

City of Bristol
Board of Public Works
Meeting Minutes for
October 16, 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 Mark Dickau

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

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

MOTION: made by Commissioner Hartley and seconded by Council Member Olsen.

Council Member Dickau mentioned that he was not listed as a member as attendees on the meeting minutes.

MOTION: to amend the minutes to add Council Member Dickau to the meeting minutes as attended made by Council Member Dickau and seconded by Commissioner Stawski. Motion passed.

3. Public Participation

Michael J. Dudko, 116 Lewis Rd, this is regarding lot 10 and lot 11 regarding placing a commercial driving school and it concerns me regarding the environmental. The trees are over 100 years old. I have five pictures to present from a flyover of Redstone Hill Road from the 1700's. They are majestic Pines. I don't want to see them destroyed. The Environmental concerns of this town are quite low.

Mayor Caggiano stated that the land was sold to the city and is now commercial property. The city has taken proactive measures in the past decade to save environmental areas in other parts of the city. This is a commercial area that will bring economic development into the town. We have preserved the Hoppers and the Pigeon Hills.

Michael J. Dudko, 116 Lewis Rd, referenced an article in The New York Times regarding protecting and restoring forests.

Mayor Caggiano stated that Birge Pond Hoppers over 40 acres, which was an Oswell grant and Pigeon Hill are areas designated to be environmental areas.

Walt Lewandowski, 76 Bellevue Ave, Chairman of the Arts and Culture Liaison, we have been involved with the decoration of the traffic boxes within the city. We have some designs right now and understand that it is now under the board's responsibility so we are here to ask what the policy and procedure are for this.

Raymond Rogozinski, P.E., Director of Public Works, stated that last meeting staff was spoken to. The Board of Public Works voted to authorize to proceed with this. We do have the ability to do an image or a wrap as a magnet, so if someone has done graffiti, so we could put it over the graffiti to preserve it long term.

Walt Lewandowski, 76 Bellevue Ave, stated, they do have some funding from the Forestville Village Association. Some of the boxes are stainless steel. Some of the ones they are designing are old photos from Forestville which may be appropriate for a wrap. We just wanted to verify we are on the same page in terms of getting that done.

Raymond Rogozinski, P.E., Director of Public Works, you can email me and we can work with me on this, so we don't accidentally paint a state one.

Cheryl Thibeault, 73 Yard Drive, our commission could approve the design, we wouldn't need to come to this board, we would share it with this board, and please trust that it would be totally appropriate. This would be great because it would save us a step. We are working with the Historical Society right now for the new one.

MOTION: to move up item # 8F made by Council Rosengren and seconded by Council Member Dickau. Motion passed.

- 8.) f. BPW Driveway Ordinance

Raymond Rogozinski, P.E., Director of Public Works, this is specifically a request for a waiver from the Board of Public Works for City Ordinance 21-55. The current ordinance states the distance from intersection to a driveway is 50 feet. Currently the property of lot 50-51 on Cawley the plot plan is 39 feet which is not allowed unless the board allows. Included in the packet is the layout as well as the house itself.

Scott Myers, Engineer Associate PC, 69 Linden Street Waterbury, this is a non-conforming lot on the corner. There are two front yards required as it is on the corner. There is only 54ft of frontage. There is no other alternative for placement. We feel this is the most appropriate spot for the driveway.

Raymond Rogozinski, P.E., Director of Public Works, the easement gives both parties use to the driveway. It would be located in the area of the existing curb cut. We don't have traffic data, but that is an outlet onto south street.

Commissioner Hartley stated that this ordinance was stated that he is very concerned that this ordinance was developed for a reason.

Commissioner Stawski agree with Commissioner Harley. The concern is that this worked and making this change could cause safety issues.

Council Member Olsen stated that sometime ordinances need to be changed. It's not a heavily traffic road. She would be inclined to agree to the waiver.

Commissioner Dumas stated that he agreed with Council Member Olsen. It is not a heavily traffic road. Granting a waiver is not a major concern as it is not a major road.

Council Member Rosengren asked if there has ever been waiver previously.

Raymond Rogozinski, P.E., Director of Public Works, stated yes there has been. It does not come up often.

Council Member Rosengren asked if an attorney getting involved if there was an accident would there be an issue for the city.

Mayor Caggiano asked if the site plan has been approved.

Scott Myer, Engineer Associates PC, 69 Linden Street, Waterbury, stated no, that it is waiting for this waiver in order to get the permit.

MOTION: made by Council member Olsen and seconded by Council Member Dumas to grant the waiver. Motion Passed.

For: Dumas, Olsen, Rosengren, Dickau,

Opposed: Stawski, Hartley

4. Employee Recognition

Raymond Rogozinski, P.E., Director of Public Works reviewed the employees who had anniversaries for the month.

5. Division Reports

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

6. Project Lists

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

7. Directors Report

Raymond Rogozinski reviewed the directors report with the board.

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

8. New Business

a. BPW 2026 Meeting Calendar

MOTION: made by Commissioner Stawski and seconded by Council Member Rosengren to approve the 2026 meeting calendar. Motion passed.

b. BPW Property Vegetation Program Policy

Raymond Rogozinski, P.E., Director of Public Works, reviewed the draft policy to recognize that public works maintains different properties for different reasons. Public Works does not maintain the Board of Ed, Water & Sewer, City Park, Fire Houses or Libraries. They do take care of multiple properties for aesthetic purposes. There is a motion regarding open space that is really left in its natural state that we do not maintain.

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

Raymond Rogozinski, P.E., Director of Public Works also asked for the board to approve to policy itself which includes the transfer station and landfill vegetation and ultimately to approve the overall policy.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to approve the Department of Public Works Draft Policy as presented for property vegetation management of City-owned properties and City easement areas. Motion Passed.

c. Municipal Litter Collection Funds

Raymond Rogozinski, P.E., Director of Public Works, spoke about a new piece of equipment that can pick up roadside litter. He described the truck and its capabilities and it is a multi-purpose truck. We would purpose the use of litter funds where there is currently \$286,000 available. We would ask to transfer \$217,000.

Commissioner Stawski stated that his concerns regarding the city being able to rent the equipment in advance to purchase. He reviewed the research he did. He would like to stay with the rental option prior to purchase.

Raymond Rogozinski, P.E., Director of Public Works, stated we got the trial from a show in Boston, and it was a Virginia machine. We can table it. Renting it wasn't an option. No communities in Connecticut have one.

Mayor Caggiano stated that the nipper funds come every six months.

Raymond Rogozinski, P.E., Director of Public Works, stated, I feel we did due diligence, two different drivers used it, the mechanics looked over it. We looked over the arm to make sure it would not break off.

Commissioner Hartley stated he supports it. Do we anticipate any collective bargaining issues with operating this?

Raymond Rogozinski, P.E., Director of Public Works, management has a right to get the equipment to do the right job, and because this machine drives on the opposite side of the road, it would be designated as a solid waste vehicle because they are used to driving on the opposite side.

MOTION: made by Council Member Olson and Seconded by Commissioner Dumas to 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.

Commissioner Stawski stated that the fact the no other community in the state has one. The money is there and is being banked.

Mayor Caggiano stated that there is no urgency here for this. The is no other community that has one but Bristol is top 5 in the state for getting nipper funding, so we do get more money than other communities.

Commissioner Hartley, stated that maybe we don't put an amount in the motion so if a bigger truck is found we don't put a dollar amount so we can at least move forward when Ray finds something that works.

MOTION: made by Council Member Olsen and Seconded by Commissioner Hartley to amend the previous motion to remove the amount of \$217,000.

Raymond Rogozinski, P.E, Director of Public Works, stated that there is a Board of Finance Approval required that has a specific amount that is required. We can come back to the board if needed.

Mayor Caggiano stated there is no need to rush this. This is not going away and we get this every six month.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to amend the previous motion to table until next month. Motion passed.

d. BPW MS4 BL Proposal

Raymond Rogozinski, P.E., Director of Public Works, stated MS4 is a requirement that the board functions as the MS4 committee. This would allow us to come to full compliance and go back to EPA and have taken every measure to come to full compliance. We have not received any correspondence from the EPA on our audit. Approval of this allows Public Works and the city in general to show the best foot forward to the EPA.

MOTION: made by Commissioner Stawski and seconded by Council Member Olsen to 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. Motion passed.

Mayor Caggiano asked throughout this an additional appropriation \$75,000 where is that coming from?

Raymond Rogozinski, P.E., stated it would come from the city contingency fund.

e. DPW BOF OCT Temp Engineering Fees

Raymond Rogozinski, P.E., Director of Public Works, stated that this is to move from regular wages to allocate to temporary wages for the temporary employee in engineering. The next is for allocation of within land use accounts for professional services. The next is to move from professional services regular wages to public works administration fees.

MOTION: made by Commissioner Hartley and seconded by Council Member Rosengren to accept the transfer request and forward to board of finance as presented. Motion passed.

g. DPW Clark Ave Mailbox Appeal

Raymond Rogozinski, P.E., Director of Public Works, stated that a letter was sent, and this was also a claim that went to city council. There is no one on the zoom call and there is no rush. We can table it and notify the owner a chance to come back next month.

MOTION: made by Council Member Rosengren and seconded by Commissioner Stawski to table to next month. Motion passed.

Commissioner Hartley stated they sent a letter, spoke to Ray, and they chose not to come. I am not convinced we should table this. We have an ordinance that is very specific for \$75.00.

Mayor Caggiano stated that we can table it until next month. People do get busy, and like to have them get a second change to voice their opinion.

Raymond Rogozinski, P.E., Director of Public Works, stated the letter sent is contained in the packet that was sent out.

Mayor Caggiano stated that the Homeless encampment protocol was added to the agenda, the parks department had some issues with this. Public Works is a major factor with this. Our community officers should be involved first. There were some safety issues with this.

MOTION: made by Council Member Olsen and seconded by Commissioner Dumas to add the Homeless Encampment Protocol to the agenda. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, stated that this was done through multiple departments. Josh Medeiros wrote most of this. The draft before you tonight, added a provision and step one to clarify who would contact the various agencies. A provision on funding which would impact the building department, and there were no proposed revisions to the information. This outlines the procedures on how to go about the Homeless Encampment Protocol.

Mayor Caggiano added it's been about 2-3 months now. We are using two or three vendors now, but if it does get bigger, we would consider, and we do have code enforcement funds for this. I want it to be clear that when we reach out for resources for those in the encampments, we focus on St. Vincent DePaulo and then a list of others.

Raymond Rogozinski, P.E., Director of Public Works, this is a critical item, when they are recognized, it does take time, it takes a few weeks to clean out. The key components are there is coordination to do this. We get together with the health department and PD. We do use at times a third-party vendor at times, but the occupants are removed before the clean happens.

Commissioner Dumas inquired about the stated properties

Raymond Rogozinski, P.E. Director of Public Works, stated this doesn't give the city the right to trespass onto other people property. In the past, Public Works ends up the point and we have had mixed success with the DOT. They take longer and they do hire a third party.

Mayor Caggiano stated to delineate out the St. Vincent DePaul be the first step of assistance the transition to other resources available. The city does support St. Vincent DePaul through CDBG funding and they are our preferred vendor first.

MOTION: made by Commissioner Dumas and seconded by Council Member Rosengren to approve the Homeless Encampment Protocol as amended. Motion passed.

MOTION: to add the Hope Street Garage to the agenda made by Commissioner Hartley and seconded by Commissioner Dumas. Motion passed.

Raymond Rogozinski, P.E., Director of Public Works, stated there is request for a change order to install a sprinkler system for the Hope Street garage for A\$65,000. There is an additional appropriation as well.

MOTION: made by Commissioner Dumas and seconded by Commissioner Stawski to authorize the Department of Public Works to forward a request to city council requesting that the mayor's authorization to execute any and all documents associated with an amendment to contract 2C24-033 construction of Hope Street Parking Garage with D'Amato Construction line increasing the contract amount \$65,322 from \$7,704,355 to \$7,969,670 to install a dedicated sprinkler system for the elevator shaft. The board of public works further authorizes the Director of Public Works to coordinate with the comptroller office to prepare the required board of finance request if required. Motion passed.

Commissioner Stawski asked why is someone not paying for this omission for this not being done prior.

Raymond Rogozinski, P.E., Director of Public Works, stated that it was a fire code issue and it was determined that it's needs a sprinkler system. It's a hydraulic elevator. The architects didn't maybe agree.

Old Business

a. DPW CT DOT Bus Shelters

Raymond Rogozinski, P.E., Director of Public Works, a reminder the DOT has a grant program that will pay for bus shelters. The city provided eight locations. The DOT asked us to execute a maintenance agreement. Public Works has concerns. The shelters in question would be on private property. There was a link in the memo regarding the meeting with the DOT meeting. The primary interest is that they are not responsible to maintain them. Ultimately Public Works would reach out to the private properties to maintain the shelters.

MOTION: made by Council Member Rosengren and seconded by Council Member Dickau to 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. Motion passed.

Commissioner Hartley stated that Gaylord Apartments be changed to the Bristol Housing Authority. If this motion passes, I will reach out to the executive director tomorrow.

MOTION: made by Commissioner Hartley and seconded by Council Member Olsen to amend Gaylord Apartments to Bristol Housing Authority. Motion passed.

Commissioner Stawski asked for an update on the solar farm on the landfill.

Raymond Rogozinski, P.E., Director of Public Works, stated that it is moving forward. They need a permit from CT DEEP and they have it in place. They are looking to move forward in spring.

Raymond Rogozinski, P.E. Director of Public Works, spoke about the bus shelter that was hit on Main Street near McDonalds. No one was hurt, but violations were issued.

9. Any Matter to come before said meeting

Jacqueline Tomacello, Steele Road, stated her concerns about the trees. She is appreciative of the opportunity to update her sidewalk but wants to ensure to preserve the trees there.

Mayor Caggiano stated that she can speak to Raymond after the meeting individually.

Raymond Rogozinski, P.E., Director of Public Works, stated that they will contact her individually when they look at the property.

Jacqueline Tomacello, Steele Road, asked if Eversource can just take down a tree if it is a city tree.

Raymond Rogozinski, P.E., Director of Public Works, stated that Eversource is aware they have to contact Ray and they follow the city and state ordinance. They cannot cut a healthy tree on city property without contacting the city. They do have easements in the city in areas.

Michael Ducko, 116 Lewis Road, asked the trees that are over 100 years old, can an arborist be hired at the Hoppers.

Mayor Caggiano stated that the Friends at the Hoppers would be the only one's testing. It is a non-profit organization doing that.

Michael Ducko, 116 Lewis Road, if we see something 100 years old to try to save it, to make a decision in the future. I have an ethical problem with that.

Mayor Caggiano stated that we talk the word that they are 100-year-old trees. Ordinance is the first Tuesday of the month is you want to share that with that committee.

10. Adjournment at 7:51 p.m.

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

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