

City of Bristol
Board of Public Works
Meeting Minutes for
April 10, 2025
With Zoom Access

Members Present:

Council Member Jacqueline Olsen
Council Member Erick Rosengren
Commissioner Michael Dumas
Commissioner David Hartley
Commissioner Frank Stawski
Council Member Mark Dickau

Absent:

Mayor Jeffrey Caggiano

Staff Present:

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

1. Call to Order
2. Approval of Minutes

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to accept the minutes as amended and place on file. Motion passed.

Raymond Rogozinski, P.E. Director of Public Works, recommends a board of public works action to add to the meeting agenda item #10a which is the temporary green proposal and also have the item moved up. We have two city staff members present to provide a presentation to the board.

MOTION: to add to the agenda and move up the agenda item #10a, a presentation of a Proposed Temporary Green made by Commissioner Stawski and seconded by Commissioner Hartley. Motion passed.

10 Any Matter to come before said meeting

Dawn Nielsen, Marketing & Relations Specialist, City of Bristol and Lindsey Rivers, Systems Analyst DPW gave a presentation about a proposed temporary green space to be made at one of the remaining parcels at Centre Square at the corner of North Main Street and Riverside Avenue. Dawn Nielsen stated that she is working with the Arts Commission to create a sculpture to utilize at the site that will be movable for when a new green space is found. Dawn Nielsen also stated they can use nipper funds for dog waste containers to be added to the space as well.

Raymond Rogozinski, P.E., Director of Public Works, stated that this parcel will be temporary and will be developed eventually. As part of the agreement for the parking garage plan, there will be a permanent green, and if the police department moves there, the old department may be the green space.

Dawn Nielsen, Marketing & Relations Specialist, stated there are stipulations with the grant that we need to set aside one acre of land somewhere downtown for a city green. The thought is let's put it here for now, but it is temporary and will not be lots of work.

Raymond Rogozinski, P.E., Director of Public Works, stated that there is also a BOF transfer for approval to help fund the green space as well to pay for DPW labor and other items as well.

Lindsey Rivers, System Analyst Public Works, stated, we will do milling from one of the paving jobs. There will be an asphalt circle with the milling. There will be an art piece in the middle of it. Dawn is working with the arts and culture commissioner to create that sculpture that will be movable.

Commissioner Stawski, stated that we have a carousel in Bristol and the museum is looking for a place to put one. It is enjoyable for the communities and children. It would be a great place for it.

Lindsey Rivers, Systems Analyst, Public Works stated we have resources in Pw to clean it up and we have the millings from paving's being done. We have trash barrels there already and it will clean up this corner.

MOTION: to authorize the Board of Public Works to approve the use of existing resources, including Department of Public Works man power, and existing sources of funding to create a temporary City Green at the corner of North Main Street and Riverside Avenue made by Council member Rosengren and Commissioner Dumas. Motion passed.

MOTION: to approve the Board of Finance Transfer of \$8,000.00 from the snowplowing fees account to the City Green space Program account made by Commissioner Hartley and seconded by Council Member Rosengren. Motion passed.

3. Public Participation

NONE

4. Employee Recognition

a. Employee Anniversaries

The employee anniversaries were reviewed.

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

5. Division Reports

a. Division Reports

MOTION: made by Commissioner Dumas and seconded by Commissioner Dumas 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

A discussion was had regarding the Beal's Center renovation and the timeframes in regards to the Pre-K being there. Raymond Rogozinski, P.E., Director of Public Works stated the design portion is moving ahead for now.

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

Council Member Rosengren asked if there was going to be a shredding event scheduled?

Lindsey Rivers stated its usually in the fall and we normally partner with the library but they did not want to partner with us due to shortage of funds. We would have to front the entire cost. It's about \$1000.00

Raymond Rogozinski P.E., Director of Public Works, stated we could use the nipper funds if the board would make a motion to do so.

MOTION: to authorize the Department of Public Works to schedule a shredding event in the fall of 2025 utilizing nipper funds made by Council Member Rosengren and seconded by Commissioner Dumas. Motion passed.

7. Director's Report

a. Director's Report April 2025

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report which is included in the packet. He highlighted a supplemental packet that included a review of budget cuts submitted and approved. It was discussed regarding a position moving from PD to public works which is fleet traffic signal technician. Those three functions would be divided up into public works in streets, fleet and the current employee would become part of the engineering department and we would train other people in engineering in that position as well to assist in coverage of the position. This does have other processes to have the plan go into effect. The other change talked about item for streets was the coordinator position that is open, it was decided to keep the coordinator position and eliminate two laborer positions.

Josh Corey, Superintendent of solid waste, stated this coordinator position is vital to us. There are three different positions and supports all three of us daily and during vacations. It's a lot for one person when the other two are out to keep the workforce going.

Raymond Rogozinski, P.E., Director of Public Works, continued talking about changes discussed investigating park maintenance function being performed by public works. This is in the preliminary discussions. Other items discussed were the following:

Hope Street Garage is scheduled to open middle of May

Jerome Avenue Bridge should be opened by the 22nd

Riverside Ave has a public information meeting on the 29th of April.

EECBG lightening led project being done. Waiting for confirmation to proceed.

Litter Collection- Solid Waste laborers have been going out and just picking up litter around the city.

Three blight properties are being cleaned, Williams Street, East Street encampment, Pine Street.

There are items we have supported such as, Shepard Meadows asking for millings, Touch a Truck request, Duck Race Request as well. Commissioner Stawski stated that there has to be room for goodwill to do these things.

MOTION: to approve the department of public works to continue to support Shepard meadow touch a truck and the duck race made by commissioner Stawski and seconded by Commissioner Hartley. Motion passed.

There was a discussion about the East Street tank removal that is located at Sawe's Automotive business. It is part of the funding of the East Street Bridge. This will not impact the schedule of construction and it is an eligible bridge cost for the removal of it.

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

8. New Business

a. BPW MS4 Steering Comm

Raymond Rogozinski, P.E., Director of Public Works, reviewed the memo notification of the MS4 regulations. It is recommended to establish a Board of Public Works City MS4 Steering Committee.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to establish a MS4 Steering committee as detailed within the packet. Motion passed.

MOTION: Authorize the Department of Public Works to procure the services of BL Company to prepare a MS4 compliant storm water management and sampling program, including staff training made by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed.

b. BPW Ambler Road Request

Raymond Rogozinski, P.E., Director of Public Works, reviewed the memo regarding Ambler Road. It is an unaccepted city street and would like to distinguish between two sections of this street. The memo is talking about the paved portion of Grassy Road near Birge Pond. A request was received to accept as a city street. It was recommended to maintain the same services provided on a city street now. City Council has never formally approved it, this motion will ask Corp. council to review and the to accept it and establish a right of way.

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

c. Storm Water Trust Report

Raymond Rogozinski, P.E., Director of Public Work, reviewed the Bristol Storm Water Trust Annual Report with the Board members and City Council.

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

d. DPW Tree Policy

Raymond Rogozinski, P.E., Director of Public Work, reviewed the proposed amended to the current tree policy specifically with Evergreens. The policy changes were reviewed with the board.

MOTION: to accept the amended tree policy as presented made by Commissioner Stawski and seconded by Commissioner Dumas. Motion passed.

e. BPW City Building Space Reallocation

Raymond Rogozinski, P.E., Director of Public Works, discussed the City building Space Reallocation-Office Renovation Policy with the board. We have had some requests to reallocate space and should be a formal decision. There have been some requests for requests to remove some high-density storage shelving and to use space at the PD space that Public Works previously used. The policy just states there has to be a formal process for reuse and allocation for city space.

MOTION: to approve the city building space relocation and allocation policy be approved by the board of public works made by Commissioner Hartley and seconded by Commissioner Stawski.

f. BPW Organic Collection

Raymond Rogozinski, P.E., Director of Public Works, discussed the DPW Organic Pilot Collection Program. We currently have three barrels at the public works garage. If approved, it would expand the drop off locations and add James P Casey Road and Stafford Avenue.

Josh Corey, Superintendent of Solid Waste, stated we are looking at bear proof barrel for the James P Casey site. They are \$250.00 per barrel and these would be more convenient for that side of town.

Commissioner Stawski stated he is against this and why do we need to be involved with this. I don't see any requirement where the City of Bristol has to be part of this experiment.

Commissioner Hartley stated the concern that this will end up being a dumping spot ton Stafford Ave. I agree with Commissioner Stawski, I am not sure it's something we want to expand on.

Raymond Rogozinski, P.E., Director of Public Works, stated that he doesn't necessarily agree with DEEP that a successful organic collection program saves the city money. We pay such a low rate with BRFOC it would not a cost savings for the city. The towns that do organics do it at their transfer station. Our current volunteer program has very minimal use.

Commissioner Stawski stated that he is opposed to using nipper funds to support it. It had been discussed what those funds should be used for.

g. Board of Finance Transfer

Raymond Rogozinski, P.E., Director of Public Works stated that the BOF request amount stated that the amount of \$44,000.00 which included \$9,000.00 for a cover for the sand dome and it is not needed to be replaced, so the BOF transfer is now \$35,000.00.

MOTION: to approve the Board of Finance Transfer of \$35,000.00 made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

9. Old Business

NONE

11. Adjournment

MOTION: to adjourn at 7:20 p.m. made by Commissioner Stawski and seconded by Commissioner Dickau. Motion passed.

Signature,

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