



*City of Bristol
Board of Public Works*

*INFORMATION TO ACCESS THIS MEETING
Public Works is inviting you to a scheduled Zoom meeting.*

*Topic: Board of Public Works Regular Meeting
Time: Jul 17, 2025 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
[https://bristolct-
gov.zoom.us/j/82647733979?pwd=xPB7KtvJbHLrMgwxMUNDC3AqR1j5pG.](https://bristolct-gov.zoom.us/j/82647733979?pwd=xPB7KtvJbHLrMgwxMUNDC3AqR1j5pG.)*

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*Meeting ID: 826 4773 3979
Passcode: 231683*

The regular Board of Public Works Meeting will be held on July 17, 2025, at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

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

7. Director's Report
 - a. Directors Report
8. New Business
 - a. BPW New Strategic Plan
 - b. BPW Building Space Allocation
 - c. DPW City Hall Final Cost
 - d. DPW East Street Bridge
 - e. BPW Emmett St Property
9. Old Business
 - a. DPW Complete Streets Policy
10. Any other matter to come before said meeting
11. Adjournment

PER ORDER OF THE CHAIRPERSON
Jeff Caggiano, Mayor

City of Bristol
Board of Public Works
Meeting Minutes for
June 12, 2025
With Zoom Access

Members Present:

Commissioner Michael Dumas
Commissioner David Hartley
Commissioner Frank Stawski
Council Member Jacqueline Olsen

Council Member Erick Rosengren

Absent:

Mayor Jeffrey Caggiano
Council Member Mark Dickau

Staff Present:

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

1. Call to Order
2. Approval of Minutes
 - a. April draft minutes

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

3. Public Participation
None
4. Employee Recognition
 - a. Employee Anniversaries

The employee anniversaries were reviewed.

5. Division Reports
 - a. Engineering Project List
 - b. May 2025 Division Report

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

6. Liaison Reports – No action
7. Director's Report
 - a. Director report

MOTION: made to by Commissioner Hartley and seconded by Commissioner Stawski to install the stone pad for BOE. Motion passed.

MOTION: made to by Commissioner Hartley and seconded by Commissioner Dumas to adjust property lines for the N. Main St Carrier project motion passed.

Raymond Rogozinski, P.E., Director of Public Works, reviewed the directors report with the board members.

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

8. Public Works Project Lists

a. Building Project List

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

9. New Business

MOTION: made by Council Member Erick Rosengren and seconded by Commissioner Dumas to move 9c up to the beginning of new business. Motion passed.

c. MS4 Steering Committee

Presentation was given by staff on MS4

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

a. Traffic Crash Reports

Traffic Database was presented. Database consists of accidents over the City of Bristol.

MOTION: made by Council Member Erick Rosengren and seconded by Commissioner Stawski to waive the reading of the motion.

b. Complete Street Policy Memo

Raymond Rogozinski, P.E., Director of Public Works, reviewed the memo.

MOTION: made to by Commissioner Dumas and seconded by Commissioner Stawski to approve the preliminary Complete Street Policy as presented motion passed.

c. Safe Street for All Grant

Raymond Rogozinski, P.E., Director of Public Works, explained the Safe Street for All Grant process.

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to Approve the Grant for \$128,000.00 and to sign any and all documentation associated with this grant. Total project cost will be an estimated \$160,000.00 the City portion is \$32,000.00. Department of Public Works' request to transfer \$32,000 to fund the City portion of the project. Motion passed.

d. DPW Tree Memo

Raymond Rogozinski, P.E., Director of Public Works, explained the Public Works Tree Memo.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski No changes to the current DPW Tree policy. Motion passed.

10. Old Business

a. BOF Transfer

MOTION: made by Commissioner Hartley and seconded by Council Member Erick Rosengren to Approve the BOF Transfer in the amount of \$16,700.00. Motion passed.

a. Any Matter to come before said meeting

Raymond Rogozinski, P.E., Director of Public Works, reviewed an item to add on regarding a CT DOT project for the replacement of traffic signals located on Farmington Ave, Maple and Burlington Ave, and Oakland/Middle and Cross/Redstone. There is a project authorization letter to the city and he asking to add the letter to the agenda and is asking the board to authorize the mayor to sign the letter.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to add the item to the agenda and to authorize the mayor to sign the project authorization letter. Motion passed.

b. Adjournment

MOTION: made by Commissioner Hartley and seconded by Commissioner Stawski to adjourn at 7:26 p.m. Motion passed.

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

July Anniversaries

Ryan Moriarty	6 years
Matthew Ragaini	25 years
Eric Straun	25 years
Gary Vincent	11 years



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4,238
Number of Bulk Collections	323

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 6,065 users.
- Pursued 17 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. 29 complaints were received in June, resulting 0 tickets \$0.00.
- The 2025 Yard Waste season has begun. We have renewed 4124 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.

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.

111 North Main Street ♦ Ground Floor ♦ 860-584-6125

- 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. We have given out over 600 kits.
- The shredding event was on May 31st. We filled one truck and about a quarter of the second truck. Eastern National Honor society helped with the event.
- Yard Waste and Transfer station is insane.

Administration staff or concerns:

We have chosen someone for the part time position and currently going through the HR process.

Administration Monthly OT Costs: \$177.60

Monthly Report

Engineering Division – June 2025

Summary of Work – June 2025

- **North Main Street Streetscape** –The Contractor has substantially completed all major items of the North Main Street streetscape project and is currently working toward completion of punch list items including installation of bus shelters, final paving, and landscaping.
- **North Main Street Paving** – North Main Street has been paved from the intersection of Route 6 to Center Street. Roadway line striping and painting of parking stalls is complete. The City's stamped asphalt contractor has begun installing stamped asphalt within the painted medians and is anticipated to finish work by the end of July.
- **Park Street & Riverside Ave. Streetscape** – Currently being designed by GM2. Project design on schedule. Park Street to be bid during the winter of 2025 with construction in 2026. Riverside Avenue to be bid in 2026 with construction in 2027.
- **Downtown Signal Modernization** –DPW has performed supplemental survey work for the intersection of North Main Street and Center Street. Signal plans are currently under design by City's engineering consultant, VHB.
- **East Street Bridge** – Construction ongoing. The Contractor is currently constructing the North Abutment and Wingwalls. After a meeting with the City of Bristol, Shultz has sent in a revised construction schedule and has requested additional time be added to their schedule due to delays which occurred early on during construction. The City's engineering consultant has reviewed the proposed schedule and is analyzing how much added time would be appropriate for the delays. During construction, a sink hole started to open up adjacent to the East Street Bridge along East Street. The City is in the process of determining the cause of the sink hole and will take appropriate action to have it fixed.
- **Divinity Street Culvert** – DPW met with Bristol Water and has revised the water main relocation plan to address their comments. The City has also substantially completed design for Sewer relocation and is working with Bristol Water to have the plans and details finalized. CTDOT authorization to bid and easements required.
- **Lake Avenue Culvert** – A kick off meeting was held between the Contractor, Lake Compounds and the City of Bristol to discuss logistics and coordination during construction. The Contractor has since begun construction of the Lake Avenue culvert and they are in to process of installing temporary bypass piping. Traffic will be maintained through all phases of construction.
- **Field Street Culvert** – Currently under design by Cardinal Engineering. 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 has engaged remaining property owners and has begun the process of procuring easements. State/Local Bridge Program funding in place.
- **Collins Road Drainage Outfall** - Design plans for the drainage outfall are complete. Three easements and a wetlands permit are required before construction can begin. One of the easements has been obtained and following negotiations with the New Britain Water Department, they have agreed to grant the City an easement as well. The easement documents and mapping are complete and are currently awaiting approval from the City of New Britain.
- **Pleasant View / East Road Drainage** – Survey and field investigations substantially complete. Hydraulic analysis by DPW to follow. DPW anticipated completion of phase 1 construction plans by early August.
- **Brace Avenue Drainage Improvements** – The Contractor is in the process of procuring materials and is anticipated to start work in the beginning of July.

Monthly Report

Engineering Division – June 2025

Summary of Work – June 2025 Continued

- **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.
- **Shrub Road Sidewalks and Road Diet** – The required 3rd party review of the plans is complete. The City's design consultant is in the process of addressing and responding to comments. Final plans are to be submitted to the NVCOG for review. Two easements are required for the construction of this project. The easement from the Environmental Learning Center has been obtained and DPW has completed easement documents acceptable to the City of New Britain Water Department. New Britain Water Dept. will request approval at their next council meeting in mid-July. Anticipated project approval 2025.
- **Construction of Maple Court** – DPW is scheduled to continue with construction of drainage along Maple Court. DPW has performed test pits for remaining drainage to be installed. DPW will engage private contractor as necessary to complete remaining work which will include finished grading, pavement, installation of sidewalks, and retaining walls.
- **Senior Center Parking Lot Improvements** – The City has engaged survey and will work toward final design of proposed parking lot improvement plans. 70% completion of design is anticipated for October.
- **Proposed Community Connectivity ADA Sidewalk Ramps** – DPW has obtained final approval for plans, specs, and estimate. The project has been advertised, and the City is awaiting bids. Bid opening to be held early-July.
- **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** – Streets is currently constructing the proposed infrastructure for the bulk chemical storage project which includes a reinforced concrete equipment pad, 2 – bulk chemical storage tank containment structures (comprised of reinforced concrete slabs, cmu containment walls, and prefabricated overhead structure), and water control structure (comprised of a prefabricated timber structure founded on a reinforced concrete slab and complete with new 2 inch water service, meter, backflow and bypass valves, piping for new filling station and electrical service to provide power for lighting and heat).
- **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** – DPW staff has begun using new GPS equipment to track asset data in the field. Integrating of this data with our existing GIS is ongoing.

Engineering Division Staff or Concerns:

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

Land Use activities for June 2025:

Inland Wetlands & Watercourses Agency

Wetlands application for the demolition of an existing garage and cutting down of trees at 225 East Main Street; Assessor's Map 41, Lot 19 – PUBLIC HEARING AT JULY 7, 2025.

Floodplain application for the demolition of an existing garage and cutting down trees at 225 East Main Street; Assessor's Map 41, Lot 19 – APPLICATION CONTINUED.

Wetlands application for a new garage addition and relocation of shed at 615 Witches Rock Road; Assessor's Map 8, Lot 9 – PUBLIC HEARING AT JULY 7, 2025.

Cease & Correct:

360 King Street & Lot 47-5-1 – CONTINUED IN EFFECT; SEND NOTICE TO LOT 47-5-1.

275 Silo Road – CONTINUED IN EFFECT.

225 East Main Street – CONTINUED IN EFFECT.

42 Paul Street – CONTINUED IN EFFECT.

Zoning Commission

Site Plan for a Drive-Up Facility at 45 Farmington Avenue; Assessor's Map 24, Lot 236 - (99 Farmington Avenue); BG (General Business) zone – APPROVED WITH STIPULATIONS.

Special Permit for a Mixed-Use Development containing a) two non- residential units and two dwelling units (first floor) and b) five dwelling units (second floor) at 216 Central Street; Assessor's Map 42, Lot 22; BN (Neighborhood Business) zone – APPROVED WITH STIPULATIONS.

Special Permit for parking on a separate lot under the same ownership at 216 Central Street & 15 Circle Street; Assessor's Map 42, Lots 22 & 23; BN (Neighborhood Business) zone – APPROVED WITH STIPULATIONS.

Site Plan for a 1) Mixed Use Development containing a) two non-residential units and two dwelling units (first floor) and b) five dwelling units (second floor) and 2) Parking on a separate lot under the same ownership at 216 Central Street and 15 Circle Street; Assessor's Map 42, Lot 22 & 23; BN (Neighborhood Business) zone – APPROVED WITH STIPULATIONS.

Zoning Board of Appeals

Variances for: 1) the enlargement of existing entry stairs extending more than three feet into the required yard and 2) a reduction of the minimum front yard at 44 Margerie Street; Assessor's Map 3, Lot 97; R-10 (Single-Family Residential) zone – APPROVED.

Variances of: 1) minimum rear yard for a basement door and deck; 2) minimum side yard for a driveway at 60 Benham Street; Assessor's Map 3, Lot 136; R-10 (Single-Family Residential) zone – APPROVED.

Variances of: 1) minimum lot area 2) minimum side yard and 3) maximum building coverage for a new one-car garage at 34 Donovan Court; Assessor's Map 8, Lot 14; R-25 (Single-Family Residential) zone – APPROVED.

Variance of minimum rear yard for a new walk-in refrigerator and freezer at 1158 Farmington Avenue; Assessor's Map 46, Lot 15; BG (General Business) zone – APPROVED.

Planning Commission

C.G.S. Sec. 8-24 Referral: 201 Pine Street –
POSITIVE REFERRAL SENT TO THE CITY COUNCIL.

Community Development Block Grant Program (CDBG): Annual Action Plan Year 51 – 2025-2026
AUTHORIZED A LETTER OF SUPPORT FOR THE 2025-2026 ACTION PLAN.

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Historic District Commission

Request for a Certificate of Appropriateness for an ADA ramp at 196 Woodland Street; Assessor's Map 25, Lot 110/40-1 – APPROVED.

Aquifer Protection Agency

Request for: 1. Modification of an existing registration; Re-registration for regulated activities that have been inactive within the past five years for Daily Mart, Inc. (Shell Gas Station) at 551 Farmington Avenue; Assessor's Map 53, Lot 128G; BG (General Business) zone – RE-REGISTRATION ACCEPTED.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings: \$504.74.

Facilities – June 2025

Building Maintenance current month (June 2025) activities:

- Facilities Manager Oakes coordinated with AirTemp Staff on the demolition/removal and subsequent installation of natural gas-fired heaters at the City Yard Automated Rubbish Truck Quonset Hut and Transfer Station, installations of natural gas meter at City Yard and 500-gallon propane tank at Transfer Station remain to complete projects
- Eversource installed a dedicated natural gas service line from the main on Vincent P. Kelly Road to the Automated Rubbish Truck Quonset Hut to serve a newly installed natural gas-fired heating unit (awaiting gas meter to be installed by Eversource)
- City Council accepted a propane tank customer agreement to facilitate the installation of a 500-gallon tank the Transfer Station
- Coordinated phone line installations with Frontier Communications for 30 Hope Street Parking Garage to support fire system panel and elevator emergency communication requirements (installation delayed on Frontier's end until 7/24)
- Millennium Builders Inc. encased and weatherproofed the upper window assembly with a new exterior and insulated wall and interior sheetrock finished wall at Manross Library on the week of June 16th to eliminate ongoing water infiltration through the aged window system
- Manager Oakes coordinated with AmeriGas on the placement of a 500-gallon propane tank at a newly installed concrete pad to serve a new heating unit for the Transfer Station Quonset Hut
- RLE & N Power completed a LED lighting upgrade project at the City Yard on 6/5,, funded by a federal Energy Efficiency Community Block Grant
- Collection of redeemable beverage containers from Bristol Eastern High School for Veteran Strong office staff
- Building Maintenance Staff assisted Mayor's Office and Economic & Community Development with the ribbon cutting ceremony for the 30 Hope Street Parking Garage on 6/13
- Building Maintenance Staff continues to respond to mechanical issues at the Main and Manross Library that are adding demand to Public Works Staff and overtime costs due to the elimination of the Senior Maintenance Technician position at the Library Department

Building Maintenance next month (July 2025) activities:

- 30 Hope Street Parking Garage operational on 6/13, which will add additional daily work duties to staff to keep facility clean and mechanical systems (elevator, fire sprinkler systems, lighting, etc.) under operational oversight
- A&J Generator to complete annual generator preventative maintenance at City Hall, Police Complex, all (5) Fire Houses, Beals Center, City Yard, Animal Control Facility and Police Department Radio Towers
- Hartford Boiler Repair Works to replace multiple nipple fittings on mud drums and steam headers for Boiler #1 at the Police Complex
- CT Boiler Repair to replace a compromised and unrepairable mud drum on Boiler #2 at the Police Complex
- Accurate Commercial Door to install an automatic door operator on 1st floor of City Hall north hallway for the benefit of those using the ADA entrance ramp to gain access to the Tax Collector's area
- AmeriGas to set a 500-gallon propane tank at Transfer Station on 7/16 to support new heating system for the Quonset Hut
- 1st Shift Grounds Maintainer/Building Technician ended employment with the City on 7/2, causing a vacancy, the job posting position did not occur early which may trigger the need for additional overtime to cover all exterior maintenance task needs that are highest during the Summer months
- 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

- Provide access to 30 Hope Street Parking Garage to Frontier Communications on 7/24 to facilitate the installation of phone line for the fire panel and elevator emergency phone
- Manager Oakes to obtain bids for a roof replacement project at the Manross Library, which potentially will be funded by Manross Memorial Trust Funds

Building Maintenance Staff or concerns:

- Anticipate elevated levels of Vacation/Miscellaneous time off during July, as Staff earned new Vacation, Granted Personal Leave and Earned Personal Leave on 7/1/25 and staff with young families will be taking vacation during school summer vacation
- Lack of a Library Senior Maintenance Technician since 3/27/25 has added and shifted additional duties to Public Works Maintenance Staff to keep both Libraries operationally sound, Library Overtime Accounts are being used for all building maintenance tasks not within a Custodians job description and serious thought needs to be given to the elimination of a dedicated Senior Maintenance Technician with approaching winter months and snow removal operations
- 1st Shift Grounds Maintainer/Building Technician ended employment on 7/2, causing a vacancy on the 1st shift until filled, pushing all landscape tasks onto 2nd shift staff
- Police Complex Custodian will be out due to an extended medical leave beginning on 5/12 and then approximately two-month recovery period
- Temporary Hire Custodian Alex Valencia assigned to the Police Complex started on 5/27 and will fill vacancy for 3 months or on an extended basis until Police Complex Custodian returns from prolonged medical leave
- Added work load to staff with the departure of the Grounds Maintainer/Building Technician on 7/2, which coincides with the high demands of exterior landscaping daily tasks, in addition to providing coverage for mechanical maintenance issues at the Main and Manross Libraries
- Main Library is still without a Custodian that was to take the place of the Senior Maintenance Technician, putting extra hours onto only two existing Custodians which will lead to employee burn-out and other issues if not filled in a timely manner

Building Maintenance OT Costs: \$2,444.16

Staffing coverage for after-hour maintenance service calls (Main Library security alarm response with Bristol Police, Fire HQ main sewer line back-up with Oakland LLC, Main Library drinking fountain repairs, Manross Library HVAC cooling issue, Police Complex biological-hazard clean-up response, Police Complex 911 Server Room HVAC cooling offline, City Hall Storage Room re-organization), supplemental 2nd shift staffing to provide minimal service coverage for personal time-off, 6/19 Juneteenth holiday staffing for Police Complex custodial services

Streets June 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**- Shrub Rd, Federal Hill Green, Rockwell Park, Goodwin and Stewart
- **Major Roads Engineering**- Finished replacing catch basin tops for engineering on Redstone Hill Road
- **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** – N/A
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- French, Crystal Pond, Jerome, Lewis, Dogwood, MT. Pleasant, Peck and Hopmeadow
 - Installing new poles and signage
- Winter Operations- End of winter finishing mailbox replacements
- Finished mulching all city properties
- Started Salt Brine project at City Yard- Finished forming and pouring first 2 pads for tanks as well as starting block walls for pads
- Finished flagging and sweeping for Tilcon
- Moved and installed bus shelter for Route 72 project
- Finished first round of detention pond maintenance

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
- Continue on salt brine project
- Start new roads installing catch basin tops for engineering department
- Permanent Patch List
- Milling and paving
- Winter Operations- **OFF SEASON**
 - 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.

June OT Totals: \$ 1190.16 Streets

Solid Waste June 2025 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent ? letters to residents for illegal bulk and cleaned up ? stops. Residents cleaned up ? stops, with ? still pending
- Continued curbside bulk collection, we collected ? scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Currently we have ? new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Continued curbside yard waste collection, collecting 357 tons for the month of June.
- Received new automated truck R-17.
- Installed new gate on the landfill near Lake Compounce road.
- Continued mowing the landfill.
- Delivered event barrels to Casey Park, for the Father's Day fun day.

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.
- Place order for new automated barrels.
- Place order for miscellaneous barrel replacement parts.
- Schedule the grinding of brush, leaves and yard waste at the land fill.
- Continue yard waste collection.
- Continue to mow and cut the landfill.

Solid Waste staff or concerns:

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

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$9,451.47
Transfer Station OT =	\$4,450.02
TS Revenue (PAYT) =	\$
Residential Permits =	\$0.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$
Aluminum Liberty Rec =	\$
Batteries Liberty Rec =	\$0.00
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 =	\$0.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$0.00

Fleet Maintenance Current Activities:

Streets Div.

1. **C46 & C49** – (zero turn mowers) Both mowers serviced and had blades replaced.
2. **C40** – (2007 Enclosed trailer) axle hub snapped clean off. Both trailer axles were replaced due to the age and integrity of the trailer. This item should be considered to replace next budget year.
3. **S7** – (2020 pickup truck) New brakes were installed all around. Back rack was ordered and will be installed along with new rear strobe lights in July.
4. **S3** – (2018 pickup truck) C.E.L diagnosed and addressed with regenerate sensor along with high pressure fuel sensor replaced with new.
5. **C41** – (2008 Vactor) Unit had a worsening oil leak coming from engine block. New oil cooler gaskets and sensor were replaced.
6. **C16** – (2023 roadside mower) Faulty rotator actuator for arm was warranted by manufacture. Awaiting the shipment of the new part to complete.
7. **C8** – (2016 roadside mower) Mounting bracket for the side arm was failing causing the main pin to walk out of place. New mount was ordered and replaced costing around \$3,400 for parts. Rear PTO shaft was also replaced due to not taking off rear mower properly.

Solid Waste Div.

1. **R15** – (2020 automated rubbish truck) Both rear axle brakes replaced. Vehicle was serviced and driver was spoken to about lack of grease once again on unit.
2. **R3** – (2019 roll off) C.E.L due to plugged DPF filter. New filter was replaced and old one was sent out for cleaning. Truck also received new DEF injector and seals. Due to arrival of parts, unit should be completed early July.
3. **R9** – (2015 automated rubbish truck) 3 torsion bars were replaced on rear axles holding them in place properly. Air line leak from a faulty torsion rod addressed as well. While sitting, the mechanic noticed a slight leak in the power steering system ending up as a loose line. Line was fitted with a new clamp. Vehicle is currently down due to needing rear brakes. Parts are ordered and unit is set to be completed in early July.

Building Dept.

1. **B2** (2015 SUV) Unit was brought to Fleet for some noise. These repairs consisted of a new front cv axle, front brakes and a new fuel injector. These repairs and costs are absorbed through fleets budget.

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. Fleet will continue to stay on top of seasonal equipment
5. Prepping for upcoming budget bids.
6. Servicing all BBH and Engineering vehicles.
7. Replacement of unit E4 with a recently purchased DAS vehicle.

Fleet Maintenance Staff or Concerns:

- **DPW really needs a dedicated wash building or a proper way to clean trucks otherwise our budget will need to be increased.**
- **Still a Mechanics Helper vacancy since last year!**
- **Down a Mechanic.**
- Any way we can put our Fleet Auction proceeds back into our Fleet And not the GF?

Overtime expenditures and totals \$3,163.77 (Holiday, Dispatch and Mechanic).

Projects	Contract Amount	June 2025 Project Schedule	
Divinity Street Culvert (East of Peck Lane) - Design	\$71,376.00	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	\$260,130.00	Design substantially complete & permits in place. DOT Encroachment comments received & responded to be Eng. consultant GM2. Start construction in spring of 2025 with completion in July 2026. LOTCIP funding 100% of construction \$2,400,000	Construction 2026
Wolcott St (Route 69 to Allentown) - Design	\$165,000.00	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	Bid opening scheduled for 7/9/2025	Construction 2025
Brace & OsullivanDrainage - design	\$59,500.00	Construction to begin July 2025	Construction start July 2025
Field St Culvert - design	\$49,750.00	Project under design. DPW to complete structural portion of design.	Construction 2026
CT Route 72 Riverside Ave & Park St Streetscape - Design	\$529,550.00	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 2026) - Riverside Ave 2027)
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	\$116,500.00	Design currently being completed. 3rd party review complete. LOTCIP funding 100% of construction \$\$1,982,000	Construction 2025
Andrews Street Culvert	\$192,300.00	Awarded to KS Engineers. Design to begin Fall 2025.	
Mellen Street Culvert	-	Awarded to WMC Engineers pending finalization	
Projects	Contract Amount	Active Construction & Other Projects	
North Main St Streetscape	\$2,267,900.00	Project final closeout underway	
Maple Court Reconstruction (Maple St & Maple Court Intersection)	\$185,000.00	DPW has completed portion of drainage installation. Private contractor to complete remaining work. Completion of work in Spring 2025	
East Street Bridge Construction	\$2,684,500.00	Work ongoing. Final construction schedule under revision by contractor	
Minor Street (west of Hill St)	\$30,000.00	Work substantially complete. Scheduled to pave in Fall 2026	
Brace & Osullivan Drainage	\$1,789,855.00	Construciton to begin July 2025	
Lake Avenue Culvert at Cussgutter Brook	\$1,131,615.00	Construciton underway. 2 lanes of traffic to be maintained through all phases of construction.	



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 10, 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

At this time, AirTemp has installed both new natural gas-fired heating units at the City Yard and Transfer Station. The Transfer Station concrete pad was poured by AirTemp on 5/1 and AmeriGas will be installing the 500-gallon propane tank on 7/16. Eversource installed a new natural gas service line from the gas main on Vincent P. Kelly Road to the Automated Rubbish Truck Quonset Hut at the City Yard on 5/30, however the gas meter installation remains. Once the propane tank is set and the Eversource gas meter installed, AirTemp Staff can complete the final connections and test both heating systems to close out the project.

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.

Police Complex Boiler Repairs

Hartford Boiler Repairs Works \$15,640 – Boiler #1 Header & Mud Drum Nipple Repairs

Boiler #1 has numerous steam header and mud drum nipples that have failed. The low bid came in at \$15,640 from Hartford Boiler and they were awarded the work. Nipple replacements work on the header and drum were started on 7/8 and will be completed by 7/11.

CT Boiler Repair \$13,600 – Boiler #2 Mud Drum Replacement

The cast-iron mud drum (return header) on Boiler #2 cracked due to age and thermal shock according to the vendors that inspected the drum for estimation purposes. CT Boiler Repair was able to locate a 14-section mud drum that would be able to accommodate the existing boiler. An estimate of \$13,600 was provided and the work was awarded to CT Boiler Repair. Work will begin on 7/14.

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

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
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past years due to system failure. A purchase order was issued to Millennium Builders Inc. in the sum of \$16,243.14 to complete the project. The work scope was completed between June 18th and 25th and Library Staff are very happy with the results even with the loss of some natural lighting.

NOTE: Manager Oakes is currently obtaining several bids for a full roof replacement for Manross Library, which Library Director Deborah Prozzo believes can be funded via Manross Memorial funding. Manross Library in the past year experience roof leaks in the area of the Children's Area and roof shingle degradation was noted by Staff during the window removal project and recently by Eagle Rivet during semi-annual inspection.

New FY25-26 Project Overview

Main Library Site Access System Upgrades \$25,000

The Main Library currently has a security camera system which covers the building. In the past year, a single side door entrance was put onto the Avigilon site access system to allow for Library Staff to gain access prior to open public hours at the Main Library. The FY25-26 funding would expand coverage the site access system to include sensitive and high security areas of the building to allow access only to those employees that require it and provide a tracking log of when high security access areas are entered.

Manross Library Site Access System Installation \$25,000

The Manross Library does not have a security camera system or any site access doorways currently. This funding would include the addition of security cameras at (2) public entrances and (1) staff-only entrance at the rear of the building. The 3 building entrances would also be outfitted with security cameras to record all entrance and egress from the building, providing Library Staff and visitors with a high sense of security and also protecting valuable Library assets from "walking off."

Police Complex Doors/Frames & Locks Replacement \$50,000

Due to the age of the Police Complex and high levels of wear from daily use, many of the exterior doors, associated door frames, hardware fixtures and lock cylinders have exceeded their lifecycle. These failures have caused security access issues, decreased building envelope efficiency and most recently adverse conditions to fire sprinkler systems due to weather temperature prolonged exposure. The FY25-26 funding would address the most severe and damaged doorways for operational security. Work will include full door, frame, hardware and lock systems at some locations which can be very costly.

Police Complex Hot Water Circulation Pump Repairs/Replacements \$20,000

There are (6) main hot water circulation pumps in the Police Complex Boiler Room that supply hot water to (3) zones for perimeter radiation heating in the Basement Garage, 1st Floor and 2nd Floor. As reflected in the numerous issues with the Boiler System over the past years, the circulation pumps have also exceeded the expected life cycle. Funding will be used to recondition motor and pumps where possible, and if required replace the pump(s) if repairs exceed replacement costs. Pump seals have also weather and failed over time and needs replacement.



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Police Complex Office Carpeting & Interior Painting \$20,000

The interior space of the 1st Floor of the Police Complex has not seen an update or enhancement since 2000. The funding for FY25-26 will be used to replace 20-year-old carpeting in office spaces for indoor air quality improvement and staff benefit. Areas include OIC office, Records Division, Administration Row, Detectives Division offices (CID), Dispatch Offices, Front Desk and Sargent's office. If any funding remains, interior painting will be completed to the extent possible, as walls encounter a high level of wear due to the bulky duty belts and tactical vest gear each Officer wears on a daily basis.

Upcoming Project: Animal Control Hallway Floor Painting

On 1/27/25, the CT Department of Agriculture conducted the annual inspection of the Animal Control Facility located at 126 Vincent P Kelly Road. During that inspection, minor issues were observed and documented that included fencing gauge inconsistencies, water troughs accessible to animals and an untreated/uncoated hallway. The fencing and trough issues are not required to be addressed due to the age of structure (built in 1978). However, the City must paint/seal the main hallway to make the floor impermeable to water and animal waste. Building Maintenance Staff will complete this work when authorized by the Director to come into compliance with State requirements.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - JULY 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	Pending Eversource natural gas meter installation & AmeriGas tank placement on 7/16/25	\$23,300.00
FY23-24	Automated Rubbish & Transfer Station	Waste Oil Heater Replacements	AirTemp	\$48,000.00	90%	6/30/2025		\$73,700.00
FY23-24	Beals Center	Café & Card Room Upgrades	TBD	\$38,000.00	0%	TBD	Pending BBHD office shifts within Beals Center	\$38,000.00
FY24-25*	Police Complex	Boiler #2 Mud Drum Replacement	CT Boiler Repair & Mfg Co. Inc.	\$13,600.00	0%	TBD	Work start on 7/14/25	\$13,600.00
FY24-25*	Police Complex	Boiler #1 Header & Mud Drum Repairs	Hartford Boiler Repair Works	\$15,640.00	75%	TBD	Work started 7/8/25	\$15,640.00
FY25-26	Main Library	Site Access System Upgrades	TBD	\$25,000.00	0%	TBD	New FY25-26 Project	\$25,000.00
FY25-26	Manross Library	Site Access System Installation	TBD	\$25,000.00	0%	TBD	New FY25-26 Project	\$25,000.00
FY25-26	Police Complex	Door/Frame & Lock Replacements	TBD	\$50,000.00	0%	TBD	New FY25-26 Project	\$50,000.00
FY25-26	Police Complex	Hot Water Circulation Pump Repairs	TBD	\$20,000.00	0%	TBD	New FY25-26 Project	\$20,000.00
FY25-26	Police Complex	Office Carpeting & Interior Painting	TBD	\$20,000.00	0%	TBD	New FY25-26 Project	\$20,000.00

\$278,540.00

Available as of July 2025	\$212,337.74
FY25-26 Funding	\$140,000.00
Spent 2025-2026	\$162,741.11
Less Committed Contracts	\$77,989.00
Less Committed Projects	\$38,000.00
Net Available	\$73,607.63



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 9, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW July – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the July 17, 2025 Board of Public Works meeting.

1. **Staffing 8.0 DPW FY2024-25 positions vacant (6 positions vacant in FY2025-26 budget) – Administration Division** – Part time (1/2) position filled, staff started June 30, 2025. **Eng. Division** - Engineering vacancy currently being filled by part time P.E., Traffic Signal Fleet Tech out on medical leave. **Land Use** – Fully Staffed, **Bldg. Divisions** - Bldg. Main Bldg. Tech/Grnd Maintainer vacant **(1)**. In addition to PD custodian (Sun-Thurs) - out on medical leave for an extended period. As a result of the PD custodian’s medical leave, a temp employee has been hired. The temp hire will create an overage in regular wage expenditures but will be more cost effective than additional OT. **Solid Waste** – **(1)** vacancy driver collector, **Streets: (1)** vacancy crew leader (position filled in with upgrades), **(1)** vacancy truck driver. **Fleet Division: (1)** vacancy Mechanic Helper, candidate interviewed appears to moving forward, **(1)** vacancy mechanic position posted to outside. **Public Works Coordinator** – Supervisor vacant **(1)** - assistant to the Street, Solid Waste, & Fleet Superintendent vacant, position posted 7/9/25. FY2025-26 includes reduction in DPW Street Division regular wages. As a result, two laborer positions will not be filled.
2. **Traffic Signal/ Traffic Control Signs & PD Fleet Maintenance:** PD’s Traffic Signal & Fleet Tech started/ assigned to DPW Eng. on July 7, 2025. DPW notified that the Traffic Signal Fleet Tech would be out on medical leave for approx. six weeks starting July 7, 2025. Human Resources working on facilitating revisions to positions job descriptions. If Traffic Signal tech was not out on medical leave the existing job functions would remain “as is” with position in DPW Eng. (PD contacting DPW when need for traffic signage or fleet functions required). With Traffic Tech out on medical leave, position operations will be performed in accordance with an existing MOA. DPW Eng. will perform traffic signal repair work during normal hours & DPW Main tech and Mech Helper will perform task during OT hours. DPW has contacted vendors to perform traffic signal repair work when the current Traffic Signal Fleet Tech is out on leave. Applicable DPW Build Main, Fleet & Eng. staff will be available during vendor repairs as a training opportunity. DPW repaired (light on flash) at Peck and Divinity on 7/9/25. In accordance with the MOA, traffic control signs will be performed by DPW Street Division. Applicable PD Fleet functions will be performed by DPW Fleet. PD has also assigned a new Lieutenant for the PD Traffic Division. Special event coverage will, in accordance with current MOA be performed by DPW Maintenance Division staff.
3. **Hope Street Parking Garage:** Parking Garage opened 6/2/25. Elevator install complete, operation pending installation of fire sprinkler system, CO in the amount of \$76,257 required (\$61,802 sprinkler plus railing, additional lighting, wheel stops and telephone conduit). Funding in place, City Council approval of contract amendment required.
4. **Maple Court Roadway Reconstruction:** DPW performed test pit in preparation of retaining wall construction. 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) required.
5. **Shrub Road Sidewalks LOTCIP:** Engineering consultant 3rd party review of design plans completed. Design engineer AI Engineers scheduled to re-submitted revised plans and specification back to NVCOG on 7/11/25. Final DOT approval required. Easements required by Environmental Learning Center executed, and the City of New Britain staff approval in place, pending New Britain Water Board approval on 7/16/25. Tree to be posted for removal in August.
6. **Jerome Ave – House Demolition NRCS:** Soil testing performed, based on testing alternate fill required. Pending identification of clean fill, the house demolition will be delayed.
7. **Annual Roadway Milling & Paving:** Fall paving contractor currently being evaluated. Pricing requested from Tilcon and O&G to determine low bidder based on State DAS pricing. Fall 2025 and spring 2026 paving program attached for reference purposes. Pavement markings complete. Stamped asphalt and thermal imprint on N. Main started on 7/9/25 (cost approximately \$140,000).
8. **Police Complex Boiler: Hartford Boiler found a mud drum manifold and is currently installing the piping (\$14,000).**
9. **Collins Road Easement:** DPW has obtained preliminary approval of an easement from New Britain to install storm drainage from 87 Collins Road to the Coppermine Brook. Final NB approval anticipated 7/16/25. As previously reported once in place, DPW will proceed with obtaining the required Inland Wetland permit and easement from 87 Collins Road. Submittal of Wetlands permit and execution of easement is required from the property owner of 87 Collins Road in order to proceed.
10. **Eversource Gas:** DPW suspended Eversource road excavation permit on South Street due to trench condition. No gas work will be allowed until trenches are repaired. Repair work scheduled for 7/9/25. See attached emails.
11. **Police Complex:** Desman completed structure inspection of parking garage slabs. Colliers Engineers report of building also attached. Both reports indicate no change in building structural conditions since last inspected. Reinspection required in 2 years. See attached reports.



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12. **DPW Fleet Division Heat:** Replacement of Fleet Division facility heating system at Vincent P Kelly Road out to bid, scheduled for installation in the fall. Bids opening date of 8/5/25 scheduled. Installation of gas/propane heating systems currently being installed in the Solid Waste building (Vincent P Kelly Road) & Transfer Station.
13. **West End Bus Shelter:** Structure relocated by DPW. The bus shelter glass was removed and scheduled to be reinstalled by a vender. During removal the vender broke a glass section. The vender has ordered new glass (no additional cost). Glass installation scheduled for 8/6/25.
14. **Brace Ave & O'Sullivan Storm Drainage:** Construction started 7/7/25 by Laviero Contracting, project cost \$1,789,855.
15. **South St Ext – Water discharge to Street:** The property at 79 South St Ext continues to discharge water to the City street. As indicated in the attached letter, the discharge during summer conditions does not pose an immediate hazard. However, the water discharge forms ice during winter conditions. DPW is agreeable to install street storm drainage to facilitate connection. If corrective action is not taken by the property owner, code violation tickets will be issued.
16. **Salt Brine Station:** Construction progressing, equipment delivered, tank containment constructed, equipment concrete slabs, water connection and piping required. Training scheduled for 9/8/25.
17. **Redstone Hill Road:** Roadway safety audit scheduled for 8/20/25. BPW members will be invited. Item of discussion will be evaluating curb side rumble strips, signage and potential traffic calming measures.
18. **Request for Roadside Barrier – Old Orchard Road:** The property owner at 26 Old Orchard Road has requested a roadside barrier. As indicated in the attached report, the request has been denied due to available recovery zone.
19. **MS4 Storm Water Testing:** DPW Eng. Division staff trained on 6/22/25 to conduct storm water sampling in accordance with MS4 requirements. Sampling of approx. 40 outfalls scheduled for July/August.
20. **Sanitary Connection of Storm Water – PD Complex:** Bases on field inspection by Water & Sewer Dept it has been determined that the storm water runoff from the PD Complex discharges to the sanitary sewer system in violation of City Ordinance. The runoff is collected and building's basement sump and pumped into the sanitary system. DPW will connect the PD Complex stormwater discharge to the City roadway drainage system. Evidence indicates that at the time of the original building construction the building storm drainage was connected to the roadway drainage. It appears to be re-piped into the sanitary system 10-15 years ago. Sections of the original piping system remain, therefore reconfiguring piping will not be extensive. Eliminating the PD stormwater discharge to the sanitary sewer will reduce "inflow" / high peaks experienced at the WWTP during rain events.

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



SCHEDULE	Pavement Management Program (Fall 2025)								
	6-Mar-24								
	Street Name	Street Length (Ft)	Street Width (Ft)	Tons (Est)	Paving Cost	Mill	Mill Cost	RSR	Total Cost.
F 25	Century Drive	2,612	40	1306	\$176,310	Mill All	\$20,316	57	\$ 196,626
F 25	Crystal Pond Place	745	40	378	\$ 51,030	Mill All	\$5,794	63	\$ 56,824
F 25	Horizon Drive	883	40	442	\$ 59,670	Mill All	\$6,868	63	\$ 66,538
F 25	Enterprise Drive	3037	52	1974	\$266,490	Mill All	\$30,707	60	\$ 297,197
F 25	James P. Casey (Hill to Clark)	2909	47	1710	\$230,850	Mill All	\$26,585	51	\$ 257,435
F 25	Maiden Lane	1,444	30	542	\$ 73,170	Mill All	\$8,423	63	\$ 81,593
F 25	Delmar Drive	1,544	34	656	\$ 88,560	Mill All	\$10,208	60	\$ 98,768
F 25	Woodchuck Lane	678	31	263	\$ 35,505	Mill All	\$4,087	58	\$ 39,592
F 25	Glenn Eagle Drive	1,398	34	595	\$ 80,325	Mill All	\$9,242	60	\$ 89,567
F 25	Caesar Drive	1,086	34	462	\$ 62,370	Mill All	\$7,180	60	\$ 69,550
F 25	Carolina Drive	1,220	34	519	\$ 70,065	Mill All	\$8,066	60	\$ 78,131
F 25	Georgetown Road	1,136	34	483	\$ 65,205	Mill All	\$7,510	63	\$ 72,715
F 25	Redstone Hill Rd (Birch to Redstone)	4,581	40	2291	\$309,285	Mill All	\$35,630	46	\$ 344,915
								Total	\$ 1,749,451



SCHEDULE	Pavement Management Program (Spring 2026)								
	10-Mar-25								
	Street Name	Street Length (Ft)	Street Width (Ft)	Tons (Est)	Paving Cost	Mill	Mill Cost	RSR	Total Cost.
S 26	Strawberry Hill Road	1,926	34	819	\$110,565	Mill All	\$12,733	62	\$ 123,298
S 26	Driftwood Road	1,359	29	493	\$ 66,555	Mill All	\$7,663	66	\$ 74,218
S 26	Beechwood Lane	1,359	34	578	\$ 78,030	Mill All	\$8,985	67	\$ 87,015
S 26	Woodchuck Lane	678	31	263	\$ 35,505	Mill All	\$4,087	56	\$ 39,592
S 26	Primrose Lane	646	32	259	\$ 34,965	Mill All	\$4,020	59	\$ 38,985
S 26	Thornside Drive	395	31	153	\$ 20,655	Mill All	\$2,381	68	\$ 23,036
S 26	Jasmine Street	506	30	190	\$ 25,650	Mill All	\$2,952	59	\$ 28,602
S 26	Rosewood Drive	1,294	31	502	\$ 67,770	Mill All	\$7,800	58	\$ 75,570
S 26	Jacqueline Drive	1,582	31	613	\$ 82,755	Mill All	\$9,536	59	\$ 92,291
S 26	Sandra Street	500	30	188	\$ 25,380	Mill All	\$2,917	59	\$ 28,297
S 26	Marvin Street	412	27	140	\$ 18,900	Mill All	\$2,163	65	\$ 21,063
S 26	Hill Street (Marsh to Townline)	4,797	44	2639	\$356,265	Mill All	\$41,041	62	\$ 397,306
S 26	Intervale Road	1205	34	512	\$ 69,120	Mill All	\$7,966	61	\$ 77,086
S 26	Cricket Hill Road	1,203	34	511	\$ 68,985	Mill All	\$7,953	63	\$ 76,938
S 26	Sperry Road	1,036	34	440	\$ 59,400	Mill All	\$6,849	52	\$ 66,249
S 26	Ashley Rd. (Sperry to Round Hill)	990	34	421	\$ 56,835	Mill All	\$6,545	31	\$ 63,380
S 26	Sessions Street	497	29	180	\$ 24,300	Mill All	\$2,803	44	\$ 27,103
S 26	Puritan Road	623	30	234	\$ 31,590	Mill All	\$3,634	65	\$ 35,224
S 26	Fern Hill Road (Pilgrim to Oakridge)	1,859	30	698	\$ 94,230	Mill All	\$10,844	61	\$ 105,074
S 26	Pilgrim Road	2,136	30	801	\$108,135	Mill All	\$12,460	64	\$ 120,595
S 26	Cambridge Road	495	32	198	\$ 26,730	Mill All	\$3,080	63	\$ 29,810
S 26	Oakwood Circle	1,348	31	523	\$ 70,605	Mill All	\$8,125	59	\$ 78,730
S 26	Oak Bluffs Road	363	31	141	\$ 19,035	Mill All	\$2,188	61	\$ 21,223
S 26	N.Main Street (Center to Hope)	1,080	61	824	\$111,240	Mill All	\$12,810	60	\$ 124,050
								Total	\$ 1,854,734

Raymond Rogozinski

From: Fisher, Pamela D <pamela.fisher@eversource.com>
Sent: Tuesday, July 8, 2025 6:12 AM
To: Raymond Rogozinski; Michael Krenicki
Cc: McClain, Michael B; Peckham, Paul D; eareyes@gonpl.com; Jessie Arsenault; Martin, Joseph B; Morales, Juan A; Carmody, Samuel L; Jason Morrocco; William Stango; Mayor'sOffice; Kuhne, Darrell K
Subject: RE: City of Bristol Trench concerns

Hi Ray-

I'm sure we all agree a mill & pave would have favorable appearance but would not correct the causing factor. Unfortunately, we have had experience with failed trenches for large diameter pipe installations (12" and larger). All our investigations have concluded that the repair needed is the asphalt cut back, all material excavated out & then the trench will be properly backfilled (with proper lifts), compacted & paved (with proper lifts) to correct these areas. NPL has been directed to do so. Al, Darrell, Mike McClain & Joe Martin are all aware of this history if you need any more information. Let us know if they can start today with these repairs.

Thank you-

Pam Fisher



Pamela Fisher
 Manager Gas Construction
 Eversource Energy
 O: | C: (860)-917-4907

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Monday, July 7, 2025 4:40 PM
To: Fisher, Pamela D <pamela.fisher@eversource.com>; Michael Krenicki <MichaelKrenicki@bristolct.gov>
Cc: McClain, Michael B <michael.mcclain@eversource.com>; Peckham, Paul D <paul.peckham@eversource.com>; eareyes@gonpl.com; Jessie Arsenault <jarsenault@gonpl.com>; Martin, Joseph B <joseph.bm.martin@eversource.com>; Morales, Juan A <juan.morales@eversource.com>; Carmody, Samuel L <samuel.carmody@eversource.com>; Jason Morrocco <JasonMorrocco@bristolct.gov>; William Stango <WilliamStango@bristolct.gov>; Mayor'sOffice <MayorsOffice@bristolct.gov>
Subject: RE: City of Bristol Trench concerns

EVERSOURCE IT NOTICE – EXTERNAL EMAIL SENDER ** Don't be quick to click! ******

Do not click on links or attachments if sender is unknown or if the email is unexpected from someone you know, and never provide a user ID or password.
 Report suspicious emails by selecting 'Report Phish' or forwarding to SPAMFEEDBACK@EVERSOURCE.COM for analysis by our cyber security team.

Thanks for the email. The City appreciates Eversource's response. Can additional information be provided regarding "repair" of trenches. Will trenches be milled and PAVED or will existing patch asphalt be removed and redone?

Available to discuss 203-592-3497.

10

From: Fisher, Pamela D <pamela.fisher@eversource.com>

Sent: Monday, July 7, 2025 3:58 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Michael Krenicki <MichaelKrenicki@bristolct.gov>

Cc: McClain, Michael B <michael.mcclain@eversource.com>; Peckham, Paul D <paul.peckham@eversource.com>; eareyes@gonpl.com; Jessie Arsenault <jarsenault@gonpl.com>; Martin, Joseph B <joseph.bm.martin@eversource.com>; Morales, Juan A <juan.morales@eversource.com>; Carmody, Samuel L <samuel.carmody@eversource.com>

Subject: City of Bristol Trench concerns

Good Afternoon-

After meeting with the city and Eversource Contractor NPL today we have agreed-

After our meeting today, we take full responsibility for trench settlement going forward we are committed to:

1. Excavating all affected areas, cutting back where needed.
2. Backfilling and compacting properly all re-excavated trenches.
3. Paving in two lifts.
4. Daily monitoring all trenches and repairing trench failures.
5. Providing more crew oversight to ensure compliance with excavation, backfill & compaction protocol.

The project on South Street is 12" pipe, the trench must be cut wide enough & the pipe needs to be centered in the trench to get proper compaction all around the pipe. We are in agreement that All valve boxes need proper compaction.

NPL planned trench repairs-

South St- # 255, Willis to Seymour and other area of concern

Queen St @ Belden Gardens, Queen St @ Prince St - low valves

Summer St @ Main- trench failure

301 Main St- 5x5, 4x4, 4x5 – trench failures

331 Main St- apron & sidewalk- (I think this was completed)

29 Sessions St- cold patch

Seymour St- Sidewalk needs repair (I believe this was completed)

Center St- 241 & Center @ Maple (under traffic light)

Eversource Restoration team follow-up-

24 West St- Provide a date for concrete installation, currently hot patch

30, 53, 71 Pardee, 13, 17 32, 52 Williams, 101 Curtiss- Provide a date for Winter Mix removal & hot patch installation

131 Maple St- Provide a date for Crack seal

Please let us know if this is acceptable for the city and NPL can proceed with the repairs, they will start on South St. as early as tomorrow.

Memorandum

To: City of Bristol, CT
Department of Public Works
111 North Main Street
Bristol, CT 06010

From: Michael Didas, EIT

Date: March 12, 2025

Subject: Bristol Police Department Structural Assessment

Project No.: 23015876G

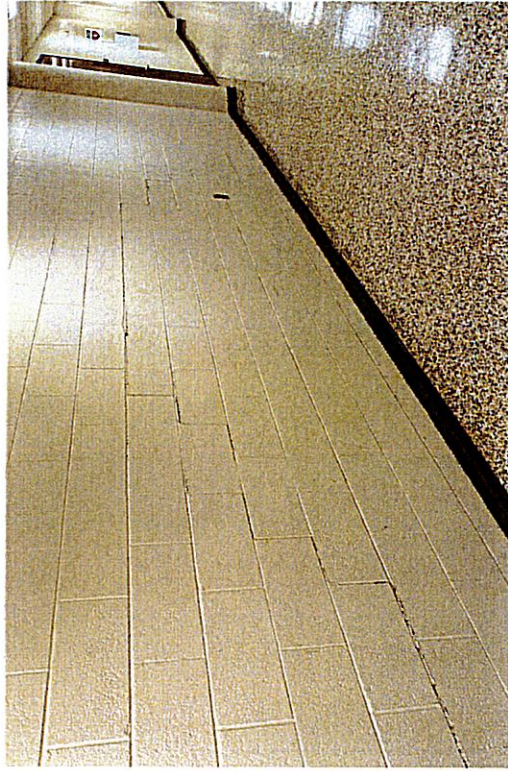
A representative from Colliers Engineering & Design was on site at Bristol Police Station on Friday, May 3rd, 2024, to visually assess the police station building after the M4.8 Earthquake occurred in Tewksbury, New Jersey on April 5, 2024. The City of Bristol had concerns that additional cracks developed in the existing masonry interior walls.

Upon visual assessment of the cracking in the building, it is the opinion of CED that the size and widths of the cracks were unchanged due to the M4.8 earthquake. The assessment was performed at different locations throughout the building and reviewed previously documented cracks and spalls in materials of varying types.

Please find attached record photos from (3) site visits performed by CED on December 8th, 2023, January 11th, 2024, and May 3rd, 2024. The photos substantiate the conclusion above and indicate no noticeable changes between the three dates.



January 11, 2024



May 3, 2024



January 11, 2024

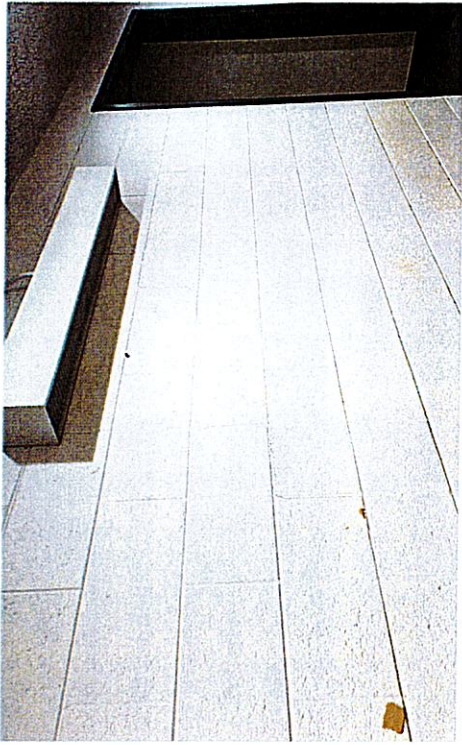


May 3, 2024

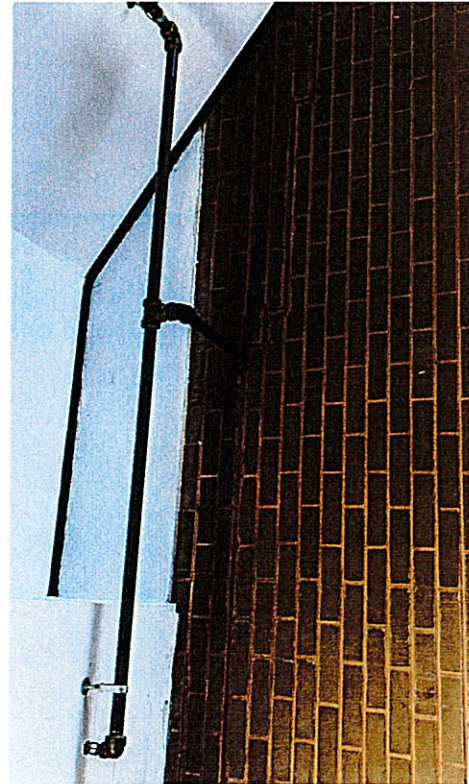
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January 11, 2024



May 3, 2024



December 08, 2023



May 3, 2024

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December 08, 2023



May 3, 2024



December 08, 2023



May 3, 2024

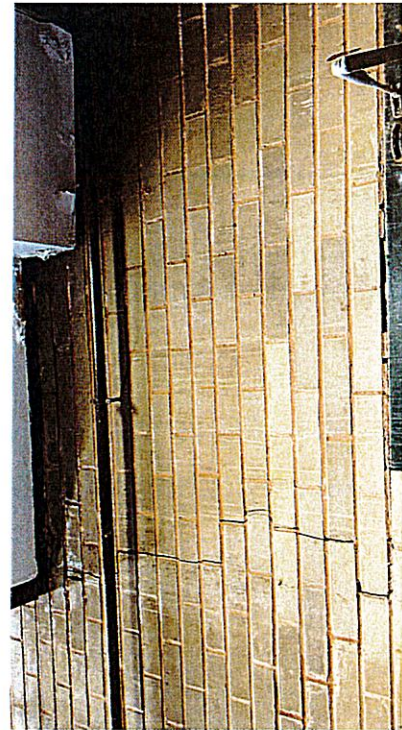
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January 11, 2024



May 3, 2024



December 08, 2023



May 3, 2024





Memorandum

To: Ray Rogozinski

From: Marc Sklenka

cc:

Date: January 24, 2024

Subject: Bristol Police Department Building Option Study

Dear Ray,

Colliers Project Leaders (CPL) performed a high level review of the existing police department facility, located at 131 North Main Street. The purpose of this study was to review / develop:

- The condition of the existing occupied floors (1 and 2)
- The condition of the parking levels (3 & 4)
- The condition of the parking garage ramps
- Any existing reports / information
- Develop total project budgets for a new facility and renovating the existing facility
- Develop project schedules for each option (new versus renovations)
- Identify the pro's and con's of each option

The Colliers team visited the site on two occasions to review the existing conditions. Our team met with and spoke to the Chief of Police and Deputy Chief of Police, Director of Public Works and other City of Bristol representatives. Our summary of findings is noted below:

Existing Building Assessment

General

- Building built in 1979
- Police Department occupy the entire first floor and partially occupy the 2nd level
- Existing 3rd and 4th levels (parking) are showing signs of deterioration (see below)
- 2nd level settled at some point (see below). Cause of the settlement is unknown, although our engineer believes it's a result of the construction and not a seismic event
- Many of the existing spaces on the 1st floor are tired and cramped

Exterior Façade

- There were several areas where the brick veneer is cracked, likely due to restrained expansion. These areas should be **repointed/brick replaced (approximately 10-20 square feet)**
- Along the concrete columns and beams there is noticeable cracking and bubbling of the exterior finishes, indicating that there moisture permeation through the concrete. There is also likely to be delamination within the concrete. Based on a visual assessment of the exterior, **assume**



approximately 1,275 square feet of concrete spall repairs is required for the building walls. We did not assess the square footage of the circular ramp structures due to time.

1st Floor

- The first floor does not have as many noticeable issues due to floor movement but there were intermittent wall cracks. These should be monitored to determine if they increase in width.

2nd Floor

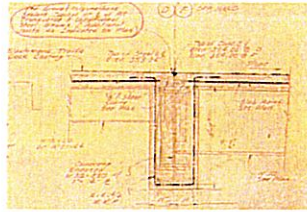
- The 2nd floor is constructed with a 10-inch cast-in-place concrete slab supported on concrete columns. There are only concrete beams supporting the slab at the exterior perimeter and underneath stair walls. Noticeable vertical movement (deflection) was observed at the center of the slabs between column grids, as well as the portions of the slab between the longer column spans. At one of the worst cases, the floor slab deflected 1.625" over 35 feet. The interior masonry walls appear to have cracked due to the amount of deflection in the floor; repairing the cracks via repointing will be a temporary fix but the issue will recur due to occupancy loads and the cracks will likely re-develop.
 - **Consider removing interior masonry walls and replace with cold formed metal framing with deflection tracks, or other flexible wall system to accommodate the movement.**
- Due to the deflection of the 2nd floor, there may be issues installing rigid floor finishes such as floor tiles. Consider the use of flexible finishes such as resilient flooring or laminated flooring.

3rd Floor

- We did not have adequate time to evaluate the condition of the 3rd floor but based on visual observation it is likely that about **25 percent of the 3rd floor topping slab (6075 square feet) will need to be replaced.**

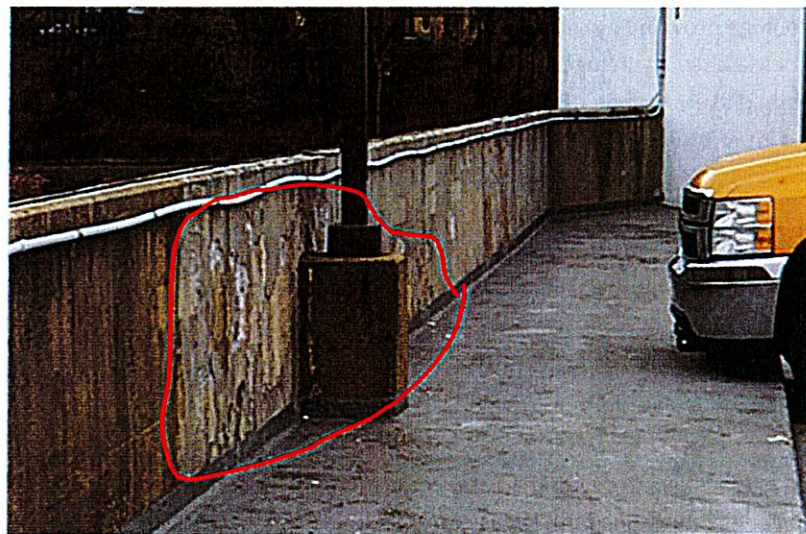
4th Floor

- We were able to chain drag the parking deck from the top level and mark using temporary paint. We visually observed the 4th floor deck from the underside. Based on the level of deterioration observed and the mapped delamination's from the top of deck, **at least 9,877 square feet of the 4th floor parking deck will require replacement, which is approximately 41% of the deck.** Our concerns regarding the deck are presented below:
 - The deck is a 5-1/2" minimum thickness concrete slab formed on structural steel beams, with #4 reinforcing bar in the bottom of the slabs only. There is little bar area provided to accommodate section loss due to rusting. Additionally, standard industry practice is to provide top bars where the slab passes over support beams, which this slab has none detailed.
 - Control joints are provided along the center-line of every steel support beam, with a "V" groove and polyurethane sealant required at each joint (see detail below). The beams also have metal stud shear connectors attached to the top of the beams. We suspect that the design intent was to have the concrete slab act with the steel beams as a composite section. Based on the amount of rusting we saw on the tops of the steel beams, we suspect that soluble salts are penetrating through the concrete from these control joints, and the shear studs are likely corroding because of this issue. It is difficult to assess the condition of these studs, but failure of the shear studs can result in progressive collapse if not repaired.

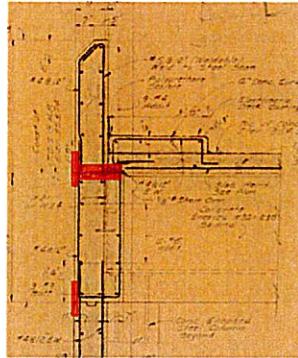


- The center and perimeter beams are structural steel beams encased in concrete. The shear connections of the spandrel beams to the support beams cannot be visually observed but based on the amount of deterioration observed on the spandrel beams, it is likely that there is some level of corrosion to the shear connectors. The concrete encasements should be removed locally to review the condition of the steel beam shear connectors.

The concrete parapets on the 4th floor do not appear to be coated and have spalled in various areas. **Assume at least 550 square feet of concrete spall repairs along the interior face of the parapet**



- The detailing shown in the record drawings suggests cold joints were formed in two different locations at the parapet. Salt water can travel through and corrode the reinforcing bar attaching the parapet to the steel beam below, and cause spalling at the exterior face of the wall which we are currently seeing. The drawings do not specify for the reinforcing bar to be coated with an epoxy coating or galvanizing. It is likely that there is saltwater infiltrating through this cold joint and causing corrosion to the reinforcing steel. The areas of concern are highlighted below in red, and a photo showing the condition in-field is next to it.



New Building Option-Budget

The Colliers team developed a Total Project Budget range for a new build option. Due to the relative unknown location, condition and acquisition costs, program, etc. Colliers could not pin down an exact budget. We used the square footage provided by the City and the concept of building a new parking garage (also noted by the City). If the size of the building changes or the new property dictates a new parking garage is not necessary, the project budget would likely change. **But based on the information known to Colliers at this time, we expect the cost of a new building to range from \$57.5 million and \$72.9 million.** The budget assumes a start of construction in 2026, and carries escalation of 5.5%, annually, to that date. These values do not include acquisition costs, sustainability measures (beyond code), and financing (bond) costs. ***Should the City find a property that does not require the construction of a parking garage, Colliers expects a budget range between \$49.5 million and \$63.8 million.*** This range also excludes acquisition costs, sustainability measures (beyond code), financing (bond) costs.

Renovation Option-Budget

The Colliers team also developed a Total Project Budget for a renovation of the existing facility. The renovation option includes renovating both levels of the occupied spaces (1st and 2nd floors), as well as the parking level and ramp restorations. The option assumes the Police Department will occupy the majority of the 2nd level (excluding the IT department currently occupying a portion of the 2nd level. The budget assumes the PD will relocate to a temporary facility, allowing for the building to be renovated in a single phase (sim to the City Hall Project). **Based on the information known at this time, we expect the cost of a renovation to range from \$26.3 million to \$36.5 million.** The budget assumes a start of construction in 2026, and carries escalation of 5.5%, annually, to that date. These values include a temporary facility cost of \$1.3 million. Excluded from this budget range is financing / bond costs, or any sustainability measures (beyond code).

New Building Option-Schedule

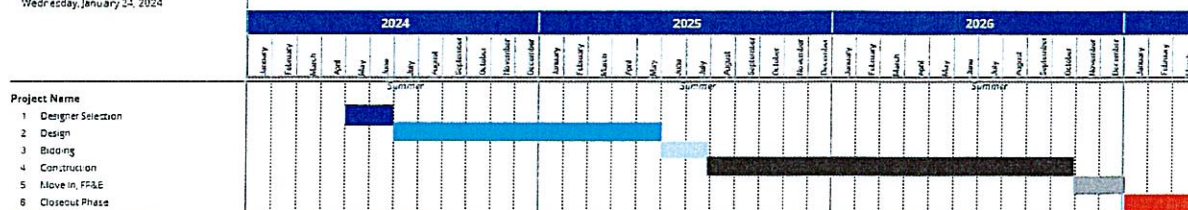
Colliers developed a potential schedule for a new building option. It should be noted the start of any project activities would follow the requisite approvals of funds. A new building would not require the relocation of

existing activities, so the flow is very linear. We estimate a total project timeline of 33 months. Designer selection would take 2 months, design 12 months, bidding 2 months, construction 15 months, FF&E and move in 2 months. Closeout activities would take about 3 months, but are not included in the project timeline duration of 33 months

City of Bristol CT-New Police Facility

DRAFT Schedule

Wednesday, January 24, 2024



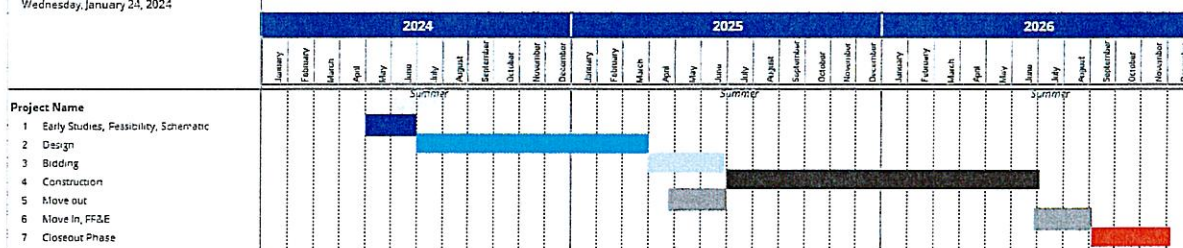
Renovation Building Option-Schedule

Colliers developed a potential schedule for a renovated building option. It should be noted the start of any project activities would follow the requisite approvals of funds. A new building would not require the relocation of existing activities, so the flow is very linear. We estimate a total project timeline of 28 months. Designer selection would take 2 months, design 9 months, bidding 2 months, construction 12 months, FF&E and move in 2 months. Closeout activities would take about 3 months, but are not included in the project timeline duration of 28 months. The existing police department would need to vacate the existing facility prior to construction. Any retrofitting of the temporary facility would need to happen prior to the relocation period. This would happen concurrently with the design phase of the main police department project.

City of Bristol CT-Renovated Police Facility

DRAFT Schedule

Wednesday, January 24, 2024



Conclusions:

The existing facility has issues that may not be completely resolved with a renovation project. The existing structural issues may become more wide-spread as further explorations are performed. The building is tired and even if fully renovated, may not accommodate the entire needs of the PD. Colliers assumed the building would not be expanded to accommodate any new programs. However, the costs are significantly less than a new building. If you use the mid-point of the range of a new building (\$66.1 million) and renovated building (\$32.2 million), the difference is \$33.9 million dollars. And, a renovated building would be completed 5 months sooner. The downside to a renovation option is the temporary relocation of the existing police department. Maintaining



Project Leaders



24/7-365 operations during a relocation effort would need to be the top priority. Planning and execution of the temporary facility would take a lot of time.

Should the City of Bristol decide on a preferred option (new versus reno), Colliers recommends a further review of the option preferred with a bit more due diligence, before locking in on a budget or schedule.

We would be happy to sit down and review the contents of this report or discuss any of the preliminary findings.

Sincerely,

Marc Sklenka
Discipline Leader, Project Leaders



MEMORANDUM

TO: Mr. Raymond Rogozinski, PE
Director
DEPARTMENT OF PUBLIC WORKS
CITY OF BRISTOL

FROM: Ken Sugarman
Senior Associate

DATE: June 26, 2025

RE: Interim Monitoring & Review of Courthouse/Police Complex Parking Garage
DESMAN Project No. 20-25128.00-2

Pursuant to Purchase Order No. 22505868, as a follow-up to our previous Condition Appraisal Report, dated April 2023 (reference attached copy), the **City of Bristol** has requested that **DESMAN** assist with monitoring of the garage with periodic reviews, to make recommendations for potential short-term repairs that would assist with keeping the garage in a state of good repair. To date, we understand that the items identified and the recommended repairs noted in the report have not yet been initiated and, in our opinion, are still recommended.

That being said, on Wednesday, June 4, 2025, **DESMAN** reviewed the accessible areas of the garage. During the review, **DESMAN** noted that the overall structural integrity of the garage appeared unchanged. Going forward and at the discretion of the **City**, **DESMAN** will provide a review of the garage again at an interval of once every two years.

KDS:ks

Cc: File
Tim Tracy, DESMAN

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April 21, 2023

Mr. Raymond Rogozinski, PE
Director
DEPARTMENT OF PUBLIC WORKS
CITY OF BRISTOL
111 North Main Street
Bristol, CT 06010

Re: Evaluation and Condition Assessment Letter Report
Bristol Police/Courthouse Parking Garage
131 North Main Street
Bristol, Connecticut
DESMAN Project No. 20-22160.00-2

Dear Mr. Rogozinski:

As requested by the City of Bristol (**City**), and pursuant to **DESMAN's** proposal dated September 29, 2022, subsequently executed by **City** via purchase order on October 11, 2022 and amended on January 17, 2023, **DESMAN** performed a condition assessment of the facility, focusing on the structural systems and waterproofing components, along with the general condition of the related systems.

The Bristol Police/Courthouse Parking Garage located in Bristol, Connecticut, services primarily the Police Station and City offices, located at 131 North main Street, Bristol, Connecticut (*reference Locator Map*).

There are two stairs located within the garage, that also provide access into the offices below, as well as sharing a main stair/elevator core, serving as the main entrance to the offices. A pedestrian bridge connects the parking to the adjacent City Hall.



Locator Map, courtesy of www.google.com

The Parking Garage consists of two levels of parking which are located above the municipal facility, resulting in the parking actually being the third and fourth level of the facility. The decks are both roughly $\pm 186' \times 155'$, the third level consisting of a concrete topping slab above an intermediate waterproofing membrane on concrete slab (being the ceiling of the municipal facility below) and the fourth level consisting of concrete slab on steel framing (being the roof of the facility). The garage is accessed by two silo ramps, one for entry and one for exiting.

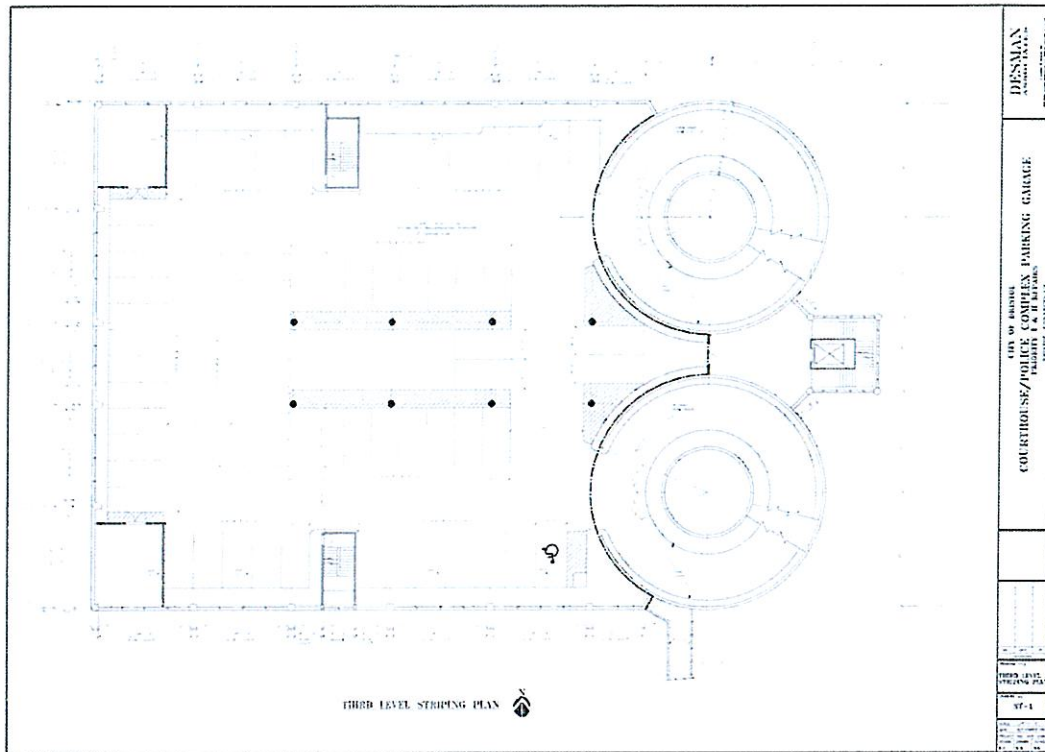


Figure 1: Third Level Striping Plan

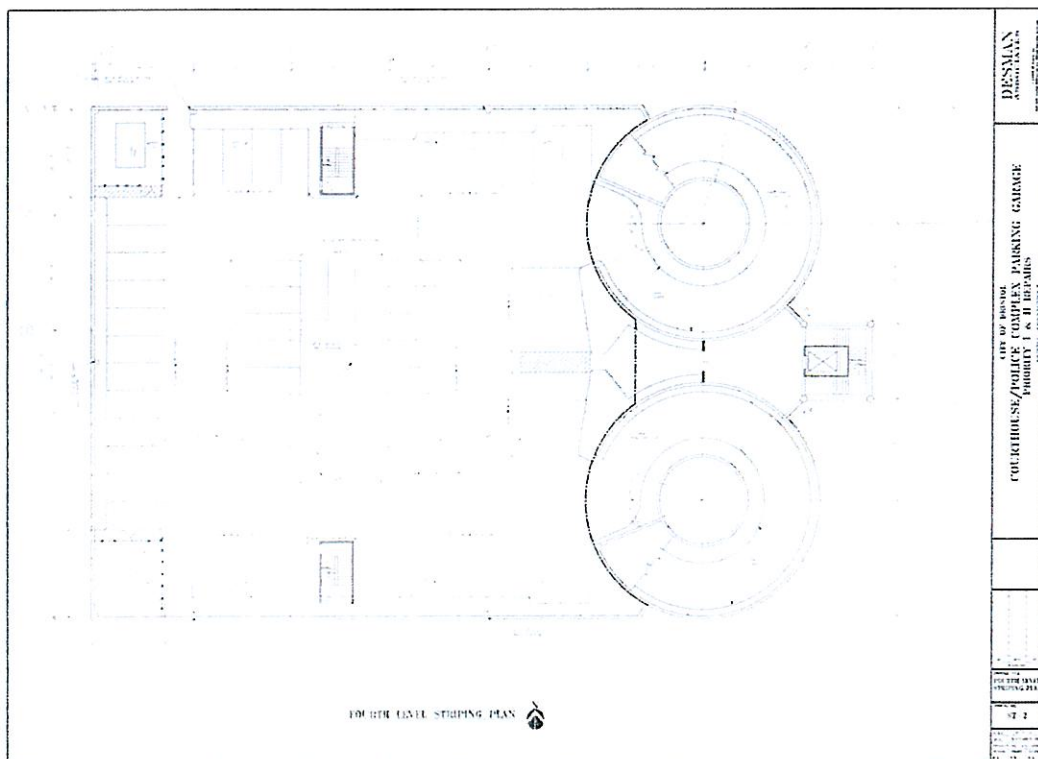


Figure 2: Fourth Level Striping Plan

While **DESMAN** does offer comment on the general condition of miscellaneous electrical components and their relationship and potential impact to the garage's structural system and waterproofing components, **DESMAN** did not review the apparent lighting levels. **DESMAN** also did not review the mechanical systems (i.e. fire protection, etc.) beyond general or visual conditions which may benefit from comment by **DESMAN**; **DESMAN** recommends that these systems be reviewed by a qualified consultant and/or maintenance company as appropriate.

Concrete Work:

The parking garage consists of two levels of differing structural configuration; the third level consists of a concrete topping slab above an intermediate waterproofing membrane on concrete slab and the fourth level (the roof) consists of concrete slab on steel framing. Both levels are in fair condition.

Upon visual review of the fourth level slab, significant moisture contamination was observed throughout the entire slab. Although a traffic bearing membrane is installed throughout the topside of the slab, therefore preventing the topside to be fully reviewed, cracking is observed throughout the soffit, allowing the moisture penetration to be visible.

In addition to the cracking, embedded materials, such as electrical conduit, can provide a means for moisture to enter the deck and travel throughout, thus supporting various deterioration mechanisms from within. The observed cracking may be a result of the embedded conduit as it may follow the arrangement of the conduit embedded within the concrete.

In addition to the visual review, concrete core samples were taken at multiple locations throughout the fourth level and measured for chloride-ion penetration, as well as petrographic analysis. Since concrete is a porous material, susceptible to water penetration which can carry water-soluble chlorides (de-icing salts) to the reinforcing steel, resulting in increased potential for deterioration, the measuring of water-soluble chlorides [commonly found in de-icing salts ("rock salt") used during the winter season and carried into the garage by cars] is a common and recommended practice. The combination of chlorides and water further accelerates the corrosion process.



Photo No. 1

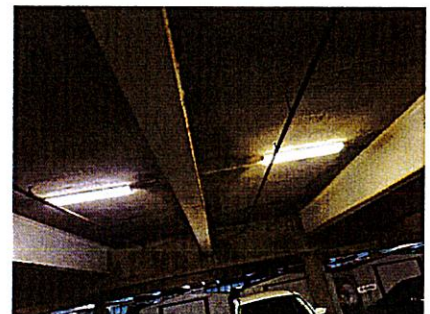


Photo No. 2

Upon extracting the core samples and testing for chloride contamination and related petrographic analysis, the concrete, although showing signs of the noted deterioration, is of good quality (i.e. strength, minimal chloride contamination, etc.). In **DESMAN**'s experience, chloride-ion levels greater than 300 PPM to 400 PPM can increase the magnitude of freeze-thaw cycles and contribute to corrosion of the reinforcing steel. As a result of the testing (included with this report), chloride concentrations were measured in three of the cores ranging from <10 PPM to 440 PPM, with the fourth core reaching 730 PPM which may be an outlier.

Upon chain-dragging of the deck, significant delamination was found. Due to the existing membrane, though, it is unclear if the delamination is related to the debonded membrane or indicative of the deterioration below, or both. Regardless, **DESMAN** recommends that all deteriorated concrete be repaired and/or replaced.

That said, however, we also caution that while the deterioration may indeed be limited in a certain area, the extent of repair may expand when steel and embedded electrical conduit, corroded due to the moisture, are encountered.

Since the extent of deterioration cannot be determined with a reasonable level of certainty until after the existing membrane is removed and the concrete slab is exposed, we recommend that the **City** program for the full removal and replacement of the slab. For budgetary purposes, we have included what we view as the reasonable extent of repair in the "base" of the opinion of cost that we anticipate, followed then by the expanded scopes as part of "Long-Term" repairs.

Since the existing embedded electrical conduit infrastructure will be demolished with a full slab replacement, we recommend that the electrical and lighting system be upgraded accordingly, including new conduit be installed, surface-mounted to the underside of the slab.

The third level floor slab, while not visibly exhibiting the extent of moisture contamination as the fourth level, it is showing signs of age and wear-and-tear typically in the form of extensive surface scaling. Upon chain-dragging of the deck, significant delamination was also found as well.



Photo No. 3



Photo No. 4



Photo No. 5



Photo No. 6



The third level is a split-slab configuration consisting of a concrete topping above an intermediate membrane system, all above a concrete slab. Therefore, we anticipate that the majority of concrete repair will be related to the concrete topping. The intermediate membrane system, as it becomes exposed, may require some or all replacement in addition. We recommend that contingency be planned to accommodate any full-depth repair that may be encountered.

Following the repair work, the remaining scaled concrete surface can be addressed by the installation of a new heavy-duty membrane system; since the third level consists of an intermediate waterproofing membrane, the system will need to incorporate a vapor barrier/epoxy primer system, which can also address the surface scaling and other minor defects.

Miscellaneous concrete curb deterioration was observed throughout the garage, apparently related to vehicle impact or plowing, as well as original quality control issues such as insufficient coverage of reinforcing steel. **DESMAN** recommends that all damaged and/or deteriorated curbing be repaired with an appropriate polymer-modified concrete repair mortar. When the fourth level slab is repaired/replaced, the curbing throughout the fourth level will also need to be repaired/replaced.



Photo No. 7

The entrance into and exit from the garage are provided by two helix ramps, each one consisting of one-way traffic. The floor slab throughout the ramps are exhibiting cracking and spalling with corroded reinforcing visible in some areas. Our chain-drag revealed significant delamination in these areas. Due to the extent of overhead deterioration and embedded electrical conduit, we anticipate that the repair work would consist of full-depth repair. Upon completion of the repair work, we recommend that the floor surfaces be further protected by the installation of a heavy-duty traffic bearing membrane system.



Photo No. 8



Photo No. 9



Photo No. 10



Photo No. 11

A small area of slab-on-grade concrete is located at the bottoms of the helix ramps; although the repair of these areas tends to be a lesser priority, we did observe cracking throughout. We recommend that these areas be monitored to avoid potential trip-and-fall hazards.

Waterproofing:

- As a general rule, the life expectancy of joint sealant is between 8 to 12 years depending on exposure and level of usage. Roof level joints, though, are exposed to more aggressive circumstances due to environmental conditions and snow plow damage.

Repairs to leaking joints typically requires that old sealant material be entirely removed down to bare concrete, the edges detailed and the substrate properly primed prior to new polyurethane sealant material being installed. Limited "spot" repair of joints can be problematic as new polyurethane sealant materials do not adhere well to preexisting or previously cured polyurethane sealant. "Spot" repairs can be accomplished, but the pre-existing sealants must be thoroughly cleaned and wiped down with solvents to soften the surface and enhance the bond between old and new materials. Unless there is truly only limited joint failures, **DESMAN** typically recommends that the entire length of joint be removed and repaired in its entirety.

While "spot" repair may be considered acceptable along certain joints, full replacement would provide a uniform life expectancy for all the sealant, as well as also avoiding varying and multiple warranties on the new sealant.

The joint sealant throughout the fourth level is not visible due to the membrane system; while the joint sealant throughout the third level is visible on the surface, the underside is not visible due to the offices below. Therefore, when the membrane system is replaced on the fourth level and a new membrane system is installed on the third level (or leaking is specifically observed, if sooner), we recommend that all joint sealant be replaced.



Photo No. 12



Photo No. 13



Photo No. 14



Photo No. 15

- As noted, a traffic bearing membrane system was previously installed throughout the fourth level of the garage, as well as the roof of the helix silos. Traffic bearing membranes are approximately 85%-90% effective as moisture and chloride screens inhibiting future chloride-ion migration into the deck. An elastomeric membrane will also traverse cracks that may form and joints that may be tooled. Upon completion of a membrane installation, though, **DESMAN** recommends developing a yearly service contract with a qualified waterproofing contractor to assure that damaged portions of the membrane are successfully repaired each spring and autumn. It is important that all damage to waterproofing membranes be repaired, as continued and progressive de-bonding of the membrane will result if left unattended.

Over the years, the membrane system, throughout the fourth level, has been repaired and, we understand, recently recoated. **DESMAN** observed that age and wear-and-tear have made the continued recoating less cost-effective versus removal and re-installation and therefore, we recommend that the membrane be removed in its entirety and a new system be installed. We also recommend that a traffic bearing membrane be installed throughout the third level and the helix ramps as well.

- Expansion joints are currently installed along the interface of the helix ramps to the parking deck floors. Expansion joints are typically created within a structure to allow for thermal movements within the structure in response to ambient temperature variation and are also sometimes necessary to separate structural elements which are anticipated to move contrary to one another due to differential settlement or potential seismic activity. These expansion joints need to be closed off to prevent water infiltration through the joint opening or to allow for a smooth transition between adjoining structural elements; typically, a flexible material or gland is designed to handle the extent of movements experienced. These glands can be comprised of any number of materials and need to be tough enough to handle vehicular and/or pedestrian traffic as may be required and still allow for unimpeded pedestrian access.



Photo No. 16



Photo No. 17

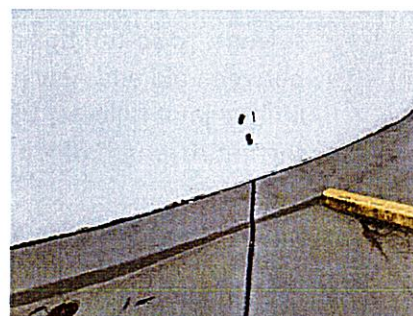


Photo No. 18



Photo No. 19

As we understand, the current joint glands date back to 25 years ago and therefore have reached the end of their useful life. We therefore recommend that the glands be removed and new glands be installed.

DESMAN observed miscellaneous shallow cracking and scaling throughout the surfaces of the spandrels, most specifically the spandrels of the roof level, especially when wet, as well as some form of previous coating. Although the cracking is not uncommon and **DESMAN** does not consider the integrity of the surfaces to have been compromised, **DESMAN** recommends that the condition be monitored. In the long-term, continued moisture contamination will be detrimental to the surfaces' condition. **DESMAN** recommends that the condition be monitored and the application of a waterproofing coating be programmed accordingly to protect the various surfaces and enhance their longevity.



Photo No. 20



Photo No. 21

Exterior of Stair Enclosures:

Upon our field review, we observed that the roofs of the stairs and related masonry enclosures have had issues keeping waterproofed and dry. Due to the porous nature of the brick work, we recommend that the brick be repointed, the sealants be replaced, and a waterproofing coating be applied, all in conjunction with replacement of the coating system on the roofs.

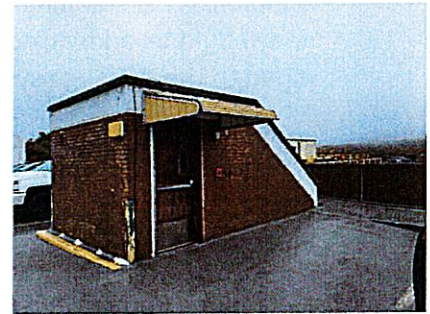


Photo No. 22

Coating to Silo Exteriors and Upper Level Exteriors:

The exterior surfaces of the entry and exit silos are also exhibiting miscellaneous deterioration, and have previously been coated with some form of cementitious coating. Similarly, the exterior of the upper levels of the parking garage (fourth level) are also showing indications of miscellaneous deterioration. We recommend that all deterioration be repaired and, following removal of failed and/or debonded areas of the existing coatings, a new coating be applied.



Photo No. 23



Photo No. 24

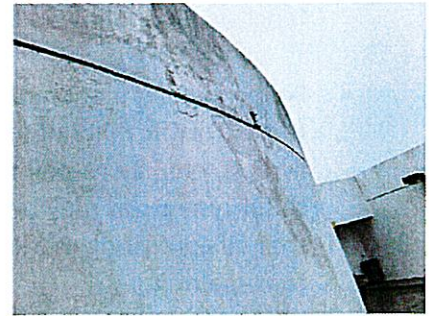


Photo No. 25

Plumbing Repairs and Improvements:

- Existing floor drainage is in fair condition; leakage and corroded piping was identified, and all components should be replaced with appropriate cast iron or PVC components as required to maintain the integrity of the system. **DESMAN** notes that, as part of this report, we only reviewed the piping that is currently exposed and did not review the piping that extends to the offices below.

The floor drains throughout the garage are all exhibiting significant corrosion. Since the majority of the drains require replacement of their grates as a minimum, **DESMAN** considers it beneficial to consider full drain replacement so that the bowls and drain bodies are all of the same model and vintage.

Minor areas of standing water, however, do exist as well and should be addressed with supplemental floor drains piped to the drainage system.

Any drainage system within a parking facility should be flushed and tested annually to prevent debris collection and checked for system leaks.

Miscellaneous Repairs and Improvements:

- Following completion of the applicable repair work, we recommend that all metals, specifically the steel framing, be re-painted.
- The doors and their frames, although in working condition, are exhibiting miscellaneous deterioration and corrosion at the base of the frames. We recommend that all the frames be repaired as required to maintain their functionality, followed then by re-painting.
- Following completion of repairs, **DESMAN** recommends that all traffic markings (i.e. parking stalls, directional arrows, etc.) be re-painted, including updates to ADA requirements as may be required. **DESMAN** recommends that all conflicting markings, if any, first be removed prior to re-painting.



Photo No. 26



Photo No. 27



Photo No. 28

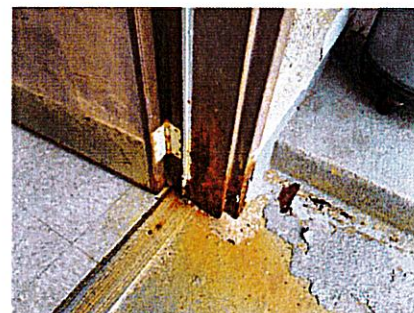


Photo No. 29



For budgeting purposes, **DESMAN** has developed an opinion of probable cost for the repairs and improvements at the garage. Associated with these recommended repairs and improvements, **DESMAN** anticipates and recommends the following budgets (excluding design & engineering costs) be programmed by the City accordingly.

Opinion of Probable Construction Costs

Work Description	Single Phase
A. Concrete Repair:	
1 Replacement of 4th Level Floor Slab (TOTAL: 25,000 SF, ASSUME 25%)	\$ 468,750.00
2 Repairs to 3rd Level Floor Slab (including misc repair to intermediate membrane) (TOTAL: 25,000 SF, ASSUME 20%)	\$ 125,000.00
3 Repairs to Silo Floor Surfaces (TOTAL 21,500 SF, ASSUME 10%)	\$ 107,500.00
4 Miscellaneous Vertical/Wall Concrete Repair (allowance)	\$ 10,000.00
5 Concrete Curb Repair/Replacement (full 4th + misc 3rd)	\$ 150,000.00
B. Waterproofing:	
1 Installation/Replacement of Expansion Joint	\$ 52,500.00
2 Installation of Traffic Bearing Membrane (4th Level, including stair roofs)	\$ 137,500.00
3 Installation of Traffic Bearing Membrane (3rd Level, including vapor barrier)	\$ 137,500.00
4 Installation of Traffic Bearing Membrane (roof of Silos) (including misc repair)	\$ 65,000.00
5 Installation of Traffic Bearing Membrane (Floor Surfaces of Entry/Exit Silos)	\$ 118,250.00
6 Coating to Stair Enclosures, 4th Level (including exterior re-pointing & sealants)	\$ 100,000.00
7 Coating to Spandrels (including misc repair)	\$ 37,500.00
8 Coating to Exterior Surfaces of Silo and Parking Levels (including misc repair)	\$ 375,000.00
C. Mechanical, Electrical and Plumbing Repairs and Improvements:	
1 Installation/Replacement of New Floor Drains	\$ 67,500.00
2 Installation/Replacement of New Drain Piping	\$ 137,500.00
3 Replacement of Sand/Oil Separator (allowance)	\$ 50,000.00
4 Miscellaneous Electrical Repairs (assume existing will remain but allowance for replacement)	\$ 50,000.00
5 Temp Removal of Mech Equipment (allowance)	\$ 25,000.00
D. Architectural Repairs and Enhancements:	
1 Painting of Steel Framing	\$ 50,000.00
2 Painting of Striping and Traffic Markings	\$ 15,000.00
3 Replacement of Doors	\$ 50,000.00
4 Replacement of Lightening Arrestor System (allowance)	\$ 15,000.00
E. Miscellaneous Coordination Work:	
	\$ 122,200.00
F. Mobilization/Demobilization	
	\$ 122,200.00
Sub-TOTAL:	\$ 2,688,900.00
Construction Contingencies @ +/- 10%:	\$ 268,900.00
sub-Total Construction Costs with Contingencies:	\$ 2,957,800.00
LONG-TERM REPAIR SCOPE:	
1 Replacement of 4th Level Floor Slab (TOTAL: 25,000 SF, BALANCE OF 75%)	\$ 1,406,250.00
2 Repairs to 3rd Level Floor Slab (including misc repair to intermediate membrane) (TOTAL: 25,000 SF, ASSUME 50%)	\$ 625,000.00
3 Repairs to Silo Floor Surfaces (TOTAL 21,500 SF, ASSUME 30%)	\$ 325,000.00
4 Additional Miscellaneous Coordination Work	\$ 117,800.00
5 Additional Mobilization/Demobilization	\$ 117,800.00
Sub-TOTAL:	\$ 2,591,850.00
Construction Contingencies @ +/- 10%	\$ 259,200.00
Total Construction Costs with Additional Scope & Contingencies:	\$ 5,808,850.00



DESMAN notes that certain costs in the projections presented may require adjustment if any re-prioritization, elimination or expansion of work is made. These costs would include mobilization/demobilization as well as those costs associated with miscellaneous coordination work. Impact to costs associated with an economy of scale may also need to be reconsidered.

The construction costs shown are based upon current prices in the New England area for labor, equipment and materials. The projected construction costs also include a 10% contingency factor to account for unforeseen conditions and uncertainties in the restoration market at the time of bidding. Should the **City** wish to budget for design and construction management fees, **DESMAN** recommends that the **City** assume an additional 5% of total construction cost, included as well, be considered as a reasonable estimate for the provision of these services.

Given the condensed site conditions and fully utilized nature of the garage, the offices below, and budget restraints, phasing may be needed to accommodate the traffic and parking needs of the parking garage. However, due to certain economies of scale, the total cost of capital repairs are expected to be lower if the recommended repairs are implemented as part of a single phase repair program in lieu of a phased repair program.

The following schedule has been prepared to allow a phased priority repair approach compared to a single phase option:



Opinion of Probable Construction Costs – Phased Approach

Work Description	Single Phase	Phase 1 Repairs	Phase 2 Repairs	Phase 3 Repairs
A. Concrete Repair:				
1 Replacement of 4th Level Floor Slab (TOTAL: 25,000 SF, ASSUME 25%)	\$ 468,750.00	\$ 246,093.75	\$ 253,398.44	\$ -
2 Repairs to 3rd Level Floor Slab (including misc repair to intermediate membrane) (TOTAL: 25,000 SF, ASSUME 20%)	\$ 125,000.00	\$ -	\$ 137,312.50	\$ -
3 Repairs to Silo Floor Surfaces (TOTAL 21,500 SF, ASSUME 10%)	\$ 107,500.00	\$ -	\$ 118,518.75	\$ -
4 Miscellaneous Vertical/Wall Concrete Repair (allowance)	\$ 10,000.00	\$ -	\$ 11,025.00	\$ -
5 Concrete Curb Repair/Replacement (full 4th + misc 3rd)	\$ 150,000.00	\$ 118,125.00	\$ 41,343.75	\$ -
B. Waterproofing:				
1 Installation/Replacement of Expansion Joint	\$ 52,500.00	\$ -	\$ 57,881.25	\$ -
2 Installation of Traffic Bearing Membrane (4th Level, including stair roofs)	\$ 137,500.00	\$ -	\$ 151,593.75	\$ -
3 Installation of Traffic Bearing Membrane (3rd Level, including vapor barrier)	\$ 187,500.00	\$ -	\$ -	\$ 217,054.69
4 Installation of Traffic Bearing Membrane (roof of Silos) (including misc repair)	\$ 65,000.00	\$ -	\$ 71,662.50	\$ -
5 Installation of Traffic Bearing Membrane (Floor Surfaces of Entry/Exit Silos)	\$ 118,250.00	\$ -	\$ -	\$ 136,889.16
6 Coating to Stair Enclosures, 4th Level (including exterior re-pointing & sealants)	\$ 100,000.00	\$ -	\$ 110,250.00	\$ -
7 Coating to Spandrels (including misc repair)	\$ 37,500.00	\$ -	\$ -	\$ 43,410.94
8 Coating to Exterior Surfaces of Silo and Parking Levels (including misc repair)	\$ 375,000.00	\$ -	\$ -	\$ 434,109.38
C. Mechanical, Electrical and Plumbing Repairs and Improvements:				
1 Installation/Replacement of New Floor Drains	\$ 67,500.00	\$ 53,156.25	\$ 18,604.69	\$ -
2 Installation/Replacement of New Drain Piping	\$ 187,500.00	\$ 147,656.25	\$ 51,679.69	\$ -
3 Replacement of Sand/Oil Separator (allowance)	\$ 50,000.00	\$ 52,500.00	\$ -	\$ -
4 Miscellaneous Electrical Repairs (assume existing will remain but allowance for replacement)	\$ 50,000.00	\$ 26,250.00	\$ 27,562.50	\$ -
5 Temp Removal of Mech Equipment (allowance)	\$ 25,000.00	\$ 13,125.00	\$ 13,781.25	\$ -
D. Architectural Repairs and Enhancements:				
1 Painting of Steel Framing	\$ 50,000.00	\$ -	\$ -	\$ 57,881.25
2 Painting of Striping and Traffic Markings	\$ 15,000.00	\$ 3,937.50	\$ 8,268.75	\$ 17,364.38
3 Replacement of Doors	\$ 50,000.00	\$ -	\$ 55,125.00	\$ -
4 Replacement of Lightning Arrestor System (allowance)	\$ 15,000.00	\$ -	\$ 8,268.75	\$ 17,364.38
E. Miscellaneous Coordination Work:				
	\$ 122,200.00	\$ 33,000.00	\$ 57,100.00	\$ 46,200.00
F. Mobilization/Demobilization				
	\$ 122,200.00	\$ 33,000.00	\$ 57,100.00	\$ 46,200.00
Sub-TOTAL:	\$ 2,688,900.00	\$ 726,843.75	\$ 1,256,976.56	\$ 1,016,474.16
Construction Contingencies @ +/- 10%:	\$ 268,900.00	\$ 72,700.00	\$ 125,600.00	\$ 101,600.00
sub-Total Construction Costs with Contingencies:	\$ 2,957,800.00	\$ 799,543.75	\$ 1,381,576.56	\$ 1,118,074.16
LONG-TERM REPAIR SCOPE:				
1 Replacement of 4th Level Floor Slab (TOTAL: 25,000 SF, BALANCE OF 75%)	\$ 1,406,250.00	\$ 738,281.25	\$ 775,195.31	\$ -
2 Repairs to 3rd Level Floor Slab (including misc repair to intermediate membrane) (TOTAL: 25,000 SF, ASSUME 50%)	\$ 625,000.00	\$ -	\$ 689,062.50	\$ -
3 Repairs to Silo Floor Surfaces (TOTAL 21,500 SF, ASSUME 30%)	\$ 325,000.00	\$ -	\$ 358,312.50	\$ -
4 Additional Miscellaneous Coordination Work	\$ 117,800.00	\$ 36,900.00	\$ 91,100.00	\$ -
5 Additional Mobilization/Demobilization	\$ 117,800.00	\$ 36,900.00	\$ 91,100.00	\$ -
Sub-TOTAL:	\$ 2,591,850.00	\$ 812,081.25	\$ 2,004,770.31	\$ -
Construction Contingencies @ +/- 10%:	\$ 259,200.00	\$ 81,200.00	\$ 200,500.00	\$ -
Total Construction Costs with Additional Scope & Contingencies:	\$ 5,808,650.00	\$ 1,592,925.00	\$ 3,586,946.88	\$ 1,118,074.16
* Design/Engineering/Construction Support (Allowance; approximate 5% of TOTAL to be finalized upon determination of intended Scope)				
	\$ 290,442.50	\$ 84,841.25	\$ 179,342.34	\$ 55,903.71
Total Phased Opinion of Construction Costs (including a cumulative 5% annual inflation for all costs, to be adjusted annually):	\$ 6,099,292.50	\$ 1,777,466.25	\$ 3,766,189.22	\$ 1,173,977.86
TOTAL Phased Construction Cost with Contingencies:			\$ 6,717,633.33	



We suggest a meeting to be scheduled to review our findings, observe the conditions noted above and finalize a repair program for this facility.

Thank you,

DESMAN


Kenneth Sugarman
Senior Associate

cc: file
Tim Tracy, DESMAN

Enclosure: Field Coring Report, dated 2/14/2023, and Core Compression Test Report, dated 3/14/2023, prepared by Test-Con Inc.
Report of Chloride Analysis, dated 3/13/2023, Report of Petrographic Analysis, dated 3/16/2023, prepared by American Engineering Testing

R:\20-22160 00-2 - Bristol Courthouse Police Garage Survey\20230421 Letter Report (Bristol) REV with edits.docx



15

City of Bristol
DEPARTMENT OF PUBLIC WORKS
BRISTOL, CONNECTICUT 06010

July 8, 2025

Russell Thompson
79 South Street Ext
Bristol, Connecticut 06010

Re: Water Discharge to City Street – South Street Ext
79 South Street Ext

Dear Mr. Thompson

The Department of Public Works has been notified and has performed an inspection to confirm that there is a water discharge from your property onto South St Extension. City records indicate that you have been previously notified of this issue. In accordance with City Ordinance, the discharge of water onto a City street is prohibited.

The Department understands that the discharge of water during the summer does not pose an immediate hazard, however discharge from your parcel has caused icing during winter conditions and it is imperative that corrective action is taken prior to winter.

Please contact me to discuss this issue to explore potential solutions. The DPW may consider the installation of storm drainage in order to provide you a location to discharge your water, however you will be required to install piping on your property prior to the City installation of road drainage.

Sincerely

A large, stylized handwritten signature in blue ink, which appears to read "Raymond A. Rogozinski".

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 23, 2025

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

FROM: Lukasz Burkacki, E.I.T., Civil Engineer

RE: 26 Old Orchard Road – Guiderail Analysis

On Monday June 23rd, DPW performed a preliminary inspection of Old Orchard Road as well as the property: 26 Old Orchard Road. No formal survey was performed; however, GIS data was utilized to evaluate topography, which indicates an approximate 105-foot elevation change (see Figure 1). On Thursday June 3rd, DPW used a ball-bank indicator to determine the recommended advisory speed for the horizontal curve. The results showed that the recommended advisory speed should be 20 MPH for Old Orchard Road. DPW also spoke with the resident of 26 Old Orchard Road and was provided images and videos of vehicles running off the road onto the resident's front lawn. The images and video provided by the resident were taken during the winter time, likely during icy or wet weather conditions.

The primary scope of our investigation was to identify a need for guiderail for the fire hydrant located between 44 and 26 Old Orchard Road. The warrants for barrier are based on whether a traffic barrier will reduce the severity of potential crashes.

The fire hydrant is located roughly approximately 3' from the front of curb. The installation of a guiderail at the location of the fire hydrant would inhibit the use of the fire hydrant.

Alternative actions that could be taken to keep vehicles on the roadway:

1. Install Pavement Markings,
2. Install Advance Warning Signage

Both actions are low cost and can inform drivers of unexpected conditions. DPW recommends that guiderails not be installed in front of the fire hydrant. DPW recommends that W1-3 signage with a



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supplemental sign W13-1P be installed on the property line of 55 & 71 Old Orchard Road. The advisory speed of “20 MPH” should be posted on the advisory speed plaque (W13-1P).

Please feel free to contact me with any questions or concerns at 860-584-6122.

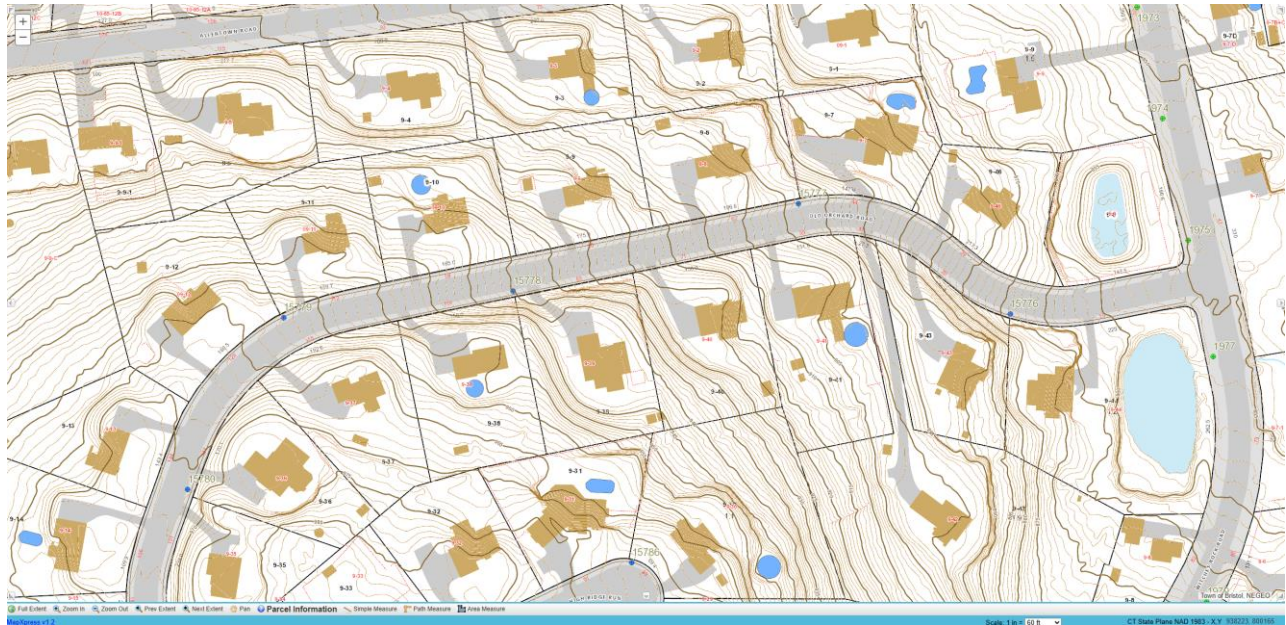


Figure 1: Location Map



Figure 2: Photo Received from Resident

BRISTOL CONNECTICUT
131 NORTH MAIN STREET
BRISTOL, CT 06010
TEL: 860.336.4612
WWW.BRISTOLCT.GOV



BRISTOL
CONNECTICUT
All Heart

131 NORTH MAIN STREET
BRISTOL, CT 06010
TEL: 860.336.4612
WWW.BRISTOLCT.GOV

OLD ORCHARD ROAD GUIDERAIL ANALYSIS

GUIDERAIL ANALYSIS

26 OLD ORCHARD ROAD
BRISTOL, CT

LWB	LWB	AL
DESIGNED	DRAWN	CHECKED

1"=40'

JULY 7, 2025

XXXXX-XXXXX

1 OF 1

RWY-01

 Kristen Polletta <kpolletta03@gmail.com>
To: Lukasz Burkacki; Raymond Rogozinski



[Reply](#) [Reply All](#) [Forward](#) [...](#)
Mon 6/23/2025 12:57 PM

Hello Raymond and Lukas,

Thank you for taking the time to speak with me today. I have attached a few photos related to the issue we have been having where cars come down Old Orchard and miss turning at the bend and staying on the road. This has mainly been an issue in the winter during tough conditions, so far.

- Photo A is a car that ended up on my lawn very close to my garage.
- Photo B is the area I am requesting for evaluation of a guardrail as this is where the cars hop the curb (specifically to the right of the fire hydrant).
- Photo C is the view from my front yard looking up the street.
- The video (D) is from the past winter.

I appreciate your consideration of this issue and look forward to hearing from you. I'm really hoping something can be done. Quick side note - there is a portion of the curb missing on the right side of my property if you are standing looking at my house.

Thank you in advance!

-Kristen Polletta











Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 9, 2025

TO: Mayor Jeffrey Caggiano
City Council
Board of Public Works

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

RE: **DPW - DRAFT STRATEGIC PLAN**

Please find attached a DRAFT Strategic Plan for the Department of Public Works for review by the Board of Public Works. The plan was prepared in response to the discussion with the Board of Finance, Capital Improvement & Strategic Planning Committee, and the Mayor's Office. The primary purpose of a strategic plan is to define the Department's long-term direction, goals, and the steps needed to achieve them. It acts as a roadmap, guiding resource allocations, decision-making, and overall Department's efforts to ensure alignment with the Department's mission and vision and the mission and vision of the City.

Input from the Board of Public Works and the general public is essential in developing the current draft plan into a final plan. The format of the plan was provided by the City, however, I did add Long-Term Risk and Management Statement sections.

A Strategic Plan is NOT a capital improvement or an action plan. Rather, a strategic plan should be used as a tool to focus the Department resources and priorities. Based on the Draft Strategic Plan, the areas of focus and priorities consist of the following:

1. Continue the progress of developing formal policies and procedures for Department tasks. Policies provide a backbone for staff, serve as a training tool, and define the expectation and the level of service for residents.
2. Integrating traffic signals, traffic control signage, and Police Department fleet maintenance into DPW operations. Adjustments to job descriptions are being addressed by Human Resources. The Department will have to train DPW staff and develop additional procedures. DPW sees the potential improvement of traffic signal operations as a way to limit traffic delays while implementing Complete Street policies that, in addition to making City streets more accessible to cyclists and pedestrians, will reduce travel speeds.
3. Develop a Master Plan to Upgrade DPW's Vincent P Kelly Road maintenance facility. The plan would include replacement & realignment of UST/fuel system, building additional/modifications to the fleet maintenance building required to implement centralized City fleet vehicle maintenance, construction of new storage buildings to replace deteriorated structures, creation of a Police Department vehicle impoundment storage area

and modifications to maximize coverage over DPW vehicles (including the potential of solar roof coverage). Due to project cost, master plan implementation will require project phasing. Therefore, development of a master plan is critical.

The focal point of DPW resources should align with the City's overall strategic plan, the priority action items referenced above are tasks that can be completed, completely within the DPW's control, utilizing DPW resources. Other City priorities that are critical to DPW, such as the replacement or renovation of the PD Complex are not listed. The replacement or renovation of the PD Complex will require BOF action, Police Department and potentially ECD assistance and resources to progress. The replacement or renovation of the PD Complex will require a City financial commitment of \$55,000,000 to \$85,000,000 requiring Board of Finance and City Council approval. The replacement of the Police Complex will necessitate the need to acquire land which may/will be a challenge to obtain within a geographic location conducive to the Police Department's needs.

The Department of Public Works performs a wide variety of functions such as Solid Waste, Fleet, Facilities, Streets, Planning, Engineering, and Administrative tasks. The core, common mission of DPW operations is to serve customers either internal (other DPW Divisions & departments) or residents. The priorities outlined in the Draft Strategic Plan were, in part, provided and developed during the FY2025-26 budget process.

Thanks for the opportunity to present this Draft Strategic Plan, as Director I look forward to working with the Board on refining and modifying the plan to establish the Department's strategic objectives.

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



Department of Public Works | 860.584.6125

DEPARTMENT OF PUBLIC WORKS STRATEGIC PLAN

I. EXECUTIVE SUMMARY

The Department of Public Works is comprised of Engineering, Land Use, Building Maintenance, Streets, Solid Waste, and Administrative Divisions. The Department manages and maintains the following assets:

1. City roads (235 miles)
2. Bridges/culverts (67)
3. Buildings/Facilities (14 Buildings)
4. Storm Drainage (198 miles)
5. City Trees (4,600 Est)
6. ADA Ramps (2,700 Est)
7. Curbing (378 miles)
8. Pavement Marking (164 miles)
9. Fleet (vehicle & equipment 253)
10. Street Lights (5,622)
11. Traffic signals (32)
12. Rail Roads (2 miles)

The City of Bristol is located within Hartford County and has a population of approximately 61,844 and an area of 26.81 sq mi. The City's roadway network consists of streets classified as arterial, collector, and local. There is no State or Federal interstate highway that accesses the City. However, State roads maintained by the CT DOT serve as a primary route through the City in north-south and east-west directions. CT Routes 229 and 69 function as the north-south routes, and CT Route 6 and 72 function as the east-west routes through the City. The primary access to the Federal-State Interstate system is via CT Route 72 to Interstate 84.

The lack of an interstate highway allowing quick access across the City results in a large amount of "cut-through" traffic in residential neighborhoods. Combined with City standards requiring wide roads (32 ft), the City receives a large number of complaints from residents associated with speeding. As a result, the need for sidewalks throughout the City, the implementation of a Complete Streets policy, along with traffic calming measures, are required. A primary goal of the Department is to decrease roadway speed while improving traffic signal operation to maintain or improve vehicle travel time.

The City's Land Use functions, Planning, Zoning, Inland Wetlands, and Flood Plan regulations are administered by the Department of Public Works. The primary objective of the Public Works Land Use division is to regulate development to increase the City's tax base while maintaining residential neighborhoods. The City's retail and commercial uses are concentrated in City's downtown, CT Route 6 (Farmington Ave) area, and the CT Route 72 corridor. The City's industrial base is located in the industrial parks constructed in the southeast section of the City, and large factories are located in the northwest corner of the City. The City's largest employer and a premier business in the City is ESPN.

The purpose of this strategic plan is to establish the Department's priorities in order to plan and allocate the Department's available resources in meeting the City's Public Works needs. A strategic plan is NOT a capital improvement plan detailing specific projects the department will complete in the future. The Department's strategic plan establishes priorities and goals that set the criteria for the Department's capital projects. The purpose of the strategic plan is to establish goals and priorities of the Department of Public Works to align all City resources allocated to the Department to meet City objectives. The priorities and goals set forth in the strategic plan will determine the Department's staffing levels, staff alignments and training, equipment, vehicles, facilities, and capital improvement projects.

The key goals and priorities for the Department as set forth in the strategic plan consists of the following:

1. Maintain Department assets and level of service provided to residents.
2. Provide a safe working environment to Department staff and users of Department assets.
3. Expand and focus discretionary resources on creating pedestrian-friendly commercial areas, including the downtown area and Forestville Center, consistent with the Department's Complete Street policy and continue to support City's Economic Community and Development Agency's objectives.

Maintaining the Department's assets and level of service is the primary goal of the Department of Public Works. The Department's roadways, bridges, culverts, and buildings are used each day by residents and visitors of the City. In addition, solid waste is collected throughout the City (18,800 units) on a weekly basis. It is imperative that the Department maintains the services provided to residents, prior to initiating new projects that expand or enhance City services and department assets. Simply put, the Department should meet its current maintenance obligations prior to constructing new assets, and analysis of capital projects should continue to include a review of long-term maintenance costs. It is also critical to ensure a safe work environment for Department staff and ensure that City assets (roads, bridges, buildings) are safe for public use.

The Department's strategic plan prioritizes and focuses on the use of state and federal grants to expand City assets in the downtown areas to create a walkable, high density residential and commercial zone consistent with the Department's Complete Street policy.

II. MISSION STATEMENT

The Public Works Department will work to maintain the City's infrastructure, environment, and assets to maximize community investment and customer satisfaction through the efficient and courteous delivery of services to residents and businesses.

III. VISION STATEMENT



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The Department of Public Works vision statement outlines the Department's desired future state and aspirations. It differs from the Mission Statement which defines the present purpose of the Department, what it does, and how to achieve its goals.

The Department of Public Works' Vision statement consists of the following:

Maintain, plan, and construct public infrastructure, and continue to provide a level of service that meets residents' social economic needs.

IV. CORE VALUES/FOCUS AREAS

1. Communicating and Public Service: Providing high-quality, efficient, and responsive service to residents, businesses, and visitors, in accordance with City ordinances and Department policies.
2. Safety: Protect the health and well-being of both the public and employees. Ensure a safe environment by providing maintenance of City assets and training to Department staff.
3. Sustainability and Environmental Stewardship: Taking a proactive approach to sustainability by considering environmental impacts and preserving natural resources.
4. Efficiency and Resource Management: Utilizing human, natural, and financial resources responsibly and effectively. This includes demonstrating good stewardship of these resources.
5. Customer Service: Being responsive, respectful, and friendly to residents and other stakeholders. Meeting the needs of customers and supporting various communities. Educating the public on Department services, authority, and areas of focus
6. Transparency and Accountability: Openly sharing information with the public and stakeholders to build trust and credibility. Taking ownership for actions and their results.
7. Innovation: Embracing new ideas and solutions to solve problems and improve efficiency.
8. Workforce Development: Attracting, retaining, motivating, and developing a skilled and dedicated workforce.
9. Teamwork and Partnerships: Valuing collaboration and working effectively with internal and external partners.

V. SITUATIONAL ANALYSIS

A. Key Challenges:

1. Aging Infrastructure: Aging roads, bridges, storm drainage, and facilities along with Department equipment and vehicles.
2. Budget Constraints: Limited budgets, forcing difficult decisions about prioritizing projects, and potentially delaying necessary maintenance or upgrades.
3. Reactive Maintenance: A reactive approach to maintenance resulting in costly emergency repairs and service disruptions.
4. Workforce: Attracting and retaining qualified persons, in particular, positions such as engineers, mechanics, CDL drivers, surveyors, planners, and traffic signal technicians. Investing in workforce training.
5. Grant funding requirements and environmental regulations: Increase the number of required reviews and approvals by grant funding agencies and environmental permits, increase the time required to design, permit, and execute capital improvement projects.

B. Current Trends:

1. Budget Constraints.
2. Increase use of technology, improving Department efficiency, but requiring increased staff training
3. Asset Management used to track preventive maintenance, repair costs, along with annual & life cycle costs.
4. Sustainability and Resilience: Focus on environmentally friendly projects, and the use of environmentally sensitive products, equipment, and vehicles to reduce impact to the environment.
5. City Street - Multi Use Functions: Re-inventing City streets to decrease the focus on vehicle speed and increase focus on all users of City streets (pedestrians, bicyclists, and mass transit). Implementation of City Complete Street policy and re-design of City street standards to reduce travel speed and decrease travel time by limiting delays. Key components include ADA accessibility compliance, installation of traffic calming measures, and engineering measures to reduce accidents.

VI. STRATEGIC GOALS & OBJECTIVES Key Performance Indicators

A. Administration Division 013010

1. Continue process of establishing formal written policies and procedures of Department operations with the objective of obtaining APWA Public Works Certification.
2. Enable residents to take advantage of self-service when possible.
3. Continue initiative to create a paperless office which includes scanning and file management of existing documents.
4. Increase communication and information provided to City residents associated with Public Works services.
5. Continue implementation/startup of Asset Management for DPW assets (roadway pavement, storm drainage, street lights, bridges/culverts, traffic signals, vehicles, equipment, building facilities). Expand use of Asset Management System to track equipment downtime, service requests, parts inventory, schedule routine maintenance, and establish service life data.



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6. Expand employee training program roadway reconstruction/paving, project management (budgets), including OSHA safety.
7. Continue to obtain State and Federal grants to improve public facilities, infrastructure, and roadway conditions.
8. Increase safety training provided to Department staff and continue services of City safety consult. Investigate use of equipment, and implement procedures to improve workers' safety.

B. Engineering Division 0013011

1. Maintain existing pavement management/resurfacing program to improve surface conditions of City roadways. Current rating of 235 miles of City streets is 80 (scale 0-100)
2. Update City roadway and utility standards and details, and rewrite City roadway ordinances to reflect current Department and industrial standards.
3. Streamline and improve the Division's permit process through online permitting.
4. Support and assist ECD to implement projects that support economic development.
5. Integrate and complete transfer of Traffic Signal Repair technician functions from the Police Department to the Department of Public Works.
6. Maintain Compliance with CT DEEP MS4 Storm water regulations, industrial and municipal storm drainage systems.
7. Coordinate with FEMA to update City-wide flood plan map, and finalize update of revised City-wide Inland Wetlands map.

C. Land Use Division 0013012

1. Finalize comprehensive update to City Zoning regulations.
2. Continue to support changes that provide increased flexibility and common-sense initiatives, with respect to parking, in all zones.
3. Continue to provide support for property owners of under-utilized properties throughout all zones, using the Adaptive Reuse Regulations, that can help repurpose existing building footprints and provide for infill development.
4. Promote transparency in the land use process by utilizing the City of Bristol Land Use Board and Commission websites, along with our new Civic Clerk meeting portal.
5. Identify areas of collaboration with the Economic and Community Development (ECD) staff.
6. Seek out ongoing training and educational opportunities for all Board and Commission members.
7. Continue to protect existing open spaces and look for common-sense opportunities that preserves more land.

D. Building Maintenance Division 0013013 & 0013021

1. Provide staffing levels to meet Building Maintenance facility needs (renovated City Hall and construction of two new parking garages). The goal is to reduce required overtime, maintain a preventive maintenance program, and reduce the need for capital projects.
2. Maintain Police Complex mechanical, electrical, and plumbing infrastructure to meet the daily needs of a 24/7 first responder operation without impacts to public services.
3. Utilize Asset Management to monitor regular wage & overtime labor costs associated with other buildings and estimate equipment life cycle cost.

E. Street Maintenance Division 0013015

1. Improve maintenance of City roads to reduce service requests and improve public safety. Continue to expand capacity of in-house street maintenance functions to limit use of contractors. Expanded functions include milling and paving roadway sections, installing permanent patches, constructing concrete sidewalks and ADA ramps, roadside barriers, and replacing traffic control signs.
2. Continue annual street sweeping program and expand storm drainage/catch basin cleaning program.
3. Develop in-house training program for heavy and light equipment operators.

F. Solid Waste Division 0013016 & 1213016

1. Reduce service requests associated with weekly collection of municipal refuse and recyclables.
2. Increase enforcement to reduce illegal bulk activity throughout the City.
3. Continue program utilizing the Division's rear packer refuse truck for collection of bulk pick-ups, leaves, and Christmas trees. Maintaining rear packer refuse truck is a challenge due to age of vehicles.
4. Increase roadside litter collection efforts and support the Department's Community Litter Reduction Program.
5. Continue to promote Reduce/Reuse/Recycle (RRR) program to reduce municipal solid waste quantities in order to reduce recycling and refuse disposal costs.
6. Prepare for anticipated State legislation requiring municipal "pay as you throw" rubbish disposal system requiring residents to purchase dedicated/paid for colored bags for rubbish collection and collection of residential organic separation program.
7. Pursue grant funding to establish a Municipal Food Collection Pilot Program.

G. Fleet Maintenance Division:

1. Maintain inventory, streamline parts and fluids, requisition for repairs of City vehicles and equipment maintained by Public Works.
2. Reduce outsourcing of vehicle repairs and perform additional in-house repairs.
3. Improve current services to share Fleet Division services with other City departments such as Police, Water/Sewer, and Park department vehicles to increase efficiencies and reduce cost.
4. Continue to Investigate/implement procurement policies/procedures to purchase used vehicles.



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5. Develop a master development plan for DPW's Vincent P. Kelly Road operation facility. Master plan shall include update to City fuel and UST facility, and expand repair facility to centralize vehicle maintenance (DPW, PD, Water/Sewer, Building, Health, and Park Department vehicle and equipment). Facility will also include the construction of an additional storage facility and a dedicated truck/vehicle wash facility.
 6. Implement measures to improve efficiencies to reduce fleet fuel/energy cost, including investigating use of alternative fuel vehicles.
- H. Snow Removal 0013018
1. Provide employee training to limit over-application of salt.
 2. Utilize GPS vehicle data to monitor vehicle speed and location of snow operations vehicles.
 3. Continue expansion of snow operations fleet to maximize use of City staff (DPW, Water/Sewer & Park Department) to minimize need of outside private snow plow vendors.
 4. Investigate implementing a policy of mandatory call-in/overtime for employees during winter operations.
 5. Evaluate and expand roadway pretreatment products such as use of salt brine to improve roadway condition effectiveness and reduce environmental impact.
- I. Major Roads 0013019
1. Continue maintenance program establishing the current City roadway rating surface condition at 80 (rating scale 0-100).
 2. Improve roadway repairs impacted by utility patches. Continue to coordinate roadway surfacing with public utilities to limit impact to paved roadways (expand roadway repair area beyond utility trench to include roadway defects).
 3. Improve resident public notification procedures to inform the public of planned roadway maintenance and drainage projects.
 4. Expand DPW Streets Division program to mill and pave roadway sections (curb to curb, full lane width).
 5. Investigate alternatives for roadway surface treatments.
 6. Maintain high level of, and ensure compliance with, City roadway and infrastructure construction standards.
 7. Continue program to improve storm drainage prior to roadway resurfacing, and expand utility replacement coordination with the City's Water/Sewer Department.
- J. Railroad Maintenance Division:
1. Maintain railroad level of service (Class I) and maintain rail line safety.

2. Improve coordination with new rail operator (Genesee & Eastern Railroad).
3. Replace originally installed 100- and 107-pound rail with 115-pound rail line.
4. Upgrade LED flashers at road crossings.
5. Prepare A2 Survey (as-built) conditions of rail line. Mapping of entire rail line currently not available.
6. Investigate sale and disposal of City owned railroad and/or establish a user fee.

K. Line Painting

1. Inspect and evaluate existing roadway pavement markings for deficiencies. Roadway pavement markings shall comply with MUTCD standards.
2. Recommend/coordinate modification to pavement markings with Police Department Traffic Control Division to improve safety.
3. Improve roadway pavement markings on City roads to support autonomous and self-driving vehicles.

L. Street Lighting Division:

1. Maintain LED street light level of service on City streets.
2. Address need for additional street lighting in areas where there are no utility poles.
3. Develop program to inspect and replace (as required) existing stand-alone light poles located within residential subdivisions.
4. Minimize street light outages (repair time) by improving coordination with City vendor and Eversource Electric.
5. Increase scheduled requirements associated with developer installation of street lights in new subdivisions.
6. Investigate and implement street light technologies associated with dimmer control street lights, public wi-fi access, solar and other measures to improve energy efficiency of street lights to reduce electrical costs.

M. Transfer Station: 1363016

1. Install solar PV panel array at City landfill to provide lease payments to reduce transfer station operating costs.
2. Increase transfer station “pay as you throw” disposal rates to reduce or eliminate the current subsidy of transfer station costs by the general taxpayers. The objective includes cost-reduction measures to decrease transfer station operating costs.

N. Capital Improvement Program

1. Police Court Complex: Renovate or construct a new Police Court Complex. Estimated renovation and construct-as-new costs are \$55,000,000 and \$82,000,000 respectively.
2. Complete current major bridge (over 20 ft spans) replacement program designated as Federal Local and continue to progress on the replacement of deficient bridges (under 20 ft and over 6 ft span) classified as State Local for funding purposes. Federal Local provides 100% funding, and the State Local bridge program provides 50% funding. Once Federal State and State Local bridges are complete, the Department will proceed with addressing deficient culverts under 6 ft.
3. Upgrade City Traffic Signals: The City owns 32 traffic signals throughout the City. Currently 8 of the 32 traffic signals are currently not functioning as designed and are on recall. Traffic signals functioning on recall do not detect vehicles and operate on timers only.
4. DPW Operations Facility: Upgrade the Department’s Vincent P Kelly Road Operations facility to expand fleet operations, construct new vehicle fuel system, install dedicated



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truck washing station, and house all DPW vehicles/equipment & Police Department impounded cars. The expanded facility will enable centralized vehicle maintenance of all City vehicles (DPW, Parks, Water/Sewer, Building, and Health Department). A dedicated vehicle wash bay will enable efficient clearing of vehicles undercarriage to increase vehicle life.

5. Traffic Calming and Complete Street Projects, including projects to increase City sidewalks, improve ADA ramps, and improve pedestrian use of roadways.

VII. Long Term Risks

1. Bristol Landfill: The Department's Municipal Landfill is currently closed and subject to CT DEEP Stewardship permit requiring yearly monitoring. In addition to the annual monitoring cost (\$30,000 - \$40,000 per year) that the City will be required to perform in perpetuity, CT DEEP will potentially require a level of environmental cleanup (\$10,000,000 - \$15,000,000).
2. Police Complex Building: The Police Department operates seven days a week, 24 hours a day, therefore, function of the building is critical. Due to its age, the operation and maintenance of the HVAC and mechanical/electrical systems has been a challenge. Both the heating/boiler system and the electrical switchgear are original to the building (1968). A failure of either system may require temporary systems on an emergency basis or a relocation of Police Department functions. The cost of a full renovation of the Police Complex, or reconstruction of new facility, is estimated as \$55,000,000 (renovation) or \$82,000,000 (new).
3. Solid Waste Disposal Cost: The City procures solid waste disposal services through Bristol Resource Recovery Facility Operating Committee (BRRFFOC), a consortium of fourteen (14) municipal communities. BRRFFOC communities obtain lower solid waste disposal/processing service costs by operating as a group with larger quantities of solid waste. Through BRRFFOC, the Department's Covanta rubbish disposal rate is \$74.20/ton (FY2024-25), well below market cost of approximately \$105/ton. The City's rubbish disposal fee is obtained through BRRFFOC and is part of a 30-year contract that increases rubbish rates on a yearly basis, based on CPI (existing contract expires 2034). When the Covanta (Reworld) contract expires in 2034, City cost increase will be $(18,400 \text{ tons} \times \$30.8/\text{CY} = \$566,720)$.

VIII Management Statement

1. The Department of Public Work shall provide courteous, timely, and high-quality service to all residents in accordance with the Department's Board of Public Works policies, City Ordinances (Chapter 21 Streets, Sidewalks and Public Roads & Chapter 10 Solid Waste).
2. The Department of Public Works shall continue the practice of preparing formal Board of Public Works approved policies for all department functions. Policies define the rights and level of service that residents and property owners can expect to receive from the Department. The policies also define the Department's responsibility and required actions. Requests sent to the Department of Public Works from residents or property owners that exceed the level of service defined in approved policies or City Ordinance shall not be allowed/authorized.
3. A key function of the Department of Public Works' management is to continue to evaluate the Department's functions, procedures, and operations to improve efficiencies, reduce costs and/or improve the level of provided service. Implementing change is a core principle. However, when feasible, prior to fundamental changes in policies, processes, or staffing assignments, pilot test programs shall be conducted to evaluate impact. In the case of Department equipment purchases, the Department shall lease or rent equipment prior to purchase in order to test effectiveness.
4. The Department shall manage work assignments to limit overtime. The Department does recognize that emergency action is required at times to address Public Works needs, and due to impact to residents and building occupants, overtime work may be required.
5. The Department of Public Works shall perform functions within its budget and shall, to the fullest extent possible, limit the request of additional funds from the Board of Finance. In addition, all purchases and expenditures of funds shall be in accordance with the City's approved Purchasing Manual.
6. The Department of Public Works staff is the primary asset of the Department. Staff salaries comprise approximately 68% of the Department's annual operating budget. As such, training of the Department staff is critical to improving services and increasing efficiency of Department functions provided to residents. Every effort shall be made to provide staff training. In addition to providing training utilizing outside vendors, the Department shall include "in house" internal training. Any restructuring of staff shall include maintaining resiliency and the ability to cross-train staff.
7. Safety of Department staff and maintaining City assets to provide safe use is critical to Department functions. In addition to the City's worker safety committee, use of outside safety consultant services shall be continued. In the event that Department functions cannot be performed by City staff due to either lack of training or required equipment, the Department shall arrange for work to be performed by outside vendors.
8. The Department of Public Works sees innovation and technology as a mechanism to potentially improve production, level of service, efficiency, and to reduce cost. This includes continuing the Department AI Technology Committee, and limiting the purchase of new equipment, instead purchasing equipment with a proven track record.
9. Shared department services: As one of the City's largest departments comprised of multiple diverse divisions with a full range of functions, the Department of Public Works is committed to assisting another City Department to reduce City cost.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 3, 2025

TO: Mayor Jeffrey Caggiano
City Council
Board of Public Works

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

RE: **CITY BUILDING MODIFICATIONS TO SPACE ALLOCATION – CITY HALL
& POLICE COMPLEX**

In accordance with the attached Board of Public Works policy regarding approval of the re-use or designation of space within City buildings, the following modifications are proposed (layout of proposed building allocation attached):

1. Police Complex 2nd Floor – Re-use of the former northern court room, former temporary Comptroller office space. The 2,263 SF space has been officially unused since the Comptroller space office was relocated back to City Hall. The proposal is to designate the space as an office for the Police Department Training Division. There is no construction cost to the proposed creation of a Police Department training office, the space will be used “as is.”
2. Police Complex 2nd Floor – Re-use of the northern portion of the building space (with windows), formerly used for the Public Works Engineering Division office. The proposal is to designate the 3,910 SF space for Police Department training facility. The space will be used for field training, the previous used office dividers, currently in the space will be used as walls that can be reconfigured by the Police Department staff for training purposes. There is no cost to the proposed creation of a Police Department field -scenario training space, the space will be used “as is.”
3. Police Complex 2nd Floor – Re-use of the former southern court room the former temporary Building Department office space. The proposal is to re-use the 1,584 SF space for document storage of City documents. Additional document storage space will enable the full Parks and Community Services department to relocate to the ground floor of City Hall.

The original City Hall renovation plan only included provisions to locate the Parks Department functions. Community Service functions were to remain at the Parks Department’s 51 High St facility. The current plan is to relocate ALL Parks and Community Services functions to the ground floor of City Hall, utilizing space currently allocated for document storage. The proposed use of space on the second floor of the Police complex will offset the loss of the City Hall ground floor space and provide adequate space for document storage for all City departments.

Upgrades to the space will be required to meet the attached State Librarian requirements, however, it appears building modifications would be limited to the installation of card readers and closing access to the doors located in the rear (western) section of the space. In addition, removal of interior walls will be considered and architectural services will be needed to facilitate State Librarian approval. Shelving will be added to the space. Documents will be stored in boxes, not file cabinets.

The vault document storage area on the ground floor of City Hall will not be impacted by the relocation of the Parks and Community Services Department back to City Hall. The vault document storage room is located in the northeast section of the ground floor. A large portion of the vault document storage space is currently available for storage due to department disposal and scanning of documents, however, DPW is not 100% confident that there will be sufficient storage space available without the addition of the proposed Police Complex document storage area.

The construction cost for the proposed document storage room, in order to meet State Librarian approval, is \$17,000. The cost includes architectural fees to obtain approval, minor wall modifications, and installation of card reader access.

4. Police Complex 2nd Floor – Re-use former Zoning Enforcement Officer’s space for a Police Department union office. The proposed 750 SF space allocation will relocate the existing Police Department union office from the first floor. The proposed union office would be adjacent to the proposed document storage area and may pose an issue obtaining State Librarian approval for the document storage area. If the proposed union office does pose a concern to the State Librarian, the office would be relocated to the former City Planner’s office on the second floor. There is no construction cost with either option to relocate the Police Department union office. The space will be used “as is”.
5. Police Complex 2nd Floor – The former Public Work Administrative, Land Use, and Building Maintenance space will remain un-allocated.
6. City Hall Purchasing Department 2nd Floor – Re-use of the existing Purchasing Department document storage room for use as an office. The Purchasing Department obtained approval and funding for an additional position, therefore an additional office or work station is required. Other than the proposed re-use of the existing 120 SF document storage room there is no other viable option to create additional office space within the Purchasing Department. The existing document storage room currently contains 8 large file cabinets. A portion of the cabinets are currently empty, and some of the cabinets will remain and be redistributed within the Purchasing Department space. It is estimated that the contents of two file cabinets will be relocated to a document storage rooms outside of the Purchasing Department space. The referenced documents will either be relocated to the document vault in City Hall ground floor, or the proposed document storage room on the second floor of the Police Complex.

In order to convert the Purchasing Department’s document storage room to an office, data drops, electrical outlets, carpeting, and office furniture will be required, at a minimum. The cost for the estimated work and furniture is \$8,000. The Purchasing Department has requested the installation of glass in the interior office walls to provide the perception of light into the space. Installation would require the removal a portion of the existing wall, installation of glass, and repainting the interior and exterior wall, and is estimated to cost an additional \$7,000. Installation of interior windows will also increase disturbance to office operations due to construction and lengthen overall construction time.



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As indicated above, there is no construction cost to allocate space for Police Department uses, they will use the space “as is.” The cost to construct a code compliant document storage room and the office in the Purchasing Department will be \$25,000 or \$32,000. \$32,000 if interior windows are installed in the Purchasing Department. The cost of the modification will be funded utilizing the City Hall project fund.

It should be noted that there are maintenance and custodian costs associated with using additional building space. Although maintaining and providing custodial services to an additional office is manageable, it does have a communitive impact to the DPW Building Maintenance Division. In particular, the small size of the Maintenance Division is impacted when staff is out and the need for the Division to maintain additional City buildings (two parking garages).

In order to proceed, the Department of Public Works recommends the following Board of Public Works Action:

Approve proposed modifications to City building space allocations within the Police Complex and City Hall building. Modification to the Police Complex will allocate space for the Police Department training room, field training facility, police union office, and a City document storage room at an estimate cost of \$17,000. City Hall modifications will consist of converting the Purchasing Department document storage room into an office. The cost without the installation of interior windows will be approximately \$8,000. All funding is available in the City Hall renovation account.

Or (if interior windows are installed in the Purchasing Department office):

Approve proposed modifications to City building space allocations within the Police Complex and City Hall building. Modifications to the Police Complex will allocate space for the Police Department training room, field training facility, police union office, and a City document storage room at an estimate cost of \$17,000. City Hall modifications will consist of converting the Purchasing Department document storage room into an office. The cost with the installation of interior windows will be approximately \$15,000. All funding is available in City Hall renovation account.

The Department of Public Works recommends approval of the Purchasing Department office without installing interior windows. The recommendation is based primarily on the impact to the office during construction, increased construction time, and limited increased lighting.

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



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



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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

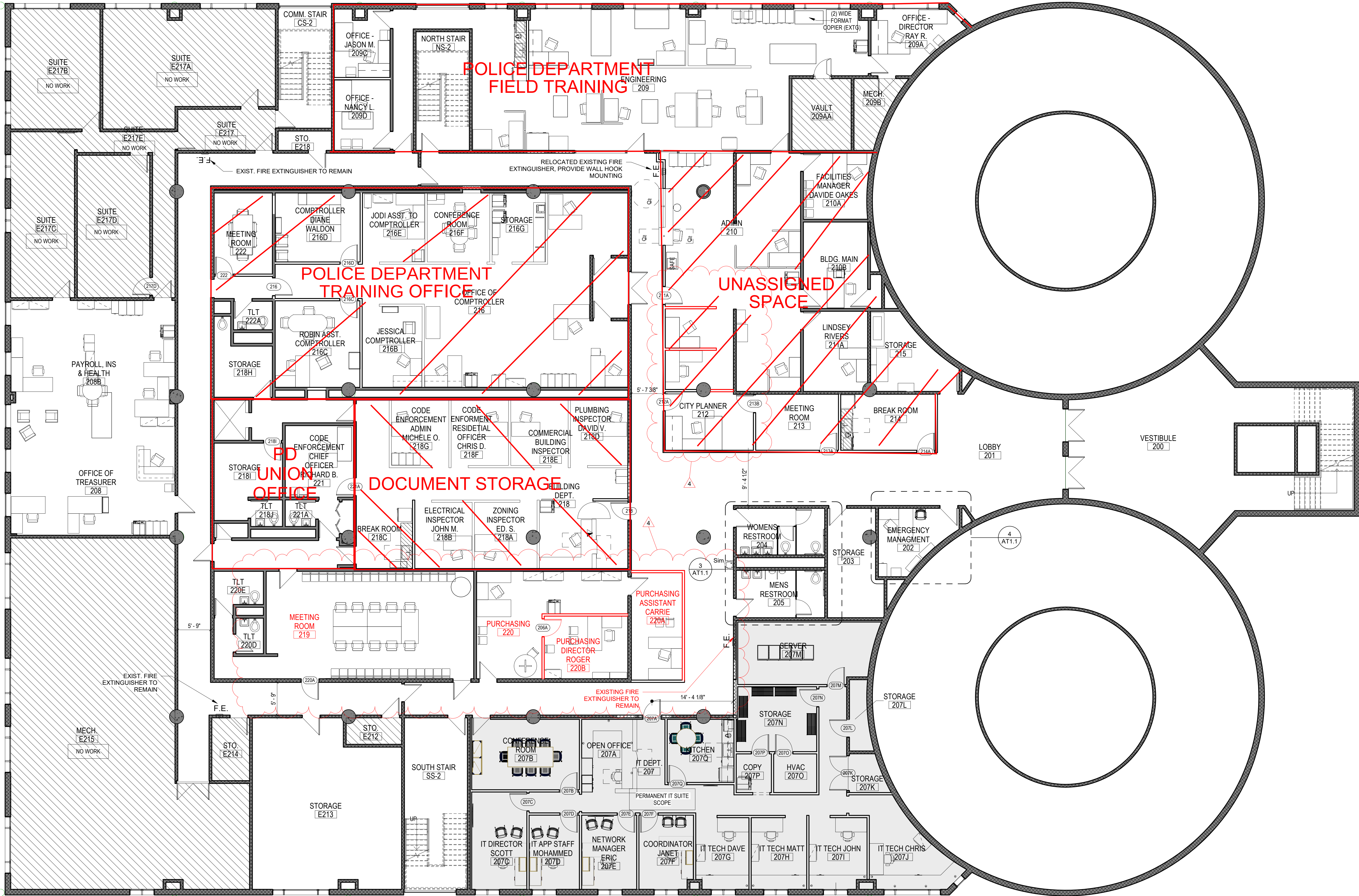


Department of Public Works | 860.584.6125

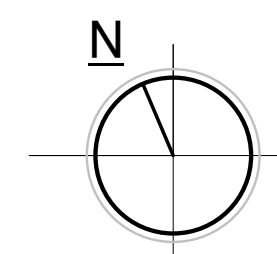
the Department of Public Works. Said requirement shall not apply to Fire Departments, Libraries, Senior Center, or DPW V.P. Kelly Garage facilities, unless said projects impact use of City building space or impact DPW budgets.

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.



1 LEVEL 2 FLOOR PLAN - TEMP SPACE
AT1.0 1/8" = 1'-0"



Issuances:

2	ADDENDUM #1	12.6.21
3	OWNER CHANGES	1.21.22
4	OWNER CHANGES	2.1.22

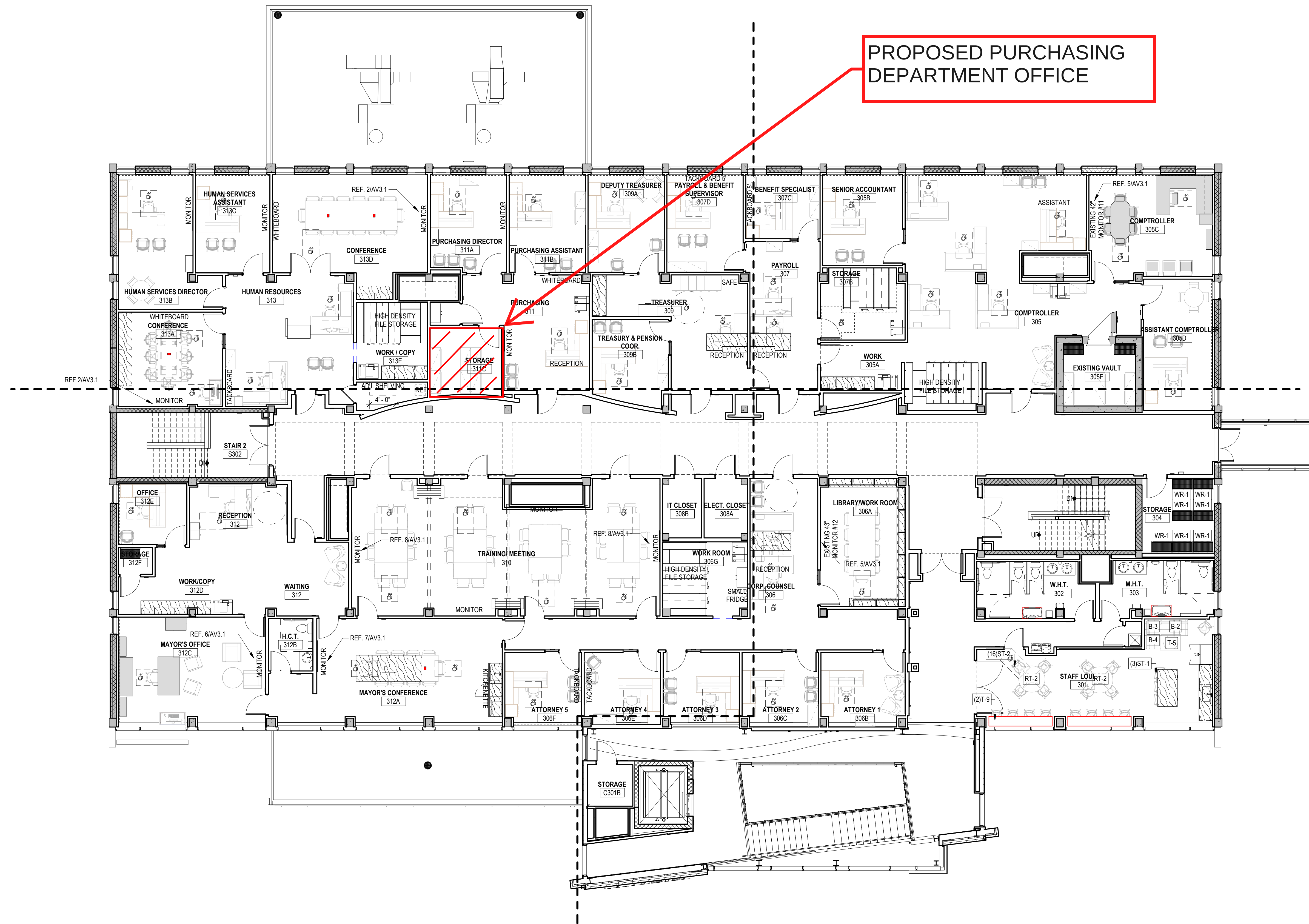
Date: ISSUED FOR BID:
OCTOBER 25, 2021

Scale: 1/8" = 1'-0"

Project No. 2K21.004
Drawn by: CJO

GENERAL NOTES:

1. COORDINATE MONITOR HEIGHT WITH TECHNOLOGY PACKAGE & CENTER ON WALL



PROPOSED PURCHASING
DEPARTMENT OFFICE



786 Chase Parkway
Waterbury, CT 06708



T (860) 583-3489
10 Main Street, Bristol, CT 06010

todesign

114 West Main Street
New Britain, CT 06051

LONG
CONSULTING

67 Federal Rd
Building A Suite 201
Brookfield, CT 06804

PES STRUCTURAL
ENGINEERS

2446 Albany Ave
West Hartford, CT 06117

benesch

120 Hebron Ave FL 2
Glastonbury, CT 06033



RENOVATIONS FOR:
111 NORTH MAIN ST
BRISTOL, CT

Issuances:

PR-059 MAY 11, 2023
RFI 244 NOVEMBER 17, 2022
CITY REVISIONS OCTOBER 19, 2022

Date: April 18, 2022 - Conformance Set

Scale: As Noted

Project No. 2K21.004
Drawn by:

FFE1.30

THIRD FLOOR
FURNITURE PLAN

1 THIRD FLOOR - FURNITURE PLAN
FFE1.30 1/8" = 1'-0"



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 24, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW CITY HALL RENOVATION / ADDITION - FINAL COST**

The Department of Public Works is complete with the initial City Hall Addition & Renovation project. The project budget of \$37,825,000 consisted of the following accounts:

ACCOUNT	BUDGET	Expended	DESCRIPTION	FUNDING
3023015-491002-19C14	\$675,000	\$656,997	City Hall MEP – Perimeter Heating Units	Bond
3073015-570200-RLOSS	\$3,700,000	\$3,500,476	City Hall HVAC/MEP	ARPA
3023015-491002-19C15	\$33,450,000	\$31,802,126	City Hall Addition/ Renovation	Bond
TOTALS	\$37,825,000	\$35,959,599		
CURRENTLY AVAILABLE		\$1,610,746		

Please note that the indicated “currently available” of \$1,610,746 includes the transfers out of unutilized APRA funds (\$199,524) no longer available and account encumbrances for architectural services associated with relocation of the Park & Youth Services Department back to City Hall.

A summary of all project payments is attached for the Board of Public Works review. The project scope and bond authorization include the cost of design, construction, relocation, temporary space, furniture, and start up. The bond authorization also included construction of a municipal parking garage. A summary of the project breakdown is provided below:

PROJECT ACTIVITY	APPROXIMATE COST
Design /Professional Services	\$2,242,921
City Hall Construction	\$28,204,678
Moving Expense	\$268,133

Temporary Office Space	\$2,846,447
Furniture	\$1,664,699
DPW Direct Labor Support Cost	\$31,355
Post Construction – Start Up	\$168,121
Meadow Street Parking Garage	\$475,745
Relocation of Park & Youth Services Back to City Hall (Design Cost)	\$57,500

The Meadow Street parking garage funding of \$475,745 represents only a portion of the total parking garage cost. The design and construction of parking garage cost \$6,200,000. A State ECD grant provided \$4,620,000 in funding and \$1,614,000 of the parking garage was funded with City funds a portion of which included the \$475,745 of City Hall renovations funds.

The cost breakdown provided above is for informational and reporting purposes only and was not used for project accounting. The largest vendor by contract amount that worked on the City Hall addition renovation project was the architectural firm of Quisenberry Arcari Malik LLC (QA&M) and the D'Amato/Downes Joint Venture (DDJV), with contract amounts of \$1,612,374 and \$29,080,213, respectively. I would also note that approximately \$31,355 of direct City labor has/will be charged to the project associated with overtime of City staff, primarily DPW Building Maintenance personnel moving and support work.

Work remaining consists of construction cost to renovate a portion of the ground floor to support the Park, Recreation, Youth and Community Service (PRYCS) Department along with final furniture adjustments. The original City Hall addition and renovation plan included space for the Park & Recreation sections of the PRYCS Department, however, the space was not finished when they moved to the City's 51 High Street facility. The currently proposed plan is to relocate the entire PRYCS to the ground floor and sell the 51 High Street facility. A portion of the existing \$1,610,746 will be used to fund building renovations to relocate the PRYCS relocation to City Hall.

Based on a review of project accounts and adjustments, account transfers are required from the construction account to professional fees and direct labor cost accounts. The required transfers include \$914,378 from the construction account to professional fees to cover architectural services during construction. In order to proceed, the Department of Public Works requests the following Board of Public Works action:

Approve the Department of Public Works' request to transfer \$914,378 within the City Hall Addition & Renovation accounts (project 19C15). Said transfers cover professional fees and direct labor cost utilizing the account balance within the City Hall construction account (3023015-570200-19C15). Remaining funds with the City Hall construction account are approximately \$1,610,746.

The Board of Finance Request form associated with the account transfer of \$914,378 is attached. No contract amendments are required, therefore, City Council action/approval is not required.

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

CITY HALL ADDITION / RENOVATION & MEADOW STREET PARKING GARAGE - EXPENSE SUMMARY

25-Jun-25

ORG	OBJECT	PROJECT	PO	AMOUNT	VDR NAME/ITEM DESC	COMMENTS	PROJECT CATEGORY
3023015	531000	19C15	22105064	\$62.10	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$295.65	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22405004	\$244.35	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22405004	\$124.20	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22405004	\$72.90	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22405004	\$135.00	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$2,474.33	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$6,955.05	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$3,734.08	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$17,424.86	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$19,120.52	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,261.10	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$17,977.50	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,613.03	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$14,091.18	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$12,895.60	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$17,343.79	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$19,189.30	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$23,271.01	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$8,484.38	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$10,728.81	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$12,430.00	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,642.50	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,334.38	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$17,177.21	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,448.13	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$13,661.33	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$13,356.78	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$16,273.08	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$14,535.00	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$12,908.75	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$10,186.25	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$19,373.75	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$10,748.75	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$266.08	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICE2021	Design /Professional Services
3023015	531000	19C15	22105064	\$12,688.75	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$9,711.25	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$9,077.50	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$11,525.00	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$12,836.25	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	531000	19C15	22105064	\$3,636.08	COLLIERS PROJECT LEADERS USA NE LLC	PROFESSIONAL FEES & SERVICES	Design /Professional Services
3023015	570200	19C15	22202884	\$411.00	EAGLE ENVIRONMENTAL INC	CITY HALL OFFICE BLD	Design /Professional Services
3023015	570200	19C15	22202884	\$2,620.50	EAGLE ENVIRONMENTAL INC	CITY HALL OFFICE BLD	Design /Professional Services
3023015	570200	19C15	22202884	\$2,280.00	EAGLE ENVIRONMENTAL INC	CITY HALL OFFICE BLD	Design /Professional Services
3023015	531000	19C15	22202759	\$29,838.00	FRIAR ARCHITECTURE INC	CITY HALL BLDG PROFESSIONAL FE	Design /Professional Services
3023015	570900	19C15	22044411	\$14,770.00	GILBANE BUILDING COMPANY	Concept Sketches - City Hall O	Design /Professional Services
3023015	570200	19C15	22402923	\$173.26	JON SAHLIN CPA LLC	INTERPRETING SVCS FOR CH REDD	Design /Professional Services
3023015	531000	19C15	22202138	\$10,000.00	KEHES GROUP LTD	CITY HALL OFFICE BLD PROFESSIO	Design /Professional Services
3023015	570200	19C15	22203542	\$3,200.00	KEHES GROUP LTD	CITY HALL OFFICE BLDG PROGRAM	Design /Professional Services
3023015	570900	19C15	22203542	\$6,000.00	KEHES GROUP LTD	CITY HALL OFFICE BLDG PROGRAM	Design /Professional Services
3023015	570900	19C15	22045018	\$132.00	LOUREIRO ENGINEERING ASSOCIATES	CITY HALL OFFICE BLDG PROGRAM	Design /Professional Services
3023015	570900	19C15	22045018	\$371.25	LOUREIRO ENGINEERING ASSOCIATES	CITY HALL OFFICE BLDG PROGRAM	Design /Professional Services
3023015	531000	19C15	22104260	\$1,346.90	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,300.80	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$15,877.50	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$28,168.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$21,243.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$24,713.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$32,369.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,213.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services

3023015	531000	19C15	22104260	\$14,193.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$38,710.99	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$32,164.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$12,931.55	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$8,342.50	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$18,645.61	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$29,462.50	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$28,743.74	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$43,728.25	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$179,337.94	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$210,150.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$191,954.21	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$127,922.69	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$135,700.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$40,878.20	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$142,300.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	531000	19C15	22104260	\$135,700.00	QUISENBERRY ARCARI MALIK, LLC	PROFESSIONAL FEES & SERVICES C	Design /Professional Services
3023015	570200	19C15	22300504	\$2,500.00	SLR INTERNATIONAL CORPORATION	THE UPDATE OF THE OFFICE OF TH	Design /Professional Services
3023015	570200	19C15	22300504	\$500.00	SLR INTERNATIONAL CORPORATION	THE UPDATE OF THE OFFICE OF TH	Design /Professional Services
3023015	570200	19C15	22300504	\$252.50	SLR INTERNATIONAL CORPORATION	THE UPDATE OF THE OFFICE OF TH	Design /Professional Services
3023015	570200	19C15	22300504	\$2,000.00	SLR INTERNATIONAL CORPORATION	THE UPDATE OF THE OFFICE OF TH	Design /Professional Services
3023015	570900	19C15	22044314	\$23,508.78	STUDIO Q ARCHITECTURE LLC	City Hall Concept Sketches	Design /Professional Services
3023015	531000	19C15	22203592	\$1,775.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$725.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$4,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$3,050.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$10,200.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$3,000.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$4,500.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$5,100.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$1,020.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$8,100.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$5,100.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$3,060.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$1,020.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,040.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$3,060.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$2,550.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$3,400.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	531000	19C15	22203592	\$1,700.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	570200	19C15	22203592	\$5,440.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	570200	19C15	22203592	\$3,910.00	SUSTAINABLE ENGINEERING SOLUTIONS, L	CITY HALL RENOVATIONS	Design /Professional Services
3023015	570900	19C15	21904501	\$800.00	SZEWCZAK ASSOC CONSULTING ENGRS	STRUCTURAL CONSULTATION 10 MAI	Design /Professional Services
3023015	570200	19C15	22504602	\$365.00	ATLAS ENVIRONMENTAL COMPANY	Reporting & DEEP fees	Design /Professional Services
3023015	570200	19C15	22505338	\$466.00	ACCURATE COMMERCIAL DOOR &	Door Assessment	City Hall Construction
3023015	570200	19C15		\$1,633.38	ADVANCED REPROGRAPHICS	P-Card invoice for statement c	City Hall Construction
3023015	570200	19C15	22404416	\$325,557.08	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SVCS - CH	City Hall Construction
3023015	570200	19C15	22404416	\$143,128.75	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SVCS - CH	City Hall Construction
3023015	570200	19C15	22404416	\$57,525.32	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SVCS - CH	City Hall Construction
3023015	570200	19C15	22404416	\$70,854.91	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SVCS - CH	City Hall Construction
3023015	570200	19C15	22404416	\$123,458.72	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SVCS - CH	City Hall Construction
3023015	570200	19C15	22104263	\$391,504.69	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$503,406.77	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$192,804.96	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$445,067.57	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$893,071.94	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,265,915.44	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$918,030.36	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,290,027.81	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$983,872.16	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$806,584.40	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,346,489.17	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,100,960.59	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,878,585.85	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$1,472,028.76	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$2,001,579.63	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction
3023015	570200	19C15	22104263	\$3,440,713.58	D'AMATO & DOWNES JOINT VENTURE	PROFESSIONAL FEES & SERVICES C	City Hall Construction

3023015	570200	19C15	22403002	\$8,891.68	BRIGHTLY SOFTWARE INC	ASSET MANAGEMENT SOFTWARE	Post constrction - Start Up
3023015	570200	19C15	22403002	\$525.19	BRIGHTLY SOFTWARE INC	ASSET MANAGEMENT SOFTWARE	Post constrction - Start Up
3023015	570200	19C15	22403002	\$11,200.28	BRIGHTLY SOFTWARE INC	ASSET MANAGEMENT SOFTWARE	Post constrction - Start Up
3023015	570200	19C15	22403002	\$20,633.03	BRIGHTLY SOFTWARE INC	ASSET MANAGEMENT SOFTWARE	Post constrction - Start Up
3023015	531000	19C15		\$139.45	Misc	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$50.78	Misc	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22204783	\$3,747.00	GOVCONNECTION, INC	NEW THINKPADS FOR DPW	Post constrction - Start Up
3023015	570200	19C15		\$148.56	HARBOR FREIGHT TOOLS31	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22505474	\$805.00	HOME DEPOT	City Hall Storage Shelves	Post constrction - Start Up
3023015	570200	19C15		\$390.22	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$1,774.00	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$8,149.67	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22404253	\$465.66	HOME DEPOT	BUILDING SUPPLIES	Post constrction - Start Up
3023015	570200	19C15		\$19.44	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$1,038.00	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$1,111.18	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570900	19C15		\$2,076.00	HOME DEPOT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22403727	\$2,176.00	JAMES S WOJDYL	FRAMES FOR FLAGS	Post constrction - Start Up
3023015	570200	19C15	22402347	\$11,162.73	JAMES S WOJDYL	FRAMING OF MAYOR PHOTOS	Post constrction - Start Up
3023015	570200	19C15	22204278	\$2,735.00	JKS SYSTEMS	CITY HALL OFFICE BLDG PROGRAM	Post constrction - Start Up
3023015	570200	19C15	22505087	\$3,020.00	M & P PAINTING LLC	Paint touch-up work at City Ha	Post constrction - Start Up
3023015	570200	19C15	22504843	\$5,815.00	M. FRANK HIGGINS & CO INC	Chair railings	Post constrction - Start Up
3023015	570200	19C15		(\$527.24)	MANNYS APPLIANCES CANT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15		\$4,959.00	MANNYS APPLIANCES CANT	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22403014	\$3,125.00	POINTMAN SAFETY CONSULTING LLC	CONSULTING	Post constrction - Start Up
3023015	570200	19C15	22403183	\$5,750.00	POINTMAN SAFETY CONSULTING LLC	PROCEDURES & OSHA LOTO TRAININ	Post constrction - Start Up
3023015	570200	19C15	22402395	\$13,275.00	WHOLESALE COMPUTER EXCHANGE	Laptops for NEW COUNCIL CHAMBE	Post constrction - Start Up
3023015	570200	19C15		(\$205.50)	FLAGMAN OF AMERICA	P-Card invoice for statement c	Post constrction - Start Up
3023015	570200	19C15	22403638	\$5,274.27	EVERSOURCE ENERGY CL-P	MEADOW ST GARAGE	Meadow Street Parking Garage
3023015	570900	19C15	22304185	\$5,842.01	EVERSOURCE ENERGY CL-P	RELOCATE FACILITIES KELLY ST	Meadow Street Parking Garage
3023015	570200	19C15	22403940	\$1,288.00	SSSH3 INC	ALARM INSTALL - MEADOW ST GARA	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$66,928.26	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$7,800.00	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$90,324.43	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$83,613.08	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$43,543.50	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22304136	\$149,131.70	D'AMATO CONSTRUCTION CO	MEADOW & KELLY ST GARAGE	Meadow Street Parking Garage
3023015	570200	19C15	22403923	\$6,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	IMMANUEL LUTHERAN	Meadow Street Parking Garage
3023015	570900	19C15	22304171	\$2,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	PARKING LOT RENTAL	Meadow Street Parking Garage
3023015	570900	19C15	22304171	\$2,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	PARKING LOT RENTAL	Meadow Street Parking Garage
3023015	570900	19C15	22304171	\$2,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	PARKING LOT RENTAL	Meadow Street Parking Garage
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3023015	570900	19C15	22304171	\$2,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	PARKING LOT RENTAL	Meadow Street Parking Garage
3023015	570900	19C15	22304171	\$2,000.00	IMMANUEL EVANGELICAL LUTHERAN CHU	PARKING LOT RENTAL	Meadow Street Parking Garage
3023015	570200	19C15	22505263	\$2,750.00	QUISENBERRY ARCARI MALIK, LLC	Parks Dept relocation - profes	Park Relocation
3023015	570200	19C15	22505263	\$1,000.00	QUISENBERRY ARCARI MALIK, LLC	Parks Dept relocation - profes	Park Relocation
3023015	570200	19C15	22505263	\$9,000.00	QUISENBERRY ARCARI MALIK, LLC	Parks Dept relocation - profes	Park Relocation



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: June 25, 2025
(Submission Date)

For the July 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) \$ 914,878

☐ 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 July 17, 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

1. Reason for request:

See attached memorandum to the Board of Public Works from Raymond A Rogozinski, P.E., Director of Public Works, date June 24, 2025, regarding DPW City Hall Addition/ Final Cost

From:	3023015-570200-19C15 City Hall Construction	To:	3023015-531000-19C15 City Hall Proff Fees	Amount:	\$883,393
From:	3023015-570200-19C15 City Hall Construction	To:	3023015-515100-19C15 City Labor OT	Amount:	\$31,355
From:	3023015-570200-19C15 City Hall Construction	To:	3023015-520700-19C15 City Labor FICA	Amount:	\$100
From:	3023015-570200-19C15 City Hall Construction	To:	3023015-531000-19C15 City Labor Medicare	Amount:	\$30



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 3, 2025

TO: Mayor Jeffrey Caggiano
City Council
Board of Public Works

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

RE: **EAST STREET BRIDGE – PROJECT STATUS (CONTRACT TIME & CONTRACT AMENDMENT)**

Construction of the East Street Bridge is progressing. The project was designed by GM2 Engineers, the bridge is being built by Schultz Construction, and WMC is providing construction inspections and administrative oversight in accordance with CT DOT requirements.

The East Street Bridge replacement project is being funded through the Federal Local Bridge program administered by the CT DOT. In accordance with the program, ALL (100%) of eligible design, construction, and inspection costs are paid for through the bridge grant. There is NO cost to the City of Bristol. With that said, DPW continues to perform critical reviews of all requests for additional costs and contract amendments. In addition, in accordance with the City's Purchasing Manual requirements, all contract change orders exceeding \$50,000 require City Council approval.

Although fully funded through the Federal State Bridge grant program, additional costs that exceed current appropriations will require Board of Finance action to appropriate funds that will be reimbursed by the grant.

A summary of current purchase orders associated with the East St Bridge project is attached:

CONSTRUCTION ITEM	VENDOR	PO no.	\$	Account
Construction Design Services (portion of contract)	GM2 Engineers	22102758	\$25,000	3023015-531000-19C10
Construction	Schultz Corporation	22503016	\$2,713,717	3023015-570300-19C10
Inspection & Construction Administration	WMC Engineers	22503011	\$364,600	3023015-531000-19C10

The existing bridge construction contract includes a contract amendment in the amount of \$114,217 previously approved by the Board of Public Works and City Council to relocate/replace an additional water main. The project budget, established in accordance with the Federal Local Bridge program is \$4,800,000, with \$2,115,500 currently available (un-encumbered). As stated, ALL expenditures must comply with Federal Local Bridge program requirements in order to be eligible for full (100%) reimbursement.

The designated contract time defined in the contract specifications is 241 calendar days to the complete construction. Contract time does not include an allowable winter shut down from December 1 to March 30 (121 calendar days). During winter shutdown, the contractor is allowed to work, with the approval of the owner (City of Bristol) and the CT DOT.

During the winter shut down, days worked are not counted as “contract days”. The contractor receives no additional compensation for work performed during the winter shutdown. However, in accordance with Federal State Bridge program requirements, inspection of work is required. In the case of East St bridge, WMC Engineering inspection fees are based on the original 241-day contract time. Allowing Schultz Construction to work during the winter shutdown therefore requires an amendment to WMC Engineers’ contract in the amount of \$108,000 for the addition of 121 days of inspection. Compensation to WMC Engineers has been approved by the CT DOT, therefore, it is an eligible expense, and will be fully funded under the Federal Local Bridge Program.

Bridge contractors often request to work through the winter shutdown, and allowing contractors to work does enable construction to be completed earlier and lessens the impact to residents. However, consideration must be given on future bridge projects to either NOT authorizing winter work, or including winter shutdown time in the original engineering inspection service contract to eliminate the need for contract amendments. Construction contracts do include liquidated damages provisions as a penalty for delays. However, they are often difficult to enforce, and in the case of a Federal Local bridge program, liquidated damages go to the State, not the City. Liquidated damages for East St bridge are \$1,200/day. Although the East Street Bridge is fully funded through the Federal Local Bridge program, the State Local Bridge program only provides 50% funding, therefore 50% of all contract change orders on a State Local bridge project would be funded with City funds. As a result, the DPW would recommend a policy to include engineering inspection costs during the winter shutdown period for all future bridge inspection projects. The policy would not reduce City cost, however the policy will define the cost prior to the start of the project.

Schultz Corporation has also submitted a contract time extension request of 52 work days (73 calendar days) for work associated with the water main replacement (previously approved CO \$114,217). The request is currently being evaluated; however, approval is anticipated. Schultz Corporation will not receive additional compensation for the time extension, however, WMC Engineers will require approximately \$70,000 for additional inspection services. The existing WMC Engineers contract does include a \$33,000 contingency which will cover a portion of the additional cost. Therefore, in order to proceed, the Department of Public Works recommends the following Board of Public Works action:

Recommend City Council to authorize the Mayor to sign a contract amendment to Contract 2P24-076, WMC Engineers for Inspection and Construction Administration services of East St Bridge in the amount of \$143,000. Said amendment shall cover cost



Department of Public Works | 860.584.6125

of winter inspection services and water main replacement work and shall be fully funded through the Federal Local bridge program.

It should be noted that the East St Bridge construction is ongoing and additional construction and engineering costs may be incurred. The Department of Public Works remains very concerned with the progress of construction and potential additional delays and cost associates with the delays. The contractor has indicated that additional work crews will be assigned to the project starting the week of July 14, 2025. Fortunately, there are alternate routes available to traffic to detour around the East St Bridge.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: July 8, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: EMMETT ST – POLICY REVISIONS (ITEMS ALLOWED
WITHIN CITY RIGHT OF WAY)/PREVIOUS REQUEST TO
ACQUIRE PROPERTY LOCATED BETWEEN EMMETT
ST AND PROPERTY IDENTIFIED AS 201 PINE ST
(STREETLINE REVISION).**

As previously reported to the Board of the Public Works, the Department of Public Works has been contacted by representatives of D'Amato Construction Company Inc., owners of the property identified as 201 Pine St, to procure 0.14 ac (5,892SF) property located between the property of 201 Pine St and Emmett St. The subject 5,893 SF property was created during the realignment of CT Route 72 in 2008. As part of the construction the intersection of Pine St and Emmett St was reconstructed, relocating the intersection to the east. The Department of Public Works defines the property as part of the City's right of way, not a parcel.

The 5,893 SF area currently does not serve a purpose for DPW. While there are no current plans to utilize the area to expand the roadway, there may be a future need to construct a dedicated right turn lane. If an expansion of the roadway intersection is required, the area in question would be needed.

Based on a recommendation of the Department of Public Works the Board took the following action:

Forward the request from D'Amato Construction Company to acquire the 0.14-acre (5,982 SF) property located between Emmett St and the property identified as 201 Pine St to the Real Estate Committee and the Planning Commission for a referral, pursuant to Ct State Statute 8-24. Said referral by the Board of Public Works shall indicate a recommendation to transfer said property, subject to Real Estate Committee and City Council final approval, with the stipulation that the property shall be encumbered with an easement in favor of the City of Bristol for highway purposes. The easement shall allow the City full use of the property for the purpose of expanding or

reconstructing the roadway (if required). Pursuant to City Council approval, the transfer of the property will consist of a street line revision to the Emmett St right of way.

D'Amato Construction is agreeable to encumber the area with an easement in favor of the City for highway purposes. With the easement, the City will retain all rights to utilize the area in the future to expand the roadway. Although an easement fulfills DPW's concerns associated with the potential transfer of the property, the placement of the easement also means that there is no monetary value for D'Amato to purchase the property. D'Amato would be purchasing property that the City can effectively use (take back) in the future to construct the road.

As Director, I feel strongly that the property should not be conveyed to D'Amato without reserving the right to use the property to expand/add an additional turn lane in the future. The City should not sell property today and have to re-purchase it in the future to make public improvements. The DPW also acknowledges that there is no plan currently or anticipated, to construct an additional turn lane which would require the referenced property. The Department is content with the current property arrangement; however, the Department supports the attached revision to the Department's policy which would allow the placement of a fence in the City's right of way, subject to the conditions set forth in the attached.

If approved, this policy would not be limited to the area along the Emmett St. The policy would affect all City right of ways within the City. The proposes conditions, limiting the installation of a fence only on right of ways having a width greater than 50 ft. does severely limit it application. Very few rights of ways in the City have a width greater than 50 ft.

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

Approve the Department of Public Works privately owned (non-City) items located within the City's right of way policy, amendment effective September 1, 2025.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: May 5, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: EMMETT ST – REQUEST TO ACQUIRE PROPERTY
LOCATED BETWEEN EMMETT ST AND PROPERTY
IDENTIFIED AS 201 PINE ST (STREETLINE REVISION).**

The Department of Public Works has been contacted by representatives of D’Amato Construction Company Inc., owners of the property identified as 201 Pine St, to procure the 0.14 ac (5,892SF) property located between the property of 201 Pine St and Emmett St. The subject 5,893 SF property was created with the realignment of CT Route 72 in 2008. The intersection of Pine St and Emmett St was reconstructed, relocating the intersection to the east. The Department of Public Works defines the property as part of the City’s right of way, not a parcel.

The 5,893 SF area currently does not serve a purpose for DPW. While there are no current plans to utilize the area to expand the roadway, there may be a future need to construct a dedicated right turn lane. If an expansion of the roadway intersection is required, the area in question would be needed. Pursuant to DPW’s request, D’Amato Construction is agreeable to encumber the area with an easement in favor of the City for highway purposes. With the easement, the City will retain all rights to utilize the area in the future to expand the roadway.

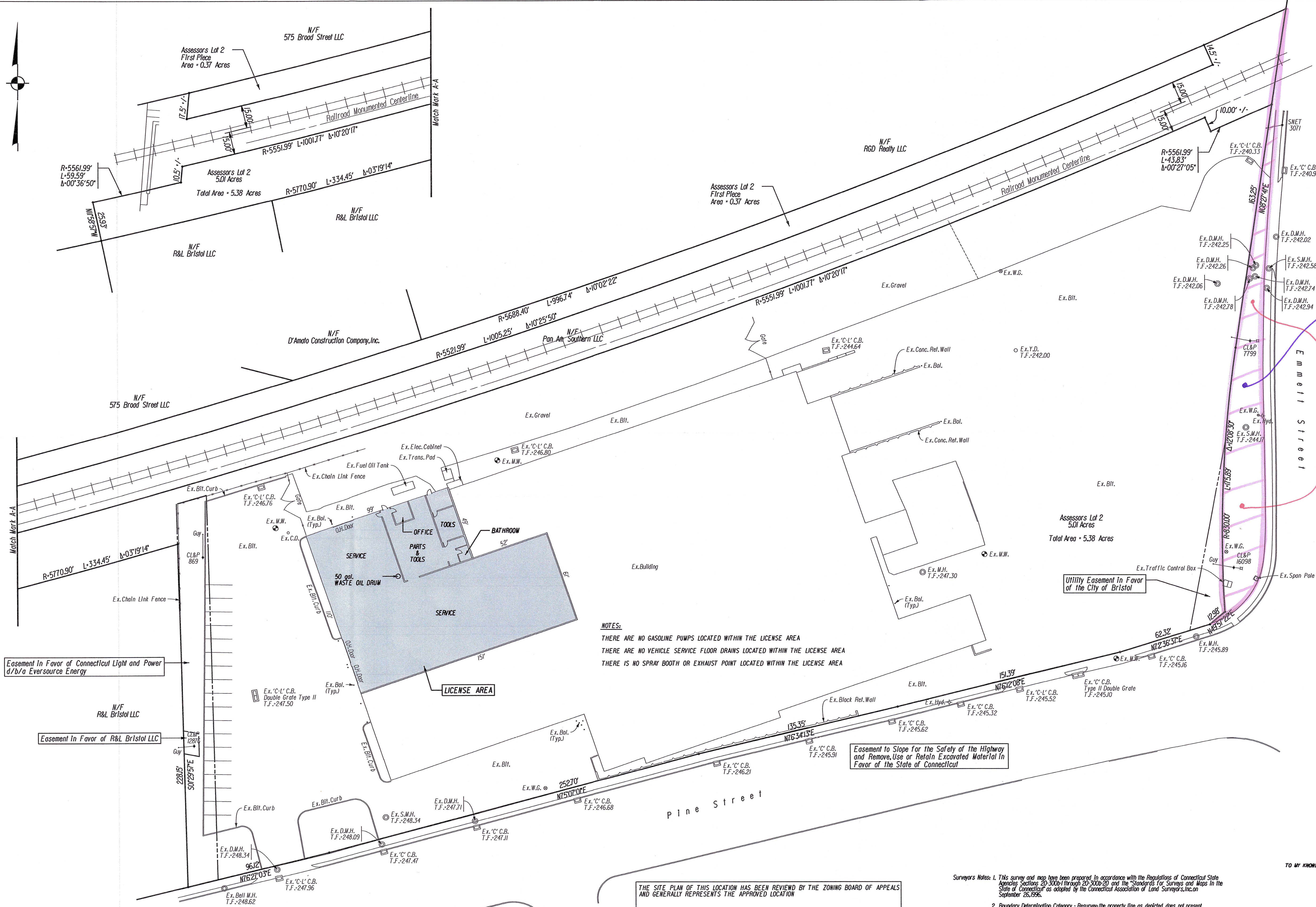
It should be noted that as part of the CT DOT’s realignment of the Pine St and Emmett St intersection, the State acquired the equivalent property east of Emmett St. The area to the east is comprised of multiple properties. Therefore, a direct comparison to the property in question is difficult. However, in this case, the state paid the property owners of Ellen Reality \$5,424 for 1,350 SF. With that said, the property was not subject to an easement, such as will be retained by the City. The presence of an easement effectively allows the City to retain all current rights needed to utilize the property for highway purposes. A map of the subject parcel, along with the mapping of the area associated with CT DOT’s Route 72 project, is attached.

In order to process the request to procure the property in question, DPW recommends the following Board of Public Works action:

Forward the request from D'Amato Construction Company to acquire the 0.14-acre (5,982 SF) property located between Emmett St and the property identified as 201 Pine St to the Real Estate Committee and the Planning Commission for a referral, pursuant to Ct State Statute 8-24. Said referral by the Board of Public Works shall indicate a recommendation to transfer said property, subject to Real Estate Committee and City Council final approval, with the stipulation that the property shall be encumbered with an easement in favor of the City of Bristol for highway purposes. The easement shall allow the City full use of the property for the purpose of expanding or reconstructing the roadway (if required). Pursuant to City Council approval, the transfer of the property will consist of a street line revision to the Emmett St right of way.

As indicated in this correspondence, the Department of Public Works classifies the property as a portion of the Emmett St right of way. However, if the property in question is a parcel, the City is responsible to maintain the sidewalks, including clearing snow in accordance with City Ordinance.

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



6,000 ±
5982 ±

REVISE
to R.O.W.
TO BACK
OF WALK.

NOTES:
THERE ARE NO GASOLINE PUMPS LOCATED WITHIN THE LICENSE AREA
THERE ARE NO VEHICLE SERVICE FLOOR DRAINS LOCATED WITHIN THE LICENSE AREA
THERE IS NO SPRAY BOOTH OR EXHAUST POINT LOCATED WITHIN THE LICENSE AREA

Easement to Slope for the Safety of the Highway
and Remove, Use or Retain Excavated Material in
Favor of the State of Connecticut

PROPERTY SURVEY
SITE DRAWING FOR
D'AMATO CONSTRUCTION COMPANY, INC.
LAND OWNED BY
D'AMATO CONSTRUCTION COMPANY, INC.
201 PINE STREET
BRISTOL, CONNECTICUT
SCALE 1" = 30' AUGUST 16, 2022

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

RGAC

THE SKETCH IS AN ACCURATE REPRESENTATION OF THE PROPOSED LICENSED AREA

APPLICANT SIGNATURE _____ DATE _____

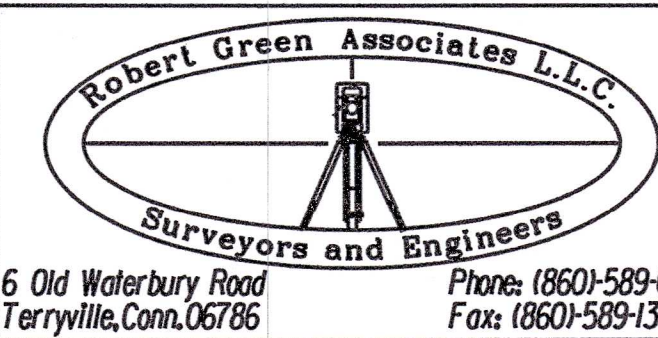
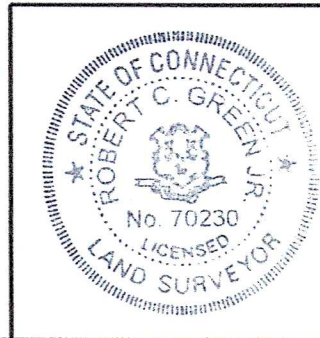
THE SITE PLAN OF THIS LOCATION HAS BEEN REVIEWED BY THE ZONING BOARD OF APPEALS
AND GENERALLY REPRESENTS THE APPROVED LOCATION

NAME _____
TITLE _____
SIGNATURE _____ DATE _____

Surveyors Notes: 1. This survey and map have been prepared in accordance with the Regulations of Connecticut State
Agencies Sections 20-300b-1 through 20-300b-20 and the "Standards for Surveys and Maps in the
State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on
September 26, 1996.

2. Boundary Determination Category - Resurvey: the property line as depicted does not present
a property/boundary opinion and was taken from other maps prepared for the parcel

3. Horizontal Accuracy Class - A-2
4. Topographic Accuracy Class - T-2
5. Assessors Map 39 Lot 2
6. Zone: BHC
7. Underground Features have been compiled, in part, based upon information furnished by others. This
information is to be considered appropriate and Robert Green Associates does not take responsibility for
subsequent errors or omissions which may have been incorporated into this plan as a result.



6 Old Waterbury Road
Terryville, Conn. 06786
Phone: (860)-589-0135
Fax: (860)-589-1342

CITY OF BRISTOL – PUBLIC WORKS POLICY

23.50 PRIVATELY OWNED (NON-CITY) ITEMS LOCATED WITHIN THE CITY’S ROADWAY RIGHT OF WAY

1. Policy Name

23.50 Privately owned (non-City) items located within the City of Bristol’s roadway right of way.

2. Responsible Division and effective date

Engineering Division and Streets Division of the Public Works Department.

3. Rationale or Purpose

The Department of Public Works encounters and receives requests to install privately owned (non-City) items within the City of Bristol’s roadway right of way. In accordance with the City Ordinance 21-5 & 21-6, the placement of materials within the City right of way is prohibited. The purpose of this policy is to ensure that said items do not pose a safety risk to the general public, increase the City of Bristol’s liability, or require repair/maintenance.

This policy defines the Department of Public Works’ policy regarding items located within the City’s right of way. While specific items are covered as examples in this policy, it is not all-inclusive, and the omission of an item shall not be construed as permitted. The City reserves the right to remove any and all items within the right of way to eliminate or mitigate a safety risk, decrease City liability, or maintenance/repair cost.

For the purpose of this policy, the right of way shall be defined by a licensed surveyor or by the City, measured from the center of the roadway pavement, half the distance to the edge of the right of way (typ. 50 ft. ROW).

4. Policy Statement

No items shall be installed within the ROW that have an adverse impact, or potential of an adverse impact on the general public, either by posing a safety risk, or by increasing City cost and/or liability. Items such as mailboxes are permitted, and the establishment of grass is encouraged. Items such as retaining walls, trees, shrubs, and vegetation are addressed in a separate Board of Public Works policy. The focus of this policy is to address privately owned (non-City items) that property owners have previously installed within the City’s roadway right of way.

5. Scope/Items

- 5.1 Installation of Convex Mirrors** – Convex sightline mirrors for private driveways. DPW WILL NOT install ANY convex mirrors within the public right of way. Mirrors must be installed precisely to be effective, and proper installation is dependent on the height of

the vehicle/operator and the geometry of the road. In addition, the mirrors must be maintained in order to be effective, and may become misaligned over time by the loosening of brackets, or adversely impacted by objects, such as snow. It is the position of the Public Works Department that the City cannot take on the liability associated with the proper installation and maintenance of mirrors. It should also be noted that mirrors should not be installed on City trees, and the City does not have the authority to permit the use of utility poles.

The installation of convex mirrors is the SOLE responsibility of the property owner to supply, install, and maintain. The mirror must be installed on a post by the property owner. If the owner installing the mirror does not install it across their own property frontage, they shall obtain permission from the respective property owner. If the mirror is to be installed on the opposite side of the street, the property owner installing the mirror shall obtain approval from the property owner located adjacent to the mirror.

Concerns with mirrors that property owners should consider prior to installation include: the potential of misalignment, poor visibility at night time or during adverse weather conditions, and difficulty judging distances.

The City of Bristol reserves the right to remove any mirror installed within the City's right of way based on a complaint or re-assessment by the City, including sun glare or reflection.

The property owner shall be fully responsible to repair and maintain the mirror, including ensuring that the mirror is properly positioned. The City of Bristol IS NOT responsible for any misalignment or positioning of the mirror, including activities such as (but not limited to): snow plowing, grass cutting, or general road maintenance.

5.2 Large Obstructions/Stones Along Roadway Curb: The placement of obstructions/stones along a roadway curb within the City's roadway right of way creates a potential hazard and can result in vehicular damage, or in vehicles veering out of the travel path resulting in accidents.

In accordance with this policy, no obstruction/stones should be placed along the City's roadway curb line. When the Department of Public Works becomes aware of an obstruction or placement of large stones, the Department shall remove the obstructions/stones if it impedes vehicle travel. The policy is limited to areas within the public right of way, and does not include items placed on private property. The policy is not limited to areas of roadway pavement. The purpose of the policy is to prevent the installation of obstructions/large stones within the right of way, outside the roadway pavement area where vehicles may travel.

5.3 Private Sprinkler System within Street Right of Way: There are currently a number of private sprinkler systems located within the roadway right of way. The sprinklers allow property owners to maintain the grass area within the roadway right of way. The sprinklers do not pose a safety risk. However, they are not identified as part of the "call

before you dig” utility mark-out service. The sprinklers are privately owned. The installation of sprinklers within the roadway right of way is NOT prohibited, however, it is the purpose of this policy to state that the City IS NOT responsible for repairs associated with any damage to the sprinklers, or any cost associated with damage to sprinklers. It is also the policy of the Department of Public Works to make every effort not to damage sprinklers, including inspection of work area prior to excavation.

Property owners seeking payment for the repair of sprinkler damages by the Department of Public Works shall be directed by the Department to submit a “claim of damage” to the City Clerk.

5.4 Painting of Public Sidewalks: The painting of public sidewalks (sidewalks located within the roadway right of way) is prohibited. NO PAINT or permanent markings are allowed, included artwork or signage (except marking installed for “call before you dig” utility mark outs). The marking of sidewalks with chalk or temporary material is permitted. For the purpose of this policy, temporary markings shall be defined as markings that wash away after a single (0.5 inch) rain event.

5.5 Basketball Hoops/Poles & Play Equipment: The installation or location of basketball hoops and poles is prohibited within the City’s right of way. The City reserves the right to remove all basketball hoops/poles and play equipment.

5.6 Leaves Deposited in City Right of Way: The depositing of leaves or other vegetative materials is prohibited within the City right of way. The act of stockpiling leaves along the edge of City roads poses a safety concern associated with a quantity (amount) of leaves entering the roadway resulting the potential of reduced visibility for drivers, reduced travel way, and blocked storm drainage.

The disposal of leaves by property owners within the City shall be in compliance with City Solid Waste Ordinance 10-9 and 10-10. For residential properties, property owners shall collect leaves in designated paper bags that shall be placed along the property frontage and collected and disposed of by the City of Bristol Department of Public Works. Property owners can also dispose of leaves at no charge with a permit at the City’s transfer station.

Property owners are not required by the Department of Public Works to pick up fallen leaves. However, as stated above, property owners cannot deposit leaves within the right of way.

The determination of stockpiled leaves, versus leaves that have naturally fallen, shall be determined by the Director of Public Works. However, indication of stockpiled/deposited leaves shall include the following:

- a. The general absence of leaves within a property, except for presence of leaves along roadway (along the right of way).
- b. A stockpile of leaves that is generally three (3) times the depth of naturally accumulated leaves on the property.

The Department of Public Works shall enforce this policy based on complaints received from the general public or as identified as a safety concern by Department staff. Upon inspection and confirmation of violation of the policy by the Department, the property owner shall be notified and provided a 10-day period to remove the material (leaves/vegetation) in question. The failure to remove the material will result in fines and/or penalties, including the cost for the Department of Public Works to remove the leaves/materials in question. The Department's collection of leaves shall be limited to removal of the hazard and may not include the collection of all leaves.

Residents placing leaves within the roadway pavement area either by directly depositing leaves within the roadway pavement, or causing leaves to be deposited by the act of the placement of leaves along the right of way, will be referred to the Police Department for action.

Property owners are encouraged, but are not required, to collect and dispose of leaves that naturally fall within the City's roadway right of way and roadway pavement area. However, the Department of Public Works will not collect leaves within the right of way and/or roadway pavement area unless they pose a high safety hazard for vehicles as determined by the Director of Public Works.

5.7 Fences: Installation of a fence within the City's road right of way is prohibited unless the following conditions are met:

1. The right of way is greater than 50 ft wide.
2. The property fence is located behind the City sidewalk, or outside the area where a City sidewalk would be installed (minimum 3 ft pole border).
3. Property owner shall maintain the sidewalk(s) in accordance with City Ordinance.
4. Fence installation shall comply with all City zoning and building code requirements.
5. Fence installation or the storage of materials within the fence area does not pose or cause a sight line concern.
6. All fencing installed on City right of way shall be approved by the Director of Public prior to installation of fencing.
7. Permit - authorization of to install fencing shall be recorded on City land records and shall contain a provision holding the City harmless for fencing and property contained within said fence. Permit authorization shall include a provision requiring the City to notify the adjacent property owner (owner of the fence) 30 days prior to City re-use of fenced-in roadway right of way area. Said notice may be increased subject to approval of the Director of Public Works, but shall not exceed 120 days.
8. All cost to remove fencing shall be at the expense of the fence's adjacent property owner.

6. Definitions

N/A

7. Approval authority: Board of Public Works

8. Approved date: _____

9. Review cycle: Every five years



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: May 28, 2025 **Re-issued as old business 7/10/25**

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW DRAFT COMPLETE STREET POLICY**

Please find enclosed a draft Complete Street Policy for review and approval. As indicated in the policy, Complete Streets is an approach to planning, designing, and building streets that enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. The primary concept is that streets should not be designed merely for vehicles. Rather, consideration should be given to all potential users of City streets.

The Complete Street Policy establishes the framework to incorporate Complete Streets processes and roadway standards into City projects. Although the Department of Public Works will be the lead City department implementing Complete Streets, full integration will include City Land Use boards, the Commission of Disability, ECD, Police, Fire, Parks and the Senior Center. The policy also requires an internal committee comprised of the Director of Public Works, City Engineer, City Planner, and ECD Executive Director to ensure Complete Street implementation and execution. The policy also establishes oversight by the Board of Public Works, and requires the creation of a City Bicycle Committee to develop a Bicycle Facility Plan. Full implementation of Complete Streets will require revisions to the City's Street Ordinance, along with revisions to the City's Zoning and Planning regulations.

Complete Streets does not require sidewalks, bike lanes, traffic calming, or streetscape elements on all City streets. However, it does require a review prior to City projects that necessitate that other users and street elements are evaluated and considered, along with documenting the decision process. A primary goal of Complete Streets is to shift away from prioritizing vehicle speed and travel time. A checklist of Complete Streets items that shall be evaluated as part of the Complete Street process is attached.

The Department of Public Works supports Complete Streets and sees implementation of Complete Streets as a means to improve roadway safety. It should also be noted that approval and implementation of Complete Streets has been a condition of a number of State and Federal roadway grants, including the Community Conductivity funding. Time will be required to fully establish and implement Complete Streets in order to work with the various City and Community

Boards, Commissions, and City Departments. However, to move forward the Department of Public Works requests the following Board of Public Works Action:

Approve the proposed Complete Street Policy as presented by the Department of Public Works

If approved, the Department of Public Works will establish the internal committee of the Director of Public Works, City Engineer, City Planner, representative of the DPW Engineering Division, and the City's ECD Executive Director to proceed with implementing Complete Streets. The representative of the DPW Engineering Division will be Anthony Lorenzetti, P.E. The committee may be expanded with time, to include members of City Land Use Boards, Commission on Disabilities, and representatives of the Senior Center.

It should be noted that the draft Complete Street policy is based, in part, on the Complete Street policies from West Hartford Connecticut and Riverside California.

A link to a complete street guidebook prepared by NVCOG is provided provided below:

[NVCOG Complete Streets Guidebook 100124 FINAL](#)

As indicated above, the approval of a Complete Streets policy is becoming a condition in a number of State grants. Pending State bill SB 1377 increases funding for Complete Streets. On a Federal level, grant funding for alternate vehicles such as bicycles paths are being de-prioritized. See link to article regarding federal funding/ prioritizes.

<https://usa.streetsblog.org/2025/03/12/breaking-u-s-dot-orders-review-of-all-grants-related-to-green-infrastructure-bikes>

However, the availability of Federal discretionary grant funds for a Connecticut municipalities is anticipated to be very low.

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

CITY OF BRISTOL COMPLETE STREET POLICY

1.0 SCOPE

Complete Streets is an approach to planning, designing, and building streets that enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. This approach also emphasizes the needs of those who utilize multi-modes of transportation, mostly in City areas with low-income levels and the highest housing and population density.

An objective of the Complete Street policy is to maximize City investments in areas where existing multi-model roadway infrastructure is required, due to lack of long-term investment, and is needed due to high population density. With that said, the Complete Street policy will be incorporated into ALL Department of Public Works project to ensure that all modes of transportation and needs of all residents are met.

While Complete Streets is a **process** and **approach** to street design, there is no singular design prescription for Complete Streets. Each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crosswalks, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

The March 2022 USDOT and FHWA Report to Congress Entitled “Moving to a Complete Streets Design Model: A Report to Congress on Opportunities and Challenges,” defines Complete Streets as “Complete Street is safe, and feels safe, for everyone using the street. The Infrastructure, Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), Section 11206, defines Complete Streets standards or policies as those which “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.”

The report also states: “Building Complete Streets encompasses planning, designing, constructing, maintaining, and operating roadways and public rights-of-way with all users in mind to make the transportation network safer. In principle, Complete Streets are multimodal and provide safe access for all roadway users. In practice, it is not always possible to accommodate all modes in a single street due to right-of-way constraints, so a practical approach to Complete Streets also focuses broadly on building Complete Networks to provide connectivity for different modes of travel. Complete Networks may use parallel routes to facilitate access that variously prioritizes different modes throughout an area while ensuring the safety of all roadway users. Creating Complete Streets also requires safety data analysis and safety countermeasure identification and implementation. “In summary the report states that: “Complete Streets provide users with essential access to the transportation network, regardless of mode choice, access, or connectivity, determines how easily people can move throughout the transportation system. At its simplest level, network connectivity addresses how travelers can move safely and easily from place to place. Safety and comfort for those who use transit, walk, bike or roll are integral to the objective of providing connections and access for those who choose to use those modes.”

The City of Bristol Planning commission is required by statute to develop a Plan of Development every 10 years to act as a blue print for the city. The 2015 Plan of Conservation and Development chapter 13 addresses the future transportation needs of the city. Section 13.2 lists the Overall Transportation System Goals. The first goal is to provide a comprehensive and integrated system to best meet the needs of Bristol residents, businesses, and visitors. Other overall goals of the plan are vehicular, pedestrian, bicycle circulation, and transit. These items are expressed more thoroughly as policies in section 13.3. Section 13.3.1 Comprehensive System, promotes a “Complete Streets” approach to ensure that local roadways are designed to accommodate multiple modes of transportation (motor vehicles, pedestrians, bicycles, public

transit, etc.) where and when appropriate.” The development a of a Complete Streets Policy will make the City Eligible for Future Community Connectivity Funding that is being administered by The State of Connecticut Department of Transportation (CTDOT), and help the city to incorporate Complete Street Elements in state funded projects.

2.0 VISION – GOAL

This Complete Streets policy shall be considered as an integral component of the project design for all City owned public street right of ways including sidewalks and pathways. The transportation network shall be safe, accessible, comfortable, accommodating, and welcoming to all users including pedestrians, people with mobility challenges, cyclists, motorists, commercial vehicles, and emergency vehicles.

A Complete Streets approach will encourage non-motorized modes of transportation and a Complete Streets culture that promotes an inter-connected community, healthy living, and a thriving City.

Specific benefits include the following:

- i. Makes roads safer through development of separate pedestrian and cyclist facilities where possible, that will improve safety and increase capacity for vulnerable users.
- ii. Enables healthier lifestyle choices by providing an expanding variety of safer and convenient walking and bicycling options;
- iii. Expands or completes the network of safe walking and bicycling routes to schools, parks, and other community services;
- iv. Encourages Economic Development;
- v. Provides for uniformity from project to project and from state to city streets;
- vi. Potentially reduces vehicular traffic volumes and improved air quality;
- vii. To make the roadway and street environment safer and more inviting by reducing the frequency and severity of vehicular, bicycle, and pedestrian-related accidents.

Complete Streets are necessary to promote an integrated and balanced transportation network. Complete Streets strive to provide the best possible blend of service, mobility, convenience, and safety while reinforcing a positive social, economic, and environmental influence.

Complete Streets shall be a vital component of the City’s transportation network and contribute directly to the health, safety, economic vitality and quality of life in the City. Through implementation of Complete Streets principles, the transportation network in the City will be safe, accessible, comfortable, and convenient for all transportation users.

Implementing a Complete Street policy shall ensure all people can comfortably travel to and from their destinations safely, in a reasonable amount of time, in a cost-effective manner. A Complete Streets policy is both about prioritizing the most vulnerable users of the transportation system (people walking, rolling,

and biking), and fostering a paradigm shift away from prioritizing speedy car travel. The Complete Street policy shall ensure City roadways complement and enhance the surrounding land use and neighborhood character and accommodate all users, including drivers, bicyclists, pedestrians and transit patrons, older residents, children, and persons with mobility impairments.

3.0 EQUITY – PRIORITIZATION OF UNDERSERVED COMMUNITIES

There are populations and communities within our City that face higher transportation burdens and experience greater barriers to accessing resources and opportunities, as well as disenfranchised populations, and communities that have traditionally been underrepresented in City planning and decision-making processes. These populations include low-income individuals, people of color, senior residents, children, youth, people with disabilities, and people living in households without access to a private automobile. Each of these groups are either at higher risk of injury or death while walking or biking, and are more likely to walk, bike, or use public transit than the population as a whole. Therefore, this population needs to be considered specifically when improving the transportation environment. To begin to address these inequities, the City shall incorporate equity criteria into the project prioritizing process and developing an inclusive community engagement process to reach our most vulnerable users and underrepresented populations. It is important to incorporate equity criteria when evaluating maintenance in order to maintain accessibility for everybody, including the most vulnerable users.

All users and all transportation modes shall benefit from Complete Streets improvements.

The City of Bristol's ADA Transition plan prioritizes the Downtown District of the City and access to municipal facilities. The Downtown District is an economically disadvantaged area prioritized for new accessible sidewalk facilities. The City is utilizing Community Connectivity funding through (CTDOT) for pedestrian improvements in the Downtown District, Federal Hill, and West End, along with Bristol Housing Authority properties in the Lillian Road, Vance Drive, and other areas.

4.0 CHOOSING COMPLETE STREET PROJECTS - APPLIES TO ALL PROJECTS AND PHASES

A strong and effective Complete Streets policy starts to reshape the process by which projects are chosen for funding and advancement. An objective of the Complete Street Policy shall be to reduce the focus on prioritizing vehicle level of service (how many cars can be moved through a corridor), or account for potential impacts to vehicle travel time, while ignoring the more holistic impacts of improving access to jobs and services. The City's Complete Street policy shall establish the following project criteria priorities:

- a. Safety
- b. Mobility
- c. Pedestrians
- d. Cyclists (within reestablished priority zones)
- e. Motor Vehicles

We recognize that all modes of transportation cannot always have separate code compliant accommodations within every publicly owned right of way due to physical restraints. However, the overall goal is for all users to safely and conveniently use the transportation system. The City shall establish criteria to encourage funding prioritization for Complete Streets implementation with at least the following principles in mind:

- i. Connectivity— connecting existing infrastructure to existing infrastructure and creating additional connections to community assets (including but not limited to: businesses, schools, community centers, city halls, medical facilities, parks, voting locations, and libraries).
- ii. Multimodality— implementing projects that expand infrastructure for modes of transportation other than the car.
- iii. Economic Development— proposed project supports broader efforts to enhance economic development. In addition to these criteria, the City shall work to gather community input on projects being considered to determine which projects should be developed first.

An important aspect of this Complete Streets policy is to ensure that City bicycle riders feel safe traveling within and throughout the City. The City currently lacks defined bicycle routes for convenient and easily accessible transportation through and around the City. To address this, the Board of Public Works shall establish a City Bicycle Advisory Committee, and the Committee shall develop a Bicycle Facility Plan. Such Plan shall be presented to the Board of Public Works no later than nine (9) months from the adoption of this Complete Streets Policy, and shall be reviewed and/or updated every three years.

5.0 EXCEPTIONS

Each project shall be approached as an opportunity to improve the safety and accessibility of the street and public right of way for all users.

However, exceptions shall be made if any of the following criteria will render Complete Streets improvements unworkable:

- a. Where specific users are prohibited by law from using the ROW (e.g. pedestrians and bicyclists within a limited access highway). However, exclusion of certain users on particular ROW's shall not exempt projects from accommodating other permitted users;
- b. Cost is disproportionate to the current need or projected future need for Complete Streets improvements, or unusual circumstances, such as where natural features (e.g. steep hills, ledge, flood plains, wetlands) make it very costly or impossible to accommodate all modes, or funding is not available;
- c. There is an absence of current and future need with an Average Daily Traffic (ADT) of 1000 or less and is more than a mile from neighborhoods, schools, or points of interest.
- d. Emergency repairs, such as a water main leak, that require an immediate, rapid response; however, temporary accommodations for all modes should still be made. Depending on the severity of the repairs, opportunities to improve multimodal access should still be considered where possible.
- e. Transit accommodations are not required where there is no existing or planned transit service.
- f. Routine maintenance of the transportation network that does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair.
- g. Where a reasonable and equivalent project along the same corridor is already programmed to provide facilities exempted from the project at hand.

Requested exceptions shall be evaluated initially by the Director of Public Works in consultation with the City Engineer or City Planner, and then presented at a regularly scheduled Board of Public Works meeting for action.

Notwithstanding the above, in accordance with the Connecticut General Statutes, as amended, where a transportation project includes state or federal transportation funding, the determination of the applicability of the exception request must be made by the Board of Public Works. Once the Bicycle Facilities Plan is adopted by the Board of Public Works, any recommendation for an exception to this policy that is objected to when concerning the Bicycle Facilities Plan, shall be brought to the Board of Public Works. All granted exceptions shall be posted to the City's Department of Public Works website. Where exceptions are granted, parallel accommodations for the category of users excluded shall be considered on alternate routes within the transportation system.

6.0 MANDATORY COORDINATION BETWEEN AGENCIES

A Complete Street is defined as a street that meets the needs of all users: motor vehicles, pedestrians, cyclists, and including populations of low-income individuals, people of color, senior residents, children, youth, people with disabilities, and people living in households without access to a private automobile. In order to meet their needs, it is imperative that the Complete Street policy includes outreach programs to receive input from the organizations within the City representing the various communities and City Departments such as the following:

1. Senior Center
2. Veterans Strong
3. Commission on Disability
4. Parks Department and Youth Services
5. Economic Community Development

The Complete Street policy also recognizes that all streets within the City are not under the jurisdiction of the City. The State of Connecticut highway system includes CT Route 69, 72, 6, and 229 within the City. Although the City does not have authority over state roads, and requires permits to work on said roads, the City's Complete Street policy shall require the Department of Public Works to provide input and recommendations to the State of Connecticut to perform and construct state roadway projects within the City in accordance with the City's Complete Street policy.

In addition, there are private roads, typically constructed to support private developments such as condominiums or private unit developments. Although private, these roads require approval by the City's Zoning Commission or Planning Commission, therefore coordination of the land use commissions shall be included in this policy to ensure private property developments are constructed in accordance with City Complete Street requirements. It is anticipated that compliance with City Complete Street policies will require revisions to City Zoning and Planning Commission regulations. In accordance with this policy, the Department of Public Works shall review all applicable Zoning and Planning Commission regulations. Within two years of adoption of this policy, the Department of Public Works shall submit any and all required regulation revisions to the Zoning and Planning Commissions for review and approval.

7.0 ADOPTION OF DESIGN GUIDANCE DOCUMENTS AND STANDARDS

Complete Streets is not just a set of projects, it's a holistic approach and process to the transportation system, which by definition, applies to all kinds of projects. Implementing Complete Streets requires more than just isolated projects here and there. It requires building a *complete network* of streets that are safe for all users. With that said, current City roadway design standards shall be reviewed and will require

anticipated modifications and revisions to implement Complete Streets best practices design standards. As such, this policy shall require a complete review and revisions to City current roadway design standards. Complete Street design standards shall comply with and be part of the following design standards:

All Complete Streets improvements within public ROWs shall conform to the following standards. Of the following list, AASHTO and MUTCD are considered the definitive design guides for changes within the State ROW. Because Complete Streets design is an evolving field, the latest edition of these standards shall be referenced for design guidance:

- 1). City of Bristol Roadway Design Standards
- 2). CT DOT Highway Design Manual, and supplements, including City of Bristol approved modifications
- 3). U.S. Access Board - Accessible Public Rights-of-Way Accessibility Guidelines 4). CT DOT Standard Specification Form 819, and supplements, including City of Bristol approved modifications
- 5). CT DOT Traffic Control Signal Design Manual
- 6). American Association of State Highway and Transportation Officials (AASHTO)
A Policy on Geometric Design of Highways and Streets (“Green Book”)
- 7). AASHTO Guide for the Development of Bicycle Facilities
- 8). AASHTO Guide for the Planning, Design and Operations of Pedestrian Facilities
- 9). ASSHTO Guide on Achieving Flexibility in Highway Design
- 10). ASSHTO Guide on Geometric Design of Transit Facilities on Highways and Streets
- 11). Connecticut Department of Transportation (CTDOT)
Comprehensive Pedestrian Safety Strategy
- 12). Federal Highway Administration (FHWA)
Manual on Uniform Traffic Control Devices (MUTCD)
- 13). FHWA Lighting Handbook
- 14). FHWA Achieving Multimodal Networks
- 15). FHWA Bikeway Selection Guide
- 16). FHWA Incorporating On-Road Bicycle Networks into Resurfacing Projects
- 17). Institute of Transportation Engineers (ITE)
Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- 18). National Association of City Transportation Officials (NACTO)

Urban Bikeway Design Guide

The City of Bristol is committed to applying Complete Streets principles to all transportation and roadway projects. Each project shall be approached as an opportunity to improve the safety and accessibility of the transportation network for all users.

Periodic maintenance activities, such as re-striping and re-surfacing, which have potential to allow for low-cost improvements, e.g. “road diets” that narrow the vehicle travel lanes and provide space for the addition or widening of bike and pedestrian lanes, shall be considered. This means that small and routine tasks, not just the larger construction and reconstruction projects, provide opportunities to implement Complete Streets. Many small, low-cost improvements will, when thoughtfully implemented over time, create a much friendlier and safer environment for everyone.

Traffic Signal timing adjustments can be used to improve pedestrian safety.

Preventive maintenance activities, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, water, sewer and drainage, or other utility installation or repairs taking place without any other tangible improvements, illumination addition, signing only, landscaping, guiderail installation and repair, traffic signal repairs, do not mandate Complete Streets Improvements. To the maximum extent possible, however, provisions for safe access shall be made for all modes of transportation during maintenance activities.

Roadway and Transportation improvement projects, such as road widening and intersection improvements, shall be thoroughly evaluated for Complete Streets improvements, and are subject to the exception criteria outlined in the following section.

8.0 COMMITMENT TO PROACTIVE LAND USE PLANNING

Land use context and flexibility shall be considered relative to potential Complete Streets improvements. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

It is the intent of this Policy that the City will endeavor to incorporate Complete Streets policies into the zoning regulations, subdivision regulations, the Plan of Conservation & Development, and all other relevant planning and regulatory documents to help support the community's Complete Streets vision. Additionally, the Planning & Zoning Commissions are encouraged to review all private development proposals with the goal of helping facilitate the community's Complete Streets vision. All City projects that have land use considerations shall consider how such actions may impact the community's Complete Streets vision. Biking and walking facilities to City owned facilities including schools and parks, shall be prioritized.

The endeavor to support the City's Complete Streets Policy and principles shall also necessitate a greater consideration for how transportation intersects with broader land use decisions. As a result, all new or revised land use policies, plans, zoning ordinances, and other documents shall be required to specify how they will support Complete Streets. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historic, and environmental resources while improving accessibility and promoting a sense of place.

9.0 Jurisdiction

This Complete Streets Policy shall apply to all City owned streets and land within public ROWs. All Complete Streets improvements must be coordinated between all relevant City of Bristol departments such as Public Works, Police, Fire, Economic Development, Mayor's Office, Parks Recreation and Youth, Water, Emergency Management, Public Health, and Senior Services. In particular, the Police Department is the designated Legal Traffic Authority for the City and therefore plays a critical role in evaluating, supporting, and potentially permitting Complete Street components.

All new private development projects, which propose improvements within the public ROW, shall be encouraged to comply with this Complete Streets policy. The issuance of all Department of Public Works permits shall be contingent upon meeting the Complete Streets requirements. Private development projects proposing work within the City's roadway right of way shall be reviewed for consistency with the Complete Street policy as part of the approval process.

Owners of private streets and ways shall also be encouraged to adhere to this policy.

The State of Connecticut Department of Transportation (CTDOT) controls several principal transportation corridors within the City. The City shall work cooperatively with CTDOT to plan and implement Complete Streets improvements within these ROWs.

Public Act PA 09-154 and the CTDOT Complete Streets Policy shall be applied to all planning, design, construction and major maintenance within State controlled ROWs.

Utility companies operate within City and State ROWs. Their planning, construction, and major maintenance can create both opportunities and barriers to Complete Streets improvements. The City shall coordinate with utility companies to ensure that utility projects and Complete Streets improvements are coordinated wherever possible.

The City shall also coordinate Complete Streets planning and construction with transit agencies, the NVCOG (Naugatuck Valley Council of Governments), and adjacent municipalities to facilitate effective application of resources.

10. Performance Measurement

Measurement of Complete Streets improvements will require periodic and sustained evaluation to measure progress and effectiveness. The Department of Public Works will complete a yearly review of performance measures and report said measures to the Board of Public Works each calendar year. The measurement of all Complete Streets improvements for the previous calendar year are to include the following:

- a) Funding: Total dollar amount spent on Complete Street Improvements
 - 1. Total funds
 - 2. Town funds
 - 3. Grant funds or other source
 - 4. Roadway Infrastructure Improvement Fund expenditures

b) Sidewalks/Pedestrian/Transit Improvements:

1. Linear feet of sidewalks replaced or new and other pedestrian accommodations built by the city
2. Linear feet of sidewalk built by others
3. Number and description of crosswalks installed or improved, include Rectangular Rapid Flashing Beacons (RRFB'S)
4. Number and description of Americans with Disabilities Act (ADA) accommodations installed or improved
5. Number and description of public or private transit accessibility improvements installed or improved by type and number

c) Bicycling Improvements:

1. Linear feet of bicycle lanes, routes, or trails built by width and type
2. Number and description of bicycle parking facilities installed

d) Traffic Calming:

1. Number and description of traffic calming measures implemented
2. Number of new traffic control signs/signals installed that assist with the Town's Complete Streets policies

e) Maintenance Activities:

1. Description of Maintenance Activities of existing Complete Streets facilities

f) User and Crash Data:

1. Motor vehicle, bicycle and pedestrian crash data

g) Exceptions:

1. Number of Exceptions requested and approved, including Board of Public Works approval dates.

h) Lighting

1. Number of street lights added/removed or modified

i) Mass Transit Route

1. Mass transit routes servicing City (additions/modifications, including bus stops)

j) Number of Community Engagements, including summary of action.

11. City Implementation Plan

The implementation of Complete Streets will require cooperation and collaboration between many stakeholders on a regular basis. The City will take the following steps to facilitate the process:

- a) The City will develop an ordinance establishing complete streets, establishing the Department of Public Works as the implementors of Complete Streets. Said ordinance shall be completed ten (10) months from adoption of ordinance.
- b) The Board of Public Works shall oversee implementation of the Complete Streets policy with quarterly reports from the Board of Public Works.
- c) The Director of Planning and the Planning & Zoning Commissions shall review and propose revisions to all appropriate land use regulations to support the implementation of Complete Streets.
- d) The Director of Public Works and City Engineering shall establish necessary procedures to ensure the application of Complete Streets principles at the earliest design stage.
- e) The City shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences, and workshops. An annual budget will be established for training.
- f) The City shall actively promote public information and education and solicit feedback about Complete Streets from the community using outreach strategies that make use of both electronic media and print media.
- g) The Department of Public Works shall prepare a Complete Street Evaluation checklist. Each Department of Public Works project shall be subject to completion of the Complete Street checklist. The checklist shall address community engagement.
- h) Within twelve (12) months of adoption of this policy, the Department of Public Works shall prepare and submit for approval from the Board of Public Works Complete Street design guidance standards.

Complete Streets Checklist

Objectives

The _____ Complete Streets Policy adopted on _____ requires the provision safe access for all users by providing a comprehensive, integrated, connected multi-modal network of transportation option throughout _____.

This checklist is intended to assist the _____ in achieving its objectives for complete streets.

Project Name: _____ **Date:** _____

Project Location / Limits: _____

Project Description: _____

Instructions: For each box checked, please provide a brief description for how the item is addressed, not addressed, or not applicable and include supporting documentation.

Street Classification (identify street or streets within the project area)

Principal arterial ☐ Minor arterial ☐ Mixed use collector ☐ Mixed use locale ☐
Residential collector ☐ Residential locale ☐ Special use street ☐

EXISTING CONDITIONS

Item to Be Addressed/ Checklist Consideration	YES	NO	N/A	Required Description
Existing Motor Vehicle Operations				
Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access?	☐	☐	☐	
Existing Bicycle & Pedestrian Operations				
Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users?	☐	☐	☐	
Do bicycle and pedestrian accommodations exist? (see page _____ for examples)	☐	☐	☐	
Has the existing bicycle and pedestrian suitability or level of service been identified?	☐	☐	☐	
Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?	☐	☐	☐	
Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?	☐	☐	☐	
Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	☐	☐	☐	
Is there a higher than normal incidence of bicyclist/pedestrian crashes within the study area?	☐	☐	☐	
Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?	☐	☐	☐	
Existing Transit Operations				
Do transit facilities exist within the study area, including bus and train stops/stations?	☐	☐	☐	
Is the project area on a transit route? (CT Transit Service Routes)	☐	☐	☐	
Is the transportation facility within two miles of "park and ride" or other transit node?	☐	☐	☐	
Are there bicycle racks, shelters, or parking for transit riders available?	☐	☐	☐	

Existing Access and Mobility				
Are there any existing access or mobility considerations, including ADA compliance?	☐	☐	☐	
Do connective opportunities exist with schools, hospitals, senior care or community centers or persons with disabilities within project area?	☐	☐	☐	
Are there gaps inhibiting continuous access between schools, hospitals, senior care, or community centers or persons with disabilities within project area?"	☐	☐	☐	
Existing Truck/ Freight Operations				
Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	☐	☐	☐	
Project Area Context				
Are there prominent landmarks, recreation, shopping, employment center, cultural centers or other key destinations that offer opportunities to connect this site?	☐	☐	☐	
Have you identified the predominant land uses and densities within the study area, including any historic districts or special zoning districts?	☐	☐	☐	
Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?	☐	☐	☐	
Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?	☐	☐	☐	
Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?	☐	☐	☐	
Existing Plans				
Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area? Examples include (but are not limited to): • Safe Routes to School Plans • Municipal, Regional, or State Transportation Plan • Municipal, Regional and State Bicycle-Pedestrian Plans • Sidewalk Inventories • Mapped Greenways, Recreational Trails, Cross State Bike Routes • Transit Orientated Development Plans	☐	☐	☐	
Please list and/or describe planning or policy documents addressing bicyclist, pedestrian, transit, or truck/ freight use for the project area. Examples can include: _____ Plan of Conservation and Development; _____ State, regional, or local Bicycle-Pedestrian Plan; _____ Regional and State Plans of Conservation and Development; _____ CTDOT Mapping of Cross State Bike Routes (ADD LINK); _____ State, regional, or local mapping of greenways/ recreational trails; _____ CT Transit locations (add link); _____ Transportation Committee Bicycle/ Pedestrian Priority Network; _____ Mapped bike routes and transit stops, on Google Earth; _____ Truck/ freight routes.				

PROPOSED DESIGN

Item to Be Addressed/ Checklist Consideration	YES	NO	N/A	Required Description
Complete Streets Design				
Bicyclist accommodations?	☐	☐	☐	
Pedestrian accommodations?	☐	☐	☐	
Access and Mobility accommodations?	☐	☐	☐	
Transit accommodations?	☐	☐	☐	
Truck/ freight accommodations?	☐	☐	☐	
Streetscape Elements?	☐	☐	☐	
Bike Facilities:				
Off-roadway bike accommodations	☐ Yes ☐ No ☐ NA			
Dedicated bike lane	☐ Yes ☐ No ☐ NA			
Shared-use lane	☐ Yes ☐ No ☐ NA			
Shoulder	☐ Yes ☐ No ☐ NA			
Acceptable actuated traffic signal bike detection, including turn lanes	☐ Yes ☐ No ☐ NA			
Do signals allow adequate minimum green time for bicyclist to safely cross intersection	☐ Yes ☐ No ☐ NA			
Signage and pavement markings specific to proposed bike facilities	☐ Yes ☐ No ☐ NA			
Bicycle safe inlet grates	☐ Yes ☐ No ☐ NA			
Bicycle parking, eg. Bike racks, bike lockers	☐ Yes ☐ No ☐ NA			
Transit Facilities:				
Transit shelters	☐ Yes ☐ No ☐ NA			
Bus turnouts	☐ Yes ☐ No ☐ NA			
Standing pads	☐ Yes ☐ No ☐ NA			
Has CDTA been contacted?	☐ Yes ☐ No ☐ NA			
Access and Mobility Facilities:				
Adequate sidewalk or paved path	☐ Yes ☐ No ☐ NA			
Acceptable consideration/provision for accessible pedestrian traffic signal features	☐ Yes ☐ No ☐ NA			
Curb ramps, including detectable warning surface	☐ Yes ☐ No ☐ NA			
Acceptable slope and cross-slope for driveway ramps, sidewalks, crossings)	☐ Yes ☐ No ☐ NA			
Have conflicts been reduced between pedestrian, bicyclists, and motor vehicles (access management)?	☐ Yes ☐ No ☐ NA			
Pedestrian Facilities:				
Sidewalks on both sides of the street on on	☐ Yes ☐ No ☐ NA			
Striped, crosswalks	☐ Yes ☐ No ☐ NA			
Geometric modifications to reduce crossing distances such as curb extensions (e.g. bulb-outs)	☐ Yes ☐ No ☐ NA			
Acceptable provision for pedestrian traffic signal features (e.g. ped. buttons)	☐ Yes ☐ No ☐ NA			
Pedestrian signage for crossing & wayfinding	☐ Yes ☐ No ☐ NA			
Safety islands/medians on roadways with two or more traffic lanes in each direction	☐ Yes ☐ No ☐ NA			
Enhanced supplemental pedestrian treatments at uncontrolled marked crossings	☐ Yes ☐ No ☐ NA			
Connectivity:				
Are there proposed connections to other bike paths, pedestrian facilities, or transit facilities?	☐ Yes ☐ No ☐ NA			
Are there proposed connections to any key destinations listed on page 1?	☐ Yes ☐ No ☐ NA			
Are there proposed connections to neighborhoods?	☐ Yes ☐ No ☐ NA			
Streetscape Elements:				
Are streetscape elements proposed such as landscaping, street trees, planters, buffer strips, etc?	☐ Yes ☐ No ☐ NA			
Pedestrian-level lighting	☐ Yes ☐ No ☐ NA			
Public seating or benches	☐ Yes ☐ No ☐ NA			
Design Standards and Guidelines				
Design meets guidelines such as described below for bicycle/pedestrian/bus/transit facilities?	☐ Yes	☐ No	☐ NA	Describe
• CNU/ITE (Congress for the New Urbanism / Institute of Transportation Engineers) manual for "Context Sensitive Street Design"; CNU/ITE Designing and Urban Walkable Thoroughfare; •Urban Bike Way Design Guide published by the National Association of City Transportation Officials (NACTO); AASHTO A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011; AASHTO Guide for the Development of Bicycle Facilities, 4th Edition (2012); AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition; Manual on Uniform Traffic Control Devices (2009); NACTO Urban Street Design Guide (2012); Planning Complete Streets For An Aging America"; Jana Lynott, et. al., AARP Public Policy Institute, (2009); Highway Capacity Manual (2010); Public Right-of-Way Accessibility Guide(PROWAG); Connecticut Department of Transportation Highway Design Manual: ADA Standards for Accessible Design (2010).				

