



*City of Bristol
Board of Public Works*

Public Works is inviting you to a scheduled Zoom meeting.

Topic: Board of Public Works Regular Meeting

Time: Oct 16, 2025 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 885 9361 9819

Passcode: 105241

The regular Board of Public Works Meeting will be held on October 16, 2025 in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. September Draft Minutes
3. Public Participation
4. Employee Recognition
 - a. Employee Anniversaires
5. Division Reports
 - a. Division Reports
6. Project Lists
 - a. BldgComm Project List

7. Director's Report
 - a. Directors Report
8. New Business
 - a. BPW 2026 Meeting Calendar
 - b. BPW Property Vegetation Program Policy
 - c. Municipal Litter Collection Funds
 - d. BPW MS4 BL Proposal
 - e. DPW BOF OCT Temp Engineering fees
 - f. BPW Driveway Ordinance
 - g. DPW Clark Ave Mailbox Appeal
9. Old Business
 - a. DPW CT DOT Bus Shelters
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
September 18, 2025
With Zoom Access

Members Present: Mayor Jeffrey Caggiano

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

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

1. Call to Order

8. New Business

b. DPW Solid Waste Operation

Josh Corey, Superintendent of Solid Waste, presented the board with a summary of what the solid waste and transfer station does during the day. He broke down how the routes are divided around the cost per ton. He described the yard waste barrel which has 4,930 participants. There are also collections throughout the year such as leaf pick up, Christmas tree pick up as well as bulk pick up and branch and brush pick up. He reviewed the number of trucks utilized within the department as well.

MOTION: to move item # 8a DPW CT DOT Bus Shelter up on the agenda made by Council Member Olsen and seconded by Commissioner Dumas. Motion passed.

a. DPW CT DOT Bus Shelter

Raymond Rogozinski, P.E., Director of Public Works, discussed the grant that was available to potentially provide bus shelters within the city. A list was provided thru the transportation committee of bus shelters that could be potentially placed throughout the city and was provided to the DOT. The DOT is moving forward and is asking the city to take over maintenance of the shelters. This maintenance contract is being forwarded to the Board of Public Works to decide if the city should move forward to maintain the bus shelters or not. The shelters are an integral part of the public transit system but property owners do express concern on their property due to the concern of maintenance.

Cheryl Thibeault, Chairman of Transportation Committee, spoke about high use areas and they are using make shift areas of their own, using shopping carts or milk crates to sit on as they wait for the bus. We understand the maintenance issue, and we do advocate that the property owners keep ownership and maintain them.

Raymond Rogozinski, P.E., Director of Public Works, stated options would be to approve, not approve or we have a meeting next week with the DOT and find out that information and then contact the property owners to see if they would provide that commitment.

Commissioner Hartley stated he read through the contract and spoke to the DOT and stated that you cannot change a master municipal agreement and it does state the city of Bristol is responsible cleaning daily. It is very specific and is it non-negotiable.

Cheryl Thibeault, stated maybe it is a foldable bench, maybe not a full shelter. There are options to provide a bench for the elderly and other residents waiting for the bus. The transportation committee feels this is important for the community who use transportation.

Commissioner Stawski, stated that he did read the document and stated everyone should read it before they vote on this.

Mayor Caggiano stated we should talk to the property owners and have discussions with them regarding this after we talk to the DOT.

Raymond Rogozinski, P.E., Director of Public Works, stated that these topics can be discussed with the DOT next week at the meeting with them.

MOTION: to move item # 8e BPW Riverside Ave Park Streetscape up on the agenda made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

e. BPW Riverside Ave Park Streetscape

Raymond Rogozinski, P.E., Director of Public Works gave a review of the project and introduced Danielle Dixon of GM2 who provided a power-point presentation of the project.

Danielle Dixon, GM2, presented the Riverside Avenue project plans/phases and the timeline for completion.

2. Approval of Minutes

a. July draft minutes

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

3. Public Participation

MaryAnn Sirois, 362 Shrub Road, spoke about how she likes the asphalt stamping. She stated she still feels that Shrub Road doesn't need to be widened as it will cause accidents, it doesn't have accidents. She asked why is it taking so long for this to get done. Why put in sidewalks when residents are against it. She spoke to the DOT about the playground parking being moved.

Mayor Caggiano stated that the main focus is getting sidewalks put on the road and the DOT has not approved the project yet. He stated the contractor is struggling with staffing which is why the delay in the project.

Maryann Sirois, 362 Shrub Road, stated that there are other roads in Bristol that have issues and have accidents. Why isn't this being done there instead of Shrub Road where there is not an issue. There are tons of wide roads in town that have speeding problems. Emmett Street and Pine Street intersection, is anyone looking at that.

Mayor Caggiano asked that she make an appointment with his office to discuss any new topics she may have with him.

Jacqueline Thomacello, Steele Road, stated she noticed there is a lot of street litter around the city. She asked if there was an incentive program the city could do for volunteers to clean up litter around the city.

Mayor Caggiano, stated that Beautify Bristol is available and does hold clean up Bristol days usually around or on Earth Day. Public Works also hands out litter kits that they purchase with nipper funds that are available at any time to residents who want to clean up.

4. Employee Recognition

Employee anniversaries were recognized.

5. Division Reports

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

6. Project Lists

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

7. Directors Report

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

Raymond Rogozinski, P.E., Director of Public Works, mentioned a scam going around to municipalities for fraud invoices and wire transfer payments. Be aware of these.

The pocket park was discussed and Public Works along with ECD put together the design component and was reviewed with the board. This one-acre park is requirement due to a grant the city and will be completed sometime 2026-2027.

Mayor Caggiano stated that ECD has given verbal commitment to support this park. Park department, Arts and Culture and Public Works all worked together for this to get done.

MOTION: made by Commission Hartley and seconded by Commissioner Stawski to move forward with the pocket park. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works is requesting a board of finance request for the funding of legal fees for the zoning revisions and applications of \$2000.00.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to approve the Board of Finance Request. Motion passed.

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

Raymond Rogozinski, P.E., Director of Public Works, stated that the Art Commissioner sent a letter to the Mayor regarding the painting of traffic boxes in the city to install public art on four traffic boxed at the intersections of Broad and Central, Pine and Lincoln, West and Center, Stafford and Washington.

MOTION: made by Council Member Olsen and seconded by Commissioner Stawski to approve the painting of traffic boxes. Motion passed.

8. New Business

c. BPW Village Steet.

Raymond Rogozinski, P.E., Director of Public Works, reviewed the request regarding the city easement along a portion of Village Street. The easement will let the sidewalk to remain in place.

MOTION: Approve Industrial Builders & Realty LLC's request to grant the city an easement for the purpose of allowing City sidewalks on a Lots 20 and 21 Village St. Said easement will be approximately 150 ft in length and at its maximum width will be 1.25 ft to 1.08 ft in width. The easement will be subject to the approval of the individual lot owners of Lots 20 & 21 Village Street. Board of Public Works approval shall be contingent on a positive referral from the Planning Commission pursuant to CT State Statute 8-24 along with approval by the Real Estate Committee. Subject to a positive referral by the Planning Commission and approval by the Real Estate Committee, the Board of Public Works approval shall include forwarding a request to City Council authorizing the mayor to sign any and all easements document to allow a City sidewalk on Lots 20 & 21 Village Street made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed

d. BPW FY2024 25 Budget Summary

Raymond Rogozinski, P.E., Director of Public Works, reviewed the DPW FY 2024-25 and FY 2025-25 operation budget with the board.

9. Old Business

a. BPW Strategic Plan

Raymond Rogozinski, P.E., Director of Public Works, stated that this was submitted last month. The capital improvement committee will be looking at it. If the board has no changes recommend and supports it, a motion to approve the draft and authorize to come back in January for any updates.

Mayor Caggiano stated that the strategic plan was submitted last month and there was input from lot of sources. The Capital committee is looking at the plan as well.

MOTION: for approval of the Strategic Plan draft and for a review at the January meeting made by Council Member Rosengren and seconded by Commissioner Stawski. Motion passed.

Commissioner Stawski stated that this is a significant document and that everyone should take the time to read through it before the January meeting. He mentioned bringing in traffic cameras be added to the plan. Speeding appears that the early adapters have had success.

Mayor Caggiano stated it was brought up at the police board. The public was against it and it was tabled. Police officers have stepped up patrols. It should be in a long-term strategic plan.

Council Member Dickau stated that it did go thru the ordinance committee and the public was very against it.

Mayor Caggiano stated that next strategic plan and CIP meeting is on October 28, 2025 at 4:00 p.m. We are hoping for more public participation. These are workshops no votes will be taken.

Council Member Dickau stated that the residents biggest concern was that personal information being compromised. That is where education could come into play.

Council Member Rosengren stated that the other concern was there was not enough data out there for how many tickets or warning given.

Mayor Caggiano stated there was a traffic subcommittee formed on the police board and we are about six months into stepped up enforcement.

b. BPW Emmett St Property

Raymond Rogozinski, P.E., stated that this actually a policy. The action on the proposed policy would be to allow fences within the city right of way was tabled last month. D'Amato Construction is not pursuing approval, however public works is still supporting the installation of a fence in road right of way greater than 50 feet with specific conditions.

There was a discussion within the board regarding the right of way for putting a fence up within the right of way.

Mayor Caggiano stated, at this point, my recommendation would be to not approve this and take it off the agenda if needed.

MOTION: to not approve the Department of Public Works proposed modifications of the current policy made by Commissioner Stawski and seconded by Commissioner Dumas. Motion passed.

10. Any Matter to come before said meeting

Lawn Signs Policy

Raymond Rogozinski, P.E., Director of Public Works, stated that the lawn sign policy needs to be formalized. Public works will never touch political signs unless it's a sight line issue or installed adjacent to public property. If it's a commercial sign in intersection one potential policy would be to restrict installation to maybe 50 feet at intersections.

Mayor Caggiano stated there maybe zoning regulations for signs and it did come up at the code enforcement workshop. There should be an agreement on who takes care of these and picks them up.

Commissioner Hartley stated we should hold off and see what come up with zoning regulations and see what happens and work together.

Mayor Caggiano stated that if anyone has ideas, let Ray or zoning know.

11. Adjournment

MOTION: made to adjourn at 7:48 p.m. made by Commissioner Stawski and seconded by Council Member Rosengren. Motion passed.

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

NOTE: IT department reported an issue with the recording. It is unable to be attached to the website. Please notify public works if you would like a link to the recording.

October Anniversaries

Paul Anderson	10 years	Street Maintenance Crew Leader
Andrew Armstrong	5 years	Land Use
Ryan Bosse	12 years	Street Maintenance Crew Leader
Anthony Contrastano	4 years	Fleet Mechanic
Steven Cowperthwaite	7 years	Street Maintenance Crew Leader
Robert Flanagan	12 years	City Planner
Freddy Guzman-Barros	6 years	Building Maintenance Technician
Joseph Howson	5 years	Custodian/Maintenance Worker
Felipe Machado	12 years	Truck Driver Heavy
Jacob Violette	6 years	Skilled Laborer Streets
Jason Whitehead	19 years	Transfer Station Attendant
Joseph Palmisano	3 years	Construction Inspector



Department of Public Works | 860.584.6125

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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	3,564
Number of Bulk Collections	333

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 6,085 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. 18 complaints were received in August, resulting 4 tickets \$432.00.
- The 2025 Yard Waste season has begun. We have renewed 4960 members for 2025.
- Continue the Food Scrap Collection campaign started 2024.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, Shopping cart enforcement and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app. DPW started posting new features and it is helping gain new app users.
- Continue work on the Department's webpage, Facebook, Instagram and Twitter accounts to enhance media presence. Everything is on our website and social media for residents to fill out or have their questions answered.

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

- Starting the Beautify Bristol cleanup promotion as it gets warmer out. We have given out over 800 kits.

Administration staff or concerns:

Administration Monthly OT Costs: \$190.45

Facilities – September 2025

Building Maintenance current month (September 2025) activities:

- Staff provided support to the Bristol Police Traffic Division in relation to posting of road closures and signage duties in the extended absence of the Traffic Control Technician out on medical leave
- Manager Oakes submitted reimbursement claim letter to Corporation Counsel for damages due to a vehicular accident on June 9th (total of \$263.46 for overtime labor and materials)
- Collection of redeemable beverage containers from Bristol Eastern High School for Veteran Strong office staff
- Oakland LLC completed annual mud drum and condensate tank cleaning at the Police Complex boilers and also replaced corroded and leaking water service lines to the boilers in advance of the heating season (required welding a new threaded collar that lacked structural integrity)
- AirTemp completed annual boiler preventative maintenance service at Fire Headquarters, Fire House #3, Animal Control and Police Complex (including burner tune-up service at the Police Complex)
- Manager Oakes submitted quarterly reporting for the Department of Energy Efficiency Community Block Grant used for City Yard LED lighting upgrades, the funds remaining will be used by Bristol Parks & Recreation for facilities and field/parking lot LED lighting upgrades
- Staff initiated seasonal HVAC filter changes and motor belt replacements/lubrication at City Buildings, which now also include the Main and Manross Libraries
- Manager Oakes facilitated a site visit for the installation of a Type I Kitchen Hood and fire suppression system at Fire Headquarters with East Coast Sheetmetal and Fire Department Staff on 9/19 (anticipate 1 week of work at the end of October based on equipment availability)
- Manager Oakes coordinating installation of new door frame with window in Purchasing Department via the ezICQ procurement portal (GORDIAN/Millennium Builders), which will now require HVAC system modifications to meet Building Code (Long Engineering providing mechanical print design to facilitate)
- Staff installed Ballot Box installation at the front of City Hall (per direction of the City Clerk's office) to comply with State voting requirements that exterior ballot boxes be under 24/7 surveillance monitoring that is video dated and time stamped
- Grounds Maintainer/Building Technician Anthony Mastroianni began employment on 9/24
- Provided support to the Bristol Police Traffic Division with duties pertaining to MumFest roadway and parking lot closures
- Complete Annual Underground Storage Tank compliance testing with CROMPCO for the Police Complex standby generator diesel UST completed on 9/30 (spill bucket failed testing and will require repair or replacement)

Building Maintenance next month (October 2025) activities:

- Oakland LLC to redirect storm water discharge at the Police Complex from the sanitary sewer line to storm water system serving the building
- AirTemp to complete remaining annual boiler preventative maintenance services at Beals Center, Main Library, Manross Library, 51 High Street
- AirTemp Mechanical to finalize new natural gas-fire heating units and test operation at the Transfer Station and Automated Rubbish Truck Quonset Hut at the City Yard in advance of the heating season (delayed due to extended timeframes on Eversource natural gas meter installation and AmeriGas service line installation)
- Staff to complete remaining seasonal HVAC filter changes and motor belt replacement, motor lubrication preventative maintenance at all City Buildings
- Installation of a Type I Kitchen Hood and fire suppression system at Fire Headquarters with East Coast Sheetmetal
- Ground Maintainer to address the backlog of landscaping duties that have compiled without the presence of a dedicated staff member to exterior ground operations
- Coordinate with Public Works Engineering Staff on the repaving of the visitor and staff parking lots and rear apparatus ramp at Fire Headquarters

- Provide support to Bristol Police in regard to any ceremonial events related to the 10/12 anniversary of Fallen Police Officers Dustin DeMonte and Alex Hamzy
- Facilitate communication line services to 30 Hope Street and 80 Meadow Street Parking Garages to support installation of security monitoring camera systems for public safety
- Address Notice of Violation issued by CT DEEP in regard to the 2019 removal of a heating oil underground storage tank (State of CT ezFile database was not updated at the time of removal, a minor administrative oversight that is minor in nature, no financial penalties associated)

Building Maintenance Staff or Concerns:

- Anticipate minimal to moderate levels of Vacation/Miscellaneous time off during October
- 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
- 1st Shift Grounds Maintainer/Building Technician vacancy has been filled as of 9/24
- Police Complex Custodian out due to an extended medical leave returned to duty on 9/14, thereby eliminating the Temporary Custodian position, which has filled the role for the last several months
- Temporary Custodian Alex Valencia to end service with the City on 9/26, who has proven to be an asset in his time with the Facilities Division and Bristol Police daily operations
- Traffic Control Technician ending employment with the City on 9/29 may cause overtime operations until a permanent replacement is hired, as existing contract leans on Building Maintenance staff in the absence of this position (which may also impact daily operations in the event of emergency response requests from Bristol Police)

NOTE: With a heavy heart, we mourn the passing of our friend and former Library Department Senior Maintenance Technician Mark S. Bolduc, who passed away on 9/15/25 and dedicatedly served at the Bristol Public Library for 17 years.

Building Maintenance OT Costs: \$2,535.43

Staffing coverage for after-hour maintenance service calls (Fire House #5 overhead door belt replacement and troubleshooting), supplemental staffing to provide service coverage due to staff personal/sick time-off and for Police Complex custodial services, replacement of exterior water spigot at Manross Library, assist Bristol Police Traffic Division with road closure and signage requests including MumFest road closures from 9/25 through 9/28

Land Use activities for September 2025:

Historic District Commission

Request for a Certificate of Appropriateness for reconstruction of porch at 132 Stearns Street; Assessor's Map 25A, Lot 72 – APPROVED WITH STIPULATIONS.

Inland Wetlands & Watercourses Agency

Wetlands application for the demolition of an existing structure and filling of the foundation and abandonment of well and septic at 975 Willis Street; Assessor's Map 6, Lot 2-1 – DEEMED NOT SIGNIFICANT, APPROVED WITH STIPULATIONS.

Cease & Correct:

360 King Street & Lot 47-5-1 – CONTINUED IN EFFECT.

225 East Main Street – REMOVED.

42 Paul Street – REMOVED.

Planning Commission

Site Plan for Multi-Family Residential Dwellings (30 Units) at Wolcott Street and Old Wolcott Road; Assessor's Map 7, Lot 45; A (Multi-Family Residential) zone – PUBLIC HEARING CONTINUED TO OCTOBER 27, 2025.

Application AZR 25-07 — Review and discussion of recommendations associated with the comprehensive rewrite of the Bristol Zoning Regulations: Initiated by: Bristol Zoning Commission – POSITIVE REFERRAL TO ZONING.

Zoning Commission

Special Permit for a Commercial Kennel at 135 Cross Street; Assessor's Map 3, Lot 15; I (General Industrial) zone; Jon Rondeau, applicant – PUBLIC HEARING CONTINUED TO OCTOBER 20, 2025.

Special Permit for the Adaptive Re-Use of an existing non- residential building for a) business or professional offices, including medical and dental offices; b) personal service establishments at 291 Queen Street; Assessor's Map 30A, Lot 2-6; R-15 (Single-Family Residential) zone – PUBLIC HEARING CONTINUED TO OCTOBER 20, 2025.

Special Permit and Site Plan for For-Profit School at 314 Business Park Drive; Assessor's Map 3, Lots 10 & 11 Business Park Drive; IP-1 (Industrial Park) zone – PUBLIC HEARING CONTINUED TO OCTOBER 20, 2025.

Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Bristol Zoning Regulations; Initiated by: Bristol Zoning Commission – PUBLIC HEARING SCHEDULED FOR OCTOBER 20, 2025.

City Council and Other Referrals

- a. Request from City Council: Smoke and Vape Shops –
COMMISSION AUTHORIZED LETTER FROM ZONING CHAIRMAN TO CITY COUNCIL.

Aquifer Protection Agency

Determination of regulatory status for Revisions to an Approved Site Plan for a public school (Northeast Middle School - NEMS) at 530 Stevens Street; Assessor's Map 50, Lot A+A1; R-15 (Single-Family Residential) zone –
DETERMINATION: NOT REGULATED.

Zoning Board of Appeals

The Board did not meet in August.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings: \$254.17.

Solid Waste September 2025 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent 18 letters to residents for illegal bulk and cleaned up 4 stops. Residents cleaned up 14 stops, with 0 still pending
- Continued curbside bulk collection, we collected 333 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Currently we have 4960 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Continued curbside yard waste collection, collecting 253 tons for the month of June.
- Continued mowing the landfill.
- Quantum continued to haul out all the processed material.
- Delivered event barrels for the Mum Festival and for the St. Josephs Parish Picnic.
- Brought the bulk truck to the Mum Festival for Touch a Truck.

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.
- Start fall leaf bag collection.
- Quantum to finish hauling out processed material.
- Continue yard waste collection.
- Continue to mow and cut the landfill.
- Deliver event barrels for the Nexgen Trunk or Treat.
- Deliver event barrels for the End Alzheimer's event.

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 =	\$6,217.09
Transfer Station OT =	\$6,577.09
TS Revenue (PAYT) =	\$35,179.68
Residential Permits =	\$3,015.00
Commercial Permits =	\$50.00
Yard Waste Revenue =	\$2,330.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$7,349.88
Aluminum Liberty Rec =	\$2,070.00
Batteries Liberty Rec =	\$534.28
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 =	\$310.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$1,850.00

Streets September 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**- South Side School-2, Stewart, Brewster, Sherbrooke and Lawson
- **Major Roads Engineering**- Finished replacing catch basin tops for engineering on Beechwood and Driftwood
- **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** – Stevens St, Vincent P. Kelly, Norwood, Vincent, Lexi La, Brewster, Belridge, Moody, Marlen and Pierce
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- Dudley, Westwood and Stevens
 - Installing new poles and signage
- Winter Operations- **OFF SEASON**
- Received lockers from ESPN and installed in DPW locker room with new floors and paint
- Shut down Boulevard with hard barriers for the mum festival
- Promoted Carlos Dacruz to the Public Works Coordinator position. Carlos was a former crew leader who we are excited to add as a new supervisor.

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
- Ticon 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.

September OT Totals: \$2,710.52 Streets



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 8, 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. AmeriGas installed the 500-gallon propane tank on 7/16 and AirTemp completed the connection from the propane tank to the new service line at the Transfer Station Quonset Hut. 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 at their 10/2 meter install, the regulator will need to be replaced to the correct size on 10/8. Upon Eversource meter installation completion AirTemp Staff will complete the final start-ups and testing 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. Design documents are currently being generated for this work scope by Colliers Associates.

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. Manager Oakes with currently working with IT Department Staff on formulating a bid document for the Purchasing Department to use for the system expansions.

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.” Manager Oakes with currently working with IT Department Staff to have a vendor provide a site assessment on priority locations for security cameras to provide the most coverage possible with limited placements.



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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 and decreased building envelope. The FY25-26 funding would address the most severe and damaged doorways for operational security and reduced energy consumption.

A purchase order in sum of \$ 4,571.00 was issued to Accurate Commercial Door to procure materials for the total replacement of the 4th Level double-doorset that leads to the elevator foyer (including door frame and ancillary hardware items). These doors are the priority task to complete prior to the heating season, as failure of the doors led to the freezing of the 4th Level interior sprinkler systems in the winter of 2025 due to pneumatic closer failure and frame/door hinge corrosion.

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

Over the past month, Oakland LLC has completed the replacement of several sections of boiler condensate tank feed lines that were discovered to be near complete failure. One large pipe required welding to install a new threaded collar to accept the new copper feed lines. Oakland LLC also replaced the service valve on Circulation Pump #4 and in conjunction with AirTemp Staff remove and rebuilt Circulation Pump #6. Oakland LLC also completed annual boiler mud and condensate cleaning and preventative maintenance and AirTemp completed boiler natural gas burner tune-ups and combustion testing to insure optimal performance and efficiencies. Remaining funds will be kept in reserve to address circulation pump failures as they arise during the heating season. Currently, the system pumps are operational with the matched back-up pumps on each heating loop.

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.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - OCTOBER 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	Eversource gas meter installation on 10/8 & AmeriGas tank	\$23,300.00
FY23-24	Automated Rubbish & Transfer Station	Waste Oil Heater Replacements	AirTemp	\$48,000.00	95%	8/31/2025	connection on 9/29, AirTemp start-ups pending	\$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
FY25-26	Main Library	Site Access System Upgrades	TBD	\$25,000.00	0%	TBD	Reviewing scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Manross Library	Site Access System Installation	TBD	\$25,000.00	0%	TBD	Reviewing scope with IT Dept & Library Staff	\$25,000.00
FY25-26	Police Complex	Door/Frame & Lock Replacements	Accurate Commercial Door	\$50,000.00	0%	TBD	4th Level Door/Frame replacements ongoing	\$50,000.00
FY25-26	Police Complex	Hot Water Circulation Pump Repairs	Oakland LLC	\$20,000.00	90%	11/1/2025	Pump 4 valve replacement, work continues	\$20,000.00
			AirTemp Mechanical		90%	11/1/2025	Pump 6 motor rebuild, work continues	
FY25-26	Police Complex	Office Carpeting & Interor Painting	TBD	\$20,000.00	0%	TBD	New FY25-26 Project	\$20,000.00

\$249,300.00

Available as of July 2025	\$81,376.63
FY25-26 Funding	\$140,000.00
Spent 2025-2026	\$29,240.00
Less Committed Contracts	\$24,669.00
Less Committed Projects	\$108,000.00
Net Available	\$59,467.63



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 7, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: BPW October – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the October 16, 2025 Board of Public Works meeting.

1. **Staffing** 8.0 DPW positions vacant– **Administration Division** and **Landuse Division** fully staffed. **Eng. Division** – Project Manager position vacant scheduled to be posted for outside advertisement; Excavation inspector vacant along with the Traffic Signal Tech (retired). The excavation inspector position is being filled on a temporary basis with a construction inspector. Traffic Tech duties are being filled in accordance with an MOU. DPW is proposing modifications to the Traffic Signal Fleet Tech job description. The engineer vacancy (civil engineer) has been vacant and has been filled by a part time P.E. **Bldg. Divisions** – fully staffed. **Solid Waste** – fully staffed. **Fleet Division:** vacancy mechanic position posted to outside, DPW is concerned with filling position due to shortage of qualified mechanics and need for mechanic to be CDL certified. **Street Div.** service truck driver (S6), crew leader, skilled laborer, light equipment operator and tree crew - crew leader positions vacant. Once filled, five laborer positions will be vacant, only four laborer positions will be filled due to FY2025-26 budget reductions.
2. **Hope Street Parking Garage:** Parking Garage opened 6/2/25. Elevator install complete, fire sprinkler system currently being installed. Final CO anticipated 11/15/25.
3. **Shrub Road Sidewalks LOTCIP:** City engineering consultant currently revising plans and specifications to address NVCOG review comments. Easements and permits in place. AI Engineers scheduled to submit revised plans to DOT for approval 10/15/25. DPW remains concerned with AI Engineers progress and schedule delays. Based on current status sidewalk construction scheduled for spring 2026. Tree to be posted for removal. Notice to Shrub Road residents attached.
4. **Jerome Ave – House Demolition NRCS:** Inland Wetland and Flood Plain permit obtained on 10/6/25. Tobacco Construction scheduled to disconnect utilities 10/9/25, demolition house scheduled by 10/20/25. Additional soil testing required to perform site restoration.
5. **Annual Roadway Milling & Paving:** Milling started on 10/6/25. Paving is scheduled to start 10/15/25. See attached fall paving list.
6. **Maple Court:** Roadway reconstruction and paving from Steward St scheduled for 11/20/25. The final 80 ft from Maple St will be constructed in 2026 (retaining wall, sidewalk and stair replacement of Maple St properties).
7. **DPW Fleet Division Heat:** Bids awarded (Contract 2C25-093 Heaters at Public Works Garage to Perfectemp Inc. in the amount of \$139,853.00). Material currently being delivered, construction scheduled to start 10/27/25 with completion on 11/15/25. Work will be sequenced and phased to provide heat.
8. **Brace Ave & O’Sullivan Storm Drainage:** Construction by Laviero Contracting progressing (\$1,789,855). D’Amato Construction hired to relocate water laterals offset water main at intersection. Work progressing it is anticipated that the storm drainage from Vine Rd to Vera Road will be completed prior to winter and the remaining portion to Camp Street will be completed in the spring of 2026.
9. **Salt Brine Station:** Construction compete pending installation of vender piping, Training by manufacturer scheduled for October.
10. **Downs Street Bridge:** City engineering consultant GM2 Inc. schedule to resubmit design plans to DOT for encroachment permit. Once encroachment permit is obtained final approval by DOT required per LOTCIP funding source.
11. **Health Department Relocation within Senior Center:** Construction bid open 10/22/25. Construction scheduled to be complete 8/15/26.
12. **Park Department Relocation to City Hall:** Construction bid date rescheduled to approx. 10/15/25 due to lack of prevailing wage rates (City request to State Dept of Labor). Bid opening anticipated 11/20/25. Construction scheduled to be completed 7/15/26.
13. **NVCOG Regional Waste Authority Study:** Study link (https://www.bristolct.gov/DocumentCenter/View/50106/NVCOG-RWA-Study_Final-Report-082925). NVCOG has been notified that the Transfer Station does accept construction debris and there appears to have been confusion with City comments relative to “pay as you throw”. DPW supports the current “pay as you throw” system at the transfer station, DPW DOES NOT support “pay as you throw” for municipal curbside collection of rubbish.
14. **CMAQ Traffic Signal Project:** Public information meeting to replace the traffic signals at Main St/South St & George St, Main St/ Mem Blvd & School St along with North Main St/ Center St conducted on October 2, 2025. No members of the public attended. City ECED Executive Director spoke in support of the project.
15. **East Street Bridge:** Paving scheduled for 10/15/25 with bridge opening anticipated on 10/25/25.
16. **Staff Training:** Annual City wide/ DPW staff OSHA training scheduled for 11/12,18,20/25. Rigging & hoisting training on 10/16/25.
17. **Solid Waste Barrel (Lost):** DPW has experience an increase loss of solid waste barrels. As indicated on the attached spreadsheet reported lost barrels in the last 3 weeks is 2-3 times higher than typical (lost barrels in winter due to plowing). Potential cause may be kids relocating barrels. DPW has recovered some that were on adjacent blocks. DPW has considered



Department of Public Works | 860.584.6125

issuing a notice/ warning the public to NOT disturb solid waste barrels, however if kids are relocating the barrels publicizing the issue will only encourage the activity.

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



Department of Public Works | 860.584.6125

NOTICE

SHRUB ROAD SIDEWALKS

Dated October 7, 2025

The City of Bristol Department of Public Works continues to proceed with the project to install sidewalks and traffic calming measures on Shrub Road and the portion of Jerome Ave from Shrub Road to Stevens St. The project is funded, but delays by the design engineer AI Consultants Inc. has delayed the review of their plans by CT DOT. As a result, construction will NOT start in 2025 and will be delayed to the spring 2026.

Plans for the project are available on the City's website by going the "City of Bristol Official Website", "Departments", "Department of Public Works", "Divisions of Public Works", "Engineering", "Shrub Road Sidewalks".

The sidewalk and traffic calming layout remains as previously presented to the public. Concrete sidewalks will be installed only on the north side of shrub road. In order to reduce speeds, travel lanes will be reduced to 10 ft., and painted 4 ft wide islands will be installed in the areas of Environmental Learning Center and in the area of the Shrub Road intersection with Oakhill Drive.

The Department of Public Works apologizes for any inconvenience the project delay may cause.

Residents with questions on the project are encouraged to contact the Department of Public Works at 860-584-6113.



Press Release
ROAD RESURFACING & ROADWAY REPAIRS

September 3, 2025

The City of Bristol is scheduled to start its Fall 2025 roadway resurfacing program on September 29, 2025. As part of the program the following streets will be milled and resurfaced:

Century Drive
Crystal Pond Place
Horizon Drive
Enterprise Drive
James P. Casey (Hill to Clark)
Maiden Lane
Delmar Drive
Woodchuck Lane
Glen Eagle Drive
Caesar Drive
Carolina Drive
Georgetown Road
Redstone Hill Rd (Birch to Redstone)
Mix Street (Rte. 6 to Coventry)
Minor Street (Hill to Dead End)

The work will be completed in two phases. The initial phase will consist of milling off the existing bituminous pavement of the road. The second phase will consist of installing a new bituminous roadway surface and will commence shortly after phase one. Once construction is complete, the City will repair any damaged driveway aprons.

There may be minor traffic delays during construction, however the road will remain open for mail delivery, emergency vehicles, and local traffic at all times. Temporary "No Parking" signs will be posted as needed during construction.

If you should have questions or concerns about this project, please feel free to contact Public Works Engineering Division at 584-6297.

City of Bristol - Public Works Department
Web site www.bristolct.gov E-mail publicworks@bristolct.gov
111 North Main Street - Ground Floor
584-6125 or 584-7791



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	1,205	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

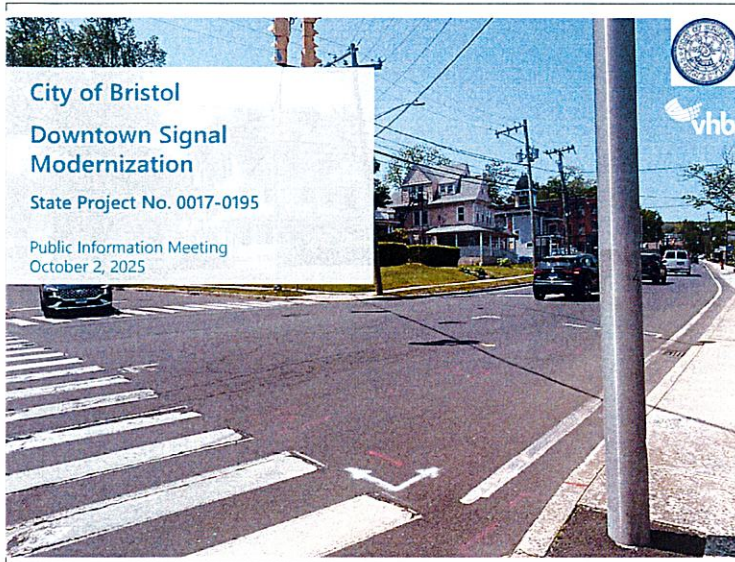


SCHEDULE	Pavement Management Program (Fall 2026)				
	27-Jul-25				
	Street Name	Street Length (Ft)	Street Width (Ft)	Mill	RSR
F 20	Federal Street (Maple to Summer)	745	33	Mill All	65
F 21	Lincoln Place	290	20	Mill All	65
F 22	Richmond Place	537	20	Mill All	63
F 23	Prospect Pl. (Summer to Richmond)	306	20	Mill All	65
F 24	James Drew Lane	369	33	Mill All	51
F 25	Drayla Drive	480	33	Mill All	63
F 26	Mechanic (Wash. to Beacan)	1,037	28	Mill All	33
F 27	Beacon Street	1,062	26	Mill All	55
F 28	East New Street	616	32	Mill All	49
F 29	Cozy Lane	274	33	Mill All	55
F 30	Plank Hill Road	1,783	34	Mill All	61
F 31	Weeping Hill Road	350	32	Mill All	63
F 32	Vincent P. Kelly Road	1,965	32	Mill All	58
F 33	Gaylord Street	921	29	Mill All	53
F 34	Francis Street	372	29	Mill All	62
F 35	Dorothy Road	2,466	28	Mill All	61
F 36	Vance Road	2,354	30	Mill All	44
F 37	Vance Street	1,502	34	Mill All	45
F 38	Hillside Avenue	335	27	Mill All	58
F 39	Seymour Street	1,733	29	Mill All	60
F 40	Skyridge Road	630	33	Mill All	63
F 41	Skytop Drive	411	27	Mill All	65
F 42	Eugene Avenue	1,149	33	Mill All	63
F 43	May Street (Greystone to Dead End)	358	30	Mill All	51
F 44	Molzon Place	599	30	Mill All	60
F 45	Central Avenue	489	28	Mill All	58
F 46	Highland Street	917	28	Mill All	59
F 47	Beech Street	1,187	30	Mill All	56
F 48	Crescent Drive	548	30	Mill All	60
F 49	Ambler Road	1,501	19	Mill All	38
F 50	Alder Street	378	30	Mill All	64

F 51	Cypress Street	1,117	30	Mill All	63
F 52	Willoughby Street	778	30	Mill All	75
F 53	Curtiss Street	1,896	30	Mill All	61
F 54	Dwight Street	329	24	Mill All	60
F 55	Conlon Street	662	33	Mill All	62
F 56	Pardee Street	778	31	Mill All	60
F 57	Irving Street	733	30	Mill All	60
F 58	Williams Street	647	28	Mill All	58

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DPW SOLID WASTE BARREL DEPLOYMENTS	
MONTH	No. of Barrels (Rubbish & Recycling)
Sep-24	23
Oct-24	20
Nov-24	13
Dec-24	9
Jan-25	35
Feb-25	28
Mar-25	25
Apr-25	19
May-25	15
Jun-25	12
Jul-25	18
Aug-25	17
Sep-25	55



Agenda

- Project Overview
- Project Roles
- Project Scope
- Project Locations/Existing Conditions
- Traffic Signal Plans
- Public Comment

Project Overview

- Objective
 - Reduce Vehicle Congestion and Improve Traffic Flow and Safety
 - Replace Traffic Control Signal Equipment
- Funding
 - 100% Federally Funded under Congestion Mitigation and Air Quality (CMAQ) Program
 - \$3 Million Allocated for Project (Design and Construction)
- Schedule
 - Design Completion - End of 2026
 - Construction Start - Spring 2027
 - Duration of Construction – Expected 1 Year

Project Roles

City of Bristol

- Owns and Maintains Traffic Signal Equipment
- Responsible for Administering Project
 - Raymond Rogozinski, DPW

VHB

- Design Consultant Engineer
 - Joe Balskus, Project Manager

Connecticut Department of Transportation (CTDOT)

- Responsible for Review and Oversight of Federal Funds

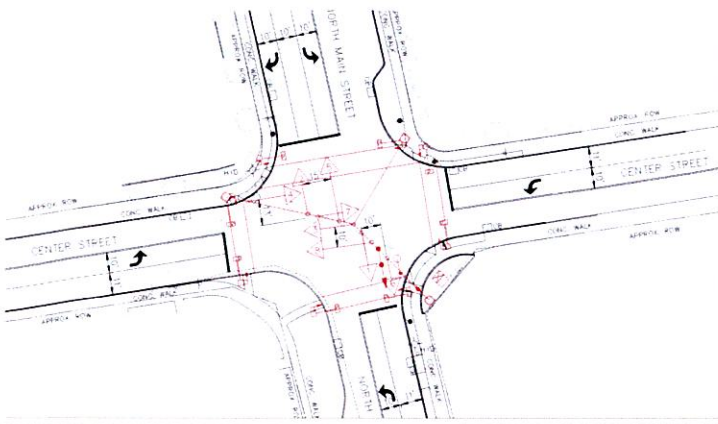
Traffic Signal Location Plans

- North Main at Center Street
- Main Street at Memorial Boulevard
- Main Street at South Street/George Street

North Main Street at Center Street



North Main Street at Center Street

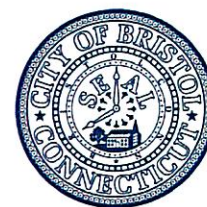


Main Street at Memorial Boulevard



Questions

- Audience Members
- On-Line
- Summary



Department of Public Works | 860.584.6125

To: Town & City Clerk

From: **Board of Public Works**

Contact Person: Laura Leger

Telephone #: 860-584-6102

Address: 111 North Main Street- Bristol, CT

Email: lleger@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the **Board of Public Works** for calendar year 2026.

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2026	Thursday, January 15	6:00 p.m. Council Chambers
FEBRUARY 2026	Thursday, February 19	6:00 p.m. Council Chambers
MARCH 2026	Thursday, March 19	6:00 p.m. Council Chambers
APRIL 2026	Thursday, April 16	6:00 p.m. Council Chambers
MAY 2026	Thursday, May 21	6:00 p.m. Council Chambers
JUNE 2026	Thursday, June 18	6:00 p.m. Council Chambers
JULY 2026	Thursday, July 16	6:00 p.m. Council Chambers
AUGUST 2026	Thursday, August 20	6:00 p.m. Council Chambers
SEPTEMBER 2026	Thursday, September 17	6:00 p.m. Council Chambers
OCTOBER 2026	Thursday, October 15	6:00 p.m. Council Chambers
NOVEMBER 2026	Thursday, November 19	6:00 p.m. Council Chambers
DECEMBER 2026	Thursday, December 17	6:00 p.m. Council Chambers
JANUARY 2027	Thursday, January 21	6:00 p.m. Council Chambers

Yours very truly,

Chair

Jeffrey Caggiano

Secretary

Raymond R. Rogozinski

(Date)



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 3, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW PROPERTY VEGETATION MANAGEMENT PROGRAM – PROPOSED/DRAFT POLICY

The Department of Public Works is responsible to perform vegetation management on various City properties and roadway right of ways. In accordance with City Ordinance, the Department is responsible to maintain all City properties that are NOT otherwise designated as under the control of another City department. As a result, DPW DOES NOT maintain or perform vegetation management on the following City department properties:

- a. Board of Education
- b. Water & Sewer Department Properties
- c. City Parks
- d. Fire Houses
- e. Libraries (Main St & Forestville Libraires)

The type, extent, and purpose of property/vegetation management performed by DPW varies based on the type of area being maintained and the purpose of the maintenance. For example, City Hall is maintained for aesthetic purposes, easements are maintained for functional purposes to provide City access, roadway right of ways are maintained to prevent overgrowth and sightline obstructions of City streets, and open space is generally left in its natural state with maintenance limited to the elimination of safety hazards.

Multiple DPW Divisions are responsible to maintain/perform vegetation management of City properties, right of ways, and easements.

A. DPW Building Maintenance Division Properties (Maintained for Aesthetic Purposes)

The DPW Building Maintenance Division maintains the following properties:

- a. City Hall

- b. Police Complex
- c. Meadow St Parking Garage
- d. Hope St Parking Garage
- e. BPRYCS's 51 High St facility
- f. Animal Control Building (existing) – Vincent P Kelly Road
- g. Animal Control (proposed) – Cross St

DPW Building Maintenance property/vegetation management is primarily performed by the Building Technician Grounds Maintainer position. The position performs lawn maintenance and technician work, and is one of two DPW Bldg. Maintenance staff members available during the day to perform labor, as a result the Ground Maintenance Tech is often assigned other task. In addition, the position has been vacant for a portion of this summer due to recruitment challenges.

The Ground Maintainer position also weeds gardens, installs mulch, and trims on the property with the objective of maintaining landscaping to residential standards. The lawn is typically cut to maintain a height between 3 – 4.5 inches. A list of equipment used to maintain the properties consists of walk-behind mowers, weed whackers, and leaf blowers. In order to service properties at multiple locations, the equipment is smaller in size and is transported by the Bldg. Maintenance Division utilizing pickups equipped with lift gates.

No City properties maintained by DPW Bldg. Maintenance are currently sprinklered.

B. DPW Streets Division Property/Vegetation Management:

1. The DPW Streets Division maintains the following properties for aesthetics purposes (mowed and trimmed areas):

- a. City DPW Operation Facility (City Yard) including DPW parking lot north of Vincent P Kelly Road, *excluding* the Animal Control existing building
- b. Senior Center – Stafford Ave
- c. Business Park Drive at Middle St (Industrial Park Sign area)
- d. West End Commuter Lots
- e. Sessions Building – 273 Riverside Ave
- f. Church St Commuter Lot – South of Board of Education administrative building
- g. Mix St Commuter Lot
- h. James P Casey Road – Salt Dome
- i. Hope St – vacant lot

A complete list of properties mowed by the DPW Streets Division is attached. The list does not include utility easement areas encumbering private property for the purpose of utility pipe installation. The primary type of easement in favor of the Department of Public Works are drainage easements. Common language for drainage easements indicates that the City will maintain the easement area. However, required maintenance for proper operation of the utility does not include maintenance requested by the property owner. For example, cutting the grass within an easement area is not required for storm drainage operations, and therefore, is not performed by DPW.

In addition to mowing, the DPW Streets Division mulches and performs weed control on City Street scrapes such as N.Main St, Main St, Riverside Ave and the West End intersection (CT Route 72 & 69). Personnel protective measures used by DPW Streets Division staff during application of pesticides is attached.



Department of Public Works | 860.584.6125

The Streets Division list of City properties it maintains varies slightly from year to year, and includes properties acquired throughout the year through foreclosure, or property acquired such as 86 Park St and 397 Jerome Ave. The lawn/grass areas are trimmed and maintained for aesthetic purposes and are typically cut to maintain a height between 3 – 4.5 inches.

DPW Streets Division staff performing ground maintenance/vegetation management consists of a crew leader, light equipment operator, and laborer, totaling a crew of three DPW staff. The equipment consists of stand-behind mowers, commercial zero turn mowers, trimmers, and leaf blowers. The equipment is transported using a commercial style enclosed landscaping trailer (16 ft). A complete list of DPW Streets Division ground maintenance/vegetation management equipment is attached.

2. The DPW Street Division maintains the areas along roadways using a roadside/offset mower.

A list of maintained roadside mower areas are attached. The work is NOT performed for aesthetic purposes, rather roadside mowing is performed to eliminate sight line obstructions and encroachments onto the roadway. As a result, roadway mowing operations cuts vegetation primarily at roadway intersections and along undeveloped properties (City and private). Work is performed by a light equipment operator. The DPW operates two roadside mowers.

3. The DPW Streets Divisions maintains City-owned open spaces that are not managed by the Parks Department.

Maintenance of open space areas is limited to eliminating safety concerns, and therefore, does not include mowing operations or vegetation management. With that said, roadside areas along open spaces are typically included in roadside mowing operations to eliminate vegetation encroachments into roadways.

The primary maintenance performed on open spaces consists of tree cutting to eliminate safety hazards to City streets or adjacent properties. Due to limited access into open space parcels, tree cutting in open spaces typically does not include removal of the tree or tree stump. The tree is typically cut into small 3 ft sections and left in place along with the stump.

In accordance with City Ordinance 5-52 (attached), “No owner of any premises shall permit any grass, weeds or similar vegetation not planted as a crop or for ornamental purposes to reach a height greater than eight (8) inches on any premises where a building or dwelling is located thereon or on any vacant lot in an approved and accepted subdivision”. The

requirement to mow property on a “vacant lot in an approved and accepted subdivision” is unclear. All City-owned open space parcels maintained by DPW have been acquired as part of approved subdivisions and are lots. However, the purpose of the open space parcels and lots designated for conservation, such as: 397 Jerome Ave; 104, 110 & 114 Frederick St; and 259 East Main St, were acquired by Federal FEMA and RNCS grants, are not mowed, and will be returned to a natural state. All open space parcels and designated lots of conservation are NOT building lots, and are indicated as such in City land records. In order to define maintenance requirements, the Department of Public Works requests the following Board of Public Works action:

Approve Department of Public Works policy that lots designated as open spaces, and/ or lots of conservation, shall not be mowed and shall be maintained in their natural state. Said designation of open spaces and/or lots of conservation shall be recorded on City land records.

C. DPW Solid Waste Division Property/ Vegetation Management:

The DPW Solid Waste Division maintains the transfer station and closed landfill area. The transfer station vegetated area is limited. The transfer station is maintained for aesthetic purposes. The work is performed by DPW Transfer Station attendants utilizing small (24-inch) push mowers, trimmers, and leaf blowers.

Mowing of the closed landfill 45-acres is a requirement of a CT DEEP stewardship permit to manage the landfill. Although the land fill area is 45-acres, the current area mowed is 42-acres. Once solar is installed, the area mowed by DPW will reduce to approximately 38.5-acres. The mowed landfill area primarily consists of 2:1 slope. Due to the need to mow slopes, DPW utilized dedicated Ventrac slope mowers. Grass height is maintained at 6-inches. The work is performed by Solid Waste driver collector.

DPW has evaluated the Department’s property/vegetated management program, with respect to initiatives such as “no mow in May,” and other programs that encourage the potential environmental benefits of maintaining taller grass and keeping areas in their natural state. Based on the evaluation, the Department DOES NOT recommend implementing “no mow in May” or other similar initiatives. As indicated, DPW maintains open spaces and conservation areas in their natural state, however, designated City properties, along with roadway right of ways and easement areas, are maintained. The designated City facilities maintained for aesthetics purposes such as City Hall, Police Complex, and BPRYCS’s 51 High St facility are highly visible to residents, and in accordance with City ordinance Section 5-52, must be maintained. The City has an extensive enforcement program to ensure residents maintain their property, and it is critical that City property is maintained.

Roadside mowing and vegetation control of easements is not performed for aesthetics purposes, and is conducted to facilitate maintenance of public utilities, and to eliminate hazards/improve safety.

The maintenance of detention ponds is not the subject of this policy. Ponds are maintained by the City’s storm water trust, and are mowed three times each year.

In order to formalize the Department’s property/vegetation management program, the Department of Public Works requests the following Board of Public Works action:

Approve the Department of Public Works Draft Policy as presented for property vegetation management of City-owned properties and City easement areas.



Department of Public Works | 860.584.6125

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

ID #	Manufacturer	Model	Description	Condition
Mowers				
	Cub Cadet	CC800 33"	Walk behind mower	Fair-Poor
	TORO	Recycler 22"	Walk behind mower w/ bagger	Fair-Poor
	ARIENS	1134 21"	Walk behind mower w/ bagger	Fair-Poor
Snow Blowers				
	ARIENS	Professional28	28" snow blower	Excellent
CH2	ARIENS	32" (via 1970s?)	32" vintage snow blower w/ tire chains	Very Poor
CH3	ARIENS	11526 Pro	26" snow blower-manual slip	Fair-Poor
CH4	ARIENS	11526 Pro	26" snow blower-manual slip	Fair-Poor
CH5	ARIENS	1336 Pro	36" snow blower-manual slip	Poor
CH6	ARIENS	Professional28	28" snow blower	Good
String Trimmers				
	Stihl	FS91R	String trimmer	Fair
	Stihl	FS90R	String trimmer	Fair
	Stihl	FS90R	String trimmer	Poor
Leaf Blowers				
	Husqvarna	580 BTS	Backpack blower	Fair
	ECHO	ES-250	Handheld blower	Fair
	Stihl	BG 86	Handheld blower	Fair
	Giant-Vac	Enduro 5.0 HP	Wheeled push blower	Fair-Poor
Cutting Devices				
	ECHO	HC-150	Hedge trimmer	Fair
	ECHO	PAS-260	Longpole hedge trimmer	Fair
	Stihl	MS-170	Chainsaw	Good
	McLane	McLane Edger	Edging machine	Fair

Notes

residential grade
residential grade
residential grade

past useful life cycle

grips need replacement

pull start slop

2025 Tractor Mowing List C8/C16

Chippens Hill

-James P. Casey
-Perkins 660-1960
-Battle Guard Rail
-Hill-Hill @ Battle
-Clark Ave guardrails
-Barlow to Farrel
-Farrell Barlow to Train Track
-Eaton 30- Terryville Ave
-Farmstead Corner @ Hill St
-Matthews Street
Guard Rail between 71-256

Forestville

-Neuman- Whole Road
-Arlington Road 52-Fairfield St
-Medford 184-Dead End
-Woodbridge-IFO 26
-Skyview 38-7
-Westwood 200-97
-Peacedale St. whole road
-Norwalk @ Consolation St
-Lincoln 59-bottom of hill both sides
-Central 110-82
-Frederick 45-9 / Guardrail by bridge
-Birch St (by park) 94 Drayla Dr
-Broad 173-43/Guard Rails
-Brook Street
-West Washington (below school/guard rail)
-Mecklam Broad Pl-Dead End one side
-Bingham Guard Rail/19-Central St
-Zipp @ Twinning
-Grace Ave 78-Dead End

Northeast

-Stevens Guard Rail
-Stafford
-Mines Guard Rail
-Jerome 224-270
-Mix St (Hill across from parking lot)
-Shrub- park to Burlington Ave
-Warner one side whole road & stop sign
-Rosemary @ Shagbark
-Swanson 60-Terrace Ln both sides
-Maple Ave-Hills/Burlington Ave-265

Fall Mountain / South Mountain

-Willis Hills form 730 up	-Wolcott St S curves	-Ipswich / Salem 36-112
-East Rd (516-493 & by Union St)	-Old Waterbury Rd guard rails	-Tower Ave 40-130
-Union St corner lot	-Townline Rd (downhill side)	-Park Hill Ave guard rail
-Blakeslee Guard rail/53-Queen St	-Bonnie Ct guardrail	-Indian Trail corner
-Woodland (lower triangle & Stop sign)	-Allentown 194-Townline Rd	
-Pound St (Hill, only 2 passes)	-Maywood Rd dead end	
-North Pond Bridge Hill/guard Rail	-Glenn/Ebert Rd whole one side	
-Putnam/Mills guardrail @ 57	-Downs Rd Bridge	
-Fall Mountain lower guard rail by town line rd	-Union St guard rails	
	-Witches Rock 112-292	

2025 Tractor List C15/C50

Chippens Hill

- James P. Casey (520-6000 Clark Ave to Hill St
- Hill St 733to James P. Casey
- Harvard Place to Pinnacle Rd/Hill # BEHC to 443
- Barlow @ Pequabuck St triangle
- Barlow to Farrell
- Clark Ave whole Rd
- Minor Rd whole Rd
- Aldbourn Dr, 161-191
- Marsh Rd whole thing
- Mano by water property
- Matthews/Clark Ave -1090
- Clark Ave -Hill St
- Battle -150 Hill St
- Barnum Road 46 to end

Fall Mountain

- Willis -Witches Rock Rd
- Northmont Rd ext. to Town Line/both sides
- Fall Mountain Rd 148-282/316-354/Town line
- Old Waterbury Rd-whole rd
- Bonnie CT first guard rail @ 26 Bonnie Ct
- Holly/Daniel Rd- 152-23 Daniel Rd
- Sherbrooke, corner @ Greystone Ave
- Marconi, 136-dead end

North East

- Stevens St across from Jefferson Ave
- Shawn Dr. 25 to corner of Stevens
- Maple Ave
- Burlington Ave to 265 Maple
- Water Retention Pond Flat

Forestville

- Broad St 173-43
- Redstone Hill 40S-472 / 505-465
- Violet Dr. @ Redstone Hill
- Brook St
- Stafford Ave – 60
- Cross St
- Stonecrest (across from senior center)
- Lake Ave to Middle St / 87-Lake Ave
- Poitras Rd 138-Village
- Enterprise Dr., Lake Compounce to Middle St
- Root Ave 40 to Corner Lot
- Emmett St. 259-Joseph St
- Mechanic St. 269-249

Mowing List

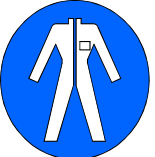
- Monday**
- Sunnydale detention pond inlet Lake Ave
 - Business Park Dr., empty lots
 - Pine St. dead ends-Sylvester St., Benham St.
 - Pine St. terminals both sides
 - Todd St. @ Pine St.
- Tuesday**
- Mountain Rd., both sides/CVS to water dept. property
 - Rte. 72 island and guard rails @ Pine St.
 - Rte. 72 bridge and lot to Down St.
 - Intersection of Rte 72 @ Blakeslee @ Riverside
 - 273 Riverside; Factory lot
- Wednesday**
- West End commuter lots
 - Cut through for Divinity and Park St.
 - Church St.; million dollars lot
 - East Rd @ Union St.
 - Depot Square open lot from Hope St. to North Main'
 - Depot Square Main St path to Hope St.
- Thursday**
- Senior Center on Stafford Ave
 - Stafford Ave stockpile
 - Brook St @ Rte 6 guardrail
 - Brook St @ Washington St.
 - West Washington St bridge & lot
 - Lot East Main St.; vacant
 - City Yard
 - Forest St vacant lot
- Friday**
- Mix Street baseball commuter lot and south guardrail
 - North Side of Mix from harbor Frieght to Lockhaven
 - Maltby St lot & West side of street to school; East side to Stafford Ave
 - Jerome @ Maple West Side vacant lot
 - 396 Jerome Ave; vacant home
 - James P Casey salt dome, north side to school; south side cemetery to Perkins St
 - Hill St @ Battle sidewalk flats, east side
 - Mono Lane @ Hopmeadow corner
 - Mono Lane @ Newman Place corner of water dept. property

Islands

- Fox Den Rd
- Juniper Rd
- Wildwood Run
- Warner St detention pond flats
- Dolphin Rd
- Oakridge Rd
- Pilgrim @ Fernhill Rd
- Pilgrim @ Oakridge Rd
- Pinehurst @ Hill ST

I am reviewing (check the appropriate box):	☐ A worksite	Specify location: Department of Public Works - Town of Bristol, CT	
	☐ A single employee's job description	Name of employee: N/A	
	☒ A job description for a class of employees	Position Title: N/A	
		Position Titles: Tree Crew	
		Location: N/A	
Your Name: Tom Doyle		Department/Division: Pointman Safety	
Date: 9/11/2024			
	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.		
	Check the appropriate box for each hazard:		Description of hazard(s):
	Chemical Exposure ☒	Roundup - Chemical	Required PPE Wear chemical splash goggles or safety glasses with side protection when mixing or pouring Roundup, or when there's a chance of eye contact.
	High Heat/Cold ☐		
	Dust/Flying Debris ☐		
	Impact ☐		
	UV/IR Radiation ☐		
	Other: ☐		
	HEAD/NECK/FACE HAZARDS: Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.		
	Check the appropriate box for each hazard:		Description of hazard(s):
	Chemical Exposure ☐		Required PPE
	Dust/Flying Debris ☐		
	Impact ☐		
	UV/IR Radiation ☐		
	Electrical Shock ☐		
	Other: ☐		
	FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids, welding or cutting, materials handling, renovation or construction, and electrical work.		
	Check the appropriate box for each hazard:		Description of hazard(s):
	Chemical Exposure ☒	Roundup	Required PPE Wear closed-toed shoes and thick socks.
	High Heat/Cold ☐		
	Impact/Compression ☐		
	Electrical ☐		
	Puncture ☐		
	Slippery/Wet Surfaces ☐		
Other: ☐			

PPE HAZARD ASSESSMENT CERTIFICATE

	HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids, exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation), work with very hot or cold objects or materials, and exposure to sharps.		
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Chemical Exposure ☒	Roundup	Wear chemical-resistant gloves, such as nitrile, butyl rubber, barrier laminate, or Viton gloves. Wash your hands and contaminated skin after handling Roundup.
	High Heat/Cold ☐		
	UV/IR Radiation ☐		
	Electrical Shock ☐		
	Puncture ☐		
	Cuts/Abrasion ☐		
Other: ☐			
	BODY HAZARDS: Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.		
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Chemical Exposure ☒	Roundup	Wear long-sleeved shirts and long pants to protect your skin from prolonged or repeated contact with Roundup.
	High Heat/Cold ☐		
	Impact/Compression ☐		
	Electrical Arc ☐		
	Cuts/Abrasion ☐		
	Other: ☐		
	FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.		
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Fall hazard ☐		
	NOISE HAZARDS: Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment.		
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Noise hazard ☐		
	RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums, when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.		
	<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Chemical exposure ☒	Roundup	For normal use and handling, respiratory protection is not required. However, if you are exposed to heavy spray or mist, you should
	Particulate exposure ☐		
	Other: ☐		

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

_____ (signature)

PW Mowing Equipment

Solid waste:

1. Billy goat push blower	\$2,400
2. 22" B&S push mower	\$400
3. Stihl BG86 hand blower	\$325
4. Stihl BR800 backpack blower	\$650
5. Stihl BR600 backpack blower	\$550
6. 2024 Ventrac 4520Y slope mower	\$53,000
7. 4 Stihl trimmers	\$1,000

Streets:

1. 2016 John Deere 5008 roadside mower	\$131,400
2. 2024 John Deere 5095 roadside mower	\$145,300
3. 2017 John Deere 1575 mower/snowblower	\$44,647
4. 2023 Ventrac 4520Y mower/snowblower	\$52,300
5. 2014 Scag 72" zero turn mower	\$8,500
6. 2022 Hustler 60" zero turn mower	\$11,000
7. 2025 Hustler 60" zero turn mower	\$13,000
8. 2014 Exmark 48" walk behind mower	\$7,000
9. 2016 Exmark 36" walk behind mower	\$5,500
10. (2) Billy Goat 28" brush hogs	\$10,000
11. Billy Goat push blower	\$2,500
12. B&S 22" push mower	\$400
13. (2) Stihl BR800 backpack blowers	\$1,300
14. (2) Stihl BR700 backpack blower	\$1,200
15. 4 Stihl trimmers	\$1,000
16. 3 Echo trimmers	\$750
17. (2) Stihl BG86 hand blowers	\$650

- **Sec. 5-52. - Maintenance of exterior of premises—Duties of owners.**

(a)

It shall be the duty of all owners of premises to keep the exterior of the premises and all structures thereon free of all abandoned vehicles (unless the premises are a legal junkyard), nuisances, garbage, refuse, rubbish, infestations, and filth. The exterior of every structure or accessory structure (including fences and walls) shall be maintained free of broken glass, loose shingles, crumbling stone or brick, or other condition reflective of deterioration or inadequate maintenance. The outside structure walls shall not have any holes, loose boards, or any broken, cracked or damaged siding that admits rain, cold air, dampness, rodents, insects or vermin. Every building shall be maintained as to be weather and watertight. Where weekly curbside pickup of garbage, refuse and rubbish is not available, it further shall be the duty of every dwelling owner to provide a place reasonably calculated to maintain sanitary conditions and to minimize its exposure to public view before transfer for safe and sanitary disposal.

(b)

No owner of any premises shall permit any grass, weeds or similar vegetation not planted as a crop or for ornamental purposes to reach a height greater than eight (8) inches on any premises where a building or dwelling is located thereon or on any vacant lot in an approved and accepted subdivision.

(c)

It shall be the duty of the chief building official to notify the owner in violation of any of the provisions of this section of the intention to abate the violation within ten (10) days. Notification of the violation shall be deemed complete by posting a notice of violation at the premises and sending a copy by regular mail to the owner of record on file in the assessor's office. If after notice, the owner fails to abate the conditions that constitute a violation of this section, the chief building official may order those conditions abated and certify the costs of abatement to the tax collector pursuant to Section 12-169b, Connecticut General Statutes.

(Ord. of 10-13-98; Ord. of 4-8-08; Amend. of 4-14-09; Ord. of 9-8-09)



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 6, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: **DPW – VACUM LITTER COLLECTION TRUCK – NIPPER FUNDS**

In accordance with the State's nipper bottle program, the City receives \$0.05/nipper purchased in the City. The City has received \$390,837 since April of 2022 from the State for 7,816,740 nippers sold in the City. To date \$104,525 has been expended, therefore **\$286,312 is available for City use**. Assuming the purchase of nippers does not decrease, it is estimated that the City will receive approximately \$90,00 to 110,000 per year. .

To date, the City has used State nipper funds to conduct a residential litter collection program (trash kits), dog waste stations & bags, and downtown trash barrels (annual report attached).

In accordance with State Statute 22a-244b, indicated below, the funds shall be/can be used for measures to reduce solid waste and litter:

All payments received by any municipality pursuant to the provisions of subsection (c) of this section shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.

The use of State nipper funds by other municipalities has varied, and have included implementation of programs similar to Bristol's residential litter program, dog waste, and trash barrels, but have also included funding for a recycling coordinator position, the purchase of street sweepers, and pilot organic municipal collection programs. As previously indicated to the Board of Public Works, the DPW's Solid Waste Superintendent duties currently include recycling coordination functions, and the Department currently has four street sweepers to sweep 234 miles of City roads.

The primary objective of the Department of Public Works has been to utilize State-provided nipper funds to limit and collect litter on and along City streets. As a result, the Department has focused on improving litter collection operations. The Department currently has street sweepers along with a smaller sidewalk sweeper, and a dedicated vacuum machine to collect litter. Department street sweepers collect debris and litter from City streets, but only on paved roadway surface. The Department's sidewalk sweeper likewise collects litter from the sidewalk, but only the sidewalk surface. Litter throughout the City is deposited along the road and sidewalk outside the road and sidewalk surface areas, therefore, a machine that collects litter must be able to drive on the roadway or sidewalk surface and have the ability to reach out to pick up/collect the litter. As indicated above, the Department has a dedicated vacuum litter collection machine, purchased in 2009. The machine is in good shape, but is small and has a manual, limited reach, low suction, and cannot drive across the City quickly or safely.

The Department does currently pickup curbside litter along City streets. Litter collection consists of two solid waste laborers using hand pickers. Although effective in collecting litter, collection is slow, labor-intensive, and as a result is generally provided on a complaint-driven basis. The Department is committed to roadside litter collection, however, there has been a reduction of DPW staff, as the FY2025-26 budget eliminated two laborers typically utilized for litter collection. The Department has investigated a number of vehicles and manufacturers over a period of a number of years to find a machine that can drive City streets, have sufficient suction capacity to collect roadside litter, and has an automated sufficient reach.

Based on Department research, DPW proposes the purchase of a Truck Mounted Debris Collector (Model DCL500SM) or similar machine. The vehicle can travel City streets, has a suction capacity powered with a 25 HP engine capable of picking up nippers, bottles, bags of fast-food waste, and typical roadside litter, and most importantly, it has a reach of 10 ft. from the curb line. DPW initially observed the machine at the APWA national conference and was able to arrange a two-day trial period in Bristol on October 22 and 23. During the trial period, two different operators used the vehicle and provided positive feedback. In addition, DPW Fleet mechanics evaluated the vacuum arm mechanism and believe the arm is well built and will be reliable.

The vehicle is operated with the driver on the right, curbside of the vehicle, similar to an automated rubbish truck (opposite a "normal car"). If purchased, the vehicle will be operated by a solid waste driver collector. Due to the vehicle's high suction capacity, it will also be very useful in Department operations in collecting leaves on City properties and cleaning catch basin tops. The reach of the litter collection arm is large, 10 ft, which will allow DPW to collect litter from the entire City roadway right of way. However, a portion of the litter objectionable to residents is outside the right of way on private property and will not be collected by the proposed machine.

In order to proceed with DPW's procurement of the vacuum litter collection vehicle, the Department recommends the following Board of Public Works actions:

Authorize the Department of Public Works to request Board of Finance approval to purchase a truck mounted debris/litter collector vehicle in the amount of \$217,000. Said funding shall utilize State-supplied nipper funds provided to the City.

If approved, use of City funds will not be required, all funding for the vehicle will be provided by State nipper funds. It should also be noted that the state nipper funds continue to accumulate at a rate of approximately \$116,000/year. DPW has previously requested BPW authorization to use nipper funds to replace a Department street sweeper, and fund an organic waste municipal collection program, however DPW did not receive Board authorization.

The Department has investigated other type of litter collection vehicles. The focus has been to obtain a vehicle with a high vacuum capacity, long reach arm for litter collection, multi-use and



Department of Public Works | 860.584.6125

capable of traveling City streets. The investigation found smaller vehicles costing approximately \$110,000 – 120,000 that had some of the required elements. There is a model similar to the Department’s existing manual arm unit that has an automated arm, however, the reach is smaller (6 ft), it cannot cross the City quickly or safely, has low vacuum capacity, and has received negative feedback from other municipalities. DPW also investigated a unit that would be installed as an accessory unit to a UTV “gator” . This unit was attractive since the gator could be used by DPW Building Maintenance for snow operations in the new parking garage, however, the arm did not extend 10 ft and did not appear robust.

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



STATE OF CONNECTICUT

COUNCIL ON ENVIRONMENTAL QUALITY

September 19, 2025

RE: Miniature Alcohol Beverage Containers (Nips)

As required by Public Act 23-76, the Connecticut Council on Environmental Quality (Council) is collecting data to undertake a review of measures of local governments implemented pursuant to subsection (d) of section 22a-244b (surcharge on miniature alcohol beverage containers) by surveying municipalities to evaluate how much of the funds have been used and for what environmental measures.

Please find attached a brief survey form. If you could please complete and return (mail or email) the completed form by October 10, it would be much appreciated. Forms can be returned to our offices at CEQ, 79 Elm St., Hartford, CT, 06106, or emailed to CEQ@ct.gov.

Alternatively, an online form has been developed to collect survey responses that can be accessed here: [Webform](#). The password is [CEQsurvey2025](#).

These data are collected for informational purposes only and will appear in aggregate in the Council on Environmental Quality's upcoming annual report "[Environmental Quality in Connecticut](#)". You can access findings from the 2024 Miniature Alcohol Bottle Survey [here](#).

If you have any questions, please call the Council at 860-424-4000 or email CEQ@ct.gov.

Your input might be used to determine how the program may change in the future. We appreciate your timely response.

Public Act 23-76 requires the Council to conduct a review of the programs and activities of the state and local governments and private organizations, with particular reference to their effect on the environment and on the conservation, development and utilization of natural resources, including "programs and measures of local governments implemented pursuant to **subsection (d) of section 22a-244b**."

Connecticut General Statutes **Sec. 22a-244b** (a), established that "*on and after October 1, 2021, any beverage container containing a spirit or liquor of fifty milliliters or less shall be assessed a five-cent surcharge by the wholesaler of such beverage container to the retailer of such beverage container and by the retailer of such beverage container to the consumer of such beverage container.*"

Connecticut General Statutes **Sec. 22a-244b** (d), states that "*all payments received by any municipality ... shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.*"

79 Elm Street, Hartford, CT 06106
Phone: (860) 424-4000 portal.ct.gov/ceq

2025 Miniature Alcohol Beverage Container Survey

1. Which municipality are you reporting for? Municipality
2. How much of the funds received through this program have been used to reduce the generation of solid waste or reduce litter between July 1, 2024 and June 30, 2025?
\$ 12,883.41
3. What percent of the funds reported in question 2 have been used on measures to reduce solid waste or litter? (Please indicate all that apply. Should equal 100%)

 % hire or provide financial resources for a recycling coordinator

 % financial resources for recycling equipment

85 % educational programs (recycling, composting, organics, solid waste reduction)

 % installation of storm drain filters

 % purchase of mechanical street sweeper, vacuum, or broom that removes litter

 % support for personnel to reduce/collect litter

15 % other: (please specify) Shredding Event

Additional Comments - How effective is this program for reducing solid waste and/or litter? Do you have any suggestions for improving the program?

Signature

Date

Submit

I certify that, to the best of my knowledge, the information provided is true and accurate.

MUNICIPAL LITTER REDUCTION AUDIT REPORT

Public Act 21-58, enacted in 2021, established the environmental stewardship program that is funded by a 5-cent fee on all 50 ml “nip” alcohol containers sold in Connecticut.

The funding for the program, driven entirely from the fees generated by the sale of the nip containers, is distributed to the municipalities where nips are sold by the Wine & Spirits Wholesalers of Connecticut (WSWC) twice per year.

Pursuant to state law, “[a]ll payments received by any municipality ... shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.”

WSWC is conducting an audit to determine how these funds are being used by Connecticut municipalities.

Accordingly, please complete and return this form by Friday, November 10, 2023 by emailing it to vicki.griffin@wswc.org.

Wine & Spirits Wholesalers of Connecticut
10 Byington Place
Norwalk, CT 06850

Questions: Please call WSWC Executive Director Larry Cafero at (203) 939-1869.

I. CONTACT INFORMATION

DATE:

10/25/2023

MUNICIPALITY:

City of Bristol

NAME OF PERSON FILLING OUT REPORT:

Lindsey Rivers

TITLE:

Public Works Analyst

EMAIL:

lindseyrivers@bristolct.gov

PHONE NUMBER:

860-584-6103

II. DESCRIPTION OF ACTIVITIES THAT YOUR MUNICIPALITY INITIATED AND/OR PAID FOR WITH THE FUNDING RECEIVED FROM THE ENVIRONMENTAL SURCHARGES.

YEAR	LIST EACH ACTIVITY FUNDED BY STEWARDSHIP FEE	AMOUNT SPENT
2022		
YEAR	ACTIVITY FUNDED BY STEWARDSHIP FEE	AMOUNT SPENT
2023		
02/23 to 06/2023	Litter Trash Kits for residents	\$15,950.22
08/30/2023	22 Dog Waste Stations in all parks including dog waste bags	\$8,205.18
09/7/2023	Bone Shaped Dog Waste dispenser with bags	\$4,443.79
03/01/2023	50 Dome Top Litter Containers	\$20,016.00

III. PLEASE INCLUDE ANY SUPPORTING MATERIAL, INTERNET LINKS AND/OR ADDITIONAL PROGRAM INFORMATION OR EVALUATIONS THAT WOULD ENHANCE THE DESCRIPTION OF THE PROGRAMS AND ACTIVITIES LISTED ABOVE.

Date Purchased	Material	Quantity	Vendor	Cost per Item	Cost Total
	Nitrile Gloves Large 1000 Case Gloves Disposable Latex Free Powder Free, Medical Exam				
2/22/2023	Gloves,Bulk Household,Grade 4 Mil	2000	Amazon	\$0.04	\$81.98
2/22/2023	Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction,	100	Amazon	\$2.36	\$236.30
	RMS 34 Inch Extra Long Reacher Grabber - Foldable Gripper and Reaching Tool with Rotating Jaw				
2/22/2023	Jaw	100	Amazon	\$13.99	\$1,399.00
	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"				
2/22/2023	Heavy Duty Garbage Can Liners 38" x 58"	400	Amazon	\$0.39	\$156.76
2/24/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	100	Amazon	\$3.94	\$394.20
3/21/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	100	Amazon	\$3.94	\$394.20
	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"				
3/21/2023	Heavy Duty Garbage Can Liners 38" x 58"	500	Amazon	\$0.39	\$195.95
	Nitrile Gloves 1000 Count Large Disposable Exam Glove Latex Powder Free Examination Medical Gloves Blue for Medical Use Cooking Cleaning & More				
3/27/2023	More	5000	Amazon	\$0.04	\$195.95
	RMS 34 Inch Extra Long Reacher Grabber - Foldable Gripper and Reaching Tool with Rotating Jaw				
3/27/2023	Jaw	150	Amazon	\$13.99	\$2,098.50

3/27/2023	PeerBasics, 20 Pack, Yellow Reflective High Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction, Neon (Mesh, 20)...	140 Amazon	\$2.36	\$323.89
4/19/2023	Garden Rake Heavy Duty Bow Rake with 60" Stainless Steel Handle Metal Rake for Lawn with 14 Tines	1 Amazon	\$27.55	\$27.55
4/21/2023	RMS 34 Inch Extra Long Reacher Grabber - Foldable Gripper and Reaching Tool with Rotating Jaw	34 Amazon	\$13.99	\$475.66
4/21/2023	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"	800 Amazon	\$0.39	\$309.20
4/21/2023	PeerBasics, 20 Pack, Yellow Reflective High Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction, Neon (Mesh, 20)...	120 Amazon	\$2.36	\$277.62
4/21/2023	Fiskars 96685935J Shovel, Black Garden Rake Heavy Duty Bow Rake with 60" Stainless Steel Handle Metal Rake for Lawn with 14 Tines	3 Amazon	\$22.79	\$68.37
4/21/2023	2-Pack 33 Inch Grabber Reacher Tool, Long Grabber Tool with Magnetic Rotating Jaw, Anti-Slip and Foldable, Gripper and Reaching Tool,	3 Amazon	\$27.00	\$81.00
4/24/2023	Grabbers for Elderly (Blue)	40 Amazon	\$9.50	\$379.80
4/28/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	150 Amazon	\$3.94	\$591.30
5/25/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	100 Amazon	\$3.94	\$394.20

5/25/2023	2-Pack Grabber Reacher Tool,32 Inch Extra Long Foldable Pick Up Stick with Strong Grip Magnetic,360°Rotating Anti-Slip Jaw,Trash Claw Grabber Tool,Trash Picker Tool for Outdoor & Indoor (Blue)	96 Amazon	\$8.43	\$806.40
5/25/2023	PeerBasics, 20 Pack, Yellow Reflective High Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction, Neon (Mesh, 20)...	100 Amazon	\$2.31	\$231.35
5/25/2023	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"	400 Amazon	\$0.40	\$158.24
6/1/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	100 Amazon	\$3.94	\$394.20
6/1/2023	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"	700 Amazon	\$0.38	\$262.85
6/1/2023	RMS 34 Inch Extra Long Reacher Grabber - Foldable Gripper and Reaching Tool with Rotating Jaw	100 Amazon	\$13.99	\$1,399.00
6/1/2023	PeerBasics, 20 Pack, Yellow Reflective High Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction, Neon (Mesh, 20)...	100 Amazon	\$2.31	\$231.35
6/30/2023	Go2Kits First Aid Kit 2.0 USA Made 38 Piece Basic Plus (10 Pack)	200 Amazon	\$3.74	\$747.00
6/30/2023	RMS 34 Inch Extra Long Reacher Grabber - Foldable Gripper and Reaching Tool with Rotating Jaw	200 Amazon	\$13.99	\$2,798.00
6/30/2023	Plasticplace 55 gallon Trash Bags 1.2 Mil Black Heavy Duty Garbage Can Liners 38" x 58"	1000 Amazon	\$0.39	\$378.40

6/30/2023	PeerBasics, 20 Pack, Yellow Reflective High Visibility Safety Vest, Hi Vis Silver Strip, Men Women, Work, Cycling, Runner, Surveyor, Volunteer, Crossing Guard, Road, Construction, Neon (Mesh, 20)...	200 Amazon	\$2.31	\$462.00
				\$15,950.22

DOG WASTE DEPOT
12316 World Trade Dr. #102
San Diego, CA 92128
TEL: 800-678-1612
www.DogWasteDepot.com

Invoice

Date	Invoice #
8/30/2023	567380

Bill To
City of Bristol Acct Payable 111 N Main Street Bristol, CT 06010

Ship To
City of Bristol Parks & Recreation- Rob Lincoln 240 Jacob Street Bristol, CT 06010

PLEASE MAKE ALL CHECKS PAYABLE TO: "Dog Waste Depot"

ORDER#:	Rep	Ship Date	Via	Terms	PO#:	3RD Party Payment C...
22401783	DWD	8/30/2023	FEDEX	INTERNET	22401783	

Quantity	Item Code	Description	Price Each	Amount
22	DEPOT-006-B-GRN	Dog Waste Station - Couple with Leash Sign, The Roll Bag System, Round Can, Color Green	169.99	3,739.78T
1	PAL-DEPOT-001-10	Dog Waste Roll Bag PALLET of 102 cases (10 rolls per case)	3,366.00	3,366.00T
20	DEPOT-002	DOG STATION CAN LINERS CASE 200	54.97	1,099.40T
	Shipping	Shipping Roadrunner PRO #: 570535799 Contact Bob 860-919-5031 Main Office 860-584-6160 Delivery Hours 8-2 Mon - Fri Contact Before delivery	0.00	0.00

REMIT PAYMENT TO: Dog Waste Depot 12316 World Trade Drive #102 San Diego, CA 92128 FED ID# 27-4523962	Subtotal	\$8,205.18
	Sales Tax (0.0%)	\$0.00
	Total	\$8,205.18
	Payments	\$0.00
	Balance Due	\$8,205.18



21 Lexington Street
Bristol, CT. 06010

Invoice

Date	Invoice #
9/7/2023	25464

Bill To
City of Bristol Public Works Department 111 North Main St. Bristol, CT. 06010

Ship To
131 North Main St. Lindsey Rivers

P.O. Number	Terms	Rep	Ship	Via
22401508	Net 30	KS	8/28/2023	EFL

Quantity	Description	Price Each	Amount
3,000	Bone-shaped Dog Bag Dispenser	1.32	3,960.00
1	Screen setup	40.00	40.00
1	Shipping	443.79	443.79

Thank you for your business.			Total	\$4,443.79
Phone #	Fax #			
860-582-0782	860-584-5041			



841 Meacham Rd, Statesville, NC, 28677
 PHONE: 800-424-0422 FAX: 833-930-1124
 WQ-10264786

Sell To:

Contact Name	Josh Corey	Ship To Name	City of Bristol CT
Bill To Name	City of Bristol CT	Ship To	111 N Main St
Bill To	111 N Main St Purchasing Department Bristol, CT 06010-8107 USA		Bristol, CT 06010 USA
Email	joshcorey@bristolct.gov		
Phone	(860) 584-7791		

Quote Information

Salesperson	Shane Gore	Created Date	3/1/2023
Salesperson Email	sgore@wastequip.com	Expiration Date	3/16/2023
		Quote Number	WQ-10264786
			Please Reference Quote Number on all Purchase Orders

Product	Product Description	Description	Selected Option	Quantity	Sales Price	Total Price
Dome-Top Litter Container - 60 gallon w Gravity Latch	Model 860A --Dome-Top Litter Container - 60 gallon w Gravity Latch --Dimensions: 28.25 l x 28.25 w x 48.75 h --Load Rating: 60G --CU FT: 22.51 --Ship Wt: 45 lbs	--860A Litter Container (ALC) --Graphic Logo Charge listed below	---Body Color - Any Standard Color ---Lid Color - Any Standard Color ---Fully Assembled Ready-to-Roll (Lids Down)	50.00	\$294.70	\$14,735.00
Graphic Application Charge 1	----- Graphic Application Charge - per application 1	--Graphic Logo & Application for 860A --Single Color --2 Sides		100.00	\$22.26	\$2,226.00

Payment Terms	Net 30 Days if credit has been established	Subtotal	\$16,961.00
Shipping Terms	FOB Origin	Shipping	\$3,055.00
		Tax	\$0.00
		Grand Total	\$20,016.00

Additional Information

Additional Terms Our Quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms & Conditions of Sale ("WQ T&C") located at: <https://www.wastequip.com/terms-conditions-of-sale>, as of the date set forth in Section 1(b) of the WQ T&C,

Walk-around Outline

ODB DCL500SM16

CDL-EXEMPT

*The Most Flexible Truck-Mounted
Debris Collection System*



- **Non-CDL**
 - ✓ Labor Resource Flexibility
- **Single-Person Operation**
 - ✓ Reduced Labor Costs & Management
- **In-Cabin Controls**
 - ✓ Optimal Safety
- **Patented ECO-MODE™**
 - ✓ 35% Reduced Fuel Consumption
 - ✓ Standard
- **Overall Width: <102"**
 - ✓ Maneuverability in Tight Areas
 - ✓ Reduced Liability
- **Dual Steering Control - Standard**

SPECIFICATIONS: DCL500SM16

Chassis

- ISUZU NRR
- 215 HP 5.2L I4 Turbocharged Diesel Engine
- 6 Speed automatic transmission
- 30 gallon in-frame fuel tank
- Standard 2" Hitch Receiver
- LED type DOT compliant lighting
- 19,500 lbs GVWR, 25,500 GCWR
- 8,440# front leaf suspension
- 14,550# rear leaf suspension
- Extended 5-year/200,000 mile warranty

Tires

- 225/70R19.5F 12 ply tubeless radial
- 225/70R19.5F 12 ply tubeless radial

Auxiliary engine

- Water cooled Kubota 24HP Diesel engine
- In-cab remote throttle, 2-speed electronic
- Pull-out radiator screen
- Patented ECO-MODE™ system controls which reduces fuel consumption upwards of 35% (~3.1 fewer gal/hr, 15-18 less gallons per day), noise (50%), dust (40%), and wear & tear
- 12-gallon poly fuel tank

Engine/Vacuum System Skid

- Engine exhausts through the floor of the skid
- Skid ladder and handrail
- Diamond plate catwalk
- Tab and Slot construction throughout
- All metal laser-cut for precision

Boom/Hose

- Single Operator, In-cab controls
- 3-axis Standard with wheel type planetary gearbox with gear motor
- Aux engine powered pump
- 12" Urethane Vacuum Hose
- Steel nozzle with replaceable tip
- Boom rest on chassis

Hydraulics

- Proportional
- Boom pump powered by aux engine
- Dump pump powered by truck battery
- Outside cab dump control valve

SPECIFICATIONS: DCL500SM16 (continued)

Fan / Impeller

- 20" fan standard
- Option: Shred Master™ Fan – high compaction, high capacity
- Direct belt drive
- Self-clearing
- Scalloped design reduces decibel level
- Back plate protects bearings and shaft
- Fans are robotically welded, stress relieved and statically and dynamically balanced
- AR400 material

Fan housing

- Hinges open with 3-axis boom
- Cleanout door is safety interlocked
- Replaceable ¼" steel liners
- Robotically welded

Fan Bearings

- Proprietary Quad-Glide™ sealed bearings
- Designed in partnership with Timken engineering
- Grease zerks located outside housing with high pressure feed lines

Rear Door

- Manually operated street side hinge door
- Chipper door option
- Backup camera
- Gear driven electric pump
- Dump angle 52 degrees
- LED type DOT amber flashers
- Cab controlled LED directional light bar option

Hopper Construction

- Heavy duty 11-gauge steel
- 83.6" hopper width
- Integrated floor drainage system
- Perforated stainless steel vents
- Regular perforated steel with mesh overlay vents
- Paint Standard white, custom available
- 16 cubic yard capacity

Hoist

- 14,000 LB single cylinder
- Welded into frame

Raymond Rogozinski

From: Raymond Rogozinski
Sent: Monday, October 6, 2025 5:23 PM
To: Raymond Rogozinski















Sent from my iPhone



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 6, 2025
(Submission Date)

For the October 21, 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 \$ 217,000 (use of CT State Nipper Funds)
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on October 16, 2025.
(date)

(Department Head's signature)

Board of Finance Agenda Request Form

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.

1. Reason for request:

See attached memorandum from DPW to the BPW dated October 6 2025 regarding Vacuum Litter Collection Truck, Nipper Funds

From:	1213016-432169	To:	1213016-570500-26023	Amount:	\$217,000
	CT State Nipper Funds		DPW Litter Collection Truck		



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 6, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

RE: DPW FUNDING REQUEST - MS4 STORMWATER CONSULTANT SERVICES (USEPA AUDIT)

As previously reported to the Board of Public Works, the Department of Public Works oversees the administration of the Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (“MS4 Permit”), Federal Clean Water Act (“CWA”) Permit No. CTR030042. The permit objective is to protect water quality and achieve the water quality established in Federal Clean Water Act. The BMPs measures to achieve these measures are in the Stormwater Management Plan, and are organized into six categories of Minimum Control Measures:

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

Pursuant to the permit, the Department of Public Works is required to address each MS4 BMP permit component on a yearly basis. As the BPW MS4 Committee is aware, the City has been notified and responded to an EPA audit request for MS4 compliance.

A link to the EPA audit request, along with the latest Department of Public Works and Sewer Department response, is provided below:



Department of Public Works | 860.584.6125

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

The City's MS4 Program has demonstrated to CT DEEP year-over-year compliance with the General Permit specific to several requirements, such as establishing a website, public outreach and education, submission of annual reports; etc. However, outfall sampling including illicit discharge screening and sampling has been limited over the years due to a lack of staffing and dry weather conditions. The USEPA audit referenced above identified several potential illicit discharge problem outfalls, indicating that the City is not potentially in full compliance with the required MS4 Stormwater regulations. In addition, the MS4 Stormwater regulations are in the process of being updated by CT DEEP. Draft permit requirements have been issued and the permit revisions will require the preparation of a new City Storm Water Management Plan.

In order to be in good standing with both CT DEEP and USEPA, the Department of Public Works is recommending the following Board of Public Works action to procure the services of an environmental engineering consultant to assist the Department:

Authorize the Department of Public Works to procure the services of BL Engineering in the amount of \$95,000 to assist the Department of Public Works in the preparation of a Stormwater Management Plan, wet and dry weather outfall sampling plan, illicit discharge investigation mitigation support, implementation of best management practices, and preparation of the required annual report. Said action is subject to Board of Finance approval of an additional appropriation in the amount of \$95,000. BL Engineering services shall be procured in accordance with CT DAS Contract 18PSX0153.

The Department of Public Works is proposing the use of BL Engineers utilizing State DAS Contract 18PSX0153. BL Engineers prepared the City's annual MS4 report for the last three years from 2022 to 2024 and has assisted the Department of Public Works and the Bristol Water/Sewer Department prepare the City's response to the USEPA audit.

Approximately \$25,000 of the \$95,000 proposal consist of water analytical testing required by the permit. The proposal leverages use of DPW Engineering staff to limit cost. A portion of the



Department of Public Works | 860.584.6125

proposed work was anticipated as part of DPW's FY2025-26 budget. Therefore, \$20,000 of the required \$95,000 is included in DPW Engineering Professional Service account (0013011-531000).

Completing the proposed work will make the City fully compliant with MS4 regulations. **It approved, DPW will notify USEPA of the proposed work. Having a contract in place to address MS4 requirements may assist USEPA in evaluating potential enforcement actions against the City associated with the USEPA audit.**

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



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 6, 2025
(Submission Date)

For the October 21, 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 \$ 75,000

☒ Transfer from Contingency \$ 20,000

☐ Transfer(s) \$ _____

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on October 16, 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 from DPW to the BPW dated October 6 2025 regarding DPW Funding Request – MS4 Stormwater Consultant Services (USEPA Audit)

From:	0013011-531000 DPW Eng Prof Fees	To:	0013011-531000-26022 Stormwater Consultant	Amount:	\$20,000
From:	0018106-589000 Contingency	To:	0013011-531000-26022 Stormwater Consultant	Amount:	\$75,000



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 6, 2025
(Submission Date)

For the October 21, 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) \$ 55,000

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on October 16, 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:

Transfer from DPW Eng. Regular Wages to Eng. Part Time Wages to cover the cost of part time engineer within the Engineering Division. Due to a vacancy of an engineering position within the Engineering Division, DPW has obtained the services of part time engineer (Professional Engineer) to fill the Department's work requirements. The transfer covers cost incurred to date along with a anticipated cost (2 months).

From:	0013011-514000	To:	0013011-515200	Amount:	\$48,000
	<u>DPW Eng Reg Wages</u>		<u>DPW Eng Parttime Wages</u>		

2. Reason for request:

Transfer to cover the Department's asset management yearly cost.

From:	0013011-514000	To:	0013010-515200	Amount:	\$3,000
	<u>DPW Eng Reg Wages</u>		<u>DPW Admin Prof Fees</u>		

From:	0013017-514000	To:	0013010-515200	Amount:	\$2,000
	<u>DPW Fleet Reg Wages</u>		<u>DPW Admin Prof Fees</u>		

3. Reason for request:

Funding for legal services (zone regulation revisions & application).

Transfer(s) complete the following:

From:	0013012-581120 – Conference & Memberships	To:	0013012-531000 Professional Fees	Amount:	\$1,500
From:	<u>0013012-555000 - Printing and Binding</u>	To:	<u>0013012-531000 Professional Fees</u>	Amount:	<u>\$500</u>



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: October 8, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: REQUEST FOR WAIVER OF CITY ORDINANCE 21-51 –
DRIVEWAY DISTANCE TO INTERSECTING - CAWLEY STREET
(LOT 50-51/ ACCOUNT 0025011)**

The Department of Public Works has received a request to waive Ordinance Sec 21-51 associated with the required distance from a driveway to an intersection of a public road. In accordance with the Ordinance, no curb cut shall be nearer than fifty (50) feet to a street section. The purpose of the Ordinance is to reduce the likelihood of a vehicle backing out of a driveway being hit by vehicles traveling around the corner of the roadway.

A representative of Lot x Cawley Street is requesting that the Board of Public Works approve a request to reduce the curb cut to street intersection distance from 50 ft to 39 ft. (42 ft – 3 ft radius). A copy of the proposed plot plan, driveway ordinance, house plans, and GIS map of the area is attached.

An Ordinance compliant driveway can be installed on Howard Avenue; however, it may result in re-orienting the house, different/smaller house foot print, or a wider combined curb cut along Howard. To clarify the reference to creating a wider combined curb cut, there is an existing curb cut that on Howard Avenue that services the adjacent Howard Avenue parcel. An easement encumbers the Cawley lot in question, allowing the adjacent Howard Avenue parcel to park on the Cawley lot. With no change in house size or reconfiguring of the proposed house, an Ordinance compliant driveway would expand the existing Howard Ave curb cut.

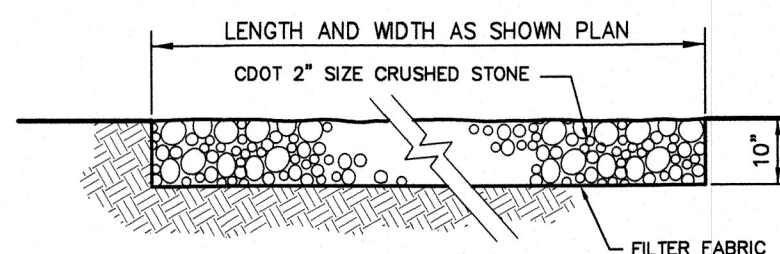


Department of Public Works | 860.584.6125

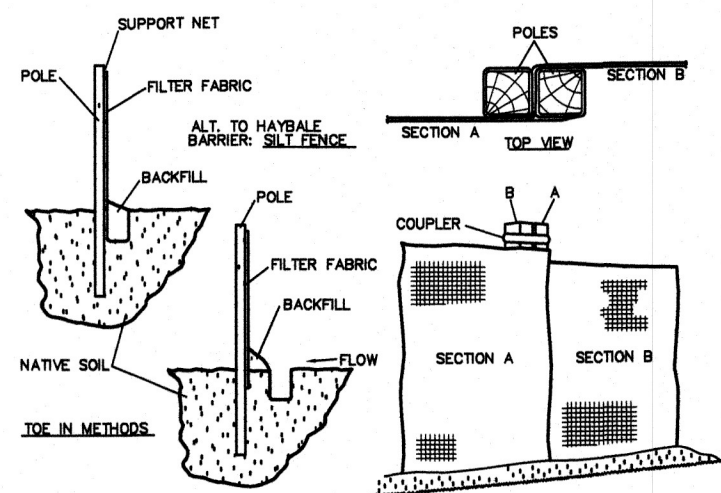
Due to the configuration of the City street system, the traffic volume along the proposed Cawley St curb cut and a potential Howard Avenue curb cut are approximately equal or slightly greater on Cawley St.

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





ANTI-TRACKING AREA
N.T.S.



SILT FENCE
N.T.S.

CONSTRUCTION SEQUENCE:

- 1.) INSTALL EROSION & SEDIMENT CONTROLS WHERE INDICATED.
- 2.) HAVE HOUSE LOCATION STAKED IN THE FIELD BY SURVEYOR.
- 3.) STRIP TOPSOIL AND STORE FOR FUTURE USE WITH E & S CONTROLS.
- 4.) EXCAVATE AND INSTALL FOUNDATION.
- 5.) INSTALL ALL NECESSARY UTILITIES.
- 6.) FINE GRADE SITE.
- 7.) PAVE DRIVEWAY.
- 8.) INSTALL 5" OF TOPSOIL.
- 9.) SEED AND HAY ALL DISTURBED AREAS.
- 10.) REMOVE ANY E & S MEASURES USED AFTER ALL DISTURBED AREAS HAVE BEEN STABILIZED.

ZONING INFORMATION

ITEM	REQUIRED/ALLOWED	PROVIDED
PRESENT ZONE	R-10	R-10
USE	RESIDENTIAL DISTRICT	SINGLE FAMILY RESIDENCE
MINIMUM LOT AREA	10,000 s.f.	7,163 s.f. *
MINIMUM LOT FRONTAGE	85'	54.32' *
FRONT YARD	20'	21.0'
SIDE YARD	8'	13.0'
REAR YARD	20'	49.7'
MAXIMUM HEIGHT	35'	< 35'
MAX. BUILDING COVERAGE	35%	1,156 s.f. = 16.2%
MAX. IMPERVIOUS COVERAGE	75%	1,700 s.f. = 23.7%

* DENOTES EXISTING NON-CONFORMING ITEM (LOT OF RECORD)

MAP REFERENCES:

- 1) "PROPERTY SURVEY MAP SHOWING LAND OWNED BY EST. THOMAS A. CAPUTO ASSESSORS LOTS 46, 50-51 & 53,54,57 CAWLEY STREET, CAWLEY COURT & HOWARD STREET BRISTOL, CONN. SCALE 1"=20' MAY 25, 2023", BY ROBERT GREEN ASSOCIATES L.L.C., ON FILE AS MAP NO. Q-663 IN THE BRISTOL TOWN CLERK'S OFFICE.
- 2) "EASEMENT MAP MAP SHOWING EASEMENT ASSESSORS LOT 50-51 OWNED BY LOUIS THERRIEN HOWARD STREET BRISTOL, CONN. SCALE 1"=20' FEBRUARY 20, 2025", BY ROBERT GREEN ASSOCIATES L.L.C., ON FILE AS MAP NO. Q-733 IN THE BRISTOL TOWN CLERK'S OFFICE.
- 3) "SOUTH PARK TERRACE BRISTOL, CONNECTICUT OWNED BY F.H. YOUNG OCTOBER 1916 AREA - 10.8 ACRES SCALE 1"=50' SPERRY AND BUELL INC. CIVIL ENGRS.", ON FILE AS MAP VOLUME 62, PAGE 72 IN THE BRISTOL TOWN CLERK'S OFFICE.
- 4) "MAP SHOWING STREET LINES OF CAWLEY ST. AND HOWARD AVE. BRISTOL, CONN. SCALE 1"=50' SEPT. 1949 ENGINEERING DEPARTMENT CITY OF BRISTOL C.M. PFENNIG CITY ENGINEER."
- 5) "PORTION OF PROPERTY OF DOMINIC & MARY GRIMALDI HOWARD AVENUE & TUTTLE STREET BRISTOL, CONN. AUGUST 24, 1946 SCALE - 1"=30"-0" J.D. WILLIAMS CIVIL ENGR."
- 6) "MAP SHOWING CAWLEY ST. HOWARD AVE. TO CLEARVIEW AVE. NOV. 1961 SCALE 1"=50' ENGINEERING DEPT. CITY OF BRISTOL", REVISED TO MARCH 1966, ON FILE IN MAP VOLUME 506, PAGE 81 IN THE BRISTOL TOWN CLERK'S OFFICE.
- 7) "PROPERTY SURVEY SHOWING PARCEL 43A LOT #43 - #342 SOUTH STREET BRISTOL, CONNECTICUT OWNED BY FRANCES D. GEGAN AND HELEN D. D'ADDABO", SCALE: 1"=20', DATE: NOV. 6, 1997, BY LEPORE ASSOCIATES, INC., ON FILE AS MAP NO. 172-L IN THE BRISTOL TOWN CLERK'S OFFICE.
- 8) "MAP OF LAND CAWLEY COURT & HOWARD AVE. BRISTOL, CONN. OWNED BY MARY E. DILORETO", SCALE: 1"=40' DATE: 10-2-81, BY LEPORE & CAGGIANO, P.C., ON FILE AS MAP NO. 173 IN THE BRISTOL TOWN CLERK'S OFFICE.

NOTES:

- 1) TOTAL AREA OF PROPERTY IS 7,163 SQUARE FEET OR 0.16 ACRES.
- 2) PRESENT ZONE IS R-10.
- 3) ~~XX~~ DENOTES LOT NUMBER PER MAP REFERENCE #3 ABOVE.
- 4) ~~XX-XX~~ DENOTES LOT NUMBER PER TAX ASSESSOR'S MAP.
- 5) ELEVATIONS REFER TO SANITARY SEWER DATUM.
- 6) ALL UTILITIES SHOWN ARE APPROXIMATE AND BASED UPON ACTUAL FIELD LOCATIONS WHERE VISIBLE AND MAPS OBTAINED FROM VARIOUS UTILITY COMPANIES. CALL BEFORE YOU DIG TO VERIFY.
- 7) PROPERTY IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY APPEAR.
- 8) PROPERTY IS KNOWN AS MAP 32, LOT 50-51.

NOTIFY "CALL BEFORE YOU DIG" AT 1-800-922-4455
72 HOURS PRIOR TO ANY EXCAVATION FOR
UNDERGROUND UTILITY INFORMATION.

SURVEY NOTES:

THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300b-1 THRU 20-300b-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ENDORSED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC.

THE TYPE OF SURVEY PERFORMED IS A(N) IMPROVEMENT LOCATION/PROPERTY SURVEY. BOUNDARY DETERMINATION IS BASED ON A(N) RESURVEY.

THIS SURVEY CONFORMS TO A CLASS A-2.

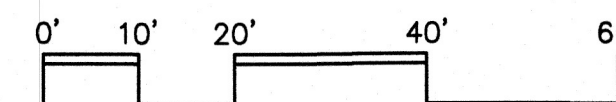
TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

SCOTT A. MEYERS, L.S.

9-25-25
DATE

70093
REGISTRATION NO.

SCALE



LEGEND

- Existing Contour
- - - Proposed Contour
- 000x0 Existing Spot Grade
- 000x0 Proposed Spot Grade
- Existing Sanitary Sewer Main
- ===== Existing Storm Sewer Main
- ⊙ Existing Sanitary Manhole
- ⊙ Existing Storm Manhole
- ⊠ Existing Catch Basin
- w--- Existing Water Main
- ⦿ Existing Fire Hydrant

SCALE :
1"=20'
SHEET #
1 OF 1

DATE:
9-25-25
DRAWN BY:
S.A.M.

PROPERTY SURVEY/PLOT PLAN - TAX LOT 50-51

PREPARED FOR

NUTMEG HOMES, LLC

CAWLEY STREET

BRISTOL, CONNECTICUT

MEYERS ASSOCIATES P.C.

ENGINEERS - SURVEYORS - PLANNERS

60 LINDEN STREET WATERBURY, CONNECTICUT 06702 - (203) 575-0350

DATE REVISION

NOT VALID UNLESS EMBOSSED
SEAL AFFIXED HEREON

(REVISED)

MEETING

February 13, 2001

JOSEPH P. WILSON, CHAIR, ORDINANCE COMMITTEE

ance with Section 21(f) of the Charter of the City of Bristol, the following amendment
Code of Ordinances is hereby INTRODUCED:

ote: Deletions in brackets, words and numbers underlined to be added.)

I hereby MOVE that the time and place of March 6, 2001, at 7:00 p.m. in
the Executive Meeting Room, City Hall be set for the holding of a public hearing
thereon by the Ordinance Committee, and that the City Clerk publish notice of
said public hearing and the proposed amendment to the Code of Ordinances as
required by City Charter.

Sec. 21-46. Curbs.

(a) With the exception of initial installation on new, privately developed streets, and
during the subsequent one-year maintenance period, t[T]he cost of installation of curbs, and the
repair, maintenance or replacement of existing curbs or gutters shall be totally assumed by the
City.

Sec. 21-51. Driveway aprons and curb cuts.

(a) [For the purpose of constructing a driveway approach, no curb shall be cut open
or broken out more than thirty (30) feet. The distance between any two (2) consecutive curb cuts
shall be not less than twenty (20) feet and no curb cut shall be nearer than twenty (20) feet to a
corner and in no case closer than ten (10) feet from the property line extended. Any variation in
the preceding requirements shall be submitted as a written application to the board of public
works for their approval.] For the purpose of constructing a driveway approach, no driveway

opening shall be less than twelve (12) feet nor more than thirty (30) feet in width measured at and parallel to the street line, unless a greater distance is shown upon a site plan which has been approved by either the Planning Commission or the Zoning Commission. On residential driveway aprons, a radius of no less than three (3) feet and no more than five (5) feet shall be allowed between the curb line and the street line; on non-residential driveway aprons, a radius of no less than ten (10) feet and no more than twenty (20) feet shall be allowed between the curb line and the street line. No curb cut shall be nearer than fifty (50) feet to a street intersection. In no case shall a curb cut be closer than ten (10) feet from the property line extended on lots having a frontage of eighty-five (85) feet or more; or five (5) feet from the property line extended on lots with frontage between sixty (60) and eighty-five (85) feet; or, three (3) feet from the property line extended on lots with frontage of less than sixty (60) feet. To the extent possible, no curb cut shall be installed within three (3) feet of any catch basin, telephone pole or other structure within the roadway. All residential driveway aprons shall be constructed with a one and one-half (1.5) inch lip measured from the street gutter elevation; non-residential driveway aprons shall be constructed with a one-half (0.5) inch lip. Driveway aprons shall extend five (5) feet into the property from the street line.

Any variation in the preceding requirements shall be submitted as a written application to the Board of Public Works for their approval.

Sec. 21-53. Construction specifications for sidewalks, driveway aprons and curbs.

The following specifications shall apply to the construction of sidewalks, driveway aprons and curbs:

- d. No loading space, access drive or maneuvering area shall be arranged in such a manner as to block the use of parking spaces or traffic circulation within parking areas when such loading space is in use.

 D. DRIVEWAYS [see Appendix A, Figure A-12]

1. No lot shall have more than one driveway opening per each 85 feet of street frontage or major fraction thereof. The Commission may require that a lesser number of driveway openings serve a lot regardless of the amount of street frontage, if deemed necessary for public safety purposes.
2. Driveways serving the same lot shall be at least 100 feet apart (measured center line to center line), unless they are one-way driveways.
3. For corner lots, driveway openings shall be located as far from the intersection of the street lines of the lot as is practical, but in no case shall any driveway opening be located within 50 feet of such intersection.
4. Except as otherwise provided herein, the maximum driveway opening width - including all entrance lanes, exit lanes and lane dividers (e.g., pavement markings or median strips) - shall be 30 feet, measured at and parallel to the street line.

The Commission may allow a driveway opening width greater than 30 feet, provided that:

- a. The greater width is recommended or required by the Connecticut Department of Transportation or the State Traffic Commission; or,
 - b. The applicant shall demonstrate to the satisfaction of the Commission that the greater width is necessary in order to accommodate delivery and service vehicles, maintain an adequate level of safety or improve vehicular access into or out of the lot, based upon accepted traffic engineering standards.
5. Driveways shall cross the street line so that the angle between the center line of the driveway and a line perpendicular to the street right-of-way line, measured at such street line, does not exceed 30 degrees.

E. CONSTRUCTION AND DRAINAGE STANDARDS FOR PARKING AND LOADING AREAS

1. Except for those which serve single- or two-family dwellings, all driveways, parking areas and loading areas shall have a surface of permanent bituminous or concrete paving, with an adequate base course to support the volume of vehicular traffic anticipated.
2. That portion of all driveways within the street right-of-way shall be constructed in accordance with the specifications of Chapter 21 of the City's Code of Ordinances.
3. The stormwater runoff system for all driveways, parking areas and loading areas shall:
 - a. Be sized to accommodate runoff from a 25-year design storm;
 - b. Be designed so as to prevent runoff from flowing into the street or onto adjacent properties;
 - c. Where feasible, be tied into the City's drainage system.
4. Finished grades for parking areas shall not exceed three percent.

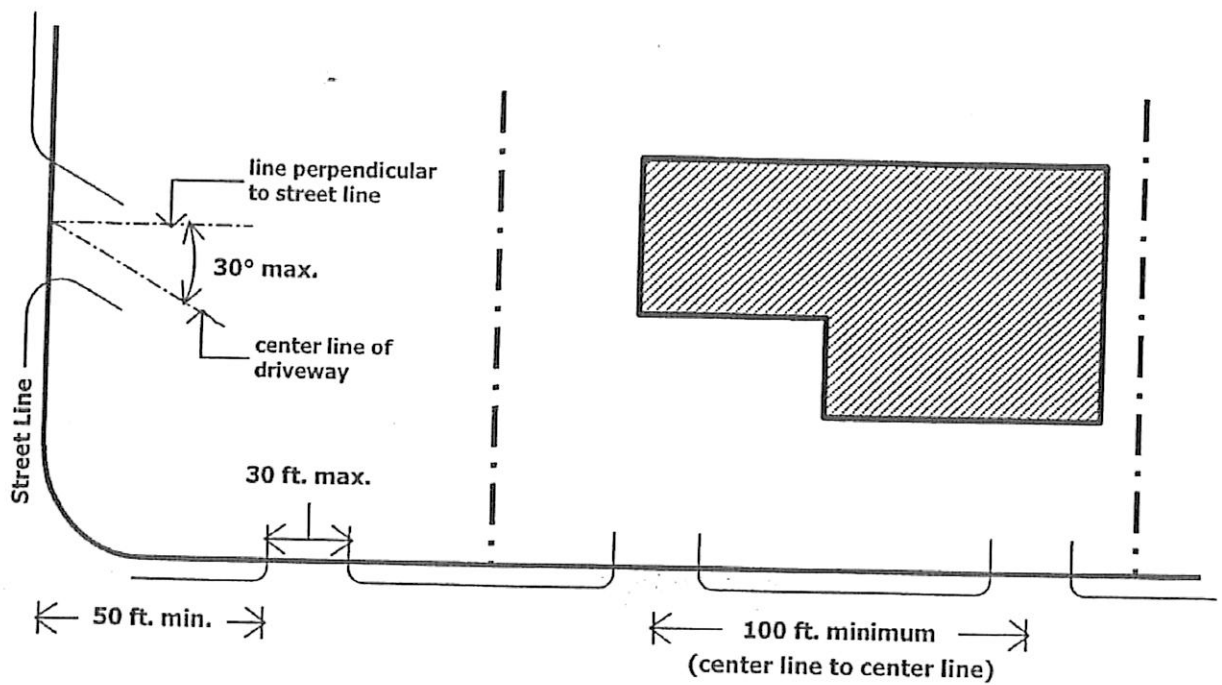


FIGURE A-12: DRIVEWAY REQUIREMENTS

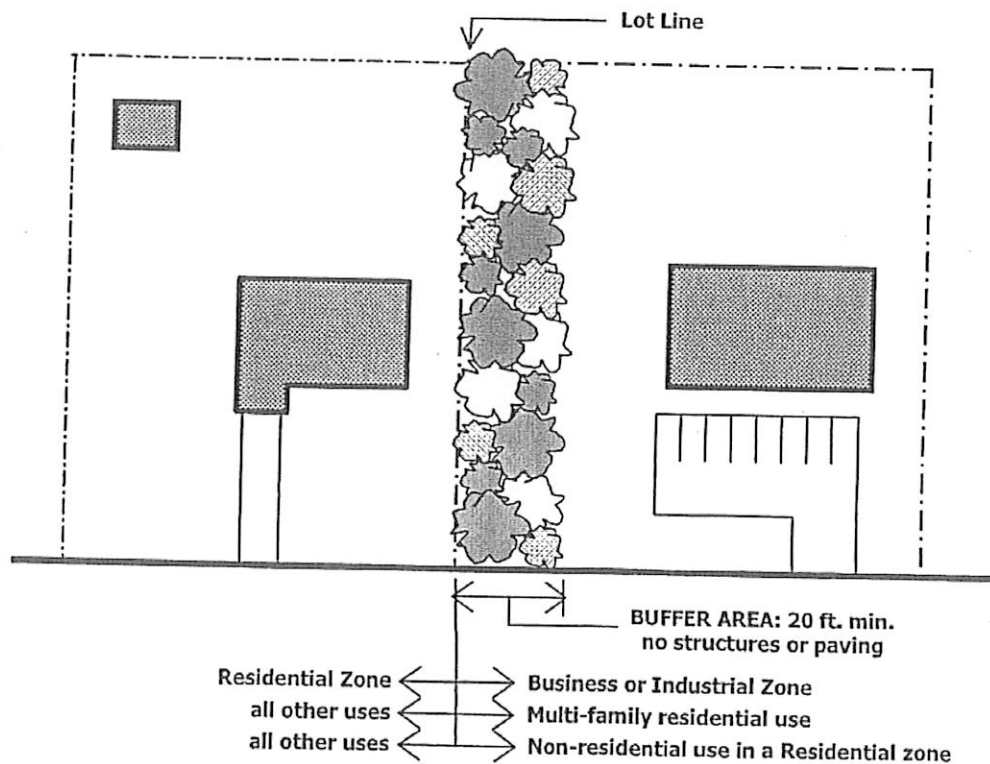


FIGURE A-13: BUFFER REQUIREMENTS

- g. The minimum number of parking spaces required for other uses not listed above shall be as determined by the Commission.
- h. Where the minimum number of parking spaces required for a particular use is to be determined by the Commission, the Commission shall be guided by the nature, intensity and/or mix of the proposed use, including projected attendance, the number of employees, visitors and/or customers, and the experience of similar facilities elsewhere.

3. Shared Parking

- a. Except as otherwise provided herein, joint or common use of off-street parking shall be permitted provided that the number of spaces provided shall not be less than the sum of the parking required for each separate use.
 - b. By Special Permit, the Commission may allow up to 50% of the required parking spaces for a use which operates primarily during the evening or on weekends to be counted toward the parking requirements of a use which operates primarily during the daytime or on weekdays, and vice versa. All of the shared parking spaces shall be located within 500 feet of the main building entrance of the recipient use. In approving such a Special Permit, the Commission shall determine that there shall not be a substantial overlap of peak parking periods for the uses and that arrangements satisfactory to the Commission have been made to guarantee long-term access to and use of the shared parking spaces by the recipient use.
4. **Future Parking** – Depending upon the parking needs of a particular use, the Commission may allow up to 50% of the required parking spaces for a use to be designated as "future parking" and not constructed in the short term, provided that:
- a. Parking spaces so designated shall be labeled as "Future Parking" on the Site Plan; shall be properly designed and located on land suitable for parking area development; and shall be shown as an integral part of the overall parking layout.
 - b. If at any time the Commission determines that all or a portion of such "Future Parking" spaces is needed, it shall direct the Zoning Enforcement Officer to so notify the property owner in writing and shall provide the property owner a reasonable time period in which to construct such spaces. Failure to construct such spaces when so ordered shall constitute a violation of these Regulations.

5. Location of Parking

- a. Except as otherwise provided herein, all parking spaces shall be located on the same lot as the principal use they are designed to serve.
- b. By Special Permit, the Commission may allow all or a portion of the required parking spaces to be located either on a separate lot under the same ownership as the use being served or on a separate lot under a different ownership than the use being served, provided that arrangements satisfactory to the Commission have been made to guarantee long-term access to and use of such spaces. All spaces approved under this provision shall be located within 500 feet of the main building entrance of the use being served.
- c. No parking area which serves a use in a Business or Industrial zone shall be permitted on land in a Residential zone; no access to such parking area shall be permitted across land in a Residential zone.

6. Layout and Dimensions of Parking

- a. No parking area or portion thereof, including parking spaces, driveways or access aisles, shall be located as follows:
 - (1) In all zones:

- (a) Within ten feet of any front lot line, except for driveways directly from the street or parking spaces in driveways which serve single- or two-family dwellings. However, in Business zones, no parking space which directly utilizes a driveway from a public street as its access aisle shall be located within 30 feet of any front lot line. *[see Appendix A, Figure A-14]*
- (b) Within five feet of any side or rear lot line, except for shared driveways, shared access aisles or joint parking between adjoining lots.
- (c) Within six feet of any portion of a building, except for garage entrances or loading area aprons. The Commission may allow a lesser distance in order to accommodate drive-up windows, canopy support posts, vestibules or similar building features that otherwise extend out from the wall of the building.

(2) For Special Permit uses in Residential zones: within ten feet of any side or rear lot line.

(3) For multi-family dwellings: within ten feet of any side or rear lot line.

(4) In Business or Industrial zones: within ten feet of any side or rear lot line which abuts a Residential zone

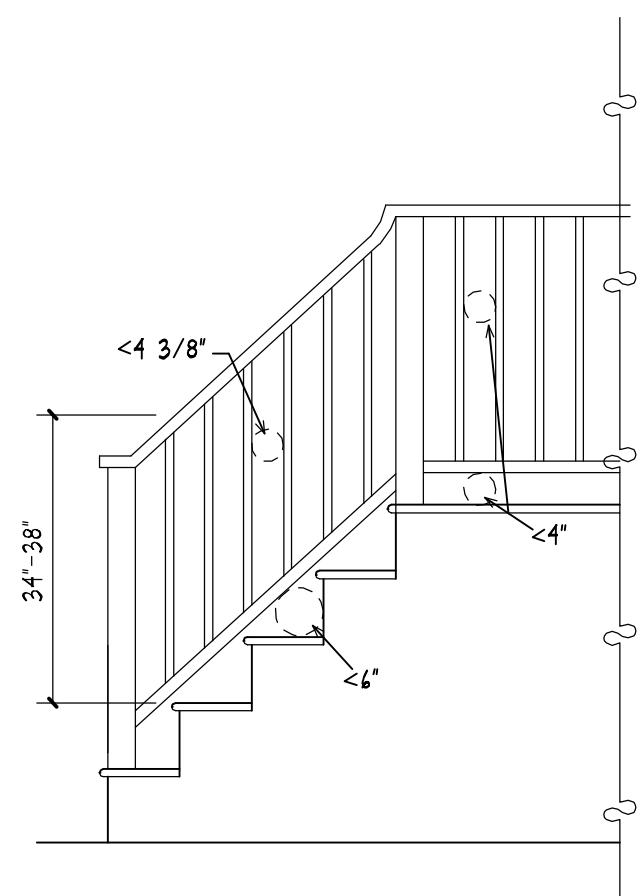
(5) For residential uses in Single-Family Residential zones: within the required front yard, except for driveways directly from the street.

The areas between parking areas and lot lines shall be suitably landscaped in accordance with the requirements of Section XI.B.

- b. Except as otherwise specified herein, the minimum dimensional requirements for parallel, angled and perpendicular parking spaces shall be as follows: *[see Appendix A, Figure A-11]*

(1) parking angle (degrees)	0	45	60	90
(2) curb length per space (feet)	23	13	10	9
(3) space depth (feet)	9	18	19	18
(4) access aisle width (feet)	15	15	18	25
(5) space width (feet)	9	9	9	9

- c. Parallel and angled parking spaces shall be served by one-way access aisles only.
- d. Perpendicular (90 degree) parking spaces shall be served by two-way access aisles only, unless otherwise approved by the Commission.
- e. Where necessary to control traffic flow, directional arrows shall be painted on the surface of access aisles or driveways, and directional signs shall be installed.
- f. No parking space shall be designed or constructed in a manner that would require a vehicle to use any part of a public street to enter, back into and/or exit from such space, except for parking spaces in driveways which serve single- or two-family dwellings.
- g. Except for parking spaces in driveways which serve single- or two-family dwellings, the perimeter of all parking areas, islands and driveways shall be curbed, to prevent damage to landscaping and lighting and to prevent interference with pedestrian use of walkways.
- h. All parking spaces shall be delineated by painted lines, except for parking spaces in driveways which serve single- or two-family dwellings.



TYPICAL ROOF

- ARCHITECTURAL FIBERGLASS SHINGLES AS CHOSEN BY BUILDER AND/OR OWNER
- BUILDING PAPER
- ICE & WATER BARRIER TO 24" WITHIN INTERIOR FACE OF STUD
- 1/2" EXTERIOR PLYWOOD DECK
- PRE-ENGINEERED TRUSSES AS PER MANUFACTURER
- INSULATION AS PER RESCHECK
- PRE-FINISHED ALUMINUM DRIP EDGE
- PRE-FINISHED ALUMINUM GUTTERS & LEADERS
- WRAP WOOD FASCIA WITH PRE-FINISHED ALUMINUM COL STOCK
- CONTINUOUS VENTED SOFFIT

TYPICAL EXTERIOR WALL

- SIDING AS CHOSEN BY BUILDER AND/OR OWNER
- AIR & WATER BARRIER
- 1/2" EXTERIOR SHEATHING
- 2x4 STUDS @ 16" O.C.
- INSULATION AS PER RESCHECK // MOISTURE BARRIER @ INTERIOR FACE
- 1/2" GYP. BD. PRIMED & PAINTED

TYPICAL SECOND FLOOR

- FINISH FLOOR AS SCHEDULED
- 3/4" TIG SUBFLOOR
- JOISTS AS SCHEDULED
- INSULATION AS PER RESCHECK
- 1/2" GYP. BD. PRIMED & PAINTED

TYPICAL CONCRETE SLAB

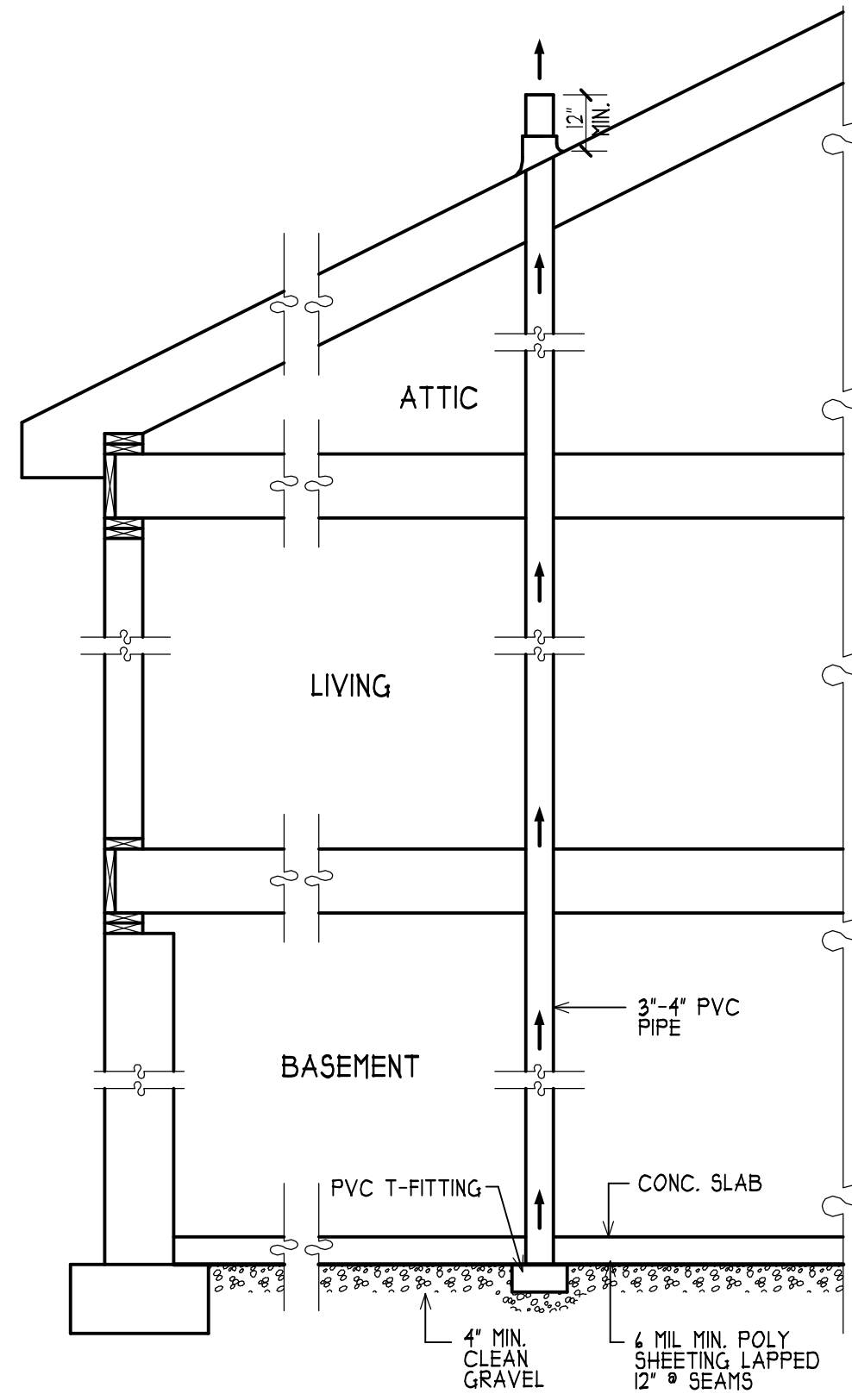
- 4" CONCRETE SLAB
- 10mil POLYETHYLENE MOISTURE BARRIER
- 4" MIN. CLEANED BANK-RUN GRAVEL

- (2) 2x4 P.T. SILL AS SCHEDULED
- SILL SEAL
- 1/2" DIA ANCHOR BOLTS 12" FROM CORNERS @ 4" O.C.
- #4 CONT'S REBAR WITHIN 12" OF TOP & 1" HEIGHT OF WALL DAMPROOFING

- 3/4" CRUSHED STONE SURROUND
- FILTER FABRIC
- 4" PERFORATED PVC FOOTING DRAIN

- RIGID INSULATION AS REQ'D AT PERIMETER OF SLAB

1 WALL SECTION - I
A4 SCALE: 3/4"=1'-0"



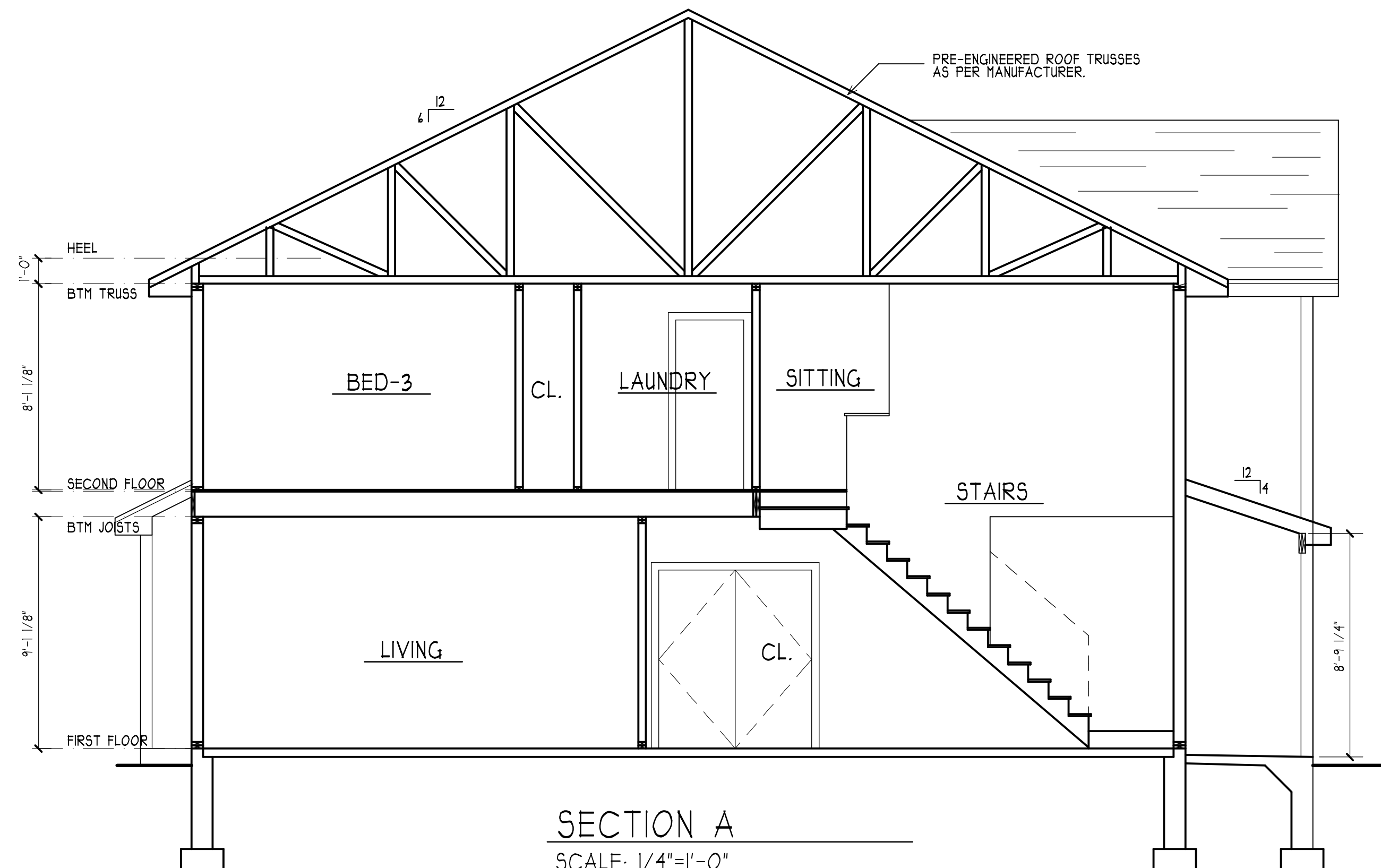
RADON SYSTEM
N.T.S.

- RADON MITIGATION CONSTRUCTION TECHNIQUE AS REQ'D BY CODE
APPENDIX F SECTION AF1011-AF103.12



REAR ELEVATION

SCALE: 1/4"=1'-0"



SECTION A

SCALE: 1/4"=1'-0"

NOTE:
STRUCTURE & WIND BRACING
PROVIDED BY OTHERS

REVISION DATE:

1/16/25	
8/21/25	
9/23/25	

RESIDENCE

CAULEY STREET
BRISTOL, CT

ELEVATIONS

PROJECT #
2528

DATE
1/15/25

DRAWN BY:
ALS

SHEET:

A4



Doc ID: 006508100009 Type: LAN

BK **2316** PG **973-981**

AFTER RECORDING RETURN TO:
ANDRE D. DORVAL, ESQUIRE
17 RIVERSIDE AVENUE
BRISTOL, CT 06010

EASEMENT

KNOW ALL MEN BY THESE PRESENTS That I, **LOUIS THERRIEN**, of the Town of Bristol, County of Hartford and State of Connecticut, owner of certain pieces or parcels of land known as Lots 50 & 51 Cawley Street, Town of Bristol, County of Hartford and State of Connecticut, as more particularly shown on Schedule "A" attached hereto and made a part hereof (hereinafter referred to as Grantor) for good and valuable consideration received my full satisfaction of **LESLIE RUGGIERO, GIGI M. BARNARD, MICHAEL THERRIEN and LOUIS THERRIEN**, all of the Town of Bristol, County of Hartford and State of Connecticut, owners of a certain piece or parcel of land located in the Town of Bristol, County of Hartford and State of Connecticut being known as 16 Howard Avenue, Town of Bristol, County of Hartford and State of Connecticut as more particularly described in Schedule "B" attached hereto, and made a part hereof (hereinafter referred to as Grantees) do hereby grant, release and convey unto the said Grantees their heirs and assigns, an easement for ingress and egress, driveway maintenance and the parking of motor vehicles and for any other purpose whatsoever upon the area designated as "Ingress & Egress Easement and Easement to Maintain Driveway to be Granted to Louis Therrien et al" on a map entitled "Easement Map Showing Easement Assessors Lot 50-51 owned by Louis Therrien, Howard Street Bristol, Conn Scale 1" = 20' February 20, 2025" hereinafter referred to as ("Map") prepared by Robert Green Associates L.L.C. Surveyors and Engineers 6 Old Waterbury Road Terryville, Conn. 06786, which easement area is more particularly described in Schedule "C" attached hereto and made a part hereof and which map is recorded in the Bristol Land Records as Map Q 733. The Easement Area is for the benefit of land owned by the Grantees known as 16 Howard Avenue, Town of Bristol, County of Hartford and State of Connecticut.

It is the intent of this easement that the Grantees shall be allowed to use the easement area for all purposes as though they were owners of the easement area.

The Grantor, his heirs, successors and assigns shall not take any actions which would in any way affect the ability of the Grantees to use the easement area.

The benefits and burdens of this easement shall run with the land and inure to the benefit of and be binding upon the Grantor, the Grantees and their respective heirs, successors and assigns.

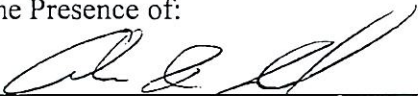
In the event that any action is filed in relation to this Easement, the unsuccessful party in the action shall pay to the successful part/parties, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.

NO CONVEYANCE TAX COLLECTED

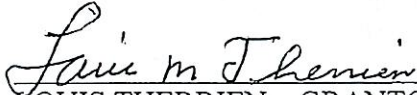
Erica Calaya Town Clerk
Erica Calaya
BRISTOL, CT TOWN CLERK

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and seal this 22nd
day of MAY, 2025.

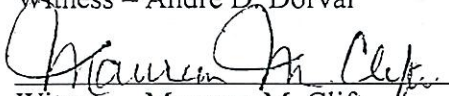
Signed, Sealed and Delivered
In the Presence of:



Witness – Andre D. Dorval

 (LS.)

LOUIS THERRIEN – GRANTOR-GRANTEE



Witness – Maureen M. Clift

STATE OF CONNECTICUT)
) ss.: Bristol MAY 22, 2025
COUNTY OF HARTFORD)

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



ANDRE D. DORVAL
Commissioner of the Superior Court



Department of Public Works | 860.584.6125

October 8, 2025

Monique Reid
436 Clark Ave
Bristol, CT 06010

Re: City of Bristol – Mailbox Damage
Appeal of City Compensation/Mitigation Policy

Dear Ms. Reid,

The Department of Public Works is in receipt of your request for appeal of the Department's compensation/mitigation policy associated with mailboxes damaged by the Department during winter storm operations. In accordance with City policy, property owners are offered the option of the Department of Public Works either replacing the mailbox, or providing a \$75 payment for mailboxes installed per USPS regulations. Department records indicate that you reported a damaged mailbox on 12/5/25, 2/9/25, and 2/15/25. The record also indicates that your mailbox did conform to USPS regulations.

Based on your correspondence, you are requesting that the Department of Public Works replace your mailbox with a similar mailbox. Your request is being forwarded to the Board of Public Works as your appeal of the Department policy. The appeal will be heard by the Board at the following meeting:

Meeting: Board of Public Works
Date: Thursday, October 16, 2025
Time: 6:00 PM
Location: Bristol City Hall, 111 North Main St
Room: City Council Chambers – First Floor

You can participate virtually in the Board meeting. Once the meeting agenda is posted on the City's website, the agenda will include a link to a virtual meeting. It is anticipated that the meeting agenda will be posted by 10/14/25, at which time the agenda and link to the meeting can be accessed on the City of Bristol's official website, click "Agendas & Minutes", "Board of Public Works."

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



Department of Public Works | 860.584.6125

Please note that this letter, along with the attached information, is being provided to the Board of Public Works as part of your appeal.

Feel free to contact me with any questions.

Sincerely,

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

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

Raymond Rogozinski

From: Lindsey Rivers
Sent: Wednesday, October 8, 2025 3:28 PM
To: Raymond Rogozinski
Subject: 436 Clark Ave

				436 Clark			
☐	Laura Leger	02/18/2025 10:22:00 AM	Monique Reid	436 Clark Avenue		[REDACTED]	Mailbox
☐	Laura Leger	02/10/2025 08:11:00 AM	Monique Reid	436 Clark Avenue		[REDACTED]	Mailbox
☐	Laura Leger	12/05/2024 09:05:00 AM	Monique Reid	436 Clark Avenue		[REDACTED]	Mailbox



WILLINGER, WILLINGER & BUCCI, PLLC

1000 BRIDGEPORT AVE., STE. 501, SHELTON, CT 06484
PH 1-800-811-4537 | FAX: 203-712-7097

August 15, 2025

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

Re: Monique Reid
436 Clark Avenue
Bristol, CT 06010
moniqueareid@outlook.com

FINAL REQUEST FOR ACTION

Request: Replacement of Mailbox
Property: 436 Clark Ave, Bristol, CT

Dear Sir or Madam:

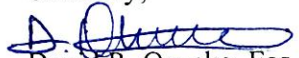
Please be advised that your Ms. Monique Reid has once more consulted this office regarding the above matter. This correspondence follows the initial letter dated July 24, 2025, to which no reply was issued. More particularly, Ms. Reid has authorized us to issue this letter constituting her final request that the Bristol Department of Public Works provide Ms. Reid with a replacement mailbox.

Ms. Reid's request arises from the damage her mailbox sustained this past winter. According to Ms. Reid, her mailbox was struck by the Town of Bristol snow plow on three occasions this past winter season – on December 5, 2024, February 9, 2025, and on February 15, 2025. Ms. Reid previously reported this via telephone and in a letter to the Bristol Department of Public Works, which was received on May 12, 2025. A copy of the letter is enclosed for reference. Please be advised that Ms. Reid has video evidence of all three occasions, which she will provide upon request.

Therefore, Ms. Reid kindly requests that the Bristol Department of Public Works replace her mailbox with the same make and model and install the replacement mailbox at no cost to Ms. Reid. The receipt for the mailbox previously purchased by Ms. Reid is also enclosed for reference. If the same mailbox is unable to be obtained, then Ms. Reid will accept a mailbox of equal or greater value as her previous mailbox. Please contact Ms. Reid directly within **seven (7) days** of this letter to confirm receipt and to schedule the replacement of Ms. Reid's mailbox.

Thank you for your anticipated cooperation and courtesy in this regard.

Sincerely,


David R. Onusko, Esq.

Enclosures
cc: M. Reid
CT-FXJ-TTC





Public Works | 860-584-6125

MEMORANDUM

DATE: October 3, 2025

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**Re: DPW BUS SHELTER MAINTENANCE – PROPOSED
NEW/ADDITIONAL BUS SHELTERS**

As indicated in the attached September 8, 2025 memorandum to the Board of Public Works, the CT DOT has contacted the City to request the execution of an agreement requiring DPW to maintain the following new bus shelters:

1. Gaylord Apartments – 56 Gaylord St
2. Delorenzo Towers – 284 North Main St
3. Bristol Hospital – 41 Brewster Rd
4. Lake Ave at Middle St – CT DOT Commuter Parking Lot
5. Bristol Senior Center – 240 Stafford Ave
6. Pine St at Emmett St
7. Hefbern St at Stop & Shop
8. Walmart – Farmington Ave

In accordance with the agreement, new bus shelters would be provided by the CT DOT. The CT DOT would supply and install the new bus shelters at the referenced locations. The CT DOT's proposal is subject to approval of grant funding. The sites of the proposed new bus shelters were selected by, and submitted to, the CT DOT by the City as part of the City's request to improve bus shelter and transit service within the City. With that said, the Department of Public Works and the Board of Public Works are concerned with the availability of required resources to meet bus shelter maintenance requirements indicated in the proposed CT DOT bus shelter maintenance agreement. The BPW and DPW is also concerned with property owner support of bus shelters located along their property frontage.

The Department of Public Works has contacted the DOT regarding the maintenance agreement, primarily with respect to DOT contact with property owners in the area of the

City of Bristol

111 North Main Street
Bristol, CT 06010
www.bristolct.gov

proposed bus shelters. DPW's preference would be to have property owners, where the bus shelters are located, to be responsible for maintenance of the bus shelter. DPW's preference is not solely associated with the allocation of required maintenance resources, it is also a function of the fact that bus shelters improve transit availability and benefits the property owners. For example, bus shelters at the Hefbern St (Stop & Shop), Gaylord Apartments, and Delorenzo Towers would benefit the community.

Based on DPW communications with the DOT, the DOT is open to the City contacting effected property owners directly to request that property owners execute the DOT maintenance agreement. DPW supports the execution of the agreement for the Senior Center bus shelter located on City property. The bus shelter on Brewster Rd is currently maintained by Bristol Hospital and the bus shelter at the DOT Lake Ave commuter lot is maintained by the DOT. DOT has stated that they are in discussions with Walmart on a regional basis regarding bus shelter maintenance along their property. A link to a recording of the DPW and DOT discussion is provided below:

<https://www.bristolct.gov/DocumentCenter/View/50114/DOT-Bus-Shelter-Maintenance-Agreement-Meeting-Zoom-Recording>

In order to facilitate the installation of the bus shelters, the Department of Public Works recommends the following Board of Works action:

Authorize the Department of Public Works to contact the owners of Gaylord Apartments, Delorenzo Towers, and Stop & Shop at Hefbern St with the objective of determining if the property owners would participate in or be responsible for bus shelter maintenance. The Board of Public Works further moves to direct DPW to meet with the DOT regarding the proposed location for the bus shelter at Pine St and Emmett St.

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



Public Works | 860-584-6125

MEMORANDUM

DATE: September 8, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

Re: DPW BUS SHELTER MAINTENANCE – CT DOT MASTER AGREEMENT

The CT DOT has forwarded the attached Master Maintenance Agreement for bus shelters to the Department of Public Works. The information includes frequently asked questions and indicates that the CT DOT handles structural repairs to the bus shelter and the City would handle all other “light maintenance” such as snow and trash. Installation of all new bus shelters associated with CT DOT request will be paid for by the State as part of a grant by CT DOT. If approved by the CT DOT, there will be no cost to the City for the initial bus shelter installations.

The CT DOT proposed bus shelter upgrades indicated below are in response to the City’s Transportation Committee request and previous request from City residents.

CT DOT PROPOSED BUS SHELTER/ UPGRADES	DPW Comments
Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request	The City has received a number of requests over the years for a bus shelter. The proposed bus shelter would be located on private property
DeLorenzo Towers (284 N. Main) – Install bus shelter, previous request	The City has received a number of requests over the years for a bus shelter. The proposed bus shelter would be located on private property
Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter	The proposed bus shelter would replace an existing bus shelter that is currently located on private property and maintained by Bristol Hospital.

Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter	The proposed bus shelter would replace an existing bus shelter that is located on and maintained by the CT DOT.
Senior Center (240 Stafford Ave) – Replace existing Bus Shelter	The proposed bus shelter would replace an existing bus shelter located on and maintained by the City of Bristol
Pine at Emmett – Install bus shelter, ridership	The proposed bus shelter would be a new bus shelter. A potential location for the bus shelter would be the additional City ROW located along D’Amato’s property (northwest section of intersection along Emmett Street).
Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership	The proposed bus shelter would be a new shelter in the area of Stop & Shop. The City has received a number of requests for a bus shelter in this area. City attempts to install a bus shelter in this area have failed due to the inability to obtain an easement (Stop & Shop Plaza owner’s request for the City to indemnify liability).
Walmart on the East Bound side- Install bus shelter	Proposed new bus shelter on private property

Based on a review of the proposed bus shelter, the locations would support public transit within the City. The Senior Center bus shelter is currently on City property and is maintained by DPW. The City has received a number of requests to install bus shelters at Gaylord Apartments, DeLorenzo Towers, and Hefbern (Stop & Shop). The bus shelters at Bristol Hospital and the Lake Ave CT DOT Commuter Lot currently service the City, although the bus shelters are not maintained by the City. In addition, the proposed installation of bus shelters at Pine & Emmett and Walmart appear to correspond to a potential high use of public transit. With that said, DPW has received concerns from property owners adjacent to bus shelters associated with the location and maintenance of bus shelters. Ideally, adjacent property owners would take responsibility or assist in the maintenance of bus shelters.

In accordance with the attached BPW approved bus shelter maintenance policy, the Board of Public Works shall consider the correspondence from the CT DOT and the Bristol Transportation Committee as a formal request for the Department of Public Works to maintain the following bus shelters.

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. DeLorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Pine at Emmett – Install bus shelter, ridership
6. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
7. Walmart on the East Bound side- Install bus shelter.

The Senior Center bus shelter is currently located on City property and maintained by the Department of Public Works and therefore has been eliminated from the above list.

The Department of Public Works is currently coordinating to conduct an additional meeting with the CT DOT on this matter. In particular, it is unknown to DPW if any of the adjacent property owners have been approached to provide or assist in the maintenance of the proposed bus shelters, or if a City commitment to maintain all of the proposed bus shelters is required to facilitate the installation of any new bus shelters under the CT DOT grant program.

In addition, previous attempts by the City to install bus shelters have been hampered with difficulties obtaining property rights, in particular for the proposed shelter on Stop & Shop property. Although a City commitment to maintain the bus shelters, if approved by the BOW, would assist the CT DOT, it is unknown if the DOT will be able to obtain property rights.

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

Agreement No. _____

BUS STOP ENHANCEMENT PROGRAM MASTER MAINTENANCE AGREEMENT

BETWEEN

STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION

AND

THIS BUS STOP ENHANCEMENT AGREEMENT ("Agreement") is entered into as of the Effective Date (as hereinafter defined) by and between the State of Connecticut, Department of Transportation ("CTDOT"), acting herein by its Commissioner or duly authorized designee, and the _____ (Municipality or Transit District), acting herein by its duly authorized official, each a "Party," and collectively the "Parties".

RECITALS

WHEREAS, in an effort to standardize the appearance and functionality of Bus Stops in the State, CTDOT secured funding and initiated competitive procurements for both the design and installation of certain Enhancements at Bus Stops along CTDOT funded transit routes.

WHEREAS, [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] has certain Bus Stops located along various transit routes as described in further detail in Exhibit A, attached hereto and made a part hereof;

WHEREAS, CTDOT has installed certain Enhancements at the Bus Stops as set forth in Exhibit A and desires to turn over ownership of the Enhancements to [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] upon completion.

WHEREAS, in consideration for the design, procurement, and installation of the Enhancements at the Bus Stops, [INSERT NAME OF MUNICIPALITY OR TRANSIT DISTRICT] has agreed to accept ownership and management of the Enhancements at said Bus Stops, and be responsible for those certain items and standards set forth on Exhibit B at its sole cost and expense in accordance with the terms and conditions of this Agreement; and

WHEREAS, CTDOT has the authority, pursuant to Sections 13b-34 and 13b-38ff of the Connecticut General Statutes, as revised, to enter into this Agreement.

NOW, THEREFORE, subject to all the terms and conditions of this Agreement, and in consideration of the mutual covenants and agreements herein contained, CTDOT and Transit District agree as follows:

1. DEFINITIONS.

As used in this Agreement, the following terms shall have the following respective meanings:

(a) ADA: the Americans with Disabilities Act of 1990, Public Law 101-336.

(b) Bus Shelter: a structure providing shelter from the weather.

(c) Bus Stop: a designated location, as set forth in Exhibit A, marked and maintained by a Transit District where passengers are picked up and dropped off, and includes specific Enhancements, as defined herein.

(d) Claims: All actions, suits, claims, demands, investigations, and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.

(e) Cure Period: Has the meaning given to it in Section 5.B.

(f) Effective Date: Has the meaning given to it in Section 15.

(g) Enhancements: Items installed or to be installed at a Bus Stop to improve customer comfort, convenience and security as well as the overall attractiveness of the Bus Stop and shall include all Transportation Amenities and Transportation Facilities as outlined in this document .

(h) Environmental Laws: Any Federal, State or local statute, law, ordinance, code, rule, regulation, order, or decree regulating or relating to the protection of human health or the environment, or imposing liability or standards of conduct concerning any hazardous, toxic, or waste substance, element, compound, mixture or material, as now or at any time hereafter in effect, including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. Section 9601 *et seq.*, the Federal Oil Pollution Act of 1990, 33 U.S.C. Section 2701, *et seq.*, the Federal Toxic Substances Control Act, 15 U.S.C. Section 2601 *et seq.*, the Federal Resource Conservation and Recovery Act, as amended, 42 U.S.C. Section 6901 *et seq.*, the Federal Hazardous Material Transportation Act, 49 U.S.C. Section 1801 *et seq.*, the Federal Clean Air Act, 42 U.S.C. Section 7401 *et seq.*, the Federal Water Pollution Control Act, 33 U.S.C. Section 1251 *et seq.*, the River and Harbors Act of 1899, 33 U.S.C. Section 401 *et seq.*, and all rules and regulations of the United States Environmental Protection Agency, or any other State, local

or Federal agency or entity having jurisdiction over environmental or health and safety matters, as such may have been amended.

(i) Event: Has the meaning given to it in Section 7.

(j) Event of Default: Has the meaning given to it in Section 5.A.

(k) FTA: Federal Transit Administration.

(l) Hazardous Substances: Any and all materials, chemicals, or other substances that are hazardous or toxic or otherwise regulated or controlled pursuant to any of the Environmental Laws.

(m) Highway Right-of-Way: Real property, reserved for State highway purposes, owned and controlled by CTDOT and containing the roadway, roadside, drainage systems or other appurtenances necessary for public travel.

(n) Maintenance Area: The Bus Stop and the area within a 5-foot radius from it, including any Enhancements.

(o) Other Agreements: Has the meaning given to it in Section 5.C.

(p) Parties: Municipality or Transit District's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees, contractors or subcontractors, or any one of them or any other person or entity with whom the Municipality or Transit District is in privity of oral or written contract and Municipality or Transit District intends for such other person or entity to perform under the Agreement in any capacity.

(q) Plans: The design, materials, installation details and specifications, included in Exhibit D attached hereto and incorporated herein, including the chemical or technical composition of any materials, paint, or other items used, and requirements of ongoing, continued maintenance and restoration for the Bus Stop and any Enhancements, as approved by CTDOT.

(r) Records: All working papers and such other information and materials as may have been accumulated by Municipality or Transit District in performing the Agreement, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

(s) Safety Hazard: Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

(t) State: The State of Connecticut, including CTDOT and any office, department, board, council, commission, institution or other agency or entity of the State.

(u) Structural Repair: On-site repair of damage to transit or non-transit property including Enhancements or other infrastructure that disrupts the operations of the transit agency and adversely affects the structural strength, performance, or operating characteristics of the property **excluding** immediate removal prior to safe operation.

(v) Term: Has the meaning given to it in Section 4.

(w) Transportation Amenity ("Amenity") means an item approved by the DOT, in its sole discretion, for installation or construction as part of the Project that serves as a nonfunctional accessory or aesthetic element to the functional items of the Project, including but not limited to:

- Advertisement applied or affixed to the structure or glass and the like.
- Aesthetic objects and treatments including but not limited to artwork applied to the structure or glass.
- Bench/lean rails/seating.
- Bike racks/bike storage lockers.
- Concrete and associated items including, but not limited to tactile areas, boarding pads, sidewalks, and curb ramps.
- Map cases/advertising panels/schedule holders.
- Real Time Information Signs (RTIS).
- Sign/signpost.
- Solar lighting.
- Trash/recycling receptacles.
- Wraps applied to the structure or glass.

(x) Transportation Facilities ("Facility") means any roadway, structure, building or other associated facilities, including, but not limited to, bus shelters, traffic control signals and hard-wired illumination.

2. MUNICIPAL OR TRANSIT DISTRICT WORK AT BUS STOP LOCATIONS: MAINTENANCE, REPAIR AND REPLACEMENT.

A. The initial list of Bus Stops with Enhancements thereon in Municipality or Transit District as of the Effective Date is set forth in Exhibit A. The Parties agree that Exhibit A might need to be updated from time to time as existing Bus Stop locations are relocated or removed and/or new Bus Stop locations are identified. The Parties shall update the locations of the Bus Stops by mutual written consent signed by authorized representatives from each Party without the need for a formal amendment to this Agreement.

B. The Municipality or Transit District represents that prior to the addition of any Enhancements, other than those to be located within the State Highway Right of Way it has sufficient easements, encroachment permits, or licenses to permit the installation of the Enhancements. The Municipality or Transit District shall retain ownership of the Enhancements and shall not sell, transfer, lease or mortgage any portion of the Enhancements, except for leases to use the Enhancements for mass transit and related or incidental purposes. Any such leases shall be subject to the obligations of the Municipality or Transit District under this Agreement.

C. CTDOT shall install the Enhancements in accordance with all pertinent laws, ordinances, rules and regulations, whether Municipal, State, or Federal (including but not limited to the ADA).

D. Municipality or Transit District shall, at its own cost and expense, promptly maintain and repair each Bus Stop with Enhancements as listed in Exhibit B, in compliance and accordance with the following:

- (i) the Plans as set forth in Exhibit A;
- (ii) the maintenance standards set forth in Exhibit B attached hereto and made a part hereof, as may be amended from time to time;
- (iii) FTA requirements, if applicable;
- (iv) any directive or requirement by CTDOT; and
- (v) All pertinent laws, ordinances, rules and regulations, whether State, Federal (including, but not limited to ADA), or municipal.

E. [Municipality or Transit District] shall be permitted to sell advertising space on the Enhancements but only to the extent that revenue gained from advertisers is used to pay the costs of maintaining the Bus Stops as listed in Exhibit B. [Municipality or Transit District] shall ensure that the advertising content be aligned with community standards, as determined by [Municipality or Transit District]. CTDOT reserves the right to prohibit advertising it finds to be

offensive, objectionable or in poor taste. [Municipality or Transit District] shall remain fully liable for all of its duties and obligations under this Agreement, regardless of the existence of any such maintenance contract with a third party.

F. Municipality or Transit District shall seek and obtain prior written permission from CTDOT for any, restoration, alteration, removal or other activities related to the Bus Stop that are set forth in this Agreement and waive any right to reimbursement of costs and expenses from CTDOT for any of these activities. Municipality or Transit District shall complete any further maintenance, restoration, alteration, removal or other activities to CTDOT's sole satisfaction. Municipality or Transit District acknowledges that CTDOT may inspect the Bus Stops at any time to ensure the Maintenance Area continues to conform with CTDOT's maintenance standards and policies.

G. Municipality or Transit District shall be responsible for repair and restore, to CTDOT's satisfaction, any damage to any State assets within the Maintenance Area, including, but not limited to, ADA accessible boarding areas, curbing, sidewalks, structures, vegetation, or any other appurtenances within the Highway Right-of-Way, caused by Municipality or Transit District or their contractors while performing under this Agreement. This provision shall survive the termination or expiration of this Agreement.

H. Municipality or Transit District shall provide and maintain competent and adequate engineering supervision for any repair and restoration work. If any mechanic's lien is filed against a Bus Stop, Municipality or Transit District shall promptly notify CTDOT of such filing and cause the same to be canceled and discharged of record within ninety (90) days after the date of filing thereof.

3. RELOCATION AND RESTORATION. In the event that CTDOT deems it advisable, convenient or necessary to (a) design, redesign, construct, reconstruct, install or maintain the Highway Right-of-Way, any drainage facility, sidewalk, utility, curbing or roadway, within the Maintenance Area or (b) relocate or remove a Bus Stop based on changes in transit needs, CTDOT shall be solely responsible for the cost and expense of engaging in activities related to such Enhancements or of relocating or removing the Bus Stop. Any relocation site proposed by CTDOT is not subject to Municipality's or Transit District's consent. This provision shall survive the termination or expiration of this Agreement.

4. TERM. The term of this Agreement ("Term") shall commence on the Effective Date and continue until terminated as stated herein.

a. CTDOT may terminate this agreement for any reason by giving the Municipality/Transit District thirty (30) days Official Notice.

b. The Municipality or Transit District may request termination of this Agreement, and if determined by CTDOT in its sole discretion to be in the best interests of the parties, CTDOT may approve the termination request by giving Official Notice to the Municipality or Transit District specifying the extent to which performance of work under this Agreement is terminated and date upon which termination is effective.

5. DEFAULT.

A. For purposes of this Agreement, a failure on the part of Municipality or Transit District to perform any covenant or condition of this Agreement that Municipality or Transit District is required to perform hereunder, or a breach of a representation or warranty by Municipality or Transit District hereunder shall be deemed an "Event of Default."

B. Upon the occurrence of any Event of Default by Municipality or Transit District, CTDOT shall give notice to Municipality or Transit District specifying such default. Following its receipt of such notice, Municipality or Transit District shall have thirty (30) days to cure the default specified in the notice ("Cure Period") provided, however, that if such default is reasonably susceptible of cure but not within such thirty (30) day period and Municipality or Transit District shall commence such performance within such thirty (30) day period and shall thereafter diligently pursue such performance, then CTDOT may extend the Cure Period for a reasonable period of time to allow the Municipality or Transit District to complete such performance, but such Cure Period shall not exceed one hundred twenty (120) days after receipt of such notice.

C. If the Municipality or Transit District fails to fulfill the maintenance responsibilities set forth in Exhibit B, it may be disqualified, at CTDOT's sole discretion from any future federal or state government funded projects that impart maintenance responsibilities on the Transit District or Municipality. In addition to other rights provided herein, CTDOT shall have all rights and remedies available at law or in equity, including the right to offset any reimbursable amounts due from Municipality or Transit District under the Agreement with any amounts due to Municipality or Transit District under any other agreements or arrangements that Municipality or Transit District has with CTDOT ("Other Agreements"). If Municipality or Transit District breaches, defaults or in any way fails to perform satisfactorily under any or all other Agreements with CTDOT, then CTDOT may, in its sole discretion, without more and without any action whatsoever required of CTDOT, treat any such event as an event of default.

6. ENVIRONMENTAL LAW. Municipality or Transit District shall comply strictly and in all respects with the requirements of the Environmental Laws in its performance pursuant to this Agreement. Transit District and Municipality Parties shall not allow others to store, generate or use any Hazardous Substances at, on, or under the Premises.

7. ENVIRONMENTAL EVENT AND ENVIRONMENTAL RECORDS RETENTION. Municipality or Transit District, for a period of ten (10) years following the date of termination of this Agreement, shall maintain copies of all Records required by law to be generated by it with respect to environmental conditions on the Premises and of all incidents impacting same ("Event"). For purposes of this Agreement, an Event shall include, but not be limited to, the discharge, spillage, uncontrolled loss, seepage, or infiltration, of oil, or petroleum, or chemical liquids or solid, gaseous products, or hazardous waste, or waste regulated under State or Federal law. Within twenty-four (24) hours following the occurrence of any Event, Municipality or Transit District shall notify CTDOT of same

in writing. Said notification to CTDOT shall be in addition to, and not in lieu of, any and all other Record keeping and reporting requirements imposed upon Municipality or Transit District by law. Upon written request by CTDOT, Municipality or Transit District shall permit CTDOT to inspect any and all Records required to be maintained hereunder and promptly shall provide CTDOT with such copies of same as CTDOT may request in writing, at no cost to CTDOT. Municipality or Transit District hereby waives any claim of privilege that may attach to said Records.

8. INSURANCE. With respect to the operations performed by Municipality or Transit District under the terms of this Agreement and also those performed by Municipality or Transit District Parties, Municipality or Transit District shall carry for the duration of this Agreement, and any supplements thereto, with CTDOT being named as an additional insured party for paragraphs (A) and (B) below, the following minimum insurance coverages at no direct cost to CTDOT. In the event Municipality or Transit District secures excess/umbrella liability insurance to meet the minimum requirements specified in paragraphs (A) and/or (B) below, CTDOT and the State shall be named as an additional insured.

A. INSURANCE

Municipality or Transit District shall carry Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

B. AUTOMOBILE LIABILITY

The operation of all motor vehicles, including those hired or borrowed, used in connection with the Agreement shall be covered by Automobile Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least Two Million Dollars (\$2,000,000).

C. RAILROAD PROTECTIVE LIABILITY

When the Agreement involves work within fifty (50) feet of the Railroad Right-of-Way or State-owned rail property, with respect to the operations performed by Municipality or Transit District and/or Municipality or Transit District Parties, Municipality or Transit District shall carry Railroad Protective Liability insurance providing coverage of at least Two Million Dollars (\$2,000,000) for each accident or occurrence resulting in damages from (1) bodily injury to or

death of all persons and/or (2) injury to or destruction of property, and subject to that limit per accident or occurrence, an aggregate coverage of at least Six Million Dollars (\$6,000,000) for all damages during the policy period, and with all entities falling within the following listed categories named as insured parties: (i) the owner of the railroad right-of-way, (ii) the owner of any railcar licensed or permitted to travel within that affected portion of the railroad right-of-way, (iii) the operator of any railcar licensed or permitted to travel within that affected portion of the railroad right-of-way (iv) CTDOT and the State, and (v) any other party with an insurable interest. If such insurance is required, Municipality or Transit District shall obtain and submit the minimum coverage indicated above to CTDOT prior to the commencement of rail related work and/or activities and shall maintain coverage until the work and/or activities is/are accepted by CTDOT.

D. WORKERS' COMPENSATION

With respect to all operations Transit District or Municipality performs, and all those performed for Transit District or Municipality by Transit District or Municipality Parties, Transit District or Municipality and Transit District or Municipality Parties shall carry Workers' Compensation Insurance and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States respectively.

E. CERTIFICATE OF INSURANCE

Municipality or Transit District agrees to furnish to CTDOT a Certificate of Insurance on form(s) acceptable to CTDOT, in conjunction with Items A, B, C, and D above, fully executed by an insurance company or companies satisfactory to CTDOT, for the insurance policy or policies required hereinabove, which policy or policies shall be in accordance with the terms of said Certificate of Insurance. Municipality or Transit District further agrees to notify CTDOT within five (5) business days of any cancellation or material insurance coverage change as required by this Agreement.

Municipality or Transit District shall provide a copy or copies of all applicable insurance policies prior to the effective date of the Agreement and whenever requested by the State subsequent to the effective date of the Agreement. Municipality shall not begin performance under this Agreement until the policy(ies) are delivered to CTDOT and CTDOT acknowledges receipt of said policy(ies) and approves the commencement of work under this Agreement. In providing said policy(ies), Municipality may redact provisions of the policy(ies) that are proprietary. This provision shall survive the suspension, expiration or termination of this Agreement. CTDOT shall be entitled to recover under the insurance policy(ies) even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent.

9. NOTICE. It is mutually understood and agreed by the Parties hereto that any official notice from one Party to another Party (or Parties) is not binding unless the following criteria are met:

(a) the official notice must be in writing (hardcopy) and addressed to:

(i) when CTDOT is to receive such notice -

Commissioner of Transportation
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546,
Newington, Connecticut 06131-7546;

(ii) when Municipality or Transit District is to receive such notice -

the person(s) acting herein as signatory for Municipality or Transit District receiving such notice;

(b) the official notice must be delivered in person, by email with acknowledgement of receipt by United States Postal Service with return receipt requested by any method identified by the mailing standards of the U.S. Postal Service, or by recognized courier; and

(c) the official notice must contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "official notice" as used herein, shall be construed to include but not be limited to any request, demand, authorization, direction, waiver, and/or consent of the Party(ies) as well as any document(s) including any electronically produced versions provided, permitted, or required for the making or ratification of any change, revision, addition to or deletion from the document, contract, or Agreement in which this "official notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the Parties hereto from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such notice(s) is (are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such notice(s) is (are) to be made, provided such subsequent Agreement is concluded pursuant to the adherence to this specification.

10. STATE OF CONNECTICUT REQUIRED PROVISIONS. The Parties agree that this Agreement is made subject to each and every requirement contained in the "State of Connecticut Required Provisions" set forth on EXHIBIT C, attached hereto and incorporated herein.

11. ENTIRE AGREEMENT. This Agreement, when fully executed by both Parties, constitutes the entire agreement between the Parties and shall supersede all previous communications, representations, or agreements, either oral or written, between the Parties with respect to the subject matter hereof; and no agreement or understanding varying or extending the same shall

be binding upon either Party hereto unless in writing signed by both Parties; and nothing contained in the terms or provisions of this Agreement shall be construed as waiving any of the rights of State under the laws of the State of Connecticut. Each recital and exhibit referred to in this Agreement shall be considered a part of this Agreement as if fully set forth herein.

12. NO CHANGE OR MODIFICATION. No change or modification of any of the covenants, terms or provisions hereof will be valid unless in writing and signed by the Parties. Nothing herein shall prevent the Parties from amending this Agreement pursuant to the preceding sentence. There are no understandings or agreements of any kind between the Parties with respect to the subject matter hereof, verbal or otherwise, other than as set forth in this Agreement.

13. CONFLICT. In case of conflict between the Agreement and terms or requirements of any other documents, the Agreement shall govern.

14. SEVERABILITY. The provisions of this Agreement are severable and it is the intention of the Parties that if this Agreement cannot take effect in its entirety because of the final judgment of any court of competent jurisdiction holding invalid any part or parts thereof, the remaining provisions of the Agreement will be given full force and effect as completely as if the part or parts held invalid had not been included therein.

15. COUNTERPARTS. This Agreement may be signed in counterpart copies, all of which, taken together, shall constitute but one and the same document.

16. ELECTRONIC SIGNATURES. This Agreement may be executed by electronic signatures and such electronic signatures shall be deemed to be the original signatures of the Parties.

17. EFFECTIVE DATE. This Agreement shall become effective and binding on CTDOT and Municipality or Transit District as of the date it shall have been executed by both parties (the "Effective Date").

[Signature pages immediately follow.]

Agreement No. _____

The Parties have executed this Agreement by their duly authorized representatives on the date indicated.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Garrett T. Eucalitto, Commissioner

By: _____
Benjamin T. Limmer
Bureau Chief
Bureau of Public Transportation

Date: _____

MUNICIPALITY OR TRANSIT DISTRICT

By: _____
Name:
Its:

Date: _____

EXHIBIT A
(Project Description, Location of Bus Stops, List of Amenities and Associated Site Plans/Drawings)
DATE

Example Table

Unit	Date Installed	StopName	StopID	Latitude	Longitude	ProjectID
Shelter	6/1/2025	Central Row @ Main St	58	41.765839	-72.673034	State Project No. 170-5016

EXHIBIT B
Maintenance Standards
DATE

CTDOT's Responsibility

CTDOT's responsibility to the Bus Stops is limited to the Bus Shelters only as follows: structural repairs or replacement of missing or broken parts **excluding** the temporary remedy of safety hazards, replacement of broken panels, or removal of Enhancements. In the event of a replacement of Enhancements including but not limited to Real Time Information Signs (RTIS), solar panels, lightning systems is required, CTDOT, at its discretion, will provide in kind replacement according to project/program plans.

Municipality or Transit District's Responsibility regarding Bus Stops and Enhancements:

A. General Maintenance Standard:

Municipality or Transit District shall strive to keep Bus Stops clean, safe, accessible, and well-maintained as the Parties agree that properly maintained transit stops are crucial for improving both rider experience and the image of Connecticut's bus transit services. Municipality or Transit District shall retain maintenance records for a period of no less than three (3) years and provide CTDOT with such records upon request.

B. Inspection:

Municipality or Transit District shall perform monthly visual inspections required for the timely notification of issues related to the condition of installed amenities. Structural damage or missing and broken parts should be reported to CTDOT within twenty-four (24) hours of discovery.

C. Compliance with Applicable Law:

Municipality or Transit District shall pay all costs associated with routinely maintaining all Enhancements at a Bus Stop, including any costs necessary to comply with any Federal, State or local laws and regulations that are related to maintenance. Municipality or Transit District shall maintain all Bus Stops, as listed in Exhibit A, in good operational condition, including the interior, exterior, lighting, and solar panels, and in accordance with any guidelines, directives, or regulations that a transit service provider or municipality may issue or have issued, if any. Any chemicals or soaps used for cleaning or weed removal shall be in compliance with Federal, State and local laws and regulations.

D. Routine Maintenance:

Municipality or Transit District shall, at a minimum ensure that the following maintenance tasks are performed within the Maintenance Area when necessary:

- Cleaning
 - Enhancements and associated aesthetic objects and treatments must be cleaned including the removal of all dirt, litter, graffiti, and pasted material, including unauthorized postings.
 - A wash down of the Enhancements including a wipe down of any glass (or plexiglass?) surfaces.
- Trash and Litter Removal
 - All trash and litter must be collected and removed including the removal of any dead animals.
 - Trash and recycling regardless of quantities or fullness of bag must be removed.
 - Trash receptacle bags are the responsibility of Municipality or Transit District.
- Debris Removal
 - Grass, brush, trees, and shrubs must be trimmed or pruned of any obstructing foliage or overgrowth.
 - Dust and dirt shall be swept.
 - Storm drainage appurtenances must be cleared.
- Lighting Levels
 - Lighting bulbs and ballasts must be in working order and replaced when needed to maintain lighting levels.
 - Operational issues with solar components and the Real Time Information System are to be reported to CTDOT and the State funded transit service provider when discovered.
 - Hard-wired electrical connection repairs and associated maintenance are the responsibility of Municipality or Transit District.
 - The proper maintenance and operation of all RTIS installed as part of Enhancements to the Bus Stops shall be responsibility of the transit provider in the Municipality or Transit District's area.
 - The payment of energy costs for the operation of all RTIS and illumination installed under this Agreement.

E. Repairs

General repairs that do not pose safety concerns shall be completed by the Municipality or Transit District within three (3) days of notice that a repair is needed. Damaged sidewalk, boarding pads and concrete within Maintenance Area should be repaired by Municipality or Transit District.

F. Snow and Ice Removal

- Snow and ice accumulation in, on, and around the Bus Shelters must be removed within twenty-four (24) hours after the cessation of a storm.
 - A four (4) ft wide accessible path shall be cleared per ADA guidelines.
- Salt or equivalent traction control mixture shall be applied as appropriate.

G. Safety Hazards and Emergency Repair

- All safety hazards must be addressed immediately and reported to CTDOT within twenty-four (24) hours of discovery or notification of the issue.
 - Broken paneling or materials must be removed from the Bus Shelter properly and replaced with a suitable alternative.

- Repair, replacement, or removal of items or material that pose a safety problem must be performed promptly or within twenty-four (24) hours of discovery or notification.

EXHIBIT C

State of Connecticut Required Provisions

For the purposes of this document, references to “contract” or “Contract” mean this Agreement, references to “contractor” or “Contractor” mean Municipality or Transit District, and references to “Contractor Parties” mean “Municipality or Transit District Parties.”

1. Audit Clause. Audit Requirements. For purposes of this paragraph, the word “contractor” shall be deemed to mean “nonstate entity,” as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to CTDOT for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

2. Whistleblowing. This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

3. Disclosure of Records. Intentionally omitted – Not Applicable.

4. Access to Contract and State Data. Intentionally Omitted – Not Applicable.

5. Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

6. Termination for Convenience. Notwithstanding any provisions in this Contract, CTDOT, through a duly authorized employee, may terminate the Contract whenever CTDOT makes a written determination that such termination is in the best interests of the State. CTDOT shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the Contract prior to such date.

7. Tangible Personal Property. Intentionally Omitted – Not Applicable.

8. Indemnification.

The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance of this Contract.

The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.

- (a) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- (b) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to CTDOT prior to the effective date of the Contract. The Contractor shall not begin performance under this Contract until the delivery of the policy to CTDOT. CTDOT shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent.
- (c) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

9. Sovereign Immunity. The parties acknowledge and agree that nothing in the Contract shall be construed as a modification, compromise, or waiver by the State of any rights or defenses of any

immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have, or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

10. Summary of State Ethics Laws. Intentionally Omitted – Not Applicable.

11. Audit and Inspection of Plants, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- (b) The Contractor shall maintain and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) The Contractor shall pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor shall remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may set off the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Contract's setoff provision.
- (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

- (g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

12. Campaign Contribution Restriction. Intentionally Omitted – Not Applicable.

13. Protection of Confidential Information.

For the purposes of this Section 13, the following definitions apply:

“Confidential Information” shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that CTDOT classifies as “confidential” or “restricted.” Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

“Confidential Information Breach” shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, CTDOT or State.

- (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- (b) Each Contractor or Contractor Party shall develop, implement, and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of CTDOT or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
 - (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;

- (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify CTDOT and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess, or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, CTDOT and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from CTDOT, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate (as defined in 45 C.F.R. § 160.103) of CTDOT.

14. Executive Orders and Other Enactments

- (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
- (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of

Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

- (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

15. **Nondiscrimination.** Intentionally Omitted – Not Applicable.
16. **Health Insurance Portability and Accountability Act.** Intentionally Omitted – Not Applicable.
17. **Iran Investment Energy Certification.** Intentionally Omitted – Not Applicable.
18. **Consulting Agreements Representation.** Intentionally Omitted – Not Applicable.
19. **Large State Contract Representation for Contractor.** Intentionally Omitted – Not Applicable.
20. **Large State Contract Representation for Official or Employee of State Agency.** Intentionally Omitted – Not Applicable.
21. **Compliance with Consumer Data Privacy and Online Monitoring.** Intentionally Omitted– Not Applicable.

Bus Stop Enhancement Program (BSEP) Master Maintenance Agreement

Frequently Asked Questions

GENERAL

1. Are the requirements of the Agreement applicable to all Bus Stops in the Municipality or Transit District's Area?

No. The requirements of BSEP Agreement are applicable only to the specific bus stops enhanced through BSEP, as listed in the Exhibit A of the Agreement.

2. Who owns the Bus Stop Enhancements?

Municipality or Transit District assumes the ownership of the Bus Stop Enhancements upon completion of installation.

3. What federal requirements does Municipality or Transit District comply with?

Municipality or Transit District must comply with applicable Americans with Disabilities Act (ADA) of 1964 regarding its Transit Amenities and Transit Facilities. Should federal funding be utilized for BSEP, the list of applicable federal regulations will be attached to the BSEP Agreement in the form of an additional Exhibit. Currently, CTDOT is only using state funds for BSEP.

4. How should Municipality or Transit District communicate with CTDOT regarding BSEP, i.e. notify CTDOT about a safety hazard at the Bus Stop or seek permission to alter or remove any enhancements?

Municipality or Transit District should communicate via BSEP email address: dot.busstops@ct.gov

5. Can the Municipality or Transit District modify the Enhancements?

Not without written explicit permission from CTDOT.

6. Is Municipality or Transit District responsible for cost associated with any restoration, alteration, removal or other activities related to Bus Stop Enhancements after CTDOT grants permission?

Yes. Municipality or Transit District waives any right to reimbursements of costs and expenses associated with any of these activities.

7. Is Municipality or Transit District responsible for repair and restoration of any damage to State assets in the Bus Stop's Maintenance Area within Highway Right-of-Way caused by Municipality or Transit District or by their contractors?

Yes, Municipality or Transit District is required to repair and restore to CTDOT's satisfaction any damage to State assets within Enhanced Bus Stop Maintenance Area on Highway Right-of-Way.

8. Is CTDOT allowed to relocate or remove Bus Stop because of any Highway Right-of-Way, drainage, sidewalk, or roadway redesign/reconstruction?

Yes, if it advisable or necessary, and with Municipality and Transit District's consent. Any costs and expenses associated with the relocation will be responsibility of CTDOT.

9. Can Municipality or Transit District terminate BSEP Agreement?

Yes, Municipality or Transit District can request CTDOT to terminate BSEP Agreement. If CTDOT determines that it is in the best interest of the parties, it can grant the permission.

10. Is Municipality or Transit District required to comply with Environmental Laws with respect to storing, generating or using any hazardous substances on or under Maintenance Area?

Municipality or Transit District is required to comply with all relevant Environmental Laws starting with the date of installation of the Bus Stop Enhancements.

11. Can State Required Provisions in Exhibit C be modified or revised?

No, State of Connecticut Required Provisions cannot be changed, revised or modified as they are issued and approved by Attorney General Office and are applicable to all CTDOT agreements.

12. What is the difference between Transportation Amenity, Transportation Facility, and Enhancement?

- Transportation Amenity is a non-fixed, non-structural portion of the collective bus location. This includes but is not limited to trash and recycling cans, seating and railings, signage, lighting, and other aesthetic objects or treatments.
- Transportation Facilities are fixed and permanent structures at a particular location, and can include structural shelters, signposts fixed in concrete, and any hard-wired electrical fixtures.
- "Enhancement" is a generalized term to include all Transportation Amenities and Transportation Facilities and other modifications to the current bus location as specified in "Section 1. Definitions of the Agreement."

13. What is the current responsibility of the CTDOT regarding bus shelters not included in the BSEP?

CTDOT is not responsible for bus shelters not included in BSEP.

14. What is the record keeping requirement for the Bus Stop Enhancements?

All maintenance records such as work orders, purchase orders, and third-party billing should be maintained for no less than 3 years. Environmental record keeping has a ten-year timeline for record keeping for any event or incident.

MAINTENANCE

1. What are CTDOT's responsibilities in terms of repairs or replacements of Bus Stops enhanced through BSEP?

CTDOT is responsible for structural repairs or replacement of missing or broken parts excluding the temporary remedy of safety hazards, replacement of broken panels, or removal of Enhancements. CTDOT, at its discretion, will also provide in-kind replacement of RTIS, solar panels and lightning systems.

2. How are damages that cause safety hazards to be handled?

Any damage to an enhancement that may cause harm to the public must be cleared, "made safe," and reported directly to the CTDOT within 24 hours. This can include coning or taping off the area to prevent access, or complete removal of the enhancements to ensure a safe resting, boarding, and alighting area for transit riders. Non safety concerns can be rectified in three days.

3. How much of the area around the Bus Shelter is Municipality or Transit District required to maintain?

Municipality or Transit District is responsible for maintenance of Bus Stop Enhancements in the Maintenance Area which is the area of 5-foot radius from the shelter, including Enhancements.

4. Is Municipality or Transit District required to maintain Trash/recycling receptacles?

Yes. Trash/recycling receptacles installed under BSEP are part of Transportation Amenities which Municipality or Transit District is responsible for maintaining. Trash/recycling receptacles are not to be confused with electric receptacles which are not part of the BSEP.

5. What type of activities are required of Municipalities or Transit Districts to maintain Bus Stops Enhanced under BSEP?

The list of required maintenance activities is in Exhibit B of BSEP Maintenance Agreement and includes but is not limited to: routine maintenance (i.e. cleaning, trash and litter removal, debris removal), maintaining lightning levels, snow and ice removal, general repairs including damaged boarding pads and concrete, and replacement of broken panels and safety hazards removals.

6. Can Municipality or Transit District seek reimbursement of costs associated with maintenance of Bus Stops enhanced through BSEP from CTDOT?

No, all costs associated with maintenance of enhanced Bus Stop are responsibility of Municipality or Transit District as stipulated in the Exhibit B of the Agreement.

7. If the Municipality or Transit District cannot perform maintenance activities in-house as stipulated in Exhibit B, can they contract these activities to the third party?

Yes, these activities can be performed by the third party, however Municipality or Transit District is responsible for any costs and expenses, which cannot be passed to CTDOT.

8. Who is responsible for operation and maintenance of solar products, such as lighting and RTIS, and who is responsible for hard-wired electrical?

The CTDOT and State funded Transit Providers are responsible for RTIS and all solar-based electrical products. The Municipality or Transit District are responsible for all hard-wired electrical connections, including energy costs.

INSURANCE AND LIABILITY

1. Are the Insurance Requirements in the BSEP Agreement different than insurance requirements in other CTDOT agreements?

Insurance requirements in terms of Commercial Liability, Automobile Liability and Workers Compensation in BSEP Agreement are similar to Master Municipal Construction Agreement and Master Transit Districts Capital Operating Agreements and are required by Attorney General Office.

2. Can Municipality or Transit District seek indemnification or limitation of liability?

Indemnification provisions are included in the 'State of Connecticut Required Provisions' (Exhibit C) which are issued and approved by Attorney General Office and cannot be modified/revised/changed.

3. Does Municipality or Transit District have to comply with the Railroad Protective Liability if the Enhanced Bus Stop is within the fifty (50) feet of Railroad Right-of-Way or State-owned rail property?

Yes, if a bus stop enhanced through BSEP is within 50 feet of Railroad Right-of-Way or State-owned rail property.

4.) even if a body of competent jurisdiction determines that CTDOT or the State is contributorily negligent?

This is required by Exhibit C, State of Connecticut Required Provisions, Section 8. (b). These provisions cannot be modified/revised/changed by CTDOT as they are issued by Attorney General Office.

ADVERTISING

1. Can Municipality or Transit District use revenue from selling advertising space on Bus Stop Enhancements to pay for its maintenance costs?

Yes, CTDOT allows utilization of advertising revenue for maintenance of Bus Stop Enhancements if advertising content is aligned with community standards.

2. Are there any restrictions on the income generated by advertising?

The income generated from any advertising on the shelters must be used for the maintenance - whether to offset incurred internal expenses or to pay for a third-party maintenance contract.

3. How will CTDOT restrict advertising that is not “offensive, objectionable, or in poor taste?”

Advertising content should be aligned with community standards. If concerns are reported to CTDOT through any channel, CTDOT will investigate the concern, and if necessary, contact the Municipality or Transit District to address the concern.

Laura Leger

From: Curtis, Graham <Graham.Curtis@ct.gov>
Sent: Friday, August 29, 2025 2:18 PM
To: Raymond Rogozinski
Cc: Camara, Rahmane; Kornacki, Ryan
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

Ray, thanks for the quick response.

The agreements would only be for shelters placed and they would be listed as an exhibit in the agreement along with the site plans, we would prepare.

We will do a feasibility study for each location before we commit to doing the installs since we won't be acquiring any property for this program, nor will we be installing any on private property, at least the first year of the program.

If the CTDOT has any roadway projects in the area, we can incorporate these into those projects since they can do more intensive design work(ped crossing, flashing beacons etc.) and property acquisition, if necessary, to make a location work within reason.

Typically, 75% or more shelters requested will work based on other communities.

We also make sure the ridership meets some minimum criteria thresholds since we would not be installing shelters where there is only a few boardings per day. (I know that seems obvious, but we have had requests where there was only one boardings or less per day)

Also, we are talking to Walmart's regional real estate people to see if there is something we can be worked out with them globally since Walmart is typically a major destination for our riders.

If the above seems reasonable we will start the feasibility evaluation of your requested locations.

We also like to do a site tour with the stakeholder from the city to make sure we are all on the same page. Typically, people from DPW, Planning, engineering, utilities? join us on a site tour. We provide the transportation i.e. bus.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Friday, August 29, 2025 1:26 PM
To: Curtis, Graham <Graham.Curtis@ct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: RE: DOT Request Bus Shelter - Maintenance Agreement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I attached the City's original request for bus shelters (summarized below):

Here is a list of the requested bus shelter replacements from June 2024:

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request

3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter.

Can you confirm the DOT is agreeable to provide the requested bus shelters & improvements and the requested maintenance agreement is limited to the 8 bus shelters?

Thanks for your assistance. Available to discuss 203-592-3497.

From: Raymond Rogozinski
Sent: Tuesday, August 26, 2025 9:59 AM
To: 'Curtis, Graham' <Graham.Curtis@ct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: DOT Request Bus Shelter - Maintenance Agreement

Thanks for the email. DPW has an existing (attached) policy with respect to maintenance. The policy does provide a mechanism for the City to take maintenance responsibility of bus shelter, however the current policy is NOT for the City to accept responsibility for bus shelter. One of the key concerns for the City was the location of bus shelters on private property. Is the DOT obtaining easements for the proposed bus shelters and where and what type are specifically the proposed bus shelter.

Can we meet (virtually) to discuss 860-584-6113. I am available on the following:

1. 8/28/25 at 11:00 AM
2. 8/29/25 at 9:00 AM
3. 9/3/25 at 10:00 AM
4. 9/4/25 at 9:30 AM

I will forward the DOT's request to the City's Board of Public Works and also recommend input from the City's Transportation Committee. I also submitted the previously provided bus shelter use numbers provided by the DOT

From: Curtis, Graham <Graham.Curtis@ct.gov>
Sent: Friday, August 8, 2025 10:54 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Cc: Camara, Rahmane <Rahmane.Camara@ct.gov>
Subject: FW: Maintenance agreement

Ray,

We are working on the list of potential shelters for Bristol and want to discuss the list and Maintenance aspects with the city.

As I think I mentioned as part of the program the municipalities are expected to do the light maintenance i.e., snow and trash and we would handle any structural repairs.

After an extensive review by multiple municipalities and Transit Districts during our pilot program we have developed a final version of the Master Agreement

We also have included a list of FAQ that address some of the question raised.

Take a lot at these and we can set up a call with the appropriate people in Bristol.

This has been reviewed by CIRMA who insures many municipalities already.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 7, 2024
TO: Raymond Rogozinski, P.E., Director of Public Works
FROM: Transportation Commission

RE: Public Bus-Bus Shelter Upgrades

At their June 6, 2024 Special Meeting of the Transportation Commission the Commission reviewed the matter of the Public Bus Shelter Upgrades and additions.

The Commission passed the following motion: **The Transportation Commission forwards a positive recommendation for the Director of Public Works list of Bus Shelters**

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter



**City of Bristol
Transportation Commission
Thursday June 6, 2024
6:00 p.m.**

Meeting Room 1-3, Bristol City Hall, 111 North Main Street, Bristol, CT 06010

Attendance: Cheryl Thibeault (City Council Liaison)
Craig Minor
Ramon Peters (via Zoom)
Robert Flanagan, City Planner

Absent: Bruce Lindsley
David Rooks

1. Call to Order

Acting Chair Thibeault called the meeting to order at 6:02 p.m.

2. Approval of Minutes

a. **March 26, 2024**

Motion made by Commissioner Minor and seconded by Commissioner Flannagan to accept the minutes as presented and place on file. Motion passed.

3. Public Participation

No Public Participation

4. Committee Reports

Council Member Thibeault stated that the Mellen Street bridge is almost complete the major work is done and they are working on the punch list currently. The other bridge off the Blvd. will not be closed until the Mellen Street Bridge reopens. They are currently working on a punch list all major work is completed.

Council Member Thibeault stated that the other transportation issue is the Shrub Rd/ Jerome Avenue bridge, which will be finished way ahead of schedule and should be reopened by Christmas. High police presence they have issued many citations for speeding. Jerome Avenue will be going under a traffic diet and some narrowing to slow traffic down.

5. New Business

a. **Resignation of Commissioner Maria Montelli-Tramazzo**

Cheryl Thibeault mentioned the resignation of Commissioner Montelli-Tramazzo, and stated that she has a few names in mind for her replacement.

b. Welcome New Commissioner Bruce Lindsley

Acting Chair Thibeault stated she has known Mr. Lindsey for many years and he will be a good addition.

c. Additional Meetings

The Commission discussed adding more meetings, making The Transportation Commission a Monthly meeting instead of bi-monthly. Commissioner Flanagan stated he attends many meetings and will try to attend every meeting, some may be via zoom.

Motion made by Commissioner Minor and Seconded by Commissioner Peters to make the Transportation Commission monthly. Commissioner Flanagan abstained from the vote. Motion passed.

d. Updated 2024 Meeting Calendar

Motion made by Commissioner Minor and seconded by Commissioner Flanagan to approve the updated 2024 calendar to represent the monthly meeting change and the room assignment. All in Favor, motion passed.

6. Old Business

a. Public Bus Shelter Upgrades

Commissioner Flanagan went over and email that The Director of Public works sent regarding repairing current bus shelter and adding new ones.

Motion made by Commissioner Minor and seconded by Commissioner Peters to forward a positive recommendation for the Director of Public Works list of Bus Shelters

1. Gaylord Apartments (56 Gaylord St) – Install bus shelter, previous request
2. Delorenzo Towers (284 N. Main) – Install bus shelter, previous request
3. Bristol Hospital (41 Brewster Rd) – Replace existing bus shelter
4. Lake Ave CT DOT Commuter Lot (26 Lake Ave) – Replace existing bus shelter
5. Senior Center (240 Stafford Ave) – Replace existing Bus Shelter
6. Pine at Emmet – Install bus shelter, ridership
7. Hefbern @ Stop & Shop – Install bus shelter, previous request & ridership
8. Walmart on the East Bound side- Install bus shelter

All in favor. Motion Passed.

b. Appointment of Chair

Acting Chair Thibeault requested to table this until we have more commissioners present.

7. Adjournment

Motion made by Commissioner Minor and seconded by Commissioner Peters to adjourn at 6:29 p.m. Motion Passed. Meeting Adjourned

Respectfully Submitted,

Janet Little
Recording Secretary

Laura Leger

From: Banquer, Kyle A. <Kyle.Banquer@ct.gov>
Sent: Wednesday, May 8, 2024 1:25 PM
To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Jason Morrocco; Roth, Tyler C.; Lucceus, Jonas; Lee Adams Kusinski; bmclaughlin@cttransit.com
Subject: RE: Bristol Bus Shelter discussion

Hi Raymond, see ridership info for Bristol below.

Stop Name	Latitude	Longitude	City
Farmington Ave @ opp Stewart St	41.683762	-72.940492	BRISTOL
N Main St @ Race St	41.678707	-72.947030	BRISTOL
Jerome Ave @ Case St	41.694165	-72.928322	BRISTOL
South St @ Opp Ridge Rd	41.668186	-72.928769	BRISTOL
Jerome Ave @ opp Case St	41.694040	-72.928068	BRISTOL
Main St @ South St	41.668379	-72.943347	BRISTOL
Farmington Ave @ Brook St	41.693326	-72.914682	BRISTOL
N Main St @ Post Office	41.674632	-72.946382	BRISTOL
Farmington Ave @ Oakland St	41.686294	-72.936939	BRISTOL
Brewster Rd @ opp Bristol Hospital	41.675768	-72.935616	BRISTOL
Pine St @ opp Hemlock St	41.669192	-72.909292	BRISTOL
Farmington Ave @ opp Morris Ave	41.691454	-72.920585	BRISTOL
North St @ Hungerford Aly	41.681309	-72.945135	BRISTOL
Jerome Ave @ Stevens St	41.713156	-72.927974	BRISTOL
Stevens St @ opp Sheffield Ln	41.714200	-72.918024	BRISTOL
Farmington Ave @ Oakland St	41.686356	-72.937181	BRISTOL
N Main St @ North St	41.680923	-72.947082	BRISTOL
South St @ West St	41.667598	-72.947459	BRISTOL
N Main St @ Center St	41.676142	-72.946626	BRISTOL
Main St @ South St	41.668442	-72.943117	BRISTOL
Stafford Ave @ Mountain View Ave	41.692973	-72.907698	BRISTOL
N Main St @ Race St	41.679269	-72.947334	BRISTOL
Riverside Ave @ Main St	41.671257	-72.943219	BRISTOL
N Main St @ McDonalds	41.674722	-72.946249	BRISTOL
Pine St @ Emmett St	41.668429	-72.914397	BRISTOL
Pine St @ Emmett St	41.668429	-72.914022	BRISTOL
Pine St @ Terry Commons	41.666968	-72.920371	BRISTOL
West St @ School St	41.671761	-72.949244	BRISTOL
Jerome Ave @ Dorothy Rd	41.690502	-72.927385	BRISTOL
Pine St @ Dunkin Donuts	41.667030	-72.920783	BRISTOL
N Main St @ Center St	41.676142	-72.946868	BRISTOL

Farmington Ave @ Stewart St	41.683476	-72.940528	BRISTOL
South St @ East St	41.668781	-72.933790	BRISTOL
Farmington Ave @ opp WalMart	41.698626	-72.898651	BRISTOL
Church St @ Upson St	41.669110	-72.945441	BRISTOL
Farmington Ave @ Burlington Ave	41.682223	-72.942523	BRISTOL
Farmington Ave @ Eblens	41.698394	-72.898966	BRISTOL
Farmington Ave @ Stephen Auto Mall	41.696271	-72.907387	BRISTOL
Farmington Ave @ Camp St	41.699379	-72.894186	BRISTOL
Todd St Park & Ride	41.670785	-72.905580	BRISTOL
Pine St @ opp Emmett St	41.668519	-72.914239	BRISTOL
Farmington Ave @ Hartford Health Go Health Urgent Care	41.697524	-72.903334	BRISTOL
Gaylord St @ Gaylord Towers	41.673447	-72.951994	BRISTOL
Main St @ South St	41.668433	-72.943117	BRISTOL
Lake Ave Park & Ride @ Sunnysdale Ave	41.665421	-72.921809	BRISTOL
North Main St @ Park Plaza	41.671871	-72.945736	BRISTOL
North Main St @ Hope St	41.672631	-72.945653	BRISTOL
Riverside Ave @ Main St	41.671319	-72.943400	BRISTOL
Hefbern St @ Stop&Shop	41.691397	-72.925123	BRISTOL
N Main St @ Riverside Ave	41.672729	-72.945665	BRISTOL

Kyle Banquer (he/they), MPlan

Member, Irish Planning Institute

Member, Royal Town Planning Institute

Transportation Planner



Connecticut Department of Transportation

Bureau of Public Transportation • Office of Transit & Ridesharing

2800 Berlin Turnpike • Newington, CT 06131-7546

Office Phone: 1-860-594-3024

E-mail correspondence preferred

From: Curtis, Graham <Graham.Curtis@ct.gov>

Sent: Tuesday, May 7, 2024 4:53 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

I will have someone send the information in the morning.

Also, it looks like the legislature is going to remove the prohibition on advertising on bus shelters in the state right of way if you want to pursue that program as a maintenance option.

I can connect you with some vendors who would be interested in talking to you about how it would work.

PS glad to see that you are interested in the program.

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Sent: Tuesday, May 7, 2024 2:55 PM

To: Curtis, Graham <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>; bmcclaughlin@cttransit.com

Subject: RE: Bristol Bus Shelter discussion

Some people who received this message don't often get email from raymondrogozinski@bristolct.gov. [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Bristol prepared the attached bus route map with bus shelters. Can you provide ridership info for the bus stop? In addition, can the DOT resend the link for the form that the City has to complete for the grant?

Thanks for your assistance

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

From: Raymond Rogozinski

Sent: Tuesday, April 23, 2024 8:41 AM

To: 'Curtis, Graham' <Graham.Curtis@ct.gov>; Cheryl Thibeault <cherylthibeault@bristolct.gov>; Robert Flanagan <RobertFlanagan@bristolct.gov>; Nancy Levesque <nancylevesque@bristolct.gov>; Jason Morrocco <JasonMorrocco@bristolct.gov>; Roth, Tyler C. <Tyler.Roth@ct.gov>; Banquer, Kyle A. <Kyle.Banquer@ct.gov>; Lucceus, Jonas <Jonas.Lucceus@ct.gov>; Lee Adams Kusinski <LeeAdamsKusinski@bristolct.gov>

Subject: Bristol Bus Shelter discussion

<< File: Bus Shelters Memo.pdf >> << File: Bus Shelters.pdf >> Bristol prepared a map of the bus shelters in Bristol and we would like to develop a map indicating all bus shelters, routes and bus stops. However, we our GIS tech is having difficulty obtaining a map that indicates all the bus stops for all the routes in Bristol. Can you assist (either provide map or link to bus stop info).

In addition, please see Bristol's current bus stop policy.

Thanks, available to discuss 860-584-6113.

-----Original Appointment-----

From: Curtis, Graham [<mailto:Graham.Curtis@ct.gov>]

Sent: Tuesday, April 9, 2024 10:53 AM

To: Curtis, Graham; Raymond Rogozinski; Cheryl Thibeault; Robert Flanagan; Nancy Levesque; Jason Morrocco; Roth, Tyler C.; Banquer, Kyle A.; Lucceus, Jonas

Subject: Bristol Bus Shelter discussion

When: Thursday, April 18, 2024 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 253 579 325 506

Passcode: FtY2gJ

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



Department of Public Works | 860.584.6125

CITY OF BRISTOL – PUBLIC WORKS

27.00 DEPARTMENT OF PUBLIC WORKS – MAINTENANCE AND INSTALLATION OF TRANSIT BUS SHELTER POLICY

1. Policy Name

27.00 Department of Public Works – Maintenance & Installation of Transit Bus Shelter Policy

2. Policy Statement

Transit bus shelters are currently located throughout the City. The Department of Public Works maintains bus shelters located on City property and within the City's roadway right of way. The Department of Public Works does not maintain bus shelters located on private property or property that is not under the control of the Department of Public Works, such as the Bristol Housing Authority.

The City understands that bus shelters may serve a benefit to the public by providing a protective location to bus riders to wait along transit bus routes. The City also recognizes that locating a bus shelter in front of a property may enhance the property by increasing the availability to mass transit. The purpose of this policy is to provide a mechanism for property owners to request that the City take over maintenance responsibilities of existing bus shelters, and define the information that the Board of Public Works will require to accept maintenance responsibility of bus shelters based on public benefit. The policy will also provide a process for property owners to request the installation of a new (additional) shelter.

In order to determine if the Department of Public Works will take on the maintenance responsibility and expense, the Board of Public Works will evaluate the public benefit of the bus shelter. Factors that the Board of Public Works may consider are: the location of shelter, number of uses of the bus

stop, cost, bus route, and the transit authority's commitment to service to maintain the bus stop and the facility (building) that the bus shelter abuts.

Based on the information submitted to the Board of Public Works, and its evaluation, the Board may determine that the Department of Public Works will maintain and/or install the bus shelter, cost share of maintenance and installation, or determine that the public benefit of the bus shelter is insufficient for the City to fund the cost of maintenance and/or installation.

For the purpose of this policy, "maintenance" is defined as repairs to the bus shelter only, and does not include custodial cleaning of the shelter. In addition, it is understood that the Department of Public Works will not regularly inspect bus shelters. It is the responsibility of the property owner that the bus shelter is located on to inform the Department of any defects or hazards.

In accordance with this policy, the Board of Public Works also reserves the right to terminate maintenance responsibilities of a bus shelter. If it is determined that the Department of Public Works will no longer maintain a bus shelter, the City shall provide the property owner 60 days' notice. If the bus shelter in question was installed by the City, the Department shall offer the owner the option of City removal of the bus shelter, along with restoration of the property to pre-shelter installation conditions.

All maintenance responsibilities of the Department of Public Works associated with bus shelters shall be filed on City land records of the property that the bus shelter is located on. Said documentation shall define the Department's maintenance responsibilities. The absence of a maintenance agreement filed on City land records indicates that the Department of Public Works is not responsible to maintain the bus shelter on the subject property.

3. Policy

A. Maintenance of Existing Bus Shelters (City Property)

- a. The City of Bristol shall maintain all existing bus shelters located on property controlled by the Department of Public Works, including City street right of ways.
- b. Said responsibility does not include property controlled by the Parks Department, Housing Authority, State of Connecticut right of way, or the Board of Education.

B. Petition the Department of Public Works to Maintain Existing Bus Shelters (Private or non-City controlled property).

- a. All requests for the Department of Public Works to maintain an existing bus shelter located on private property, or property currently not controlled by the Department of Public Works, shall be submitted in writing to the Director of Public Works for review and approval by the

Board of Public Works. Said requests shall include the following information:

- i. Location of bus shelter and bus route(s) the shelter services.
- ii. Signed petition of bus shelter users along with an estimate of total daily users.
- iii. Signed request of the property owner requesting Department of Public Works' maintenance of the bus shelter in question.

Request shall include the following:

1. Statement indicating that if the maintenance agreement is approved by the City, the property owner will grant the Department of Public Works formal access rights to the property in question for the purpose of maintaining the bus shelter.
 2. Statement indicating public benefit of the bus shelter, along with the reason the property owner cannot incur maintenance cost.
 3. Condition of the bus shelter, including a list of required repairs (if any), and cost of such repairs.
 4. Maintenance cost-sharing provision.
- iv. Communication from transit authority indicating support & need of bus shelter.
- b. The Board of Public Works shall review requests and shall either approve, provide conditional approval, or deny said request.
- C. Installation of a new (additional) bus shelter**
- a. All requests for the Department of Public Works to install an additional bus shelter that shall be located on private property, or property currently not controlled by the Department of Public Works, shall be submitted in writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:
 - i. Items required pursuant to Policy 3.B.a.
 - ii. Evaluation of bus shelter alternatives, such as benches
 - b. The Board of Public Works shall review requests and shall either approve, provide conditional approval, or deny said request.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

January 19, 2022

7. Effective Date:

December 30, 2022



Department of Public Works | 860.584.6125

CITY OF BRISTOL – PUBLIC WORKS

27.00 DEPARTMENT OF PUBLIC WORKS – MAINTAINANCE AND INSTALLION OF TRANSIT BUS SHLELTER POLICY

1. Policy Name

27.00 Department of Public Works – Maintenance & Installation of Transit Bus Shelter Policy

2. Policy Statement

Transit bus shelters are currently located throughout the City. The Department of Public maintains bus shelters located on City property and within the City's roadway right of way. The Department of Public Works does not maintain bus shelters located on private property or property that is not under the control of the Department of Public Works such as the Bristol Housing Authority.

The City understands that bus shelters may serve a benefit to the public by providing a protective location to bus riders to wait along transit bus routes. The City also recognizes that locating a bus shelter in front of a property may enhance the property by increasing the availability to mass transit. The purpose of this policy is to provide a mechanism for property owners to request that the City take over maintenance responsibilities of existing bus shelters and define the information that the Board of Public Works will require to accept maintenance responsibility of bus shelters based on public benefit. The policy also will provide a process for property owners to request the installation of a new (additional) shelter.

In order to determine if the Department of Public Works will take the maintenance responsibility and expense the Board of Public Work will evaluate the public benefit of the bus shelter. Factors that the Board of Public Works may consider are the location of shelter, number of uses of the bus

stop, cost, bus route, transit authority commitment to maintain bus stop and the facility (building) that the bus shelter with service.

Based on the information submitted to the Board of Public Works and its evaluation the Board may determine that the Department of Public Works will maintain and/or install the bus shelter, cost share or maintenance and installation cost or determine that the public benefit of the bus shelter is insufficient for the City to fund maintenance or installation cost of a bus shelter.

For the purpose of this policy “maintenance” is defined as repairs to the bus shelter only and does not include custodian and cleaning of the shelter. In addition, it is understood that the Department of Public Works will not regularly inspect bus shelter and it is the responsibility of the property owner that the bus shelter is located on to advise the Department of any defects or hazards.

In accordance with this policy the Board of Public Works also reserves the right to terminate maintenance responsibilities of a bus shelter. If determined that the Department of Public Works will no longer maintain a bus shelter the City shall provide the property owner 60 days’ notice and if the bus shelter in question was installed by the City the Department shall offer to the owner the option of City removal of the bus shelter along with restoration of the property to pre-shelter installation condition.

All maintenance responsibilities of the Department of Public Work associated with bus shelters shall be filed on City land records of that the bus shelter is located on. Said documentation shall define the Departments maintenance responsibilities. Absent of an maintenance agreement filed on City land records indicates that the Department of Public Works is not responsible to maintain the bus shelter on the subject property.

3. Policy

A. Maintenance of Existing Bus Shelters (City Property)

- a. The City of Bristol shall maintain all existing bus shelter located on property controlled by the Department of Public Works including City street right of ways.
- b. Said responsibility does not include property controlled by the Park Department, Housing Authority, State of Connecticut right of way or the Board of Education.

B. Petition the Department of Public works to Maintain of Existing Bus Shelter (Private or non-City controlled Property).

- a. All request for the Department of Public works to maintain an existing bus shelter located on private property or property currently not controlled by the Department of Public works shall be submitted in



Department of Public Works | 860.584.6125

writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:

- i. Location of Bus Shelter and bus route or routes the shelter services.
- ii. Signed petition of bus shelter users along with an estimate of total daily users.
- iii. Signed request of the property owner requesting Department of Public maintenance of the bus shelter in question. Request shall include the following:
 1. Statement indicating that if the maintenance agreement is approved by the City the property owner will grant the Department of Public Works formal access rights to the property in question for the purpose of maintaining the bus shelter. Without
 2. Statement indicating public benefit of bus shelter along with reason property owner cannot incur maintenance cost.
 3. Condition of bus shelter including list and cost of required repairs (if any)
 4. Maintenance cost sharing provision.
- iv. Communication from transit authority indicating support & need of bus shelter.
- b. The Board of Public Works shall review request and shall either approve, conditional approval or denial of said request. Approval may be conditional on obtaining Board of Finance funding.
- C. Installation of a new (additional) bus shelter
 - a. All request for the Department of Public works to install an additional bus shelter shall located on private property or property currently not controlled by the Department of Public works shall be submitted in writing to the Director of Public Works for review and approval by the Board of Public Works. Said request shall include the following information:
 - i. Items required pursuant to Policy 3.B.a.
 - ii. Evaluation of bus shelter alternatives such as benches

- c. The Board of Public Works shall review request and shall either approve, conditional approval or deny said request. Approval may be conditional on obtaining Board of Finance funding.

4. Responsible Division

Department of Public Works Administrative and Street Division

5. Approval authority:

Board of Public Works

6. Approval Date:

January 19, 2022

7. Effective Date:

December 30, 2022