

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
Council Member Dickau

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 Street.

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.