Report

March 2025

Sunnydale Subdivision Pond

Location:

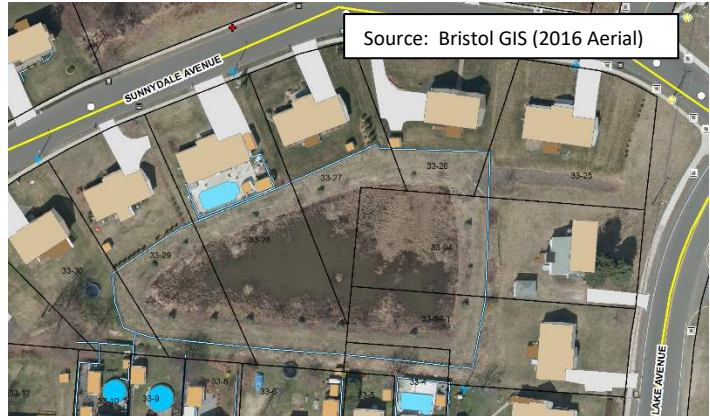
The pond is on south of the northern tip of Sunnydale Avenue behind houses 272 to 316. (MS4 Basin 4315-10-1-L1)

Tributary Area:

The detention pond takes runoff from Sunnydale Avenue. Overflow is to the Lake Ave. storm drain, which discharges through a wetland system, ultimately to 8-Mile River.

Physical characteristics:

- Pond Area: 39,200 SF
- Typical Conditions: Wet bottom pond, wetlands mitigation in the center of the pond, targeted bushes and trees along the edges for wildlife. The area also includes the wet meadow wetlands mitigation area to the north of the pond opposite #292 Sunnydale Avenue.



Inspection Date: 9/18/2024

Notes:

- 1) Invasive spraying and management were done to Sunnydale pond in March of 2024 by The Pond and Lake Connection.
- 2) Continued invasive management is needed
- 3) Litter removal needed



Photos: Vegetation throughout Sunnydale pond

Storm Water Control Trust Inspection Report

March 2025

Partridge Run Pond

Location:

The pond is east of Partridge Run behind #95 Partridge Run. Access between #83 & #95. (MS4 Basin 4314-08-1-L1)

Tributary Area:

The detention pond takes runoff from Partridge Run.

Physical characteristics:

- Pond Area: 4,600 SF
- Typical Conditions: Wet bottom pond, surrounded by woods and a conservation easement. A sediment chamber helps protect the inlet to the pond.

Inspection Notes:

No major maintenance currently needed.



Photo: Partridge Run pond



Fox Hollow Lane – Western Pond

Location:

The pond is south of Fox Hollow Lane behind #84 & #100. A stabilized access to the pond is between the two houses. (MS4 Basin 4314-08-1-L1)

Tributary Area:

The detention pond takes runoff from the western portion of Fox Hollow Lane and the southern-most portion of Partridge Lane. It discharges through a combination of open and closed conveyance system for approx. 0.7 miles to Polkville Brook, then another 2 miles to Coppermine Brook.

Physical characteristics:

- Pond Area: 4,800 SF
- Typical Conditions: Dry bottomed pond, minor ponding in base, surrounded by woods and a conservation easement. A sediment chamber at the road helps protect the inlet to the pond. Wetlands mitigation (wet meadow) at base of the pond.



Inspection Notes:

- 1) Pond was sprayed for invasives in 2023
- 2) Additional invasive management needed
- 3) Litter removal needed
- 4) Fallen tree and debris need to be removed from back right corner

Photo: Pond vegetation



Photo 2: Tree fallen in back right corner



Inspection Report

Fox Hollow Lane – Eastern Pond

Location:

The pond is at the eastern dead end of Fox Hollow Lane. (MS4 Basin 4314-08-1-L1)

Tributary Area:

The detention pond takes runoff from the eastern portions of Fox Hollow Lane and Fisher Ridge.

Physical characteristics:

- Pond Area: 12,600 SF
- Typical Conditions: Dry bottomed pond, with minor ponding in center, surrounded by woods and a conservation easement. A sediment chamber helps protect the inlet to the pond. Wetlands mitigation at base of the pond, wet meadow. Discharge is to Polkville Brook tributary.

**Inspection Notes:**

- 1) Pond was sprayed for invasives in 2023
- 2) Additional invasive management needed



Photos show vegetation throughout pond

Storm Water Control Trust Inspection Report

March 2025

Empire Way Pond

Location:

The pond is on the west side of Empire Way southwest of the dead end on lot 15, house number 136. (MS4 Basin 4315-05-1-L1)

Tributary Area:

The detention pond takes runoff from the southern portion of Empire Way. Discharge is through adjacent conservation area to Birge Pond.

Physical characteristics:

- Pond Area: 2,100 SF
- Typical Conditions: Dry bottomed pond, grass field conditions, surrounded by woods to the south.

Inspection Notes:

No major maintenance currently needed.



Photo: Empire Way pond



Photo 2: Pond outlet Structure



Storm Water Control Trust Inspection Report

March 2025

Medford Street Pond

Location:

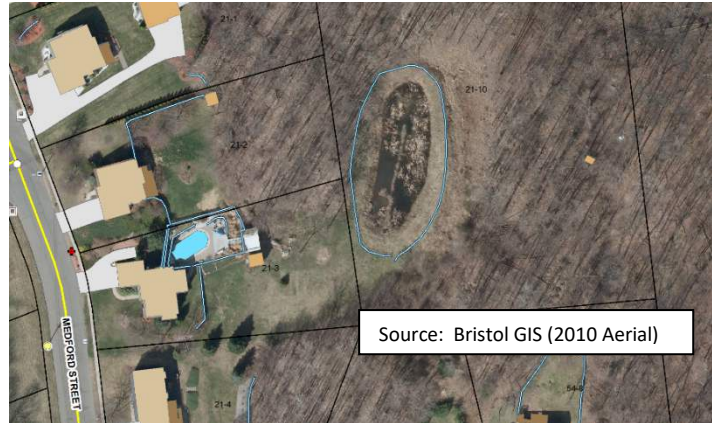
The pond is on the east side of Medford Street (below #112) and northwest of Haig Avenue. (MS4 Basin 4314-10-1)

Tributary Area:

The detention pond takes runoff from Medford Street, and the eastern portions of Tufts and Fairfield Streets. Discharge is through MS4 and ditch system approximately 2 miles to Coppermine, just north of confluence with Pequabuck River.

Physical characteristics:

- Pond Area: 4,600 SF
- Typical Conditions: Wet bottomed pond, grass field berm conditions, surrounded by woods.



Inspection Notes:

- 1) Right rear fence falling down, Needs repair



Photo 1: Medford St pond

Storm Water Control Trust Inspection Report

March 2025

Warner Street Pond

Location:

The pond is on the west side of Warner Street at the intersection of Wildewood Run. (MS4 Basin 4314-08-1-L2)

Tributary Area:

The detention pond takes runoff from Wilderness Way and some of the house lots on Warner Street. Discharge is to Polkville Brook, approx. 1 mile upstream of confluence with Coppermine.

Physical characteristics:

- Pond Area: 21,800 SF
- Typical Conditions: Dry bottomed infiltration pond.

Inspection Notes:

- 1) Gate lock missing



Photo 1: Warner St gate lock missing



Photo 2: Flared end inlet



Storm Water Control Trust Inspection Report

March 2025

Belgian Circle Pond

Location:

The pond is east of the dead end of Belgian Circle, east of #89.
(MS4 Basin 4314-08-1-L1)

Tributary Area:

The detention pond takes runoff Belgian Circle. Pond overflows to a drainage ditch which is piped offsite to the Hart Street storm drain system.

Physical characteristics:

- Pond Area: 31,000 SF
- Typical Conditions: Wet bottom pond, a conservation easement to the south. A sediment chamber helps protect the inlet to the pond.

Inspection Notes:

- 1) Invasive management needed



Inspection Report

Woodbridge Estates – Witches Rock Road Pond

Location:

The pond is on the northwest side of intersection of Old Orchard Road and Witches Rock Road. (MS4 Basin 4315-04-1)

Tributary Area:

The detention pond takes runoff from Old Orchard Road. Pond discharges east to Witches Rock storm drain system and on to South Mountain Brook and Pequabuck River.

Physical characteristics:

- Pond Area: 12,300 SF
- Typical Conditions: Wet meadow bottom, wetlands plantings at the bottom of the pond. Only minor ponding on the base.

Inspection Noted

- 1) Gate broken, needs repair
- 2) Vegetation control needed



Photo 1: Broken Fence



Photo 2: Basin vegetation

Storm Water Control Trust
Inspection Report

March 2025

Woodbridge Estates – Old Orchard Road
Pond

Location:

The pond is on the west side of Old Orchard Road south of High Ridge Run. (MS4 Basin 6911-00-1)

Tributary Area:

The detention pond takes runoff from Old Orchard Road and a portion of High Ridge Run. The pond discharge is west to the adjacent stream/wetland system to Hancock Brook.

Physical characteristics:

- Pond Area: 15,200 SF
- Typical Conditions: Wet meadow bottomed pond, wetlands plantings in base of pond, surrounded by woods to the east.

Inspection Notes:

- (1) Wood Guard rail has been fixed
- (2) Fence gate broken, Needs repair



Photo 1: Old Orchard pond fixed rail



Photo 2: Broken fence gate

Storm Water Control Trust Inspection Report

March 2025

Bird Road Pond

Location:

The pond is on the west side of Bird Road between houses #80 and #100. (MS4 Basin 4315-00-2-L7)

Tributary Area:

The detention pond takes overflow runoff from the northern improved portion of Bird Road. The drainage system is an infiltration system (main pipes are perforated). The pond discharges to the west to an open channel conveyance, approx. 0.5 miles north of Pequabuck River.

Physical characteristics:

- Pond Area: 2,100 SF
- Typical Conditions: Dry bottomed pond, grass field infiltration base, surrounded by a conservation easement and woods to the west.



Inspection Notes:

No major maintenance needed



Storm Water Control Trust Inspection Report

March 2025

Margaret Way Pond

Location:

The pond is on the east side of Margaret Way adjacent to house number 23. (MS4 Basin 4315-00-3-R2)

Tributary Area:

The detention pond takes runoff from the Margaret Way basin. Pond discharges through the City's streets storm drain system to the Memorial Boulevard park pond and the Pequabuck River.

Physical characteristics:

- Pond Area: 1,700 SF
- Typical Conditions: Wet bottomed pond, wetlands planting in the base of the pond. Center is ridged to provide longer flow path.

Inspection Notes:

- (1) Replace control structure top



Photo: Chipped Control Structure Top

Storm Water Control Trust Inspection Report

March 2025

Valmore Road Pond

Location:

The pond is on the southeast side of Valmore Road on lot 45 behind #64. (MS4 Basin 4314-08-1-L2)

Tributary Area:

The detention pond takes runoff from Valmore Road.

Physical characteristics:

- Pond Area: 12,000 SF
- Typical Conditions: Wet bottomed pond, wetlands mitigation base pond. Flood plain mitigation area to the north east of the pond where pond discharges.

Inspection Notes:

- (1) Vegetation Control Needed
- (2) Litter removal needed



Photo 1: Valmore Road pond vegetation



Photo 2: Outlet Structure

Storm Water Control Trust Inspection Report

March 2025

Southeast Industrial Business Park: Business Park Drive Pond

Location:

The pond is on the west side of Business Park Drive between lots 9 and 10. (MS4 Basin 4315-10-1-L1)

Tributary Area:

The detention pond takes runoff from the eastern portion of Business Park Drive. The system discharges east to an open conveyance approx. 0.5 miles from Pine Lake.

Physical characteristics:

- Pond Area: 51,340 SF
- Typical Conditions: Wet bottomed pond. Wetlands area to the south of the pond in conservation easement.

Inspection Notes:

- 1) Invasive management needed



Photo: Business Park pond, Phragmites

Southeast Industrial Business Park: Middle Street Pond

Location:

The pond is on the east side of Middle Street, north of Business Park Drive on lot 1. (MS4 Basin 4315-10-1-L1)

Tributary Area:

The detention pond takes runoff from the western portion of Business Park Drive and Woodridge Road.

Physical characteristics:

- Pond Area: 84,000 SF
- Typical Conditions: Dry bottomed infiltration pond. The pond is protected by a sediment chamber for the runoff coming north from Business Park Drive.



Inspection Notes:

- 1) Public works removed 6 inches of material from the pond bottom to help it function better
- 2) No additional maintenance needed at this time



Photo: Middle Street Pond



**Raymond Rogozinski
Bristol Public Works
Stormwater Basin Maintenance Summary
10/25/2024**

All Bristol stormwater basins were inspected and treated this year on 8/27.

Fox Hollow East & West – AQUA-2022-234

These basins have been managed since 2022 and have shown a drastic decrease in invasive plant abundance. Annual inspection and spot foliar treatment is recommended each Fall to keep these plants at bay. The CT DEEP Permit for this location will be applied for new this Winter as it is the third year of a three-year permit.

Business Park Pond – AQUA-2022-233

This basin has been managed since 2022 and has shown a drastic decrease in invasive plant abundance. Annual inspection and spot foliar treatment is recommended each Fall to keep these plants at bay. The CT DEEP Permit for this location will be applied for new this Winter as it is the third year of a three-year permit.

Bristol Crossing (Corbin Ridge) – AQUA-2024-189

This was the first year this basin has been managed and it had a large built-up population of invasive plants (mainly Phragmites). Over the next few seasons, invasive species should be weeded out by our work. Annual inspection and spot foliar treatment is recommended each Fall to keep these plants at bay. Cattails were also touched up at this location. The CT DEEP Permit for this location will be renewed this Winter as this was the first year of a three-year permit.

Sunnydale – AQUA-2024-190

This was the first year this basin has been managed and it had a large built-up population of invasive plants (mainly Mugwort and Japanese Knotweed). Over the next few seasons, invasive species should be weeded out by our work. Annual inspection and spot foliar treatment is recommended each Fall to keep these plants at bay. The CT DEEP Permit for this location will be renewed this Winter as this was the first year of a three-year permit.



THE POND AND LAKE
— CONNECTION —

1112 FEDERAL ROAD, BROOKFIELD, CT 06804
TELEPHONE (203) 885-0184 FAX (203) 885-0873
WWW.THEPONDCONNECTION.COM
NY 15201 / CT 2764 / NJ 99972A / RI 6781 / MA CC-0048047
PA BU12662 / VT 1586-5192
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

STORM WATER CONTROL TRUST
TREASURER'S REPORT
Calendar Year 2024

COST BASIS as of January 1, 2024 \$ 809,079.43

Receipts:

Endowment Inc	\$	0.00	
Vanguard Cap Gains, Dividends and Interest		42,824.22	42,824.22

Disbursements:

Professional Engineering fees		(3,350.00)	
Maintenance expenditures		(29,876.73)	(33,226.73)

COST BASIS as of December 31, 2024 \$ 818,676.92

MARKET VALUE as of December 31, 2024

Vanguard:	Shrs	/share	Bal / Fd	
Emerging Markets Stock Index	1,443.001	36.77	53,059.15	
Federal Money Fund	96,877.690	1.00	96,877.69	
Inflation-Protected Securities	7,209.760	22.52	162,363.80	
REIT Index Fund	1,612.956	126.31	203,732.47	
Short Term Treasuries	17,711.489	9.81	173,749.71	
Total International Stock Fund	5,912.288	31.69	187,360.41	
Total Stock Market Index Fund	3,897.975	141.03	549,731.41	\$ <u>1,426,874.63</u>

2024 Total Return = 13.60%

Endowment Principal:

05/31/95	Rockwood Estates Pond B	Tyler Way	\$15,000.00
05/31/95	Eastview Farms	Hart St	17,000.00
04/01/97	City Share	Miller Rd	2,500.00
05/26/98	Rockwood Estates Basin A/North	Brandon Run	15,000.00
01/19/99	Rockwood Estates Basin A/South	Tiffany La	15,000.00
03/28/00	Huntington Woods	Blakeslee St	37,500.00
10/27/00	Cricket Knoll 2 ponds	Intervale Rd	10,000.00
09/23/03	Sunnydale Subdivision	Sunnydale Ave	18,181.80
09/23/03	Fox Hollow 3 ponds	Fox Hollow	18,500.00
05/24/06	Medford St	Medford St	20,000.00
02/27/07	Wilderness Way	Warner St	21,818.18
03/02/07	Empire Way	Empire Way	25,455.00
03/11/08	Belgian Meadows	Belgian Circle	48,674.09
09/08/08	G&S Homes LLC	Bird Rd	25,440.00
09/08/08	CFC Builders	Margaret Way	23,127.27
09/08/08	Woodridge Estates	2 WR Rd, OO Rd	21,265.00
09/05/09	Loveland Builders	Valmore Rd	32,000.00
10/05/11	SE Industrial Park 2 ponds	Business Park Rc	121,200.00
05/23/22	Corbin Ridge	Corbin Ridge	64,000.00
			<u>\$551,661.34</u>

Respectfully submitted,
Ryan Bodley, Treasurer

Bristol Storm Water Trust Committee

Storm Water Control Trust

Vanguard Portfolio Analysis

Model, actual, adjustment

March 5, 2025

Distribute per Revised		Market Watch Yale Lazy Portfolio %	Model	Actual	%	Adjustments to Balance	1 yr return	30 day yield
15.00%	VAIPX	Inflation-Protected Securities	204,004.38	166,905.94	12.27%	37,098.44	6.21%	1.89%
5.00%	VEMAX	Emerging Markets	68,001.46	55,021.63	4.05%	12,979.83	11.38%	
15.00%	VFIRX	Short Term Treasuries	204,004.38	174,812.40	12.85%	29,191.98	5.52%	4.10%
20.00%	VGSLX	REIT Index Fund	272,005.84	215,426.40	15.84%	56,579.44	14.01%	
15.00%	VTIAX	Total International Stock Fund	204,004.38	202,614.11	14.90%	1,390.27	9.31%	
30.00%	VTSAX	Total Stock Market Index Fund	408,008.77	545,248.74	40.09%	-137,239.97	17.40%	
100.00%			<u>1,360,029.22</u>	<u>1,360,029.22</u>		0.00		
	VMFXX	Federal Money Market	98,741.09	98,741.09			5.05%	4.26%
			<u><u>1,458,770.31</u></u>	<u><u>1,458,770.31</u></u>				



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 27, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW DRAFT POLICY – 19.9 Managing/Protecting City Trees**

Please find attached a proposed revision to the Department's current policy: Managing and Protecting City Trees. The revisions add provisions associated with trimming trees that overhang and extend the City's right of way. A summary of the proposed provisions is provided below:

1. City has the right to cut/trim branches that extend or overhang the roadway.
2. Defines the area to cleared/trimmed as 3 ft. off the roadway pavement at a height of 8 ft., or along roadways with sidewalks, branches shall be trimmed to the back of walk/right of way.
3. Best management pruning practices states branches shall be cut back to the nearest intersecting branch. For evergreen trees, the cutting back of branches a few feet is very problematic, and results in the removal of the green vegetation and unsightly trees. The policy states that DPW will post the trees for tree trimming for 10 days prior to any work. Property owner requests that DPW remove the entire tree may NOT be approved, depending on the size of the tree.

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

CITY OF BRISTOL – PUBLIC WORKS

19.9 MANAGING / PROTECTING CITY TREES

1. Policy Name

19.9 Managing and Protecting City Trees

2. Policy Statement

The City of Bristol Department of Public Works is responsible to maintain trees located within the City's street right of way, City properties maintained by the Department of Public Works, and trees under the authority of the Director of Public Works or Tree Warden in accordance with the City Charter and CT State Statute Sec 23-59.

In accordance with this policy and CT State Statute Sec 23-59, it is the City's objective to maintain and protect healthy trees for the benefit of City residents, and to mitigate the risk trees pose to property and persons.

3. Policy

- a. Maintain and protect healthy trees
- b. Evaluate trees when complaints are received that may pose a risk to property or persons. The City does not have or maintain a survey of City trees indicating location, size, type or condition.
 - i. Upon receipt of a complaint the Tree Warden or his designee shall inspect tree to confirm that it is a City Tree and determine the condition/risk of failure of said tree.
 1. Determination of City-owned tree shall be based on location as determined by available mapping, or a measurement from the pavement centerline to the edge of the right way (typically 50 ft.). The property owner shall reserve the right to obtain the services of a licensed surveyor to determine/confirm ownership of the tree. Tree location is based on the location 3 ft. above average surrounding grade.
 2. Tree evaluation performed by the City shall be based on a visual inspection from the ground to evaluate risk of failure. The property owner shall reserve the right to submit a report from a Licensed Arborist in the State of Connecticut. A report from a tree cutting service is insufficient. In addition, the Department of Public Works may also may procure the services of a Licensed Arborist to perform an additional evaluation.
- c. Trees that pose an immediate hazard shall be removed/cut by the City. All other trees scheduled for removal shall be posted for a period of 10 days in accordance with Ct State Statute 23-59. Once posted, the City shall conduct a hearing in accordance with State Statute if a protection concern is received from the public. In accordance with CT State Statute, decisions of the Tree Warden are final, and appeal is through the CT State Superior Court.
- d. As indicated in Section 3c, trees that are not classified as an immediate hazard shall be posted. The requirement to post trees by the Department of Public Works Tree Warden shall extend to trees removed by the DPW on property under the control of the Parks

Department, Board of Education, or Cemetery property. Said posting shall direct communication to the DPW Tree Warden.

- e. Trees located on private property are the responsibility of the property owner, not the City of Bristol. Private trees that are determined by the Tree Warden to pose an extreme eminent hazard, in conjunction with the City's Building Official and/or Fire Chief, shall be removed at the private property owner's expense. If necessary to eliminate hazard, the City shall remove/cut the tree and lien the private property to recoup cost in accordance with City property maintenance ordinance/regulations.
- f. Trees where a portion of the tree is located on private property and public property (street right of way) are defined as shared ownership. Since the objective of the Department is to limit City risk, trees that are classified as shared ownership that pose a risk to the public are removed/cut or trimmed to remove the hazard at City expense. Care is taken during tree trimming as to not unbalance the tree. Therefore, trimming on the City portion of the tree often results in the removal of the entire tree. For large trees that are primarily located on private property and do not pose a risk to the public, but do pose a risk to private property, the Department shall notify the private property owners that the City is not responsible for removing the hazard (cutting/trimming trees).
- g. As referenced in this policy, trees removed by the City in general, consist of work performed directly by the Department of Public Works Street Division. However, there are times, due to either work load, hazard (electrical), location, or the need of specialized equipment, work is required to be performed by a private vendor (tree company), procured in accordance with City purchasing requirements.
- h. In order to ensure that healthy trees within the City right of way are not removed, property owners are not permitted to remove City trees without obtaining authorization from the Tree Warden. This extends to property owners claiming damage to their sanitary sewer lateral associated with roots from City trees. Under these circumstances, DPW allows the tree to be removed if it is necessary to replace or repair the sanitary sewer lateral. DPW does not allow tree removal if the sanitary sewer lateral is of sufficient distance from the tree, in that replacement of the lateral will not damage the tree. Although the City understands that tree roots from a City tree can, and do, clog sanitary sewer laterals, the primary focus of the City's Water & Sewer Department is to reduce inflow and infiltration. Therefore, property owners are required to repair/replace sanitary laterals to prevent roots from entering the pipe. Removing the tree does not solve the issue of a failed/damaged pipe.
- i. Removal of a City Tree shall include the stump. The Department of Public Works shall grind the stump to approximately 4-inches below the ground surface, unless otherwise directed by the Director of Public Works. The disturbed area shall be loamed and seeded.
- j. Tree removal by the Department of Public Works shall include the removal of all brush and branches. Wood that can be used as firewood may be left on the property in question, and/or along the roadway, for residents to take/use. Said wood shall be removed after a period of two weeks.
- k. Wood debris/wood chips shall be disposed of at the Department of Public Works transfer station for disposal, or the Department may provide wood chips to residents/non-profits if requested. Said wood chips shall consist of full truck loads, and shall be approved by either the Director of Public Works, or Board of Public Works Chair, based on the Department's operational needs.

- l. The Department of Public Works does not perform tree trimming to reshape trees, and does not support trimming of branches that will unbalance a tree canopy. In general, the Department's tree trimming shall be limited to the removal of dead wood.
- m. The City of Bristol retains the right to trim or cut branches that extend into and are located within the City's right of way. The City's right to trim or cut the portion of the tree within the City's right of way exist even if the tree trunk is located on private property. The DPW trims branches along the roadway to prevent tree or bush branches from extending into the roadway or sidewalk area. Areas along roadway pavement shall be cut back 3 feet from the edge of pavement to a height of 8 ft. In areas of sidewalks, the branches shall be cut at the back of the walk, along the back face of the sidewalk. Recommended tree trimming/pruning techniques states branches should be cut at the closet intersection branch. Trimming tree branches on deciduous trees does not typically result in deform or result in unsightly trees. Trimming of evergreens and bushes does result in the loss of vegetation and often results in deformed or unsightly trees (green growth of tree removed). In addition, since the trimming occurs at the bottom of the tree, regrowth is limited due to lack of sunlight. It is imperative that tree branches that extend into the roadway or sidewalk area be removed. Therefore, in accordance with State Statute, the area shall be posted (signs on survey stakes) that tree trimming is scheduled to occur. After the required 10-day period, tree limbs shall be cut back. If the trees are small and within the City's right of way, or permission is granted for private trees, consideration shall be given by the tree warden to remove the trees. If approved for removal, the trees shall be reposted for an additional 10 days.

4. Responsible Division and effective date

Public Works Director of Public Works/ Tree Warden and the Departments Streets Division

5. Approval authority:

Board of Public Works

6. Approval Date:

June 16, 2022 rev April 10, 2025

7. Effective Date:

July 1, 2022 rev April 28, 2025



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 26, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: BPW – CITY BUILDING SPACE REALLOCATION – OFFICE
RENOVATION POLICY**

The Department of Public Works receives periodic requests from City Departments to reallocate office space or perform office renovations to re-use portions of City buildings. Examples of recent requests are provided below:

1. The Comptroller's office high-density storage unit was removed to relocate a work station.
2. The Police Department has requested that DPW clear the space previously utilized by DPW in the Police Complex to provide additional office space for the Police Department.
3. Emergency Management utilized a \$25,000 grant to fund improvements to the meeting room located on the second floor of the Police Complex, previously used during City office renovations, to establish a dedicated emergency operations center.
4. The Building Department has requested the removal of the high-density shelving to relocate an office work station.

Emergency Management's creation of a dedicated EOC was completed in 2024, the high-density unit in the Comptroller's office has been removed, and the relocation of the office work station has been scheduled. The Police Department's request to utilize the space previously used by Public Works, and the Building Department's request to remove the high-density storage unit, may have merits. However, a detailed plan with consideration of overall building needs shall be developed and formally approved. Emergency Management's creation of a dedicated EOC limits other departments' use of the space, while Comptroller's office removal of the high-density storage unit had limited impact due to their comprehensive document scanning program. However, the Building



Department of Public Works | 860.584.6125

Department's request to remove their document storage unit would appear to necessitate the need for an additional storage area outside the current Building Department office. The items currently stored in the former DPW space requested by the Police Department have limited to no value and should be removed. However, a portion of the requested space may be required to store documents to facilitate the relocation of the Parks Department and Community Services back to City Hall.

The objective of reviewing previous and current requests to reallocate City building space is NOT to reevaluate or evaluate the requests at this time. Rather, the Department of Public Works' goal is to establish a policy that would define the process of determining whether or not City building space should be reallocated. The policy would not be applicable to City buildings classified as "other buildings" such as libraries, Fire Departments, the Senior Center, DPW operations (yard), or Park facilities, unless the request proposes the use or reallocation of City Buildings (City Hall, Police Complex, 51 High St, Hope St Parking Garage, and the Meadow St Parking Garage).

The policy should also address the process for City departments to request improvements to their space with indication as to when Board of Public Works or Board of Finance approval is required. Requests less than \$500 can be addressed administratively by DPW Facility with DPW operating funds. City department requests with an estimated cost between \$500 to \$10,000 shall be reported to, and/or receive approval from, the Board of Public Works. City departments requesting projects with an estimated cost over \$10,000 shall receive approval from the Board of Public Works and Board of Finance prior to proceeding. Projects with an estimated cost over \$100,000 are defined as a capital improvement project.

In order to formalize the process, the Department of Public Works requests the following Board of Public Works action:

Require City departments occupying City Buildings to submit a formal request to the Department of Public Works for proposed projects reallocating or using space within a City Building (City Hall, Police Complex, 51 High St, Hope Street Parking Garage, and Animal Control Facility. Requests shall be forwarded to the Board of Public Works for review and approval, and shall include a summary of the proposed project, impact to City building space, estimated cost, estimated DPW Facility overtime and/or regular time (if applicable), along with a recommendation or statement of impact by



Department of Public Works | 860.584.6125

the Department of Public Works. Said requirement shall not apply to Fire Departments, Libraries, Senior Center, or DPW V.P. Kelly Garage facilities, unless said projects impact use of City building space or impact DPW budgets.

All requests for improvement to City Buildings with an estimated cost less than \$500 shall be addressed by the Department of Public Works administratively. City department requests with estimated cost of \$500 to \$10,000 shall be reported to, and/or receive approval from, the Board of Public Works. Funding for projects with a cost of \$500 to \$10,000 shall be funded by the department making the request, typically funded through the department's annual operating budget. All requests for projects with an estimated cost greater than \$10,000 shall be formally requested to the Board of Public Works with specific funding approval by the Board of Finance, or included into the Department of Public Works annual City Building project funding list. Projects with estimated cost greater than \$100,000 are defined as Capital Improvement Projects, requiring approval from the City's Capital Improvement & Strategic Planning committee. All projects requiring funding shall receive Board of Public Works approval prior to requesting Board of Finance approval.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 28, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW ORGANIC PILOT COLLECTION PROGRAM – RESIDENTIAL
DROP OFF STATIONS (VOLUNTARY).**

The Department of Public Works currently operates a residential organic drop off station at the Department's Vincent P Kelly Road facility. The program provides an opportunity for residents to dispose of separated organic waste. The program has been in place since October 2024. To date, there has been a minimal amount of organic waste collected on a weekly basis. Collection has been consistent, indicating that residents are participating. However, the number is small, estimated at xx.

The collection of organics is a key component of CT DEEP's statewide solid waste management plan. CT DEEP estimates that organics make up 25-30 percent of collected household waste. In the case of the City of Bristol, this would represent reducing Reworld disposal fees by an estimated 18,000 tons (27%) $\$76.70/\text{ton} = \$372,762$. With that said, any cost savings would be offset by organic disposal cost, either the cost of a dedicated organic household collection, or an organic separation program from collected rubbish. The organic processing cost varies from \$40/ton to \$70/ton. With the inclusion of organic processing costs, potential savings are reduced to \$178,362, not including collection cost (labor, fuel & fleet). Given the City's participation in BRFFOC and the current Reworld disposal contract, with rates of \$75/ton versus market rates of \$115/ton, the Department does NOT see a cost saving for a City wide organic collection program. Although the Department does NOT see a City-wide organic collection program as economically viable at this time, DPW does recognize that it is a major initiative of CT DEEP, and sees future opportunity for the City.

Based on available research, DPW is unaware of a Connecticut city currently performing a city-wide organic collection program. The City of West Hartford suspended its program once state grant funding ended. However, there are a number of towns that are operating collection programs at their municipal transfer station. Access to the City's transfer station is limited to permit holders, therefore, the City's current organic collection station is located at DPW's Vincent P Kelly Road facility.

The voluntary organic collection program at DPW V.P. Kelly Rd 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.

In order to promote organic collection within the City, the Department of Public Works proposes to expand the current voluntary organic collection station by constructing additional stations at the Department's property on James P Casey Road (salt dome) and Stafford Ave (intersection with Jewel St). The additional organic collection stations would be similar to the Vincent P Kelly Road Station. However, due to bear activity, the James P Casey Road station will be equipped with bear-proof containers (chained to the station's post).

In order to proceed, the Department requests the following Board of Public Works action:

Authorize the Department of Public Works to expand its organic waste pilot program and residential drop-off stations. Said approval shall increase the number of existing organics drop off stations from the current DPW Vincent P Kelly Road facility to include an organic drop off station at the Department's James P Casey Road (salt dome) and Stafford Ave (intersection of Jewel Ave) sites. BPW action shall also include request of BOF funding for the additional station, including bear-proof containers, utilizing City received nipper funds in the amount of \$2,300 (\$1,650 for bear-proof containers & \$650 for wood).

The cost of bear-proof containers is estimated at \$550/each. The James P Casey Road station will have three containers.

Please note that in addition to expanding the voluntary organic residential program subject to this memorandum, the City has implemented a pilot organic collection program at Memorial Blvd School – Bristol Arts and Innovation Magnet School. The school pilot program currently collects and disposes of organic waste generated by food services at the 265-student school. Per Public Act 24-45, starting on July 1, 2026, each public school building grades K-12 that (a) produces at least 26 tons of organic waste per year, and (b) is within 20 miles of a composting facility, will be required to divert food scraps. It is not anticipated that West Bristol, Bristol Central High School, and Bristol Eastern High School will be required to collect organic waste.

The Department is currently confirming what, if any, CT DEEP permits are required for organic collection stations.

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



Department of Public Works | 860.584.6125

The Department of Public Works is proposing a pilot organic collection program at Memorial Blvd School – Bristol Arts and Innovation Magnet School. The proposal is to implement a pilot program to collect and dispose of organic waste generated by food services at the 265-student school.

Cost would consist of the weekly collection of organics by a vendor, and disposal at Quantum Biopower, a food-waste-to-energy facility in Southington. The Quantum facility utilizes anaerobic digestion to generate methane to produce electricity.

The estimated organics generated at Mem Blvd School during the pilot program is 6 tons. The cost to collect and dispose of the organic waste is \$2,000. Proposed funding of the pilot program would utilize State nipper funds.

The purpose of the pilot program is to obtain data and determine the effectiveness of a school-based organic collection program. It should be noted that organic collection is a key component of CT DEEP's statewide solid waste management plan. The Department is currently conducting a volunteer pilot program for residential organic collection, consisting of a collection center at the City yard. The residential program has had limited success, and the intent of the current program, as with original recycling programs implemented by the State, is to start organic collection with students.

It appears the proposed program has the support of the school's administration, and will be assisted by the school's science club, providing student outreach.

It is NOT the intent of the proposed pilot program for the City to fund BOE solid waste operations. However, as indicated above, the pilot program will generate data, determine the effectiveness of an organic collection program, and provide public education. The Department of Public Works believes organic collection at City schools is a more cost-effective organic collection program than collection at residential homes within the City, as the Department currently collects municipal rubbish and recycling.

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



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: March 31, 2025
(Submission Date)

For the April 22, 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) \$ 2,300
- ☐ 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 April 10, 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:

See attached DPW memorandum dated March 28, 2025.

Additional Appropriation

From:	1213016-432169	To:	0013016-561800	Amount:	\$2,300



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: November 22, 2024
(Submission Date)

For the December 17, 2024 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 \$ 56,484.00
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ 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 December 19, 2024.
(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:

See the attached DPW memo dated December 10 for the Organic Pilot Collection Program at Memorial Boulevard School. Pilot Program for 3 months - \$2,000. Remaining funds are for the Beautify Bristol campaign.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1213016 432169	Liquor Bottle Deposits Nips	\$56,484
1213016 561800	Program Supplies	\$54,484
1213016 531000	Professional Fees	\$2,000



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 10, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW ORGANIC PILOT COLLECTION PROGRAM – BOE
MEMORIAL BLVD BRISTOL ARTS AND INNOVATION MAGNET
SCHOOL**

The Department of Public Works is proposing a pilot organic collection program at Memorial Blvd School – Bristol Arts and Innovation Magnet School. The proposal is to implement a pilot program to collect and dispose of organic waste generated by food services at the 265-student school.

Cost would consist of the weekly collection of organics by a vendor, and disposal at Quantum Biopower, a food waste to energy facility in Southington. The Quantum facility utilizes anaerobic digestion to generate methane to produce electricity.

The estimated organics generated at Mem Blvd School during the pilot program is 6 tons. The cost to collect and dispose of the organic waste is \$2,000. Proposed funding of the pilot program would utilize State nipper funds.

The purpose of the pilot program is to obtain data and determine the effectiveness of a school-based organic collection program. It should be noted that organic collection is a key component of CT DEEP's statewide solid waste management plan. The Department is currently conducting a volunteer pilot program for residential organic collection, consisting of a collection center at the City yard. The residential program has had limited success, and the intent of the current program, as with original recycling programs implemented by the State, is to start organic collection with students.

It appears the proposed program has the support of the school's administration, and will be assisted by the school's science club, providing student outreach. Per Public Act 24-45, starting on July 1, 2026, each public school building grades K-12 that (a) produces at least 26 tons of organic waste per year, and (b) is within 20 miles of a composting facility, will be required to divert food scraps.

It is not anticipated that Mem Blvd School will generate the quantity of organic that would require diversion, however, other City schools such as West Bristol would.

It is NOT the intent of the proposed pilot program for the City to fund BOE solid waste operations. However, as indicated above, the pilot program will generate data, determine the effectiveness of an organic collection program, and provide public education. The Department of Public Works believes organic collection at City schools is a more cost-effective organic collection program than collection at residential homes within the City, as the Department currently collects municipal rubbish and recycling.

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

In March 2025, City of Bristol
composted

1,490

POUNDS OF WASTE
mitigating CO₂ emissions equivalent to



312

pounds of
carbon dioxide



16

gallons of
gasoline burned



17,235

smartphones
charged



2

seedlings
planted



195

kWh energy
created



352

miles driven by
an average car

Compost services powered by



Raymond Rogozinski

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Thursday, April 3, 2025 6:40 AM
To: Raymond Rogozinski



Sent from my iPhone



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: April 3, 2025
(Submission Date)

For the April 22, 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) \$ 44,000

☐ 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 April 10, 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 funds from DPW Contractor Snow Fees to DPW Other Building Natural Gas to cover heating cost. The building is sprinkler and fire protection is required. DPW investigated modifying the existing fire protection system with a dry system, however the cost was \$15,000.

From:	0013018-544410 Snowplowing Fees	To:	0013021-562200 Other Buildings – Natural Gas	Amount:	\$7,000

Transfer funds from DPW Contractor Snow Fees to DPW Street Lights to purchase additional street lights to replace out of service lights.

From:	0013018-544410 Snowplowing Fees	To:	0013040-543000 Street Lights – Repairs & Maint	Amount:	\$8,000

Transfer funds from DPW Contractor Snow Fees to DPW Street Div Snow Operation overtime account fund the Department's snow operation outside normal working hours.

From:	0013018-544410 Snowplowing Fees	To:	0013018-515100 Snow - Overtime	Amount:	\$15,000

Transfer funds from DPW Fleet Motor Vehicle Repairs to DPW Maintenance Supplies & Materials to cover tools and equipment including safety items for DPW Operation Divisions.

Transfer(s) complete the following:

From:	0013017-543100 Fleet – MV Service	To:	0013017-561400 Maint Supplies	Amount:	\$5,000

Transfer funds from DPW Fleet Motor Vehicle Repairs to DPW Fleet Repair & Maintenance to cover repair cost associated with replacement of roof over DPW's sand pile. The roof was damaged during high winds. The sand pile is used during emergencies and is covered to prevent freezing during winter conditions.

See picture of roof damage.

From: 0013017-543100
Fleet – MV Service

To: 0013017-543000
Fleet – Repairs & Maint

Amount: \$9,000

