

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 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