



*City of Bristol
Board of Public Works*

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

*Topic: My Meeting
Time: Dec 18, 2025 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting*

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*Meeting ID: 876 8590 7402
Passcode: 773743*

The regular Board of Public Works Meeting will be held on December 18, 2025, at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

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

7. Director's Report
 - a. December Directors Report
8. Old Business
 - a. NBA Special Event Barricades
9. New Business
 - a. MS4 Program Steering Committee Status Report
 - b. 51 High Street Building Assessment
 - c. DPW Capital Project Update
 - d. Right of Way Encroachment
 - e. DPW Plot Plan Review Requirements
 - f. DPW Shrub Road Project Review
 - g. Board of Finance Agenda Request Forms
 - h. Salvatore Driveway Request
10. Any other matter to come before said meeting
11. Adjournment

PER ORDER OF THE CHAIRPERSON
Ellen Zoppo-Sassu, Mayor

City of Bristol
Board of Public Works
Meeting Minutes for
November 20, 2025
With Zoom Access

Members Present: Mayor Ellen Zoppo-Sassu
Council Member Greg Hahn
Council Member Steve Seymour
Council Member Eric Rosengren
Commissioner Michael Dumas
Commissioner David Hartley
Commissioner Frank Stawski

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

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

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

Council Member Hahn asked if he could have a copy of the homeless encampment protocol. He wasn't familiar with it.

Raymond Rogozinski, P.E., Director of Public Works stated yes, he will forward it to all the commission members.

3. Public Participation

Eric Madsen, 70 Oakhill Drive, stated he has three matters to comment on. I am a Bristol taxpayer and it has come to my understanding that there was a vendor that was hired called BL & Co., who updated the Wetland map for the city of Bristol that was finished around June of this year. I am one of the many friends of the Hoppers organization in Bristol. We are trying to protect the Hoppers Park which is about 250 acres. We have concerns of the proposed development within the center of the park. In the center of the park, there are wetlands that were not picked up by vendor and for our group to defend the city park so that it can be conserved in its natural state. We are spending our own money to pay for a soil scientist to correct work that wasn't done right. We now are being asked to pay for soil scientists and I am asking if there is a way for a review of that work that was done? Is there any recourse so this can be resolved where we are not spending our own money to correct this?

Council Member Hahn asked before you start spending you own money did you bring this to anyone?

Eric Madsen, 70 Oakhill Drive, stated that we are in the process of an intervening action with a developer's application with the wetland committee and we were told we had to pay for it ourself. We are asking that the vendor fix the mistake.

Raymond Rogozinski, P.E., Director of Public Works, thanked the resident for bringing this the board tonight. This was an initiative from Public Works to remap the wetlands. We hired a consultant. They looked at the maps and used various resources. This is an overall wetlands map; it is not site specific. It was not site specific before and it is not site specific now. It is not implied or presented when you read the regulations. It is general guide to wetlands limits. The original map was from the 1960's. What BL was assigned to do, was to improve the map. What BL was assigned to do was to improve the map. They cross referenced several maps. What they did not do and it was not their assignment to do was a site specific for every linear foot. As part of the application the wetlands commission, typically requires a soil scientist to look at the site. From our perspective, they completed the task, because the task was to look at the overall map and improve it. Through that they had to go through a public hearing process through DEEP. I would also say that, some of the correspondence in my department and Michele Rudy, if the commissioner is so inclined, they can always ask the applicant to perform those soil scientist services. Public Works did reach out to the parks department and the park department authorized a soil scientist to go on their property for this. Hopefully this clarifies this. I don't believe that what BL was an error.

Eric Madsen, 70 Oakhill Drive, stated that in a sense that if they are on a contract they can do as little work as possible.

Raymond Rogozinski, P.E., Director of Public Works, stated that wasn't the case, that you keep on saying missed it, the assignment wasn't to walk every square foot of the city. The assignment was to improve the existing map from the 1960's. There are some areas where wetlands were added and some where there paved over that are no longer wetlands. And I say this is also a subject of an ongoing wetland application.

Eric Madsen, 70 Oakhill Drive, stated we have already paid for it, the vendor has not responded to us. The second point, was an email that I sent to Ray a couple of weeks ago. I am interested in the plastic signs around town. I found out who collects the signs and had a conversation with that person. The building department collects the signs and they dispose of them in the garage. I am all about keeping them out of the recycle stream but I cannot get an answer on this. I am interested in taking signs to repaint them and given them another life. I have gone several times to the garage and put some pressure on the building department. I wrote a detailed email to Ray and he never got back to me. I would like to come in the day before the day they are thrown out and take about a hundred of these signs.

Mayor Ellen Zoppo-Sassu stated that she will find out about them. She stated to give her some time and she can direct him as to what to do about that.

Eric Madsen, 70 Oakhill Drive, is asking about the bike lane on Shrub Road which there was funding for. Then it became a sidewalk, then a road widening project and ten-foot median was added. I know it vexes some people up there. It is a rural part of town with a a wildlife refuge and suddenly a road that becomes much wider and people will drive much faster. It will attract newer traffic. It will be bad for the neighbors, more animals will get killed, noisier for people using the accessible trail. We have not seen good techniques for traffic calming. I am also concerned for road widening, a giant median that won't serve any purpose and the overall project will almost double the impervious surface negatively impact the rainwater in Bristol. It hasn't been easy to follow this project.

Mayor Ellen Zoppo-Sassu stated that Councilmen Hahn, I and several others were here when the sidewalk project was launched. The new administration including new members are not familiar with what is being proposed, so we are going to take some time to familiarize ourselves with that and get staff input and understand the iterations that have happened since then. So, I can't answer your questions but I can tell you that we will be looking not only at the project but a whole bunch of others and the scope associated with those for a variety of reasons. Functionality, cost timeliness etc. based on both the cities financial position, tour capacity to do that work, and frankly public input. If you could give us a little time, as there is a lot to digest, but we will probably be having a lot more conversations about that and other projects over the next months and into the budget process.

MOTION: to move item 9G up on the agenda made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed

9. New Business

G. BPW Waiver Benham

Raymond Rogozinski, P.E., Director of Public Works, received a request for a waiver for a driveway. It's a 60- foot- wide lot, the plan is included in the packet. Because of the width of the lot, we don't want to have a large curb cut in front of the lot. He reviewed the recommendations of the driveways and the motion is in the packet.

Mayor Ellen Zoppo-Sassu said she is very excited that Habitat for Humanity doing work in Bristol and would love to have a conversation with your client about other opportunities. This particular neighborhood is a very densely settled area, and its great to see this type of investment. Please let me know what your plans are and see if we can identify other properties.

Guy Husker, Habitat for Humanity, spoke and he stated he has no issues with the recommendations they were given.

MOTION: made by Commissioner Dumas and seconded by Council Member Rosengren to approve the waiver request of City Ordinance 21-51 by Humanity of North Central CT for the property identified as 60 Benham St, reducing the driveway width from 12 ft to 10 ft and the distance from the driveway to the adjacent lot and radius along Benham St from 3 ft to 1 ft. Said approval shall be contingent on the following:

A. Field locate the proposed driveway by a licensed surveyor and provide an as-built survey to the city prior to the issuance of a certificate of occupancy indicating the driveway does not encroach onto the adjacent lot.

B. Revise driveway grading to pitch runoff to south, away from the adjacent lot

4. Employee Recognition

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

MOTION: to move up item #8B made by Commissioner Dumas and seconded by Council Member Hahn. Motion passed.

b. DPW Clark Ave Mailbox Appeal

Monique Reed, 436 Clark Ave, (via zoom), stated that last winter her mailbox was hit three different times and it was only her mailbox was hit. My mailbox is in the parameter it is supposed to be in. I understand it is the policy to only pay \$75 towards the purchase of the mailbox, but then it's not fair that I have to pay someone to install the new mailbox when it wasn't my fault and it was more than one time it was hit.

Mayor Ellen Zoppo-Sassu asked if this was if we knew who the snowplow person is and was this discussed internally?

Raymond Rogozinski, P.E., Director of Public Works stated yes, we discussed it internally. Yes, it was installed within the conformance of postal office requirements. The policy is where we either give a brand-new city issue mailbox or give \$75. I believe Monique concern is she doesn't want our standard mailbox. She is looking for \$113 for her mailbox. I understand the frustration, but from public works perspective that the mailbox is in the city right of way and we set a limit because this mailbox is \$114, but some mailboxes are \$500 so to a certain extent there has to be a limit to what we will pay for a mailbox.

Mayor Ellen Zoppo-Sassu stated her concern is that it has been hit three times but its in the correct placement per our regulations.

Raymond Rogozinski, P.E., Director of Public Works, stated I think it's been hit three times, it got hit and got weakened and it kept coming out...

Mayor Ellen Zoppo-Sassu asked it was the same mailbox that got hit three times.

Monique Reed, 436 Clark Avenue, stated that it was the same mailbox that was hit three times, it was never been replaced.

Mayor Ellen Zoppz-Sassu stated it was hit three times which we have documentation for, and we have never replaced yet because you want \$113 instead of the \$75 that is our standard policy.

Monique Reed, 436 Clark Ave, stated I don't know where that amount came from. The receipt I submitted was \$100. But I understand the policy is \$75. The issue is it will cost me more than \$75 to have someone install the mailbox

Mayor Ellen Zoppo-Sassu, said, the issues is you paid \$100 and now you have to have someone install it. We typically will install it on the post for you.

Monique Reed, 436 Clark Ave, No one told me that. They just told me that the policy is they only pay \$75. That is why I appealed it. It was three separate time.

Mayor Ellen Zoppo-Sassu, stated that we are going to give you \$75 and install the post for you.

MOTION: to replace the post and offer \$75 as reimbursement for the damage that Ms. Reed incurred for the three times her mailbox was damaged by a city snowplow made by Commissioner Dumas and seconded by Council Member Hahn. Motion passed.

Mayor Ellen Zoppo-Sassu, stated for the record that this is not going to be something that we frivously do moving forward. That our policy and the enforcement of our policy is important. However, with this being that the post was placed appropriately, that it's been hit three times, and there doesn't appear to be issues with the road that other conditions would have caused other mailboxes to also be damaged. I am concerned about this incident, and feel that it would be appropriate compensation to do this one time. I would encourage you Miss Reed, to look into some of those barriers that might protect your mailbox as winter comes on, even if it's a board or some type of metal thing so that as the snow hits it, for whatever reason, if your house is in a particular place anything you can do to protect your mailbox moving forward. And then obviously there will be an internal conversation with our snowplow drivers for whoever is assigned in your neighborhood to take care and notice of whatever conditions are on Clark Ave. Which is a wide road so they do have to make several passes. I hope that will be acceptable to you.

Monique Reed, 436 Clark Avenue, Yes thank you.

Raymond Rogozinski, P.E., Director of Public Works, stated he will call Monique Reed tomorrow to get this taken care of.

MOTION: to move up 9A made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

a. BPW Broad Street Retaining Wall

Raymond Rogozinski, P.E., Director of Public Works, reviewed the retaining wall project. This is a replacement of the stone retaining wall. It supports Broad Street in Forestville Center. It has actually failed. If you look over the edge it is being supported by large concrete blocks. It runs along the Pequabuck River. It is a large project. There are a couple of options. The project will take about 6-7 months.

Keegan Elder, WMC Consulting Engineers, reviewed the project design. This was a one- year design project. We have received all our permits with the Army Corp and DEEP. The wall on Pequabuck should be completed withing six months. There is an existing gas main and we are in contact with Eversource for the project and will not be impacted by this project. Repaving of the road and reconstruction of guardrail. Reconstruction of catch basins and drainage pipes to prevent flooding. Ornamental fencing for protection.

Commissioner Hartley asked is there would be metal beam rail or steel fencing used?

Keegan Elder, WMC Consulting Engineers, stated that the would be using both. He discussed the soil borings regarding the project and the bedrock profile that was created.

5. Division Reports

Council Member Hahn asked about the opening of the Senior Maintenance position at the library.

Raymond Rogozinski, P.E., Director of Public Works stated that it was downgraded to a regular custodian due to the budget and the OT done by the maintenance department comes out of the library account.

Council Member Hahn asked if the Overtime paid is less than what it would take to hire a maintenance tech.

Raymond Rogozinski, P.E., Director of Public Works, said he could talk to the library and find out. At the time of budget adoption, the maintenance position wasn't filled at the library.

Council Member Hahn asked under fleet maintenance concerns about the Wash station for fleet and if that was being done or just being talked about

Raymond Rogozinski, P.E., Director of Public Works, stated we are looking for a dedicated wash bay. We have put it in our capital improvement program. To date it has not been funded. I would say there are vendors that have portable ones. We tested it and it didn't have the capacity we were looking for and based on the dollar amount of the equipment we are not looking to move forward with it. But we are looking at a wash bay, we feel it will increase the service life of our vehicles.

Council Member Hahn, stated you are down a mechanic and a mechanic helper. We are coming into the season. Are we in a position to fill those positions?

Raymond Rogozinski, P.E., Director of Public Works, stated, they are advertised, we don't have any viable candidates at this time. It is a concern for the department. We are down approximately 8 positions not including two laborers we lost through the budget process.

Mayor Ellen Zoppo-Sassu, stated, there was a question from the supervisor from the fleet auction proceeds and scrap metal being put back to the fleet budget and not the general fund.

Ray stated certainly from the managers fund, we always have the ability when we go to auction, we can transfer to an operational account.

Commissioner Hartley stated when he was at the DOT, wash bays were so important. We were directly attributing savings of truck dollars.

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

6. Project Lists

Council Member Rosengren asked about the Beals Center café and card room upgrades. Are we still on hold for this?

Mayor Ellen Zoppo-Sasso stated it says it is pending the relocation the office shift of the health district over to the other wing. I believe it is one of the activities that is slated to go into the area the the BBHS is vacating. It is an appropriate use they don't have to worry about high ceilings for some of the exercise equipment and things. I believe that the senior center planning wants that to go into the section they are receiving for new space.

MOTION: Made by Council Member Rosengren and seconded by Council Member Hahn. Motion passed.

7. Directors Report

Raymond Rogozinski, P.E., Director Report, stated that The Redstone Hill Road rumble strips, when I woke up all the residents doing pavement markings. I have limited timeframe to get this done.

Mayor Ellen Zoppo-Sassu stated We know what you are up against in terms of scheduled., the council members agree its information and when people understand what's happening and anticipate it, we can do a better job with communicating that out. I am sure Council Member Dickau can communicate that out to the residents in that area. Also, I Want to point out that Ray has given us an update on the Shrub Road sidewalks, you have heard a lot about this project, there is a lot happening there. We do have a consultant that has been guiding the project over the last couple of years. There have been some changes and I am looking to spend a little bit of time with Ray because I would like more information about the widening issues as well as the visual islands. Because I have heard a lot from people in that area that are either concerned, looking for information or just outright skeptical that is something that is needed and I need to reacquaint myself with some of these budget numbers. That being said Ray and I will be having regular department head meetings and I will look forward to having that on the agenda so I am going to be tracking that project. What about the storm drainage on Brace Ave.?

Raymond Rogozinski, P.E., Director of Public Works, stated the worst part is almost done. It is indicated that we are including O'Sullivan is included in this too.

Mayor Ellen Zoppo-Sassu, stated as a point of interest to the public works board and the connectivity between our boards, if you look at item 11, on Rays report about the stop sign between Summer Street and Center Street. PD has requested the installation of the flashing red stop sign. I am there a lot because the Historical society is right there. It was amazing to see the accident data for that intersection. It was the highest accident-prone intersections in a residential area. The interesting data is that most of the people involved in accidents are non-residents. So, the assumption is as they approach Center Street from south or North on Summer Street, when they see the two- way stop, their interpretation is everyone stops. We have had multiple cars on the lawn of the historical society, other property in the area, the Church railing got hit one time. You expect Rte. 229, Rte. 6, the heavily traveled, speed driven area, but this intersection is one at the top of everyone's list. I am looking forward to seeing that flashing stop sign because the other location that Ray referenced has seen a reduction now that that is there, so it be interesting to see if it works here as well.

Commissioner Dumas asked about the repaving of the East Street Bridge.

Raymond Rogozinski, P.E., Director of Public Works, stated the work was unacceptable. As a side note, the project was funded by a federal state program at 100%. All rework was done at the contractor expense. They did accept responsibility early on. Schultz did the paving originally and they will be paying for the repaving.

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

8. Old Business

a. Litter Collection Truck

Raymond Rogozinski, P.E., Director of Public Works, reviewed the nipper funds. For every nipper we sell Bristol receives \$0.5 and the stated purpose of the nipper fund is to address litter. One of the things we have been looking at is a piece of equipment that can stay on the road and reach out ten feet wide to the full right of way. If approved we will go out to public bid. At the last meeting we presented the piece of equipment that we wanted to move forward with. One of the members wanted to look at a larger piece of equipment. We would want to get into some of the areas like federal hill and Forestville and a larger truck would be problematic. We did check references and did find some fleet chat rooms. We do have a policy that was questioned at the least meeting. My philosophy is to never buy a piece of equipment that we are not familiar with, that increases our footprint, but because it is an unusual piece of equipment, we were unable to rent it. Ultimately, we tried it out for three days. One of our commissioners was going away and was able to go to the factory.

Commissioner Stawski, stated he did go to the factory and did a tour. Its not a large company and they make 38 of these vehicles a year as well as a lot of other items. It was a well cleaned operation. The design, the material selections everything was first class.

Council Member Rosengren asked if there was a warranty for the vehicle?

Commissioner Stawski stated that there would be expected maintenance that would have to be done on the vehicle but there is a warranty.

Mayor Ellen Zoppo-Sassu, asked if in the deliberations previously were there any opportunities what the usage scheduled looked like and whether there were any opportunities to work with our regional neighbors to rent it out.

Raymond Rogozinski, P.E., Director of Public Works, stated we haven't talked about regionalization, but it is the type of equipment that we could. There are heavy periods of litter, usually spring, but in general we would envision going out once every two weeks, so potentially it could be regionalized.

Council Member Rosengren asked how does the warranty work.

Commissioner Stawski stated, he saw the warranty department, the warranty department stressed the maintenance of the equipment was very important. Everything I talked about and could see; they stand by their equipment.

MOTION: made by Commissioner Stawski and seconded by Commissioner Hahn 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 \$217,000.00. Said funding shall utilize State-supplied nipper funds provided to the City and includes authorization for DPW to work with the City's Purchasing Department to issue a bid for the DCL 500SM model or a OR A SIMILAR UNIT. Motion passed,

9. New Business

b. DPW Eversource Contribution to Paving

Raymond Rogozinski, P.E., Director of Public Works, reviewed the Eversource paving contributions to the City of Bristol. This is a huge impact to the city roads. There is a sliding pay scale to pave the roads. The list of roads they are paving in 2029 is attached. They contribute about 50% of the cost.

c. Transfer Station Reclassification

Raymond Rogozinski, P.E., Director of Public Works, reviewed the reclassification of the transfer station accounts. This account is also subsidized by the users. This is the third year of reclassification, higher than 2.5 tons of chargeable materials. There are approximately 11,000 permit holders. There are 41 current would be reclassified as Tier 11 /residential, 18 current will remain Tier 11, and 84 current will return to residential. There is an appeal process for the resident to go thru if they don't agree with this reclassification. The first couple of years, no appeals were approved, but if its obvious if the resident is redoing a bathroom over and we can cross reference with the building department to verify.

Mayor Ellen Zoppo-Sassu stated that the appeal process should be added to the letter being sent out.

d. BPW Special Event Traffic Control

Mayor Ellen Zoppo-Sassu stated that this is a work in progress. Ray and I have had a couple of conversations about how to minimize costs especially for small groups that are looking to do community events, that spawned another entire separate conversation about who should evaluate what events should move forward, which are credible ones, which are ideas that are from people that might not have the ability to produce said events, so we go thru a lot of work setting this up and going thru the special event process and when in fact those events don't come to fruition and not able to be executed. This conversation was sparked by the Carole sing that is on December 16th, it is a private type of event being put on by private citizens and businesses so there is not that typical entity type application triggered classification on how to charge appropriately. Some of these costs on a Sunday tend to be a little high, and we should spend some time talking to our partners as well as those who participate at events and have a conversation whether there are opportunities to streamline this process so its not as unwieldy especially for some small groups. We are trying to adjust some of those charges so its not as significant to those who are planning something that would be a nice addition to our holiday schedule

Council Member Rosengren mentioned that when he was working on the Mum a Thon, they set up cones themselves to minimize the police presence and to keep cost down.

Mayor Ellen Zoppo-Sassu stated that Rays point earlier in the week is there are two target audiences, the people attending the event, and its also passing traffic. So, we have to make sure everything is done at the highest level of safety so nobody is impacted. To those of us involved with city events, in public works, setting up a barricade is no big deal, but it is a big deal when there are lane closures and turn lanes and incoming traffic. We never want to give the impression that it's to either duck union work or compromise safety Its just difficult for small groups to come in when we have all of these requirements for special events. there has to some conversation with everyone at the table. And frankly the ones who have the best suggestions are our employees because they are the ones doing the work. I think we will see this on a future agenda and I will be interested in soliciting everyone ideas between now and the next meeting.

e. BPW Traffic Signal Temp Stop Signs

Raymond Rogozinski, P.E., Director of Public Works, stated that Public Works took over all maintenance on July 1st. When the lights go out due to power outage, and we would get called by PD to install a temporary stop sign. Most of the time recently every time, it would happen to be a DOT traffic signal. When I contacted the DOT, they said we don't install stop signs and we don't think you should be installing stop signs. When I talked to the UCONN technical group regarding technical traffic group, they were all told not to install stop signs by their insurance carrier. The issue with installing them, when you don't take them down immediately when the light is working properly again, you have conflicting movements when the lights go back on. Public Works did talk to Corp Council who suggested going to the Board of Finance and the Insurance committee. It is a policy issue that has to be worked out.

Mayor Ellen Zoppo-Sassu stated that we are self- insured and I do believe that this motion is proper and I think that it will give this board policy guidance, but also, I don't want to be responsible for a decision in another way that actually incurs liability. So, I think that we have to take the advice of our lawyers and send this to our insurance carriers and have them opine on it.

MOTION: made by Commissioner Hartley and seconded by Commissioner Dumas to approve a Board of Public Works referral to the Board of Finance Insurance Committee requesting input from the City's insurance carrier regarding the installation of temporary stop signs at nonfunctioning traffic signals. As indicated in DPW's 11/10/25 memorandum to the BPW, it appears municipal insurance carriers have prohibited the use of temporary stop signs at traffic signals. Motion passed.

f. NBF Street Acceptance

Raymond Rogozinski, P.E., Director of Public Works, reviewed the planning commissions request for street acceptance of the roads that are built off of Barlow Street. For new committee members, street acceptance is an acknowledgment that the road has been constructed to city standards in accordance with the plans submitted by planning. The street is not a city accepted street unless it is accepted by City Council. After the developer builds the road, he petitions the city through the planning commission he says I am done, the planning commission refers it to two entities. The Board of Public Works and the Water and Sewer Board are two equal entities and should look at it independently. Those two refers go back to the planning commission, once the planning commission has two positive referrals, then a motion is forwarded to city council to requesting acceptance of the road. My memo does indicate to acceptance except for one, but if you look at the map, the cul-de-sac. The water board acted last night not to accept the streets because there is a major water line that has to go down Barlow Street. The board can move forward with my motion or table it, pending the developer starts installing the line.

Mayor Ellen Zoppo Sassu stated I feel strongly we should work in tandem with the Water and Sewer Commission and use the influence to try to influence positive resolution of this issue.

MOTION: made by Council Member Rosengren and seconded by Council Member Hahn to table this until next month's agenda and work in tandem with the water board. Motion passed.

Mayor Ellen Zoppo-Sassu stated that through Roberts rules that when we table something it remains on our agenda for the next meeting, if we do not take action at the next meeting, per Roberts rules it falls off the agenda. We just have to keep an eye on this. If we do not have a resolution by December's meeting, we will have to bring it physically back on for January or whatever month you are ready to take that.

b. Any Matter to come before said meeting

Council Member Seymour passed out a packet to the board. Regarding East View which is off of Oakland. It is a cul-de sac. When there is plowing and it goes up against the guardrail which block Hickory Street. The Road is gravel and it makes all kinds of pits. If you look on page 4, that is where it ends, but you will see trees that were cut down by the city and left there. Any kind of delivery service will not come up that road. There are ditches in it, you cannot plow the road. There is also another house at the bottom of the cul-de-sac that gets drainage due to the snow being piled there. It's a small area and once it's done you wouldn't have to worry about it.

Mayor Ellen Zoppo-Sassu asked if this is an unaccepted street?

Raymond Rogozinski, P.E., Director of Public Works said yes and it is characterized as a driveway. He stated he will look into it and report back to the board.

Council Member Seymour stated that it has to be coordinated as there may be a bigger area, it would be smart to make it a cul-de-sac to dump the snow there and once the trees are cleared out by 5 feet or so. There wouldn't be any issues in the future.

Mayor Ellen Zoppo-Sassu thanked Council Member Seymour for putting together the packet. I would like to ask Council Member Seymour to make a motion to refer the matter of Hickory Street to the Public Works Director for further review.

MOTION: made by Council Member Seymour and seconded by Council Member Hahn to refer the matter of Hickory Street to the Public Works Director for further review. Motion passed.

Commissioner Stawski asked if those trees were cut down and just left there?

Raymond Rogozinski, P.E., Director of Public Works, stated he will look into that matter.

Commissioner Hartley stated we went thru a process last summer to identify non public city streets. This street never got on the list. It is a process and there is a procedure to deal with this.

Mayor Ellen Zoppo-Sasso stated thank you for reminding us of that but in some of these older neighborhoods, there is always a history and it's always good to listen to the residents when we come upon them and see if we can get some satisfaction in terms or even compromise in terms of whether it's a cleanup or whatever. We will go thru the legal process and the policy that we have and report back.

Mayor Ellen Zoppo-Sassu, stated she should have brought this up under the directors' report, but, you as a public works board have been working on potentially relocate Bristol Parks Recreation and Youth Services to the downstairs general use space, what used to be public works space. The estimate of almost \$1.3 million is something that I am not comfortable with, I also philosophically do not agree with relocating a merged agency which is also working cooperatively with WIC in a location that is amenable for families and children frankly at risk and doing a lot with our community services department. I am also big in maintaining confidentiality. I would like to have the public works board entertain a motion to rescind whatever work they have done in order to facilitate that move, because I would like that department to stay where they are, both from a programmatic standpoint, but also to have a cost avoidance for \$1.3 million. Further, the work that has been done with those architect plans could be kept on a shelf and as we identify other partners or departments that might need to relocate we could use those plans at that point to fit out that space

Commissioner Stawski stated that month after month the cost of operating High Street has been a real issue and somewhat of a driver of relocating. I would strongly suggest some action be taken to look at that building to what the ongoing cost are going to be to keep it and maintain it because it is just a money hole for the city.

Mayor Ellen Zoppo-Sasso stated that I agree with you on a cost analysis, that is probably true when you look at the numbers on a spreadsheet. But I will tell you I think that building plays a couple of different roles, one is we merged departments and we were able to house everyone there in a building the city purchased 25 years ago with a significant amount of grant money. We outfitted it, we renovated it, again with some state grant money involved, with some city contribution when we used to have a building committee. We partnered with Bristol Hospital so the prevention of child abuse division as well as WIC program is based out of their which grant funds flow to youth services from those two programs. Just recently they received a very large grant from the Rosenheim Foundation due to the connectivity of all those programs working together. It is also a historic building and I think that we as the city, when we impose historic standards and regulations and our historic district, we have to hold ourselves to the same standard. That building has been maintained very well, it maintains all of those criteria, it is an anchor building within a historic district and again based on its programmatic use and the populations that it services, those costs are costs. But I think the benefits far outweigh what we are paying to carry a historic building that provides the services that it provides.

Commissioner Stawski stated he is just suggesting that the city is just asking what other modifications have to be made to that building. Every month it's a new carpet, it's a new roof, almost every month, what is the plan here.

Mayor Ellen Zoppo-Sasso stated that it's carried in terms of every building is carried.

Raymond Rogozinski, P.E., Director of Public Works, stated that all buildings require maintenance. Public Works can report back as far as major components. Some of those items have been done recently and we can give a current status.

Commissioner Stawski stated he understands that, without some insight with what will this building cost. As a taxpayer we should know that and have a plan moving forward.

Mayor Ellen Zoppo-Sasso stated if we have a plan for that building, we should have one for Manross and the senior center, and the water department building as well as the others because we are carrying the costs of all of them

Commissioner Hartley stated we had asked Manager Oakes and he had gotten back to us last year, regarding this. We can ask about what the HVAC looks like, what does the roof look like to get it on any capital program. I think we have done all the little stuff now but certainly if Manager Oakes can take a look to see if we have anything to keep on the radar.

Mayor Ellen Zoppo-Sassu said she agreed, and thinks that as a board and stewards of the public facilities we should all be discussing the in public works budget process.

MOTION: made by Council Member Rosengren and seconded by Commissioner Hartley to rescind whatever work they have done in order to facilitate that move, because I would like that department to stay where they are, both from a programmatic standpoint but also to have a cost avoidance for \$1.3 million, further the work that has been done with those architect plans could be kept on a shelf and as we identify other partners or departments that might need to relocate we could use those plans at that point to fit out that space. Motion passed.

Commissioner Stawski stated he read in the Bristol Press he saw a state grant for sidewalks and he never heard or anticipated this.

Raymond Rogozinski, P.E., Director of Public Works, stated it was a couple of memos, it was confusing, we received multiple community connectivity grants. This section was for Emmett Street and Public Works will be working with the mayor's office to issue a press release. It's the third one we have received.

Mayor Ellen Zoppo-Sassu stated the more money we can bring in through grants and connectivity programs and not have to rely upon taxpayers' funds to do those sidewalks.

10. Adjournment

MOTION: made by Council Member Rosengren and seconded by Council Member Hahn to adjourn at 7:41 p.m.

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

Employee Anniversaries

Zachary Burgin	11 years	Streets Maintenance Crew Leader
Spencer Chase	5 years	Driver / Collector
Jeff Gates	10 years	Driver/Collector
Nancy King	26 years	Land Use Administrative Secretary
Rocco Mancini	20 years	Streets Heavy Truck Driver
Patrick Palmese	7 years	Custodian Maintenance Worker
Zachary Pelletier	7 years	Driver/Collector
Robert Smith	7 years	Landfill Transfer Station Operator
Matthew Thornton	3 years	Aerial Tree Bucket Truck Driver
Michael Jon Pedreira	1 year	Laborer Solid Waste



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

Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4,622
Number of Bulk Collections	122

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 6,114 users.
- Pursued 59 abandoned shopping carts, \$360.00 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. 16 complaints were received in November, resulting 4 tickets \$432.00.
- The 2025 Yard Waste season has begun. We have renewed 4975 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.

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- Starting the Beautify Bristol cleanup promotion as it gets warmer out. We have given out over 825 kits.
- Preparing for the 2026 Yard Waste Season. Stickers will go on sale January 2, 2025.

Administration staff or concerns:

Administration Monthly OT Costs: \$177.60

Monthly Report

Engineering Division – November 2025

Summary of Work – November 2025

- **Park Street & Riverside Ave. Streetscape** – Currently under design by GM2. Two utility-coordination meetings have been held with the City, GM2, Bristol Water, Eversource, and other utility providers to review relocation requirements and logistics. The project design remains on schedule. Park Street is planned for bidding in winter 2025 with construction in 2026. Riverside Avenue is scheduled for bidding in 2026 with construction in 2027.
- **Downtown Signal Modernization** – Signal plans are currently under design by City's engineering consultant, VHB. Meeting held with VHB to discuss current plans and to address comments from ConnDOT.
- **East Street Bridge** – Construction substantially complete. The Contractor has installed final pavement and is waiting prefabricated bridge rail to be ready for install.
- **Divinity Street Culvert** – DPW working on review of final design plans.
- **Lake Avenue Culvert** – Traffic remains open in both directions. The culvert is substantially complete. Semi-final walkthrough scheduled for December 16th. Following semi-final walk through, the City and the City's consultant will generate a punch list for the contractor to complete.
- **Field Street Culvert** – Currently under design by Cardinal Engineering. DPW has begun the structural design component of the culvert and is working toward 70% design with Cardinal Engineering. One of four easements obtained, DPW has engaged remaining property owners and has begun the process of procuring easements. State/Local Bridge Program funding in place.
- **Collins Road Drainage Outfall** - Design plans for the drainage outfall are complete. Easement documents have been received from New Britain Water department. One outstanding easement remains from the property owner. A wetlands permit must also be obtained prior to construction.
- **Pleasant View / East Road Drainage** – DPW continues with design of outfall piping. Wetlands permit has been approved. Project is anticipated to go out to bid in Spring 2026.
- **Brace Avenue Drainage Improvements** – The Contractor continues to install pipe along Brace Ave. To date the contractor has installed approximately 1,100 LF of pipe. Project completion anticipated Summer 2026.
- **Wolcott Street Reconstruction** – Final design plans have been completed. CTDOT Encroachment permit obtained. Project pending CTDOT approval and authorization to bid anticipated bid date in Spring 2025.
- **Shrub Road Sidewalks and Road Diet** – Final design plans have been completed by City's consultant AI Engineers. Plans have been submitted to the State for final approval. The project is anticipated to be put out to bid late winter 2025-2026.
- **Construction of Maple Court** – The City's contractor has completed fine grading and paving of approximately 50% of Maple Court. Paving operations are currently on hold due to the winter shut down of pavement plants. Additional fine grading and paving will be completed Spring 2026.
- **Senior Center Parking Lot Improvements** – DPW continues toward final design of parking lot reconstruction plans. Final design completion anticipated spring 2026.
- **Proposed Community Connectivity ADA Sidewalk Ramps** – Laviero Construction has completed construction of Community Connectivity Project No. 0170-3513. Laviero has also been awarded contract for the next round of Community Connectivity funding which includes improvements of ADA compliant sidewalk and sidewalk ramps in the Downtown and Federal Hill neighborhoods. Construction is expected to begin in Spring 2026.
- **Inspection of DPW Facilities** – Storm water control program.
- CMAQ funding project in place. Project design initiated; construction scheduled for 2026.

Monthly Report

Engineering Division – November 2025

Summary of Work – November 2025 Continued

- **Design of Mellon Street Culvert** – The City has awarded the design of this project to WMC Engineers and is currently under design for preliminary engineering.
- **Design of Andrews Street Culvert** – The City has awarded the design of this project to KS Engineers and is currently under design for preliminary engineering.
- **Mapping of Pequabuck River Outfalls** – DPW to locate, categorize and develop testing schedule in support of MS4 permit.
- **City Wide Road Side Barrier Analysis** – Inventory and analysis by DPW is ongoing.
- **Bituminous Sidewalk Inventory** – Ongoing work by DPW.
- **Culvert Inventory and Preliminary Inspection** – Ongoing work by DPW.
- **Asset Management / GIS Upgrades** – DPW staff has begun using new GPS equipment to track asset data in the field. Integrating of this data with our existing GIS is ongoing.

Engineering Division Staff or Concerns:

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

Land Use activities for November 2025:

Zoning Commission

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 – APPROVED WITH STIPULATIONS.

Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Bristol Zoning Regulations: Initiated by: Bristol Zoning Commission – APPROVED WITH STIPULATION; EFFECTIVE DATE: DECEMBER 15, 2025.

Review, discussion and possible adoption of amendments to the Official Zoning Map of the City of Bristol associated with the comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission – APPROVED; EFFECTIVE DATE: DECEMBER 15, 2025.

2025 Annual Report for Special Permit for removal and processing of earth materials at south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, and north of Farrell Avenue; Assessor's Map 67, Lots 20, 21, 22, 23, 24, 25, 85, and all paper roads shown on Assessor's Map; R-15/OSD (Single-Family Residential/Open Space Development Overlay) zone – REPORT ACCEPTED AND SENT TO ENGINEERING DIVISION FOR REVIEW.

Inland Wetlands & Watercourses Agency

Wetlands application for drainage improvements and other related construction activities with a disturbance within the upland review area and wetland proper at East Road; Assessor's Map 31, Lot ROW 1 – APPROVED WITH STIPULATIONS.

Wetlands application for the demolition of an existing structure and filling of excavation to grade at 1001 Stafford Avenue; Assessor's Map 53, Lot 148 – APPROVED WITH STIPULATIONS.

Wetlands application to install 3 new sonotubes 2' in diameter to support house at 355 Fall Mountain Road; Assessor's Map 10, Lot 66/3 – WITHDRAWN.

Zoning Board of Appeals

Variance for construction standards for parking and loading at 314 Business Park Drive, Lots 10 & 11; Assessor's Map 3, Lot 10 & 11; IP-1; Industrial Park zone – APPROVED.

Variance for the minimum rear yard required at 91 Buckboard Lane; Assessor's Map 57, Lot 29; R-15; Single-Family Residential zone – APPROVED.

Historic District Commission

Request for a Certificate of Appropriateness for the replacement of 20 windows at 38 Broadview Street; Assessor's Map 25A, Lot 85 – APPROVED WITH STIPULATIONS.

Planning Commission

The Commission did not meet in November

Aquifer Protection Agency

The Agency did not meet in November.

Land Use staff or concerns:

Monthly overtime costs (Board/Commission Secretaries and Assistant City Planner at meetings: \$2233.81.

Facilities – November 2025

Building Maintenance current month (November 2025) activities:

- Manager Oakes coordinating installation of new door frame with window in Purchasing Department via the ezICQ procurement portal (GORDIAN/Millennium Builders), which now includes HVAC system modifications to meet Building Code for the conversion of a storage room to an occupied office space
- Coordinated with Public Works Streets Division, Engineering Staff and TILCON on the repaving of the rear apparatus ramp at Fire Headquarters (work completed on the week of 11/17)
- PerfecTemp initiated installation of new natural gas service lines and heating units at the City Yard Fleet & Streets Garage (Building Department approved pressure testing to complete connection to new gas service lines, then demolition and removal of existing units and abandoned gas service lines)
- Prepared snow removal equipment in advance of winter months (snow blower PM servicing, plow systems and salt spreader operation/testing/calibration)
- Provided support to Economic & Community Development with access, security sweeps and tours at the Sessions Building on 11/12 & 11/19 for pre-bid meetings with Purchasing Agent Nancy Haynes and EC&D Director Justin Malley
- Staff completed repairs to Manross Library shingled roof (replacement of wind-damaged ridge shingles) on 11/8
- Lodovico Masonry completed minor deteriorated brickwork repairs at 51 High Street on 11/22
- Overtime staffing of Police Complex custodial duties for Veterans Day and the extended Thanksgiving Holiday
- Staff completed concrete sidewalk repairs at the Main Library to eliminate a potential tripping hazard to Staff and Visitors
- Collection of redeemable beverage containers from Bristol Eastern High School for Veteran Strong office staff

Building Maintenance next month (December 2025) activities:

- Staff from the Streets and Facilities Division hung the holiday wreath at City Hall on 12/1, our thanks to the Tree Crew (Aaron Doby & Matt Thornton) and Streets Superintendent Craig Kasparian
- Oakland LLC to redirect storm water discharge at the Police Complex from the sanitary sewer line to storm water system serving the building (delayed slightly due to Oakland working with Engineering & Streets Division on the Brine Tank farm at City Yard)
- Installation of a Type I Kitchen Hood and fire suppression system at Fire Headquarters by East Coast Sheetmetal (delayed due to damaged equipment delivered to ECSM, new hood arrived on 12/2)
- Staff to replace existing gun locker enclosures at Police Complex Holding Area with a new system selected by Bristol Police Staff
- Finalize conversion to new natural gas heating systems at the City Yard with PerfecTemp
- Begin FY26-27 Budget cycle preparation and budgeting process with direction from Comptrollers and Mayor's Office, including feedback from all City Buildings Departments supported by the Facilities Division
- Synergy Fire to complete delay programming on NOVEC ancillary fire suppression in the City Clerk Vault, to come into compliance with Fire Code requirements
- Coordinate with Bristol Police Staff on wall repairs and re-painting of the Training Room on the 2nd Floor of 131 North Main Street
- Marcus Communication installation of site access/intercom upgrades at City Hall Mayor's Office
- Provide seasonal event support to all City Departments as requested
- Respond to after hour snow operation events and conduct snow/de-icing as required

Building Maintenance Staff or Concerns:

- Anticipate moderate levels of Vacation/Miscellaneous time off during December due to extended Christmas and New Year holiday season
- Holiday overtime staffing required at the Police Complex on Christmas and New Year
- Lack of a Library Senior Maintenance Technician has added and shifted additional duties to Public Works Maintenance Staff to keep both Libraries operationally sound
- Traffic Control Technician ending employment with the City on 9/29 which has caused overtime operations until a permanent replacement is hired, as existing contract relies on Building Maintenance staff in the absence of this position
- Police Complex Custodian out on indefinite extended medical leave as of 10/27, Grounds Maintainer currently filling vacant position Monday through Friday on 1st Shift, Sunday overtime staffing required (approval of a Temporary Hire to cover Police Complex Custodian position for the next 3 months granted and interview process will be completed as soon as possible)
- Senior Maintenance Technician Luis Lorenzo attended UCONN Technology Transfer Center Transportation Leadership Program (TLP) graduation on 11/20, which he successfully completed early in the year
- Anticipate taking possession of new A4 truck/plow replacement after final configuration by Fleet Division has been completed

Building Maintenance OT Costs: \$3,969.73

Staffing coverage for after-hour maintenance service calls (City Hall security alarm responses due to Purchasing Staff working late on 11/7, Stuff-a-Cruiser event on 11/8 by Police Staff, Council Member entering on 11/29, Police Complex South Entrance door not securing properly, City Hall Skybridge investigation with DPW City Engineer, Main Library security alarm response on 11/21, Main Library sewage main back-ups on 11/22 & 11/29), City Hall access/closure and cleaning in advance of Election Day to support Early Voting activities associated with the Registrar's Office, Veterans Day, Thanksgiving Day & Day After Thanksgiving holiday overtime staffing at Police Complex, overtime Custodian staffing on Sundays to provide service coverage due to extended Staff medical leave at Police Complex, assist Public Work Engineering Division with signage/traffic signal lighting requests,

Streets November 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**- Old Waterbury Rd, Gridley, Grove, Newell, Melville and Robbins
- **Major Roads Engineering**- Installing bituminous curb on Pardee St and Conlon
- **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** –
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - **Completed Basin Repairs/Sinkholes**- Highview, Grove, Castle-2, Emmitt, French, Robertson and Williams
 - Installing new poles and signage
 - Removed asphalt for Tilcon to pave fire headquarters
- Winter Operations- **Ordered salt to stock our salt sheds**

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
- Preparing for winter operations
- Tilcon closing will start making asphalt on our Bagela asphalt plant
- Continue on salt brine project
- Start new roads installing catch basin tops for engineering department
- Permanent Patch List
- Milling and paving
- Winter Operations-
 - 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.

November OT Totals: \$3,425.30 Streets

Solid Waste November 2025 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent 16 letters to residents for illegal bulk and cleaned up 4 stops. Residents cleaned up 12 stops, with 0 still pending
- Continued curbside bulk collection, we collected 122 scheduled pick-ups.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- Currently we have 4975 new or renewed yard waste participants.
- Continued cleaning up areas with high amounts of litter.
- Continued curbside yard waste collection, collecting 214 tons for the month.
- Finished mowing the landfill.
- Quantum finished hauling out processed material from the Transfer Station.
- Continued fall leaf bag collection, collecting 314 tons for the month.
- Hosted annual Household Hazardous Waste event at the city yard.
- Worked overtime to make up for Veterans Day and Thanksgiving curbside collections.

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.
- Finish fall leaf bag collection.
- Finish yard waste collection.
- Work overtime to make up for Christmas curbside collections.

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 =	\$5,740.65
Transfer Station OT =	\$4,616.71
TS Revenue (PAYT) =	\$22,300.70
Residential Permits =	\$3,829.40
Commercial Permits =	\$25.00
Yard Waste Revenue =	\$90.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$969.11
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$196.10
Electronics NewTech =	\$1,372.38
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Clothing Recycling =	\$0.00
Additional Barrel Sale =	\$0.00
Damaged barrel =	\$0.00
Special Pick up – 2 nd	\$1,525.00

Fleet Maintenance Current Activities:

Streets Div.

1. **S26** – (2018 10 wheeled dump truck) Truck had 2 rotted out air canisters from lack of proper washing. C.E.L was diagnosed as a bad NOX sensor that was replaced. Truck also was brought to a vendor to have leaf packs replaced due to stress cracks.
2. **S23** – (2019 10 wheeled dump truck) Truck was brought in for lack of power and a C.E.L Unit was diagnosed with a faulty DEF dousing valve and DPF filter. Some rotted out hydraulic lines were replaced while waiting for parts.
3. **C28** – (1998 paving box) Right side drive cable replaced.
4. **S42** – (2004 6 wheeled dump truck) Hood latches and supports were rotted completely out. Both were replaced with new. Waiting for lighting harness for front headlights.
5. **S14** – (2012 10 wheeled dump truck) Tarp arm bracket was rotted out. Brakes were frozen from sitting. Brakes were adjusted and bracket was replaced with new.
6. **S17** – (2016 6 wheeled dump truck) Hydraulic temp cooler line was replaced with new. Brakes were removed and cleaned up from salt corrosion.
7. **S31** – (2021 6 wheeled dump truck) This unit was stuck in a derate mode. Waiting on new International software to address the problem completely.

Solid Waste Div.

1. **R27** – (2015 automated rubbish truck) Unit was brought in for rear door issues. Both rear door cylinders were removed and rebuilt here in house. Faulty spring in rear axle drivers side brake pads was also replaced. Brakes were adjusted after final inspection.
2. **R23** – (2018 automated rubbish truck) New joystick controller was installed for automated arm.

Fleet Maintenance Next Month's Activities:

1. Continue scheduled maintenance to our Fleet vehicles.
2. Continue scheduled services to our other divisions as well as our P.D.
3. Continue to keep Streets & Solid Waste Ops. running strong.
4. Continue servicing BBH, Building and Cert vehicles. (We need to incorporate these into our budget or find a way to charge as list is growing).
5. Still working/waiting on budgeted bid items.
6. Streets will receive new hot box for repairs.
7. PW will demo a portable truck wash system.
8. Heaters in both Fleet and Streets buildings are being installed.

Fleet Maintenance Staff or Concerns:

- **DPW really needs a dedicated wash building or a proper way to clean trucks otherwise our budget will need to be increased. Trucks being brought in are in rough shape from poor washing. This is becoming a costly problem.**

- **Down a Mechanic and Mechanic's Helper. (Winter is here)!**

Overtime expenditures and totals \$ 3,863.22 (Holiday, Dispatch and Mechanic).



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 10, 2025

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

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: City Building Project List Updates

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 on hold pending Bristol-Burlington Health Department office shifts and adjustments within the Beals Community Center. Design documents were generated for the BBHD work scope by Colliers Associates. Bids were received for Contract #2C226-002 at the end of October, with Annuli & Sons being lower bidder at \$2,158,000.00. The renovation project is currently under review by the Mayor and City Council.

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 is 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 with security cameras would 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.” A site access badge reader would be added to the rear Staff entrance for off-hour access. Manager Oakes is 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.

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

Work continues to address remaining doorways in the Parking Garage that are exterior and prone to weather exposure and deterioration. Interior doors will be addressed over the winter months, which are not weather dependent.



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

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

Police Complex Renovation Conceptual Plan \$10,000

A purchase order has been issued to Colliers Project Leaders (Colliers) in the sum of \$10,000 to provide additional project management support services for the due diligence phases of the Police Department Renovation Conceptual Plan.

Other Projects

City Yard Fleet Garage & Street Garage Heating Upgrades \$300,000 CIP Funded

PerfecTemp Staff are currently completing the demolition and removal of the old natural gas service lines and abandoned heating units in the City Yard Fleet & Street Garages. Minor adjustments to the new natural gas-fired units are also being completed. Work is scheduled to be completed in full prior to the holiday season.

The total cost for this project was \$139,853.00. The project was well under the \$300,000 capital improvement funding that was secured for the work scope. The highest bid for the project was \$295,000. The estimated funding was accurate, as the low winning bid was well under the next highest bid of \$219,800.

PUBLIC WORKS BOARD CITY BUILDING PROJECT LIST - DECEMBER 2025

Funding Year	Location	Project Name	Contractor Name	Current Budget	Construction Estimated % Complete	Schedule/ Completion Date	Comments/Recommendations	Original Budget
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	\$45,429.00	25%	TBD	Parking Garage Stairwells Doors being addressed currently	\$50,000.00
FY25-26	Police Complex	Office Carpeting & Interior Painting	TBD	\$20,000.00	0%	TBD	New FY25-26 Project	\$20,000.00
FY25-26*	Police Complex	Police Complex Renovation	Colliers Project Leaders	\$10,000.00	0%	TBD	Conceptual plan for Police Complex renovation costs	\$10,000.00

\$163,429.00

Available as of July 2025	\$110,616.63
FY25-26 Funding	\$140,000.00
Spent 2025-2026	\$56,513.56
Less Committed Contracts	\$6,901.69
Less Committed Projects	\$118,000.00
Net Available	\$69,201.38

MEMORANDUM

DATE: December 9, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: BPW December – Director’s Report

Please find attached a summary report of the Department’s activities, issues, and concerns for the December 18, 2025 Board of Public Works meeting.

1. **Staffing:** 10 DPW positions vacant, not including the 2 laborer positions removed as part of the FY2025-26 budget. **Administration Division** fully staffed. **Landuse Division 1** Assistant City Planner, current employee has taken a position as Town Planner with Cromwell. **Eng. Division – 1** Project Manager position vacant, interviews scheduled for the week of 12/15/25. **1** 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. **1** 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 (**1** civil engineer) has been vacant and has been filled by a part time P.E., the part time employee has indicated that his last day is December 18. **Bldg. Divisions** – fully staffed, temporary custodian hired to fill vacancy of staff member out on medical leave. **Solid Waste – 1 laborer. Fleet Division: 1** vacant mechanic & **1** mechanic helper 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. 2** laborers.
2. **Hope Street Parking Garage:** Parking Garage opened 6/2/25. Elevator install complete, fire sprinkler system currently being installed. Coordination required between elevator installer, fire alarm provider, and state inspector. D’Amato Construction has terminated the electrical subcontractor. The replacement electrician contractor is working. State inspection required for elevator. Final CO anticipated by January 21, 2026.
3. **Maple Court:** Roadway reconstruction and paving from Stewart St completed. Retaining block wall currently being installed. The final 80 ft from Maple St will be constructed in 2026 (retaining wall, sidewalk and stair replacement of Maple St properties).
4. **DPW Fleet Division Heat:** Work ongoing (Contract 2C25-093 Heaters at Public Works Garage to Perfectemp Inc. in the amount of \$139,853.00). Scheduled to be completed 12/19/25.
5. **Hickory Street (south of View St) – Unaccepted City Street Research:** Section of Hickory St is not an accepted City Street. Per City land use records Vol 1223/ Page 793 maintenance is the responsibility of the property owner. Vol 731/ Page 559-560 states Hickory St is NOT an accepted City Street. See link below for complete research:
<https://www.bristolct.gov/DocumentCenter/View/50521/40-Hickory-Street---Chain-of-Title-Package>
The City can assign the northerly property accessing Eastview Street with an Eastview St address and/or DPW would also install a yellow roadway sign indicating “Hickory Street – Private Road”.
6. **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.
7. **Mad River Water Quality Study:** NVCOG hosted a public informational meeting on Mad River (Cedar Lake) conducted on 12/2/25. See link below for presentation:
<https://www.bristolct.gov/1259/Mad-River-Watershed-Based-Plan>
8. **North Main St:** Installation of No Parking signs in the area of 225 North Main St approved by Police Commission. DPW ordering concrete core machine to install signs in concrete walk (\$4,800). Previously utilized contract services \$500 per hole/project area.
9. **Solid Waste Barrels:** 200 rubbish and 200-yard waste barrels delivered (approx. cost per barrel \$54.25). \$20,000 cut from SW Program supplies FY2025-26 account (0013016-561800). Current inventory 320 rubbish, 329 recycling, & 323-yard waste. The number of barrels replaced each year does vary from year to year however given for the last year (Yard waste 316 (15 exchanges, 301 deploy) Rubbish 662 (454 exchanges, 208 deploy), Recycle 125 (34 exchanges, 91 deploy). As indicated a total of 1,103 barrels were exchanged the majority of which are repaired and redeployed. It appears there are sufficient barrels for FY2025-26, however funding for FY2026-27 is critical.
10. **Landfill Solar:** The solar project on the landfill has been delayed due to coordination issues with CTEC Solar and Eversource regarding pole location to transmit power from the landfill. The original plan was to provide power/electrical access from Lake Ave/Transfer Station. Eversource is requested power/electrical service from Lake Compounce access road/Reworld. Once the solar array is installed, the lease agreement payment will be approx. \$50,000. Lease payments will fund DPW transfer station operations. Environmental permits and DURA approval in place.
11. **East Street Bridge:** Bridge repaved, completion of bridge rail required, anticipated completion date 1/14/26.
12. **UConn Stormwater Corp Presentations:** UConn Stormwater Corp comprised of 3 UConn senior students presented LID storm water drainage upgrades on 12/4/25 for the Senior Center, Muzzy Field, Mem Blvd South St Pond parking lots. Final report will be provided to the BPW.



Department of Public Works | 860.584.6125

13. **City Compost Sale:** City sold 730CY of compost (City leaves and ground yard waste). Martin Laviero Contractor submitted the winning bid at \$5.25/CY. This a 40% price increase from previous years. Sale of compost (\$3,832) will be deposited in the transfer station account. The quantity that was sold this year was reduced to reserve for City use.
14. **DPW Solid Waste completed leaf collection on 12/12/25.** Leaf collection started on October 14, 2025. Fall curbside collected leaves consist of the following: (450 tons-2025, 532 tons-2024, 557 tons-2023, 668 tons-2022). Yard waste collection ended 12/4/25. DPW collects Christmas trees each year, previous tree collections consist of the following: (9.98 tons-2025 (last Jan), 11.5 tons-2024, 14.57 tons-2023, 17.52 tons-2022, 19.04 tons 2021, 23.87 tons-2020). Note that the weight of collected leaves and trees does vary, in part, based on rain. However, less trees have been collected over time and leaf collection was lower this year.
15. **Inter-Department Winter Coordination Meeting:** Meeting was held on 12/2/25 chaired by the Mayor. Meeting consisted of a review of DPW procedures (facilities and streets). Shortages in manpower, equipment (vehicles), and contract services were discussed/ reviewed. Park Dept & Water Dept provided DPW with trucks during the 12/1/25 storm. In addition, the Park Dept allowed their vehicle mechanic to work out of DPW garage. Their assistance was very helpful and appreciated.
16. **Tree Hearing:** Scheduled for 12/16/25 & 12/17/25 at 5:00 PM. The 12/16/25 hearing is regarding the cutting of a City tree at lot 28-250/112 Steele Road & the 12/17/25 hearing is associated with the proposed cutting and replanting of a City tree by DPW at 277 West St (corner of Jacob St).
17. **Eversource Trench Patching:** DPW is prohibiting installation of main line gas installation during winter conditions. Asphalt plants are not open and DPW is concerned with the quality of pavement during winter operations.
18. **Inter-Department Salt Use:** Salt use by City Departments for 2024-25 (last winter) is estimated at (**Bristol Housing Authority 72 tons - \$6,675**, Fire dept 28 tons - \$2,595, Board of Education 88 tons - \$4,078, Park Dept 196 tons - \$18,167, **Sewer Dept 56 tons -\$5,190, Water Dept 72 tons - \$6,673**). Consideration shall be given to charging the various Department for salt use. However, DPW salt expenditures are charged to the City's general fund similar to the Park & Fire Dept and DPW provides snow operation services to BOE. **Bristol Water & Sewer Department are special revenue funds and Bristol Housing authority utilize non-City general funds as a result they shall be notified to incorporate their respective FY2026-27 budgets to cover salt cost.**
19. **Transfer Station Scale” Scale re-certified**, note certification posted on DPW website.
<https://www.bristolct.gov/230/Solid-Waste>

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



Department of Public Works | 860.584.6125

City of Bristol - Tree Hearing

Date - December 16, 2025

Time – 5:00 PM

Location - Meeting Room 2-2 (second Floor), 111 North Main Street, Bristol, CT.

INFORMATION TO ACCESS THIS MEETING
XXXXX

AGENDA

1. Call to Order
2. Presentation of Information by the City of Bristol – Cutting of City Tree Located at Steele Road (Lot 28-250/112)
3. Presentation of Information by Property Owner – Cutting of City Tree Located at Steele Road (Lot 28-250/112)
4. Review of City Ordinance and Potential Penalties
5. Public Participation
6. Adjournment

PER ORDER

Raymond A Rogozinski, P.E.
Director of Public Works
City Tree Warden



Department of Public Works | 860.584.6125

December 8, 2025

Ray & Patricia Clavette
29 Steele Road
Bristol, CT 06010

Re: Cutting of City Tree – 26 Steele Road (Lot 28-250/112)

Mr. & Mrs. Clavette:

As indicated in the attached letter dated October 2, 2025, it has come to the City's attention that you have cut down a City tree located along your property located at Lot 28-249/111 Steele Road (north of 29 Steele Road). The tree was located within the City's right of way of Steele Road, and was therefore subject to City authority pursuant to State Statute 23-59, 23-65 and City Ordinance 21-12.

In accordance with City Ordinance 21-12 (6) "Tree protection. No person shall perform any of the following acts without first obtaining the authorization of the tree warden: remove or otherwise disturb any tree, located on city owned property" and ordinance 21-12 (7) "Any person who violates any provision of the tree ordinance or who fails to comply with any notice issued pursuant to the provisions of this section upon being found guilty of violation, shall be subject to a fine not to exceed ninety dollars (\$90.00) for each separate offense. Each day during which any violation of the provisions of this section occurs or continues shall be a separate offense. If, as the result of the violation of any provision of this section, the injury, mutilation or death of a tree or shrub located on city owned property is caused, the cost of repair or replacement of such a tree or shrub shall be borne by the party in violation". See attached for the full City Ordinance 21-12.

The City has obtained a price to supply and install a replacement tree in the amount of \$1,100.

The City has scheduled the following hearing in order to provide you an opportunity to provide the City any and all information associated with the cutting of the tree prior to a final determination by the Department of Public Works.

Hearing: Cutting of Tree (Steele Road) - Lot 28-250/112

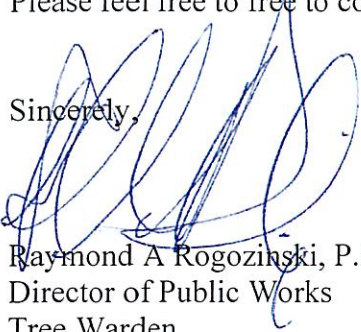
Date: December 16, 2025

Time: 5:00 PM

Location: Bristol City Hall, 111 North Main St, 2nd Floor, Room 202, Conf Room 2-2

Please feel free to free to contact me at 860-584-6113 with any questions on the scheduled hearing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond A Rogozinski', is written over the word 'Sincerely,' and extends down into the printed name block.

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



Public Works | 860-584-6125

September 29, 2025 revised Oct 2, 2025

Ray & Patricia Clavette
29 Steele Road
Bristol Ct., 06010

Re: Cutting of City Tree – 26 Steele Road (Lot 28-250/112)

Mr. & Mrs. Clavette,

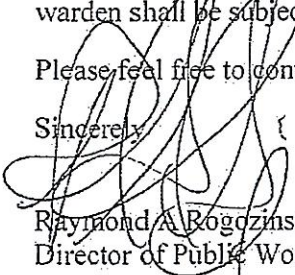
It has come to the City of Bristol's attention that you have cut down a City tree located along your property frontage located at Lot 28-249/111 Steele Road (north of 29 Steele Road). The tree was located within the City's right of way of Steele Road and was therefore subject to City authority pursuant to Connecticut State Statue 23-59 and 23-65.

As you are aware the City had posted the referenced tree for removal, designating City authority over the tree. The posting to remove/ cut the tree was subsequently removed by the City based on information provided to the City by Eversource Electric as such the tree was not authorized for removal.

If you have information that the City is unaware of regarding the disposition of the tree or the City information is in correct, please provide the information to the Department of Public by October 10, 2025. Please be advised that in accordance with State Statue 23-65(d): the removal, pruning or willful injury of any shrub, ornamental or shade tree, without the consent of the tree warden shall be subject to the penalty.

Please feel free to contact me at 860-584-6113 to discuss this matter further.

Sincerely,


Raymond A. Rogozinski, P.E.
Director of Public Works
Certified Tree Warden
raymondrogoszinski@bristolct.gov

CC: City of Bristol Corporation Counsel

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

- **Sec. 21-12. - Tree ordinance.**

This section shall be known and may be cited as the City of Bristol Tree Ordinance.

(1)

Purpose. It is the purpose of this section to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees and shrubs on public property within the city.

(2)

Intent. It is the intent that the terms of this section shall be construed so as to promote:

a.

The planting, maintenance, restoration and survival of desirable trees and shrubs within city property;

b.

The protection of community residents from personal injury and damage; and

c.

The protection of the city from damage caused by the improper planting, maintenance or removal of trees and shrubs located within the city property.

(3)

Authority of tree warden. In accordance with section 23-58 of the Connecticut General Statutes and section 46 of the City of Bristol Charter, the director of public works is designated as the tree warden.

(4)

Duties of tree warden.

a.

The tree warden shall enforce all provisions of any law or ordinance designed for the preservation of trees and shrubs on public property and public rights-of-way.

b.

The tree warden shall remove or cause to be removed all illegally erected signs or advertisements placed upon trees and/or shrubs within any public road or placed within his/her jurisdiction.

c.

For any trees that must be removed and are located within the city's rights-of-way, or owned by the city, he/she shall post a notice of proposed removal on said tree(s) at least five (5) working days prior to the removal, except when such tree(s) causes immediate danger and is considered a hazard or public nuisance. Following such posting he/she shall hold a public hearing regarding the proposed removal, if any person, firm, or corporation objects to said removal.

d.

The tree warden shall have the authority to plant, remove, maintain and protect trees and shrubs on all city owned property and rights-of-way as may be necessary to ensure and preserve the symmetry, beauty, and safety of such city owned property and rights-of-way.

e.

The department of public works, parks and recreation department or other applicable city agency is assigned the responsibility to assist the tree warden in his/her duties.

(5)

Applicability. This section provides full power and authority over all trees and shrubs located within streets, rights-of-way and other city property.

(6)

Tree protection. No person shall perform any of the following acts without first obtaining the authorization of the tree warden:

a.

Plant on city property, or treat, prune, remove or otherwise disturb any tree, shrub or forested area located on city owned property.

b.

Trim, prune, or remove any tree or shrub or portion thereof if such tree or shrub or portions reasonably may be expected to fall on city owned property, thus having potential to cause damage to persons or property.

c.

Place on city owned property, either above or below ground level, a container for trees or shrubs.

d.

Damage, cut, tap, carve, or transplant any tree or shrub located on city owned property.

e.

Cause damage to the root zone of any city owned tree or shrub by digging a tunnel or trench, moving or storage of construction vehicles, materials or equipment, or changing the grade within the drip line.

f.

Fasten any sign, playbill, picture, notice, advertisements, rope, wire, climbing spurs, or other materials to, around or through any public trees or shrubs, except in an emergency, such as storms or accidents.

(7)

Prohibitions and penalties.

a.

Interference with the tree warden. No person shall unreasonably hinder, prevent, delay, or interfere with the tree warden and/or his/her agents while engaged in the execution or enforcement of this section.

b.

Violation and penalty. Any person who violates any provision of this section or who fails to comply with any notice issued pursuant to the provisions of this section upon being found guilty of violation, shall be subject to a fine not to exceed ninety dollars (\$90.00) for each separate offense. Each day during which any violation of the provisions of this section occurs or continues shall be a separate offense. If, as the result of the violation of any provision of this section, the injury, mutilation or death of a tree or shrub located on city owned property is caused, the cost of repair or replacement of such a tree or shrub shall be borne by the party in violation.

c.

Citations. The tree warden shall turn over its findings of violation of any provision of this section to any officer or employee of the city designated to be a citation officer and empowered to issue citations under the Bristol Code of Ordinances.

d.

Appeal. Persons issued citations under this section shall have the right to appeal pursuant to chapter 23 of the Bristol Code of Ordinances.

(8)

Severability. If any provisions of this section or the application thereof to any person or circumstances is held invalid by any court, which decision is not overturned by appeal, the other provisions or applications of the section which can be given effect without the invalid provision or application shall not be affected, and to this end the provisions of this section are declared to be severable.

(Ord. of 2-9-99)

Raymond Rogozinski

From: Dyckman, John D <john.dyckman@eversource.com>
Sent: Monday, September 29, 2025 1:40 PM
To: Raymond Rogozinski
Cc: Massaro, Mark S; Carmody, Samuel L; Tribuzio, Joseph P
Subject: Re: Follow-up about the Steele Rd tree that was wrongfully cut down
Attachments: scan_raymondrogozinski_2025-09-29-09-49-58.pdf

It is interesting that some homeowners believe that they own to the middle of the street maybe in some communities but I've never seen that in Connecticut unless it's a private lane and that's fairly clear on GIS property records.

I am traveling out of state and returning to Connecticut tomorrow to work. I can put together a better timeline with more detail once back in the office.

But I do have a photograph of the wording that I wrote directly on the posting on the tree that says "trim only" in black sharpie marker. Lewis tree trimmed the tree some weeks ago (as we were made aware of a passing person objecting to its removal.(through your office)

The adjacent property owner seems to have made good on his statement (to the Lewis tree general foreman Javier Martinez who was on site for trim.) Javier is on vacation currently.

However it also appears to me that this homeowner letter is direct testimony of the tree cutter being an individual from the adjacent property.

Get [Outlook for iOS](#)

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Monday, September 29, 2025 6:59 AM
To: Jacqueline Valentino <jackierose729@gmail.com>
Cc: Mayor'sOffice <MayorsOffice@bristolct.gov>; Dyckman, John D <john.dyckman@eversource.com>; Dyckman, John D <john.dyckman@eversource.com>; Thomas conlin <ThomasConlin@bristolct.gov>
Subject: RE: Follow-up about the Steele Rd tree that was wrongfully cut down

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

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

Jacqueline, thanks for the email and the attached letter. DPW will notifying the property owner and referring this matter to the City's corporation counsel office.

John, can you forward me any information Eversource may have on the tree in question.



Full Town View

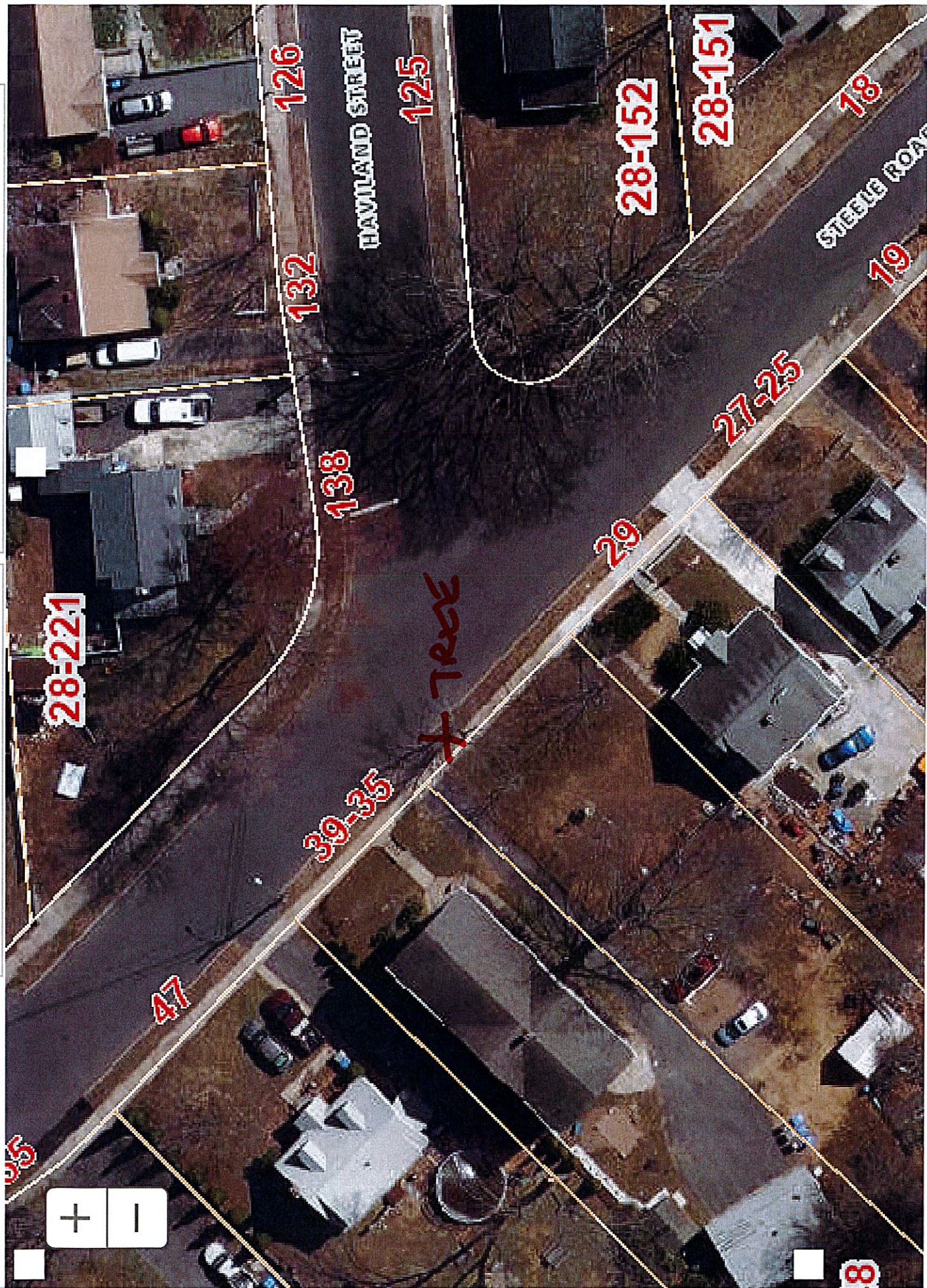


Base Maps / Air Photos

c



Map Layer









Landscape Contractors & Property Maintenance
DESIGN • INSTALL • MAINTAIN

Proposal for replacement tree:

December 10, 2025

City Of Bristol

Bristol, Ct. 06010

A) We will supply and install a 3.25-3.75 inch Zelkova tree for the replacement of tree on Steele Rd along the tree border.

Cost for such would be \$1175.00.

Please call with questions.

Bob Desmarais or Dave Eschner

Country Gardens of Bristol LLC

600 Middle Street

860-584-8997 (O)



Department of Public Works | 860.584.6125

City of Bristol - Tree Hearing

Date - December 17, 2025

Time – 5:00 PM

Location - Meeting Room 2-2 (second Floor), 111 North Main Street, Bristol, CT.

INFORMATION TO ACCESS THIS MEETING
XXXXX

AGENDA

1. Call to Order
2. Presentation of Request to Remove Tree – 277 West St
3. Information on Health of Tree – 277 West St
4. Tree Removal Mitigation Measures/Tree Planting Plan – 277 West St
5. Public Participation
6. Adjournment

PER ORDER

Raymond A Rogozinski, P.E.
Director of Public Works
City Tree Warden



Department of Public Works | 860.584.6125

MEMORANDUM

Date: December 10, 2025

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

From: Craig Kasparian
Street Superintendent

**Re: City Tree – 277 West St
Tree Assessment**

Based on an on-site inspection of the property identified as 277 West St, there is a tree located long Jacob St that is in poor condition. The tree is an ash tree, approximately 12 inches in diameter.

Although the tree is less than 20 ft tall, the canopy is dead and the tree poses a potential hazard. In my profession opinion the tree shall be removed.

Due to the available width of the City's pole border (grass area), located within the City's Jacob Street right of way, I recommend planting a tree to replace the tree that is subject to this report.

If you have any questions, please feel free to contact me at 860-584-6125.



Full Town View

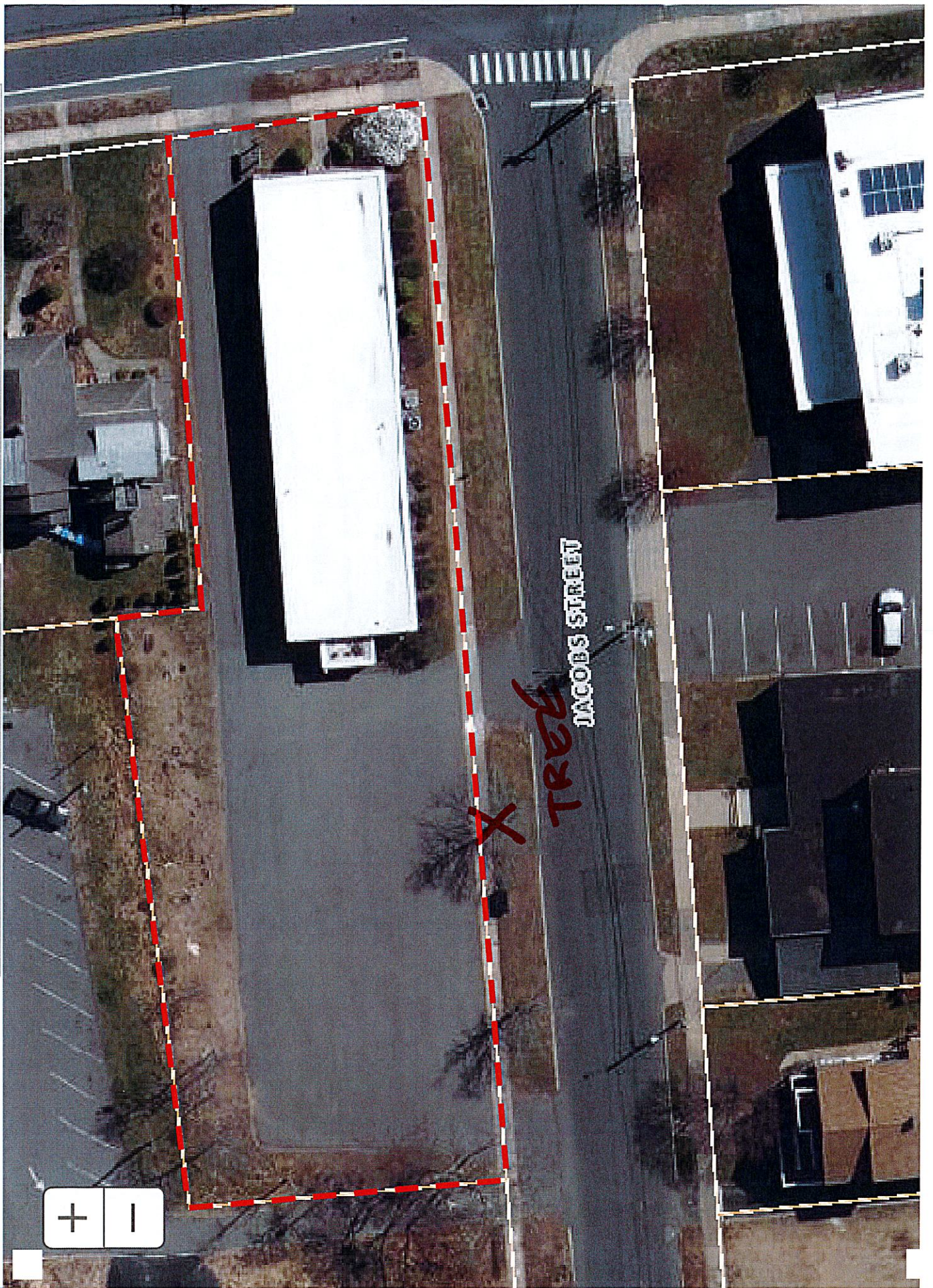


Base Maps / Air Photos

c



Map Layer





Bristol Police Department
Traffic Division

(860) 584-3030
131 North Main Street
Bristol, Connecticut 06010

TO: Board of Police Commissioners

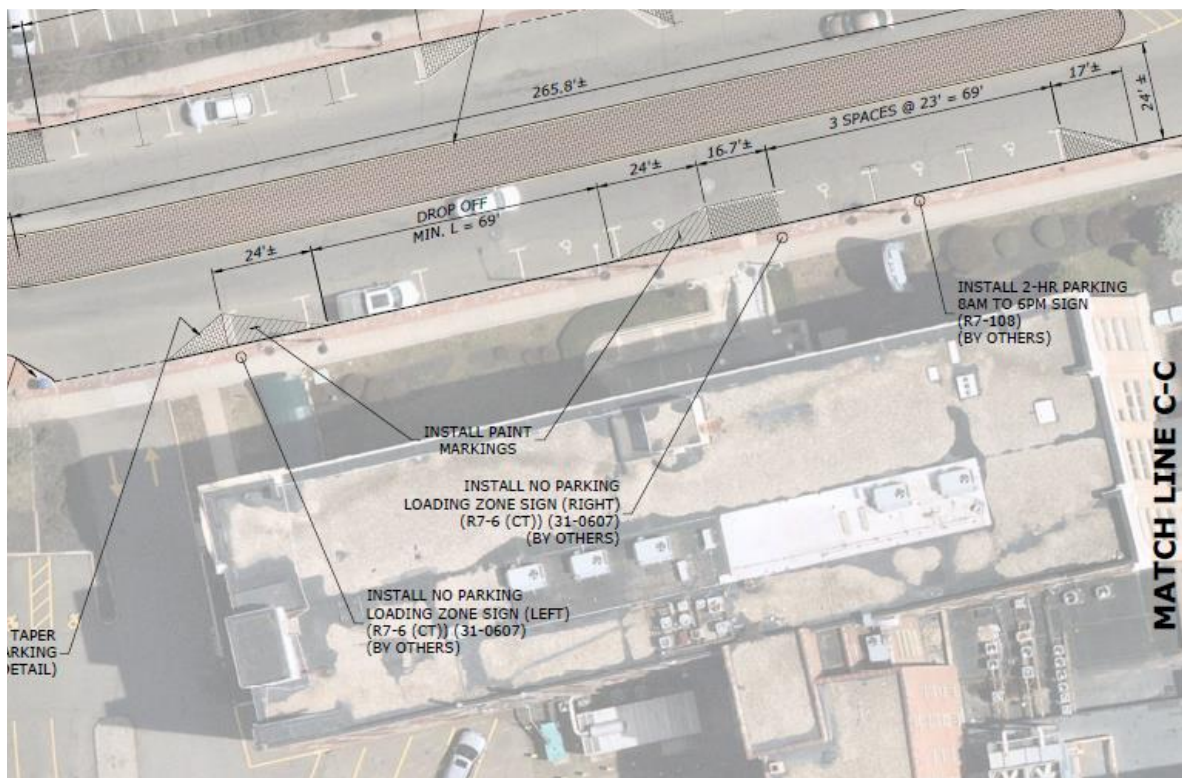
FROM: Lieutenant Ulric Berube

DATE: 10/29/25

Re: Public Works Engineering Department Re-Install of No Parking Signs

Board of Police Commissioners,

The Public Works Engineering Department would like to re-install two “No Parking – Loading Zone” signs in the vicinity of 225 North Main Street. There were “No Parking” signs there prior to the North Main Street revamp. I would like you to be aware of the pending re-install prior to having the Engineering Department complete the project.



Thank you,

Lieutenant Ulric Berube

Raymond Rogozinski

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Friday, November 28, 2025 3:00 PM
To: Pamela D Fisher
Cc: Joseph Palmisano; William Stango; Mayor's Office
Subject: Bristol south st east of Willis / ridge road.

Pam, I noticed npl cbyd markouts on south st east of Willis st at ridge road.

Please be advised the city does not/ will not authorize ANY winter work or new excavation in the city of Bristol.

Contact me to discuss and to confirm receipt of this email.

Raymond A Rogozinski, P.E.
Director of Public Works
203-592-3497 cell
860-584-6113 office
Sent from my iPhone

Raymond Rogozinski

From: Fisher, Pamela D <pamela.fisher@eversource.com>
Sent: Thursday, December 4, 2025 7:55 AM
To: Raymond Rogozinski; William Stango; Joseph Palmisano; Robert Longo
Cc: Skow, Allison K; Martin, Joseph B; Factora, Bret P; Cook III, Kenneth H; Kuhne, Darrell K; Drickler-Bourgart, Jarred; Carmody, Samuel L
Subject: Eversource Gas

Good morning-

Thank you for meeting with us yesterday. I would like to assure you that we will work to improve our relationship with the city of Bristol. We understand it starts with improved management of our contractor work within the city. Eversource prompt resolution to issues is imperative. With that being said- we plan to track locations & resolution, as we did this past Spring. To ensure that we are aware of all concerns - I would ask a text, or email is sent with location and any detail that you could provide. The recipients should be- Myself (860-917-4907), Joe Martin (413-474-0999) and Darrell Kuhne (203-808-2767)- For example - deficiencies in work zone set-up, customer concerns, trench safety, trench failures, adherence to permit work times or permit restrictions. We will track each item and provide a timely response to the city. I also suggest weekly check-ins, could be in person or TEAMS, Eversource will use this to gather any additional locations of concern or planned repairs. If you are interested in setting up a weekly check-in, please let me know preferred day/time & audience. I suggest earlier in the week to facilitate repairs prior to the weekend. Please let us know if there are any locations that you are currently tracking other than Church @ Upson (Laydon will be repairing today). We will also look at all trenches to address any deficiencies that we see.

To respond to a few concerns mentioned yesterday-

Our contractors are required to-

Follow permit requirements - re: work hours

Follow MUTCD traffic control guidelines

Complete proper compaction

Complete temp trench repairs

Maintain access to all driveway entrances, residential or commercial. (All gas main crews have plates onsite. For trenches that are crossing a driveway- We will need to place a plate across a trench & should be communicating to business/resident as we are working on their street.)

Bill Stango asked for contact information (listed below). I request you reach out to me directly, in the case that I might be out, Darrell Kuhne or any of the Supervisors can assist you. With that being said- we do have other Gas Departments that complete work in the city of Bristol. We can get the message to the correct department and corrective action communicated to you.

Construction Manager Pam Fisher 860-917-4907

Construction Supervisor Paul Peckham 518-350-8148

Construction Supervisor Chris Mercure 413-519-4450

Construction Supervisor John Folger 508-889-1263

Raymond Rogozinski

From: Raymond Rogozinski
Sent: Tuesday, December 9, 2025 4:40 PM
To: 'Fisher, Pamela D'; William Stango; Joseph Palmisano; Robert Longo
Cc: Skow, Allison K; Martin, Joseph B; Factora, Bret P; Cook III, Kenneth H; Kuhne, Darrell K; Drickler-Bourgart, Jarred; Carmody, Samuel L; Peckham, Paul D; Mercure, Christopher; Folger, John J
Subject: RE: Trench repairs
Attachments: Dec trench repairs to Bristol (3).xlsx

Thanks for the email and addressing/ repairing the trenches. DPW has taken pictures and provided a hypo links to each location. I assume that given the time of year, that the referenced repairs will consist of filling the depressions with asphalt. With asphalt plants closing, DPW understands that this may be the only viable option and last opportunity to use hot asphalt. However, the photographs do indicate the need for compaction and difficulty of address pavement conditions when the original patch was installed poorly. Filling the trenches with hot asphalt eliminate the trench safety concerns and Bristol DPW appreciates Eversource's action but a patch overlayed on patch does not improve driving conditions.

Available to discuss 203-592-3497.

From: Fisher, Pamela D <pamela.fisher@eversource.com>
Sent: Thursday, December 4, 2025 3:01 PM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; William Stango <WilliamStango@bristolct.gov>; Joseph Palmisano <JosephPalmisano@bristolct.gov>; Robert Longo <RobertLongo@bristolct.gov>
Cc: Skow, Allison K <allison.skow@eversource.com>; Martin, Joseph B <joseph.bm.martin@eversource.com>; Factora, Bret P <bret.factora@eversource.com>; Cook III, Kenneth H <kenneth.cookiii@eversource.com>; Kuhne, Darrell K <darrell.kuhne@eversource.com>; Drickler-Bourgart, Jarred <jarred.drickler-bourgart@eversource.com>; Carmody, Samuel L <samuel.carmody@eversource.com>; Peckham, Paul D <paul.peckham@eversource.com>; Mercure, Christopher <christopher.mercure@eversource.com>; Folger, John J <john.folger@eversource.com>
Subject: Trench repairs

Good afternoon-

NPL has identified 10 locations for trench repairs. The cbyd start date is Tuesday 12/9. Please let us know if you see any other areas of concern. They plan to start these on Tuesday.

Thank you-

Pam Fisher



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

Reported date/by	Repair Date	Location	Details	Comments	Photos
NPL/12/4	Planned for 12/9	242 East Main St	asphalt between main and service laterals	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50500/242-E-Main-St
NPL 12/4	Planned for 12/9	2 East Main St	valve boxes low (picture in file)	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50518/2-East-Main
NPL 12/4	Planned for 12/9	Central St	valve boxes low (picture in file)	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50499/150-Central-St
NPL 12/4	Planned for 12/9	Intersection of Muzzy/Barnes	Low	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50502/Muzzy-at-Barnes
NPL 12/4	Planned for 12/9	37 River St	Low	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50517/37-River-St
NPL/12/4	Planned for 12/9	Intersection of Belden Gardens/Queen	settlement- check with Paul drain	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50503/Belden-Gardens-at-Queen-St
NPL 12/4	Planned for 12/9	150 Central St	Settlement in intersection, valve boxes	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50499/150-Central-St
NPL 12/4	Planned for 12/9	2 East Main St	Valve box	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50518/2-East-Main
NPL 12/4	Planned for 12/9	83 Holden St	edge of trench settlement	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50498/83-Holden-St
NPL 12/4	Planned for 12/9	58 5th St	edge of trench settlement	CBYD good 12/9	https://www.bristolct.gov/DocumentCenter/View/50501/58-5th-Street

Meeting Agenda

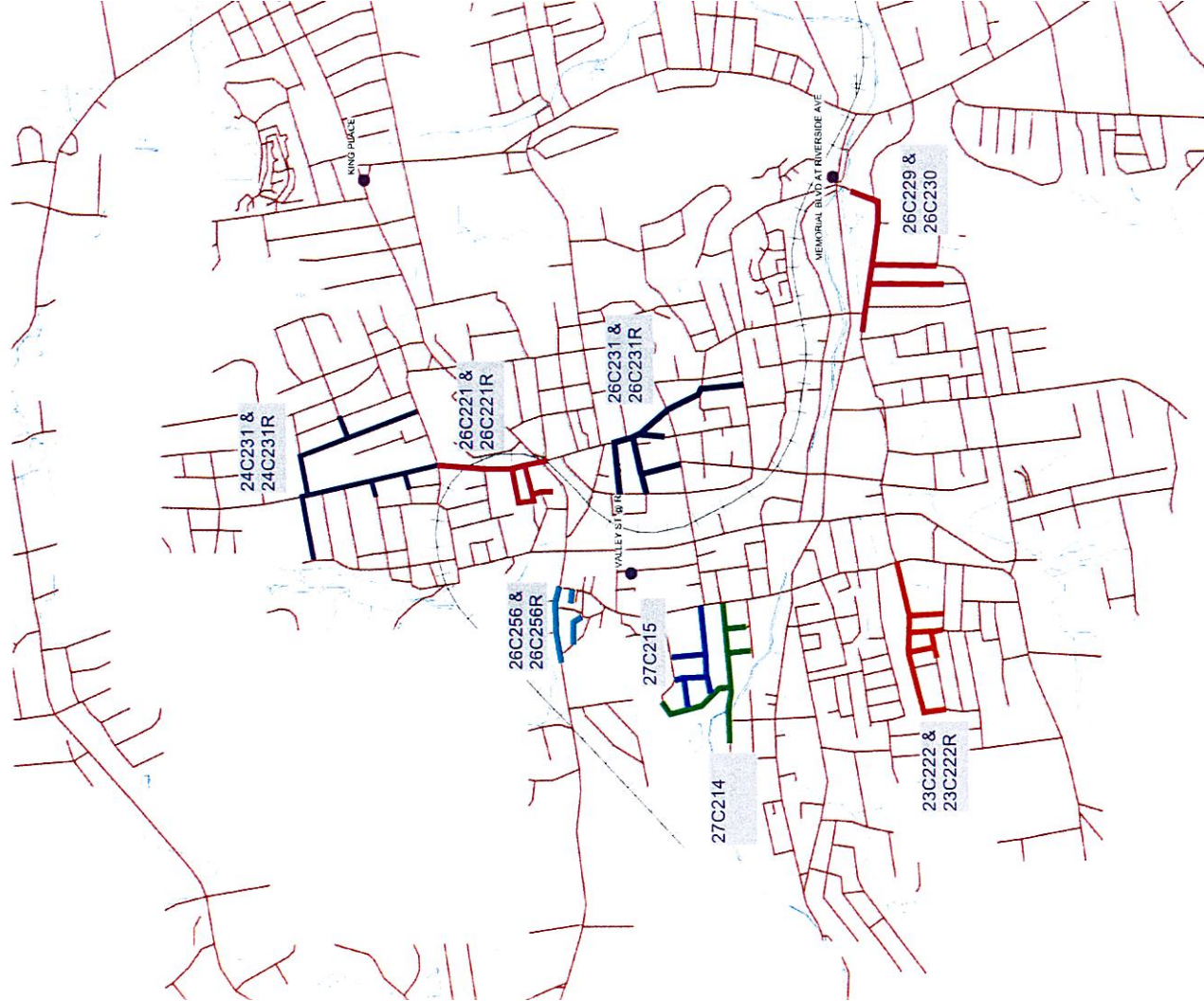
ISG Planned Improvements

2026 Project Summary- regarding- Traffic Plans

Project Improvement

project in Q1- two crews
large diameter pipe projects scheduled for Q1
Trench Inspections (with follow-up)
ditional Eversource Supervision
evaluate adding another project after 30 days of
successful project implementation
line contractors require use of rollers for paving all
options for hot winter mix asphalt

Engineering Slides



R_Bristol,

Traffic Concerns,
ins open.

Traffic Concerns.

o traffic concerns.

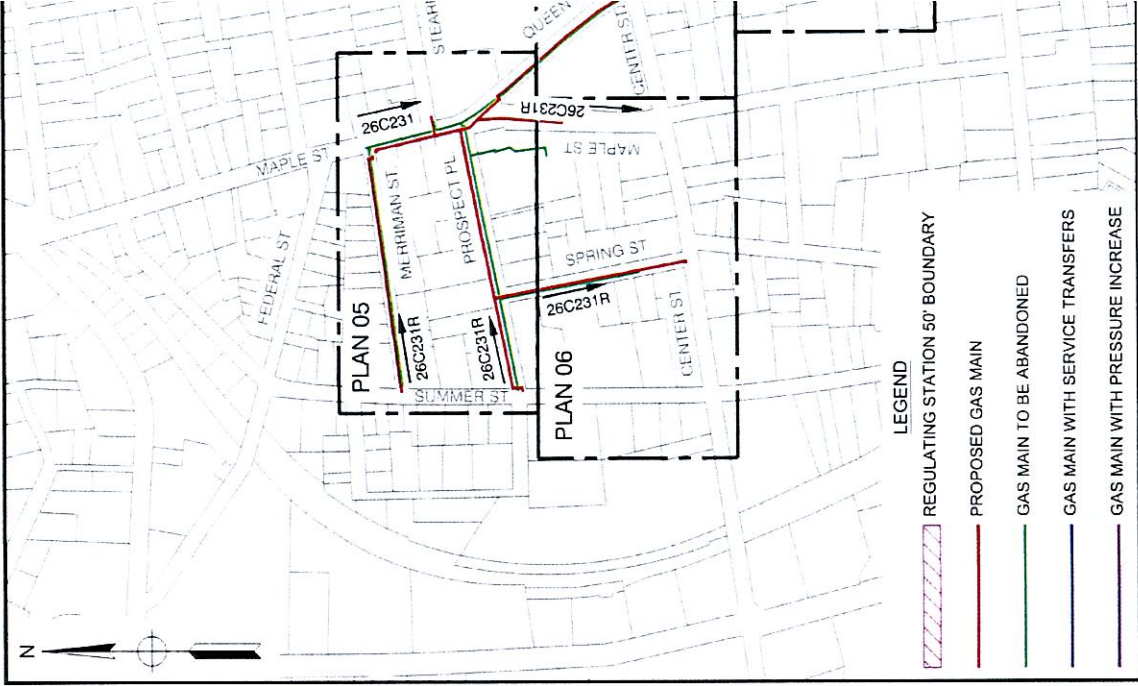
Traffic Concerns.

Traffic Concerns

Traffic Concerns

Traffic Concerns

is one way traffic
40' wide road. We
of parking spaces.
o traffic concerns



R_Bristol,

CT-6) - State Permit

Residential No Traffic

Residential No Traffic

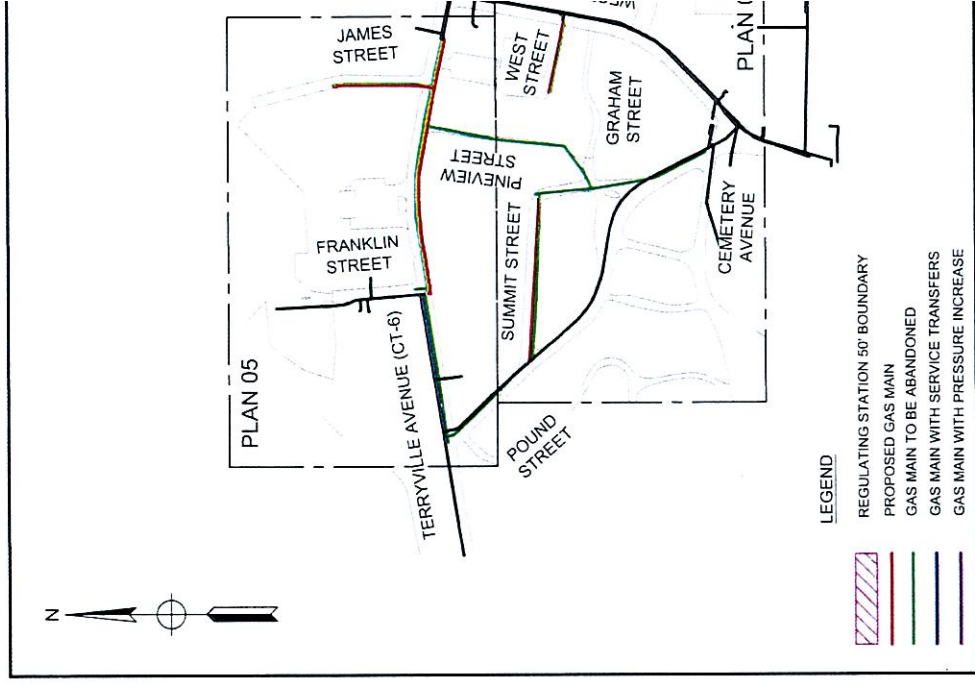
Single-Family / Residential No

Residential No Traffic

Property No Traffic

State Permit

Residential No Traffic



22R P & REL

No Traffic Concerns

No Traffic Concerns

No Traffic Concerns

No Traffic Concerns

No Traffic Concerns

No Traffic Concerns

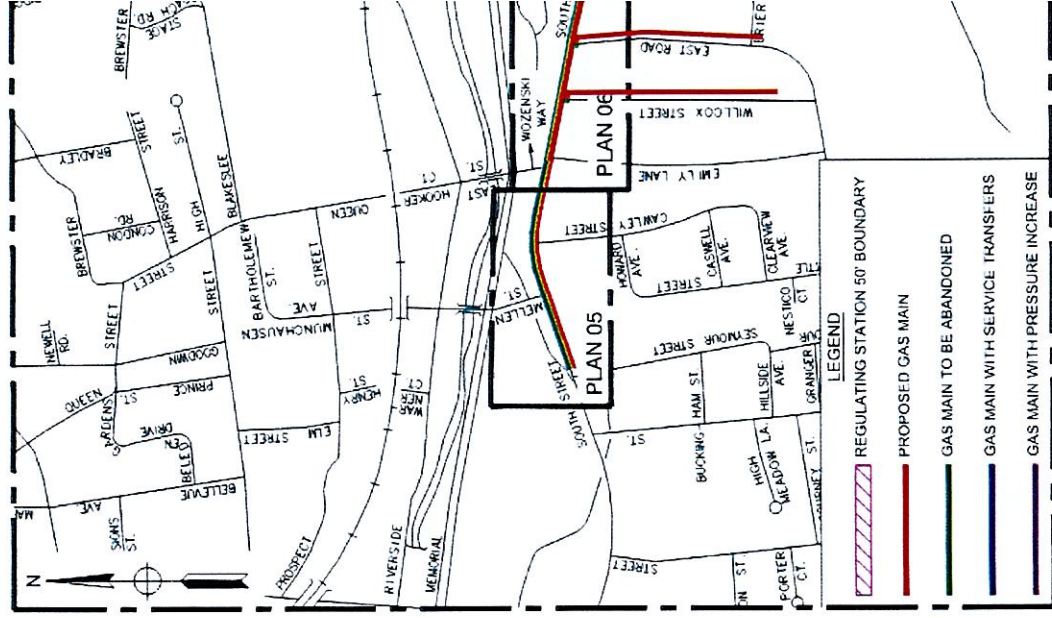
State Permit

Permit



Placement

Alternate Traffic
 No Traffic Concerns
 No Traffic Concerns
 Street W/ Detour on



itol,
coln ARP &

: ROUTE #69) -

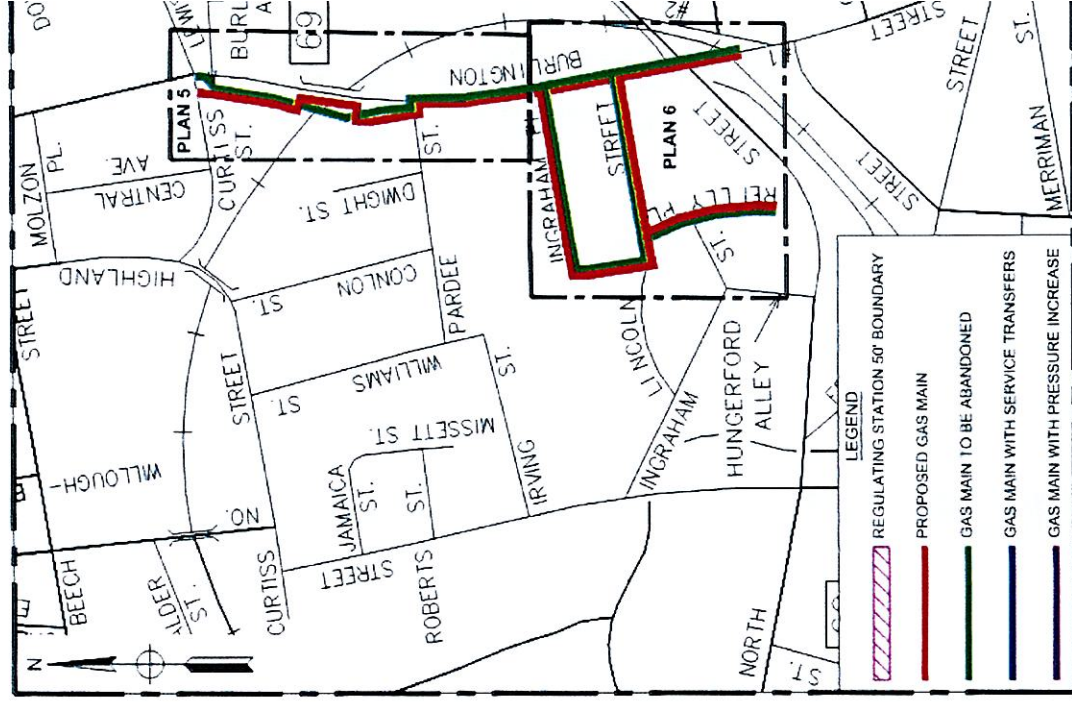
, No Traffic

t, No Traffic

ential No Traffic

st, No Traffic

STREET -
rns



BRISTOL, GAS ARP &

ROUTE #69) - State

No Traffic Concerns

Traffic Concerns

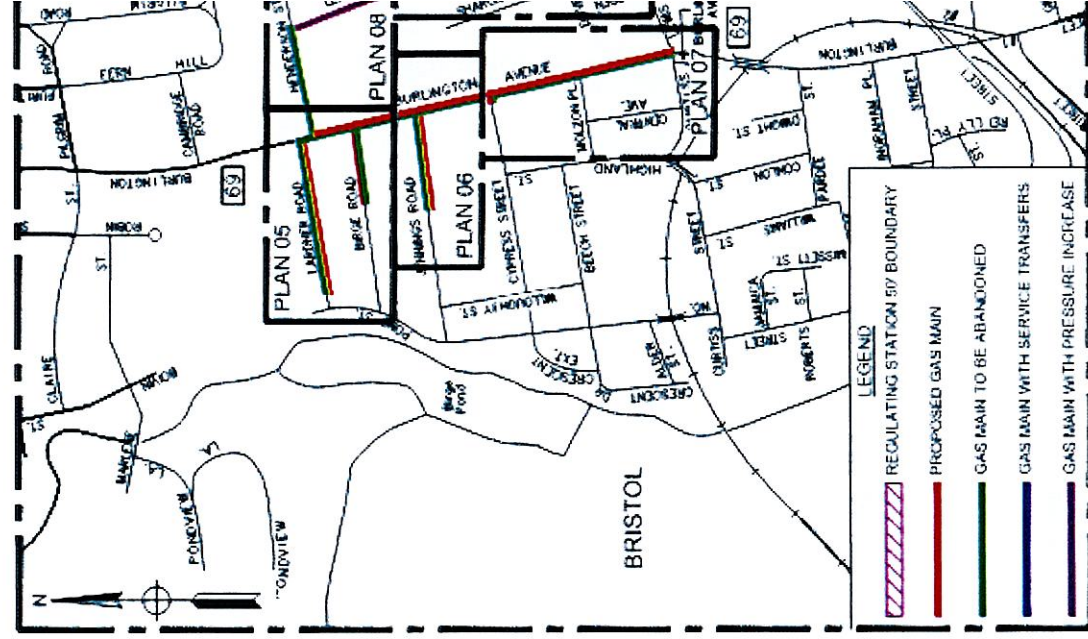
No Traffic Concerns

No Traffic

No Traffic Concerns

ential No Traffic

FIELD STREET -



placement

tial No Traffic

l No Traffic Concerns

ential No Traffic

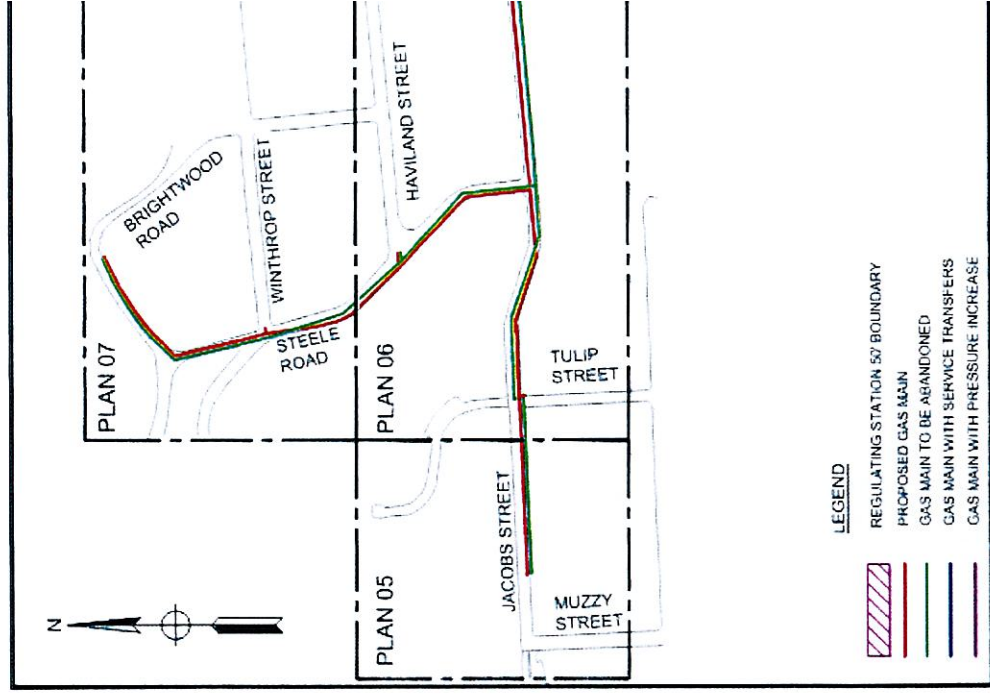
ential No Traffic

ential No Traffic

ential No Traffic

ential No Traffic

ate Permit



Replacement

Potential No Traffic

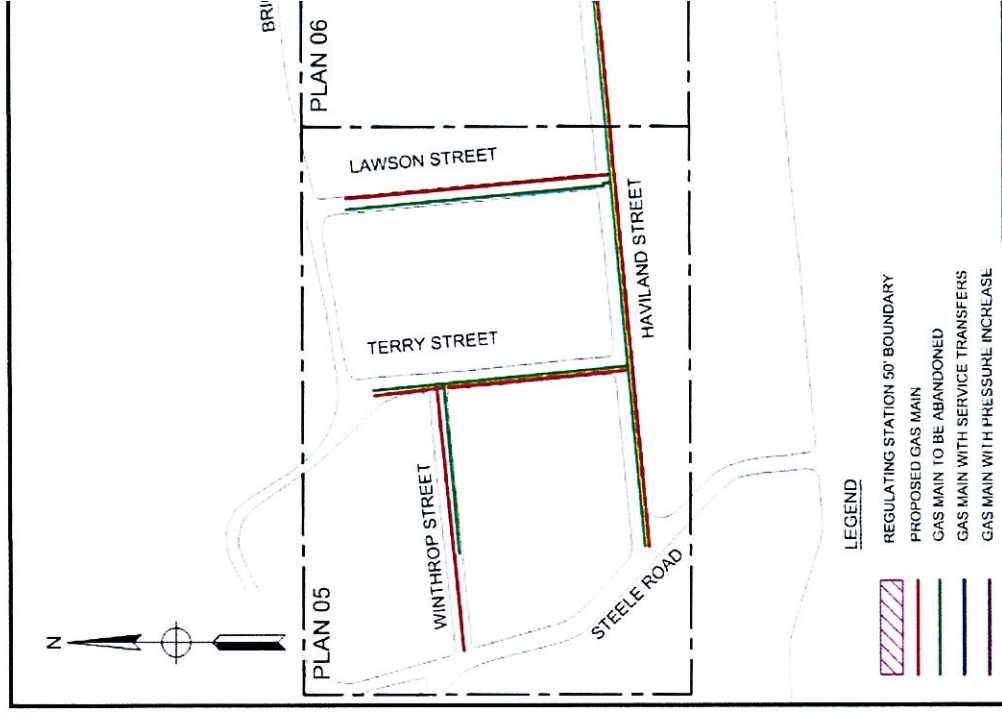
Potential No Traffic Concerns

Potential No Traffic

Potential No Traffic

Potential No Traffic

State Permit





Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 5, 2025 updated 12/9/25

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works
Bristol Police Department
FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: **DPW SPECIAL EVENT TRAFFIC CONTROL SERVICES –
APPLICATION FEE & CHARGES**

The duties of the Traffic Signal Technician were transferred from the Police Department to the Department of Public Works effective July 1, 2025. The duties included, in part, traffic control measures associated with special community events. A “special event” that utilizes City property or services is reviewed and approved by number of City Departments, such the Police, Health, Park, Fire, and Public Works Department.

A typical “special event” includes activities such as 5k races, car shows, block parties on City streets, or the use of City-owned parking lots. Typical services provided by the Department of Public Works in support of special events consist of: providing solid waste barrels, closing streets, or installing traffic control barricades on City streets.

The purpose of this memorandum is to review current City services as it pertains to special event road closures and/or barricade installation on City streets. The City’s Special Event application (attached) includes a section where the applicant can request a road closure/barricade. In addition, based on a review of the event by the Bristol Police or the Public Works Department, if a special event impacts the City street traveling lane or traffic pattern, a road closure or installation of barricades may be required. The primary purpose of road closures and barricade installation is to protect those participating in the special event and to safeguard vehicle traveling on City streets.

As an example, the Department has received a special event application to conduct a carol sing on Main St on Sunday, December 16. The carol sing applicant is NOT the BOE, however, it is my understanding that students will be participating. As part of the event, Main Street will be closed from Riverside Ave to Prospect St. As indicated on the attached plan, traffic control for the event will not be limited to the installation of barricades at the intersections of Main St at Riverside Ave and Main St and Prospect St. Traffic control will include the installation of traffic cones at right & left turn lanes of the Main St at Riverside Ave traffic signal.

In order to ensure that adequate traffic control is installed, plans must be prepared, reviewed, and approved as part of the Special Event permit process, and procedures must be taken to ensure that the required traffic control measures are installed to safeguard both participants and vehicles on City streets.

Prior to approximately 2-3 years ago, Police uniformed officers and traffic technician services were provided in support of the special event at no cost to the special event applicants. Since that time, the Police Department have charged special event applicants a fee corresponding to the cost of traffic control services. Since most, if not all, special events occur during non-working hours, such as the weekend, the work is performed on an overtime basis. Pursuant to current union contracts, staff working scheduled overtime are paid a minimum of 4 hrs. With setup and takedown traffic control, special events typically last 6 hrs. Therefore, the fee charged by DPW for traffic control at special events is approximately \$337.68 to \$450.24 for a 6-hr. event occurring on a Saturday or a Sunday, respectively.

As Director of Public Works, I support community special events and truly believe they add to the character of the City. With that said, a community event attended by only a small percentage of the City's population should not be supported by general taxpayers, and I believe that City costs to support a special event should be paid for by the special event applicant. I also believe that traffic control is required to protect both participants of the event and vehicles traveling on City streets. Therefore, in order to ensure the work is performed in accordance with the approved plan, traffic control measures should be installed by City staff. Potential measures to mitigate the cost of traffic control for special event applicants are listed below:

1. Allow traffic control to be installed by licensed and bonded contractors. Said contractors shall apply for and obtain an excavation permit. DPW currently allows licensed and bonded contractors to close City roads during construction in accordance with DPW-issued excavation permits. Allowing a contractor (non-city staff) to close and install barricades on City streets for special events would NOT extend to an evaluation of individual members participating in the special event. For example, it has been stated by special event applicants that a police officer or construction worker will be attending the event and has volunteered to close the road or install barricades. DPW sees the evaluation of individual skillsets as an administrative burden and not feasible. In addition, licensed contractors are bonded. Another concern with utilizing contractors is that they may charge the special event applicants a fee.
2. Allow special event applicants to remove traffic control barricades and cones to reduce cost. Particularly if events exceed a duration of 8 hours. If allowed/approved, applicants would be required to move barricades and/or cones off the road that would be collected on the next normal work day.
3. Establish a policy to waive City traffic control fees for designated special events on a case-by-case basis. The concern is that all applicants feel their special event provides a particular public benefit, and differentiating the benefits of one special event from another will be a challenge.

Additional issues associated with special events and the closure of roads is access to properties within the section of closed roads. The City receives complaints from N. Main residents during the car show, James P Casey Road residents when the soap box derby race is conducted, and from the Mem Blvd businesses (west end) when Mem Blvd is closed. In addition to signage, it should be a requirement of the special event permit that road closure barricade be manned, by the special event applicant, during the operation of the event to ensure residents can reach their property.

It should also be noted that DPW evaluates traffic control requirements on a case-by-case basis. DPW did not require DPW staff to install cones during the recent Mum-a-Thon road race since the



Department of Public Works | 860.584.6125

cones were installed between the white edge line and curb line and did not impact the vehicle travel way. In addition, there are events that the Bristol Police classify as a safety concern and require DPW to install “hard barricades” such as concrete as road closures. These types of barricades are installed by the DPW Street Division using heavy equipment and must be coordinated with wooden barricades and removed immediately after the event. The cost to perform this work increase cost and is charged to applicants (labor only).

Special events currently under review by DPW consist of the following:

1. Shamrock Run: Date 3/21/25 at Bristol Chippens Hill Middle School (Road Race), application indicates barricades needed.
2. 4th Annual DK Movement Cares 5K Run/walk: Date 8/22/25, 5 K road race on downtown streets, application indicates barricades needed.
3. Nexgen Trunk or Treat Car Show: Date 10/10/25 at BAIMS (closure of Mem Blvd), application indicates barricades needed.

Applications attached.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 5, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works
Bristol Police Department

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

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Department of Public Works | 860.584.6125

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

Special Event – Permit Application

REQUESTS SHOULD BE SUBMITTED A MINIMUM OF 45 DAYS BEFORE THE EVENT

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED

Event Name: _____

Requested Location: _____ Entry Ticket Price: _____

Date(s): _____ Rain Date: _____

The Following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Email Address: _____

Sponsor/Organization Name: _____ ☐ Non-Profit ☐ For Profit

Sponsor/Organization Address: _____

TIME OF EVENTS

	Start Date	Start Time	End Date	End Time
Setup and Prepare				
Actual Event				
Clean up and Close				

ESTIMATED ATTENDANCE FIGURES

Expected attendance:		Volunteers	
Vehicles:		Number of Vendors/ Booths	

Event Description: (if your description is longer than the space provided please feel free to attach a description at the end, when attachments are requested.)

Insurance Requirements: To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Please attach COI with the Application. Your Application will not be processed without the COI.

Return application and COI:

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

Special Features

Will the event include any of the following? ☐ Yes ☐ No

If yes, the event features may require an inspection and special permit/license from the Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO	NOTES
Will Food or Beverage be offered			
Food vendors must be approved and licensed by BBHD			
Tents / Canopies (sizes)			
Open Flame/ Cooking			
Fireworks			
Temporary Fencing / Structures			
Will there be Amplified Music			
Will there be items for Sale			
First Aid area			
Portable Restrooms/ Waste Control			
Carnival/Amusement Rides			
Inflatables			
Street closure			
Sidewalk Closure			
Public Parking Lot Closure			
Traffic Control Requested (additional Fee may apply)			

Police Chief may determine that Traffic Control is required even if not requested.

Public Street closure requested: ☐ Yes ☐ No Street Name: _____

Closure location beginning at (Street Name) : _____

Ending at (Street Name): _____

Who will be responsible for security/safety at the event: _____

Barricades needed to block traffic ☐ Yes ☐ No

Rubbish Disposal:

☐ Applicant will be responsible ☐ Applicant requests City of Bristol containers & disposal (additional fee may apply)

of Rubbish Barrel(s) _____ # of Recycle Barrel(s) _____

Alcoholic Beverages:

No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.

Hold Harmless Clause:

Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Signature of Applicant: _____

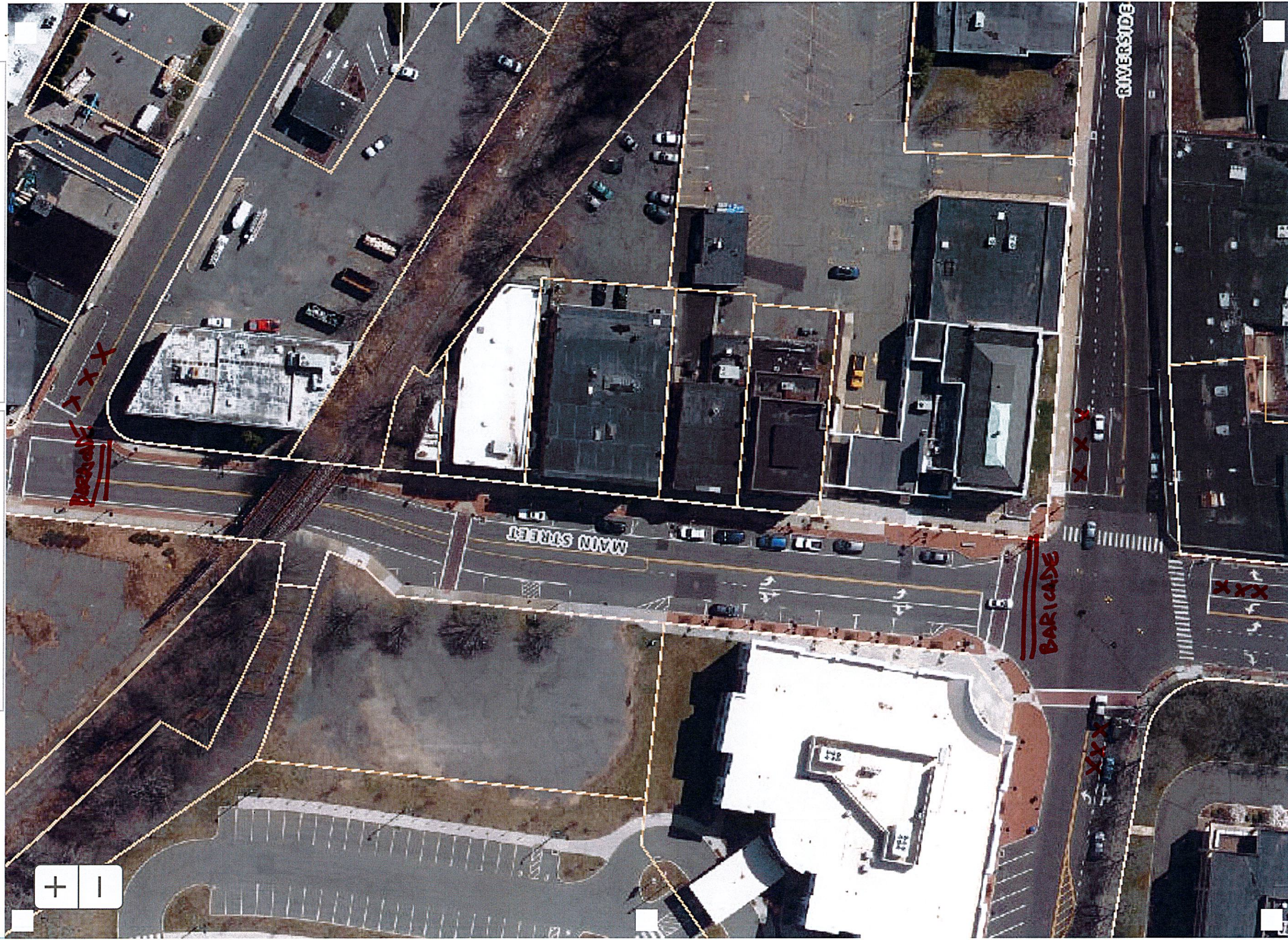
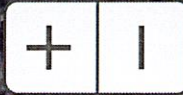
Date: _____

***** City Use Only *****

OFFICIAL	COMMENTS	Signature
Comptroller (Insurance Review) ☐ Approved ☐ Denied		
Parks & Recreation ☐ Approved ☐ Denied		
Fire Chief ☐ Approved ☐ Denied Fire Marshal (if applicable) ☐ Approved ☐ Denied		
Police Chief ☐ Approved ☐ Denied Police Traffic Control (if applicable) ☐ Approved ☐ Denied		
Health District ☐ Approved ☐ Denied		
* The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD. (860) 584-7682		
Public Works ☐ Approved ☐ Denied		

FULLY APPROVED:	DATE:
Any Conditions of Approval:	

Return application and COI:
City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Legend
— BARRICADE
X CONDEX

Raymond Rogozinski

From: Ulric Berube
Sent: Friday, November 7, 2025 1:42 PM
To: Raymond Rogozinski
Cc: Matthew Moskowitz; Anthony Lorenzetti
Subject: RE: DPW BPW Special Event Road Closures / Barricades

Ray,

This document with all of your thoughts and considerations is very well written/presented.

Lieutenant Ulric F. Berube
Traffic Division Commander
Bristol Police Department
131 North Main Street
Bristol, Connecticut 06010
860-584-3030 Office
Email: UlricBerube@BristolCT.gov

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Thursday, November 6, 2025 5:14 PM
To: Ulric Berube <ULRICBERUBE@bristolct.gov>
Cc: Matthew Moskowitz <MatthewMoskowitz@bristolct.gov>; Anthony Lorenzetti <AnthonyLorenzetti@bristolct.gov>
Subject: DPW BPW Special Event Road Closures / Barricades

FYI

From: Emily Oparowski <EmilyOparowski@bristolct.gov>
Sent: Thursday, November 6, 2025 3:46 PM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Subject: Re: DPW BPW Special Event Road Closures / Barricades



Emily Oparowski

Accounts Payable

Special Event – Permit Application

REQUESTS SHOULD BE SUBMITTED A MINIMUM OF 45 DAYS BEFORE THE EVENT

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED

Shamrock Run & Walk

Event Name: _____

Requested Location: CHMS Entry Ticket Price: \$35.00

Date(s): 3/21/2026 Rain Date: none

The Following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: Patrick Collins

Applicant Address: 58 Shrub Rd

Phone Number: 8602127665 Email Address: pcirishc5@aol.com

Sponsor/Organization Name: St. Vincent DePaul Mission of Bristol ☒ Non-Profit ☐ For Profit

Sponsor/Organization Address: Jacob St. Bristol, CT

TIME OF EVENTS

	Start Date	Start Time	End Date	End Time
Setup and Prepare	3/20/2026	3PM	3/20/2026	5pm
Actual Event	3/21/2026	6AM	3/21/2026	noon
Clean up and Close				

ESTIMATED ATTENDANCE FIGURES

Expected attendance:	750	Volunteers	60
Vehicles:	200	Number of Vendors/ Booths	12

Event Description: (If your description is longer than the space provided please feel free to attach a description at the end, when attachments are requested.)

Community road race. Liability insurance will be purchased.

Health District- we submitted the same form as last year. The date should be updated to reflect 3/21/2026

Insurance Requirements: To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Please attach COI with the Application. Your Application will not be processed without the COI.

Return application and COI:

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

Special Features

Will the event include any of the following? ☒ Yes ☐ No

If yes, the event features may require an inspection and special permit/license from the Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO	NOTES
Will Food or Beverage be offered	☒	☐	hotdogs, soup, water, fruit, packaged snacks, donuts
Food vendors must be approved and licensed by BBHD			
Tents / Canopies (sizes)	☐	☒	
Open Flame/ Cooking	☒	☐	gas grille
Fireworks	☐	☒	
Temporary Fencing / Structures	☐	☒	
Will there be Amplified Music	☒	☐	portable sound system
Will there be items for Sale	☐	☒	
First Aid area	☒	☐	BH is notified and provides an ambulance on site
Portable Restrooms/ Waste Control	☐	☒	
Carnival/Amusement Rides	☐	☒	
Inflatables	☐	☒	
Street closure	☐	☒	
Sidewalk Closure	☐	☒	
Public Parking Lot Closure	☒	☐	CHMS lots will be used
Traffic Control Requested (additional Fee may apply)	☒	☐	use of CERT

Police Chief may determine that Traffic Control is required even if not requested.

Public Street closure requested: ☐ Yes ☒ No Street Name: _____

Closure location beginning at (Street Name) : _____

Ending at (Street Name): _____

Who will be responsible for security/safety at the event: Patrick Collins

Barricades needed to block traffic ☒ Yes ☐ No

Rubbish Disposal:

☐ Applicant will be responsible ☒ Applicant requests City of Bristol containers & disposal (additional fee may apply)

of Rubbish Barrel(s)⁶ _____ # of Recycle Barrel(s)⁴ _____

Alcoholic Beverages:

No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.

Hold Harmless Clause:

Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

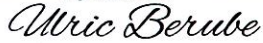
Signature of Applicant: _____

eSigned via GovOS.com

Key: 0d44aee14827bfe8893250b7d2dad9

Date: 10-03-2025

***** City Use Only *****

OFFICIAL	COMMENTS	Signature
Comptroller (Insurance Review) ☐ Approved ☐ Denied		
Parks & Recreation ☒ Approved ☐ Denied	N/A Parks	eSigned via GovOS.com  Key: c745233596e0ea084d26e3eaa4c27b2d
Fire Chief ☒ Approved ☐ Denied Fire Marshal (if applicable) ☒ Approved ☐ Denied		eSigned via GovOS.com  Key: 71c2490d8efc433cdd45f008bfc36e eSigned via GovOS.com  Key: 0daac5cb-b2b4-4a3b-a1be-ca9399e228b
Police Chief ☒ Approved ☐ Denied Police Traffic Control (if applicable) ☒ Approved ☐ Denied	Quote for required officers/cruisers for traffic control will follow.	eSigned via GovOS.com  Key: 93e98979d03fc0732e9947d5c3128de eSigned via GovOS.com  Key: 7908254f-972f-4d59-9e19-f3ed6a4c9f65
Health District ☒ Approved ☐ Denied	Will need to take out a temporary event permit for food provided.	eSigned via GovOS.com  Key: d80399ca15e97a60756a6e5b6b528e11
* The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD. (860) 584-7682		
Public Works ☐ Approved ☐ Denied		

FULLY APPROVED:

DATE:

Any Conditions of Approval:

Return application and COI:

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



Department of Public Works | 860.584.6125

Special Event – Permit Application

REQUESTS SHOULD BE SUBMITTED A MINIMUM OF 45 DAYS BEFORE THE EVENT

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED

4th Annual DK Movement Cares 5K Run/Walk

Event Name: _____

Requested Location: Please see attached race map _____ Entry Ticket Price: \$30.00

Date(s): August 22, 2026 _____ Rain Date: none

The Following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: Derek Jones _____

Applicant Address: 45 Gina Street _____

Phone Number: 860-940-4468 _____ Email Address: dkcares@dkmovementcares.org

Sponsor/Organization Name: DK Movement Cares _____ ☒ Non-Profit ☐ For Profit

Sponsor/Organization Address: 45 Gina st. Bristol CT 06010 _____

TIME OF EVENTS

	Start Date	Start Time	End Date	End Time
Setup and Prepare	8/22/26	6:00 am	8/22/26	7:00 am
Actual Event	8/22/26	7:00 am	8/22/26	2:00 pm
Clean up and Close	8/22/26	2:00 pm	8/22/26	2

ESTIMATED ATTENDANCE FIGURES

Expected attendance:	500	Volunteers	30
Vehicles:		Number of Vendors/ Booths	20

Event Description: (if your description is longer than the space provided please feel free to attach a description at the end, when attachments are requested.)

4th Annual 5K Run/Walk located at Bridge Community Church 43 School St. Registration, vending and other activities will be held in church parking lot.

Insurance Requirements: To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Please attach COI with the Application. Your Application will not be processed without the COI.

Return application and COI:

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

Special Features

Will the event include any of the following? ☒ Yes ☐ No

If yes, the event features may require an inspection and special permit/license from the Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO	NOTES
Will Food or Beverage be offered	☒	☐	Food truck and water, coffee and snacks for race part
Food vendors must be approved and licensed by BBHD			
Tents / Canopies (sizes)	☒	☐	10 x 10 and 12 x 12
Open Flame/ Cooking	☐	☒	
Fireworks	☐	☒	
Temporary Fencing / Structures	☐	☒	
Will there be Amplified Music	☒	☐	Live DJ
Will there be items for Sale	☐	☒	
First Aid area	☒	☐	by registration
Portable Restrooms/ Waste Control	☒	☐	Porter Potty for participants
Carnival/Amusement Rides	☐	☒	
Inflatables	☒	☐	bouncy house
Street closure	☒	☐	race course
Sidewalk Closure	☐	☒	
Public Parking Lot Closure	☐	☒	
Traffic Control Requested (additional Fee may apply)	☒	☐	Bristol PD and CERT Team
<u>Police Chief may determine that Traffic Control is required even if not requested.</u>			
Public Street closure requested: ☒ Yes ☐ No Street Name: <u>See attached race course m</u>			
Closure location beginning at (Street Name) : <u>School street</u>			
Ending at (Street Name): <u>North Main Street and Hope Street</u>			
Who will be responsible for security/safety at the event: <u>Need BPD and Bristol CERT Team</u>			
Barricades needed to block traffic ☒ Yes ☐ No			
<u>Rubbish Disposal:</u>			
☐ Applicant will be responsible ☒ Applicant requests City of Bristol containers & disposal (additional fee may apply)			
# of Rubbish Barrel(s) ² _____ # of Recycle Barrel(s) ² _____			

Alcoholic Beverages:

No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.

Hold Harmless Clause:

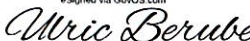
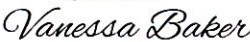
Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Signature of Applicant: _____

eSigned via GovOS.com
Derek Jones
Key: 0d44aaef4827bf6e8883256b7d2dcd9

Date: 11-06-2025

***** City Use Only *****

OFFICIAL	COMMENTS	Signature
Comptroller (Insurance Review) ☐ Approved ☐ Denied		
Parks & Recreation ☒ Approved ☐ Denied	N/A Parks	eSigned via GovOS.com  Key: c745233596e0ea084d26e3eandc2bb2d
Fire Chief ☒ Approved ☐ Denied Fire Marshal (if applicable) ☒ Approved ☐ Denied		eSigned via GovOS.com  Key: 7fc2490d8fc423cdd50f08bfc36e eSigned via GovOS.com  Key: 0daac5cb-b2b4-4e3b-a1be-ca939f9e228b
Police Chief ☒ Approved ☐ Denied Police Traffic Control (if applicable) ☒ Approved ☐ Denied	Formal quote will follow closer to event due to salary change in July 2026	eSigned via GovOS.com  Key: 93e99779d03c0732e9947f5c3128de eSigned via GovOS.com  Key: 7908254f-972f-4a59-b619-f3e06a4ce9d5
Health District ☒ Approved ☐ Denied	Must submit temporary food event	eSigned via GovOS.com  Key: d80399ca15e97a60756a5fb5abb528e11
* The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD. (860) 584-7682		
Public Works ☐ Approved ☐ Denied		

FULLY APPROVED:	DATE:
Any Conditions of Approval:	

Return application and COI:
City of Bristol
Public Work Department
 111 North Main Street
 Bristol, CT 06010
www.bristolct.gov

Special Event – Permit Application

REQUESTS SHOULD BE SUBMITTED A MINIMUM OF 45 DAYS BEFORE THE EVENT

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED

Nexgen Trunk or treat car Show

Event Name: _____

Requested Location: Bristol arts and innovation magnet school Entry Ticket Price: \$25.00

Date(s): October 10, 2026 Rain Date: October 11, 2026

The Following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: Mark Campbell

Applicant Address: 112 Gridley St

Phone Number: 8609224748 Email Address: Nexgenct1@gmail.com

Sponsor/Organization Name: Nexgen Car Show LLC ☐ Non-Profit ☒ For Profit

Sponsor/Organization Address: 112 Gridley St

TIME OF EVENTS

	Start Date	Start Time	End Date	End Time
Setup and Prepare	October 10	8am	October 10	9am
Actual Event	October 10	1pm	October 10	6pm
Clean up and Close	October 10	6pm	October 10	23

ESTIMATED ATTENDANCE FIGURES

Expected attendance:	500	Volunteers	7
Vehicles:	200	Number of Vendors/ Booths	25

Event Description: (if your description is longer than the space provided please feel free to attach a description at the end, when attachments are requested.)

SPECTATORS ARE FREE 🍷 🍻 🍺 🍹

REGISTRATION IS OPEN NOW www.nexgencarshows.com

- ☒ Outdoor Show
- ☐ VIP spots
- ☒ Coffin Race 🍷 🍻 🍺 🍹 @downtownlivebristol

Insurance Requirements: To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Please attach COI with the Application. Your Application will not be processed without the COI.

Return application and COI:

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

Special Features

Will the event include any of the following? ☒ Yes ☐ No

If yes, the event features may require an inspection and special permit/license from the Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO	NOTES
Will Food or Beverage be offered	☒	☐	
Food vendors must be approved and licensed by BBHD			
Tents / Canopies (sizes)	☒	☐	
Open Flame/ Cooking	☒	☐	
Fireworks	☐	☒	
Temporary Fencing / Structures	☐	☒	
Will there be Amplified Music	☒	☐	
Will there be items for Sale	☒	☐	
First Aid area	☒	☐	
Portable Restrooms/ Waste Control	☒	☐	
Carnival/Amusement Rides	☐	☒	
Inflatables	☐	☒	
Street closure	☒	☐	112 Gridley St
Sidewalk Closure	☒	☐	
Public Parking Lot Closure	☒	☐	
Traffic Control Requested (additional Fee may apply)	☐	☒	

Police Chief may determine that Traffic Control is required even if not requested.

Public Street closure requested: ☒ Yes ☐ No Street Name: Memorial Boulevard

Closure location beginning at (Street Name) : Willis Street

Ending at (Street Name): Mellen st

Who will be responsible for security/safety at the event: Security team

Barricades needed to block traffic ☒ Yes ☐ No

Rubbish Disposal:

☐ Applicant will be responsible ☒ Applicant requests City of Bristol containers & disposal (additional fee may apply)

of Rubbish Barrel(s)²⁵ _____ # of Recycle Barrel(s)²⁰ _____

Alcoholic Beverages:

No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.

Hold Harmless Clause:

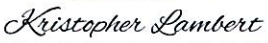
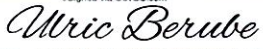
Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Signature of Applicant: _____

eSigned via GovOS.com
Key: 0d44aee14827b1e883256b7d2cad79

Date: 11-11-2025

***** City Use Only *****

OFFICIAL	COMMENTS	Signature
Comptroller (Insurance Review) ☐ Approved ☐ Denied		
Parks & Recreation ☒ Approved ☐ Denied	N/A Parks. Applicant must contact the BOE/BAIMS school principal to confirm there are no conflicts with school programming	eSigned via GovOS.com  Key: c745233596e0ea09Ad26e3eaaac2bb2d
Fire Chief ☒ Approved ☐ Denied Fire Marshal (if applicable) ☒ Approved ☐ Denied		eSigned via GovOS.com  Key: 71c2490d0efc433cdad50f08bfc36e eSigned via GovOS.com  Key: 0daac5cb-b2b4-4e3b-a1be-ca9399e228b
Police Chief ☒ Approved ☐ Denied Police Traffic Control (if applicable) ☒ Approved ☐ Denied	Concerning street closure, 112 Gridley in "Notes" is applicant's address.	eSigned via GovOS.com  Key: 93e9897f9d03fc0732e9947d5c312bde eSigned via GovOS.com  Key: 7903254f-972f-4a59-8e19-13ed6a4ce9b5
Health District ☒ Approved ☐ Denied	food vendors must submit temporary food event if they do not already have an itinerant vendor license	eSigned via GovOS.com  Key: d80399ca15e97a60756a6b5b6b528e11
* The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD. (860) 584-7682		
Public Works ☐ Approved ☐ Denied		

FULLY APPROVED:

DATE:

Any Conditions of Approval:

Return application and COI:
 City of Bristol
 Public Work Department
 111 North Main Street
 Bristol, CT 06010
www.bristolct.gov

MEMORANDUM

DATE 12/08/25

ATTENTION Board of Public Works; Raymond A. Rogozinski, P.E.

PREPARED BY Jim Schaefer

EMAIL Jschaefer@blcompanies.com

PROJECT NAME City of Bristol MS4 Program

PROJECT NUMBER 2300149.0000

SUBJECT MS4 Program Steering Committee -Quarterly Reporting

As previously reported to the Board of Public Works in a Department of Public Works memorandum dated October 6, 2025, BL Companies is assisting the City comply with Connecticut's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems ("MS4 Permit"), Federal Clean Water Act ("CWA") Permit No. CTR030042. This memorandum serves as an initial MS4 Program report to facilitate the Board's MS4 Program Steering Committee performance oversight. Going forward, BL Companies will submit MS4 Program performance reports to the Board on a quarterly basis commencing in March 2026.

The MS4 General Permit objective is to protect water quality and achieve the water quality established in Federal Clean Water Act by implementing Best Management Practices (BMPs) and measure performance into six categories of Minimum Control Measures (MCM's):

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

BL Companies will coordinate efforts, track and document the City's progress to demonstrate compliance with each of the above MCM's. In addition, in accordance with the MS4 General Permit, BL Companies will steward the City's Impaired Waters Investigation and Monitoring Program as well as additional IDDE Program Data including assessment and priority ranking of catchments data, outfall screening and sampling data and catchment investigation data.

MS4 Program Quarterly Performance Reports (QMR's) will be submitted in advance of and presented during the March, June, September and December 2026 City Public Board meetings.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: November 24, 2025

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

FROM: David Oakes, Public Works Facilities & Energy Manager

RE: 51 High Street – Building Condition Assessment

This memo is to document current building conditions at 51 High Street in Bristol, CT, as of November 24, 2025. Future building conditions and considerations are also documented for future planning purposes.

Background

51 High Street was originally constructed in 1869. The structure is of the Tower Italianate style of building, with a flat gable roof, the two-story building is clapboard siding and is one the oldest structures in the area. It was altered with a one-story brick addition in the 1930s, but retains much of its architectural distinction.

The City of Bristol acquired the property and existing structure on 2001. During 2002, an extensive renovation conducted and included: replacement of the pitched roof, restoration of deteriorated wood siding and trim details, ADA improvements, fire system installation and HVAC upgrades (boiler and air handling unit installations), including a building management platform to control HVAC systems and improve energy efficiencies.

Current Conditions

51 High Street is actively maintained by the City of Bristol Public Works Building Maintenance division. Overall, the building is in good condition, and the Building Maintenance division provides daily custodial and mechanical services to support this facility. Annual maintenance of the boiler and heating, ventilation and cooling (HVAC) system and quarterly preventative maintenance (PM) of the HVAC systems provide for continued use of the building as the City of Bristol Parks, Recreation, Youth & Community Services (BPRYCS) offices in the future. A small portion of the building is leased to the Bristol Hospital Women Infant & Child offices.

51 High Street building improvements completed by Bristol Public Works since 2011 include the following:

- Exterior Window Replacements – Building Envelope & Energy Efficiency
- HVAC Duct Cleaning – Indoor Air Quality Improvement
- Attic Insulation Upgrade Improvements – Energy Efficiency
- Exterior Canopy Replacement – Deterioration & Lighting Improvement
- EPDM Flat Roof Replacement – Deterioration, Building Envelope & Energy Efficiency
- Historic Vestibule Restoration & Door Replacements – Deterioration & Historic Preservation
- Boiler Replacement & Natural Gas Conversion – Energy Efficiency & #2 Fuel Oil UST Removal



Department of Public Works | 860.584.6125

- Window/Woodwork Restoration & Exterior Painting – Deterioration & Historic Preservation
- Exterior Security Camera Installations – Visitor/Staff & Building Security
- LED Lighting Upgrades – Energy Efficiencies & Occupant Comfort Improvement
- BPRYCS Conference Room Flooring Replacement – Deterioration & Safety Issue Elimination

Future Concerns & Considerations

Based on the knowledge that the Bristol Parks, Recreation, Youth & Community Services Department will occupy the facility for the foreseeable future, the following issues or concerns should be considered.

The pitched shingled roof at this time is not a source of water infiltration or other issues. However, most shingled roof systems have a lifespan of approximately 30 years. This life cycle will be reached in approximately 2031, based on the date of the building renovation in 2001. This capital project should be forecast and budgeted for the FY31-32, but current roof conditions at that time can better determine if the roof replacement is warranted.

The fire alarm panel system is operational at this time. However, the current EST Quick Start fire panel is an antiquated and unique system that requires proprietary components and service support. Replacement of the EST fire panel to a more common brand without proprietary limitations would be preferred for ease of service and operation.

Interior walls and paint from the 2001 renovation are showing their age and the signs of daily wear and tear. Office and hallway carpeting are also showing signs of deterioration of over two decades of consistent daily foot traffic and the New England weather. Most areas of the 1st floor will need to have new carpeting or flooring systems in the next 5 years. BPRYCS Staff have also mentioned painting of personal offices and public meeting rooms would be ideal for improved morale and visitor comfort.

Water infiltration in the basement over the last several years has improved compared to the past, but consideration to installation of exterior foundation drain system should be given. The drainage system would help move standing water away from the old rock foundation more quickly, which is prone to allowing water passage during heavy and prolonged precipitation events.

Exterior door replacements would help to promote building envelope improvements and energy efficiency. Door replacements would also enhance building security infrastructure on a whole and provide staff and visitors with a higher sense of safety while in the building during after-hour events and operations.

Finally, (5) HVAC air handlers service the building at 51 High Street. The air handlers have performed well and are reliable. The actuated valves that serve the air handlers are aging and are replaced and repaired based on operational need. An average life span of an air handler is typically 25-30 years based on regular annual service and quarterly preventative maintenance. Continued service will prolong the life expectancy of these units, but it should be assumed that the air handlers will need to be replaced in the next 5-10 years.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 8, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: **DPW CAPITAL PROJECT SUMMARY**

The Department of Public Works is currently working on the following capital improvement project. A summary of the projects along with the current status is provided below:

1. **Lake Ave Culvert at Mix Brook (\$1,775,000 project – \$950,000 City):** Currently under construction, the contractor is Trademark Construction Inc. (Contract 2C25-059 / Account 3023015-570300-19C12). The construction contract amount is \$1,131,615. WSP performed the design and is conducting the construction inspection. The project is scheduled to be substantially complete (paved binder) in 2025, with finish pavement and curbing in the spring of 2026. Due to the configuration of the bridge and right of way / easement size, two-way traffic is being maintained along Lake Ave except during watermain relocation work.

Link to plans provided below:

<https://ct-bristol2.civicplus.com/1151/Lake-Ave>

2. **Brace Ave & O’Sullivan Storm Drainage (Total \$2,020,000):** Project currently under construction, the contractor is Martin Laviero Contractor Inc. (Contract 2C25-068/ Accounts 3063019-570300-25C03/23C01). Storm drainage pipe (42-inch Dia) installed on Brace Ave from Vine Road outfall to Vera Road prior to 2025 winter shutdown. Remaining portion of storm drainage on Brace Ave and O’Sullivan Drive to Camp Street is scheduled to be completed in 2026. Project design by WMC Engineers and construction inspection by DPW.

Link to plans provided below:

<https://ct-bristol2.civicplus.com/1251/Brace-Avenue-Drainage-Improvements>

- 3. CT Route 72 Streetscape Project – Riverside Ave and Park St:** Project currently under design, GM2 Engineers (Contract 2P22-096) are the project designers. City is funding the design \$529,550 (Accounts 3023015-491002-23C11 & 3023015-531000-23C10). Construction will occur as two separate projects. The Riverside Ave project is a DOT & City project and includes roadway improvements and is being funded by the DOT and a CIF grant obtained by the City. The Park St project is limited to streetscape improvements and requires the City to obtain a DOT encroachment permit to construct the project. Park Street streetscape improvements are funded with the CIF grant. The total CIF grant award is \$6,200,000.

Park Street Streetscape – GM2 received comments from CTDOT District 1 and Traffic on the encroachment permit review in early November. All comments have been addressed with the exception of a request to update pedestrian signals at the Tulip Street intersection. GM2 is currently evaluating the existing signal equipment to determine the extent of changes that would be needed to incorporate this request into the project. A permit from the City's Conservation Commission is required as a portion of the sidewalk reconstruction occurs within the upland review area is also required. Once the DOT encroachment permit letter and upland review permits is in place it is anticipate the project will be bid mid-April 2026. The estimated Park St Streetscape construction cost is \$3,100,000.

Link to plans provided below:

<https://ct-bristol2.civicplus.com/1070/Streetscape-Riverside-Ave-Divinity-StPar>

Riverside Avenue Corridor Reconstruction – Design of the corridor is in progress. The environmental permitting process has started. Require permits include CTDEEP, USACE, Bristol Inland Wetlands and Flood Management Certification. There are significant existing utilities both overhead and underground. The submittal of the Semi-Final Design to CTDOT is anticipated in mid-December. This will include 23 rights-of-way maps for CTDOT's ROW unit to coordinate easements, takes and rights. The most significant is with Pan-Am at the eastern end of the project, where the existing roadway is within Pan-Am rail property. The project is on schedule for bidding in the winter of 2026/27 with construction beginning in Spring 2027. The estimated Riverside Ave reconstruction cost is \$12,000,000. As noted above a large portion of the cost will be covered by the DOT.

Link to plans provided below:

<https://ct-bristol2.civicplus.com/1256/Riverside-Ave-Corridor-Improvement-Proje>

- 4. Wolcott St Reconstruction (Witches Rock Rd/Fall Mountain Road to Peck Lane):** Design substantially complete by AI Engineers \$165,000 (Contract 2P20-062, Account 303015-531000-19C11). Project construction funding is provided by a LOTCIP grant and is estimated at \$4,420,000. LOTCIP funds are administered by NVCOG. Pursuant to NVCOG LOTCIP policy, each municipality is limited to two LOTCIP projects under construction at one time. As a result, the Wolcott St reconstruction project is currently on hold pending construction of the Downs St Bridge and Shrub Road sidewalks/ traffic calming project. Submittal of the final design, review and approval by the CT DOT is required prior to the City receiving authorization to bid the project.

Note the project includes a section of sidewalk on Witches Rock Road

Link to plans provided below:



Department of Public Works | 860.584.6125

<https://ct-bristol2.civicplus.com/1065/Wolcott-Street-Reconstruction>

5. **Downs Street Bridge Replacement:** Design substantially complete by GM2 Engineers \$260,130 (Contract 2P16-089, Account 3023019-533000-16C05). The project requires a CT DOT encroachment permit due to work within the CT Route 72 right of way at the southern end of the project and impact to the Mem Blvd/Blakeslee St/ Riverside Ave traffic signal. Approval of the encroachment permit is pending. Construction cost estimated at \$4,100,000, funded through LOTCIP grant.

Link to plans provided below:

<https://www.bristolct.gov/1066/Downs-St-Over-Pequabuck-River-Replacemen>

6. **Burlington Ave (CT Route 69) - Replacement of Asphalt Sidewalks (\$1,300,000 project - \$160,000 City):** DPW Engineering completing LOTCIP preliminary application requesting approval of Lotcip grant funds. Based on meetings with NVCOG, a potential concern is use of funds to replace existing sidewalks. Lotcip funds are for capital projects and do not cover maintenance, however, existing asphalt sidewalks do not meet City ordinances/standards, and DPW classifies replacement of asphalt with concrete sidewalks as a capital project.

Link to project location map provided below:

<https://www.bristolct.gov/DocumentCenter/View/50529/BA--Roadway-Plan-PLAN-SHEET-2?bidId=>

7. **East Street Bridge Replacement:** Project construction currently being completed. The bridge is scheduled to be opened approximately 12/16/25. The project is fully funded through the Federal-State bridge program (construction and design, Account 3023015-570300-19C10). The project was designed by GM2 Inc.(\$474,707), construction by Schultz Corporation (\$2,713,717) and construction inspection by WMC Engineers (\$610,000). The total project budget is \$5,059,190.

Link to plans provided below:

<https://ct-bristol2.civicplus.com/1067/East-St-Mellen-St-Replacement-of-Bridge->

8. **Central Fire House/Headquarters Lot Upgrades & Paving (\$55,000):** Portion of driveway entrance replaced as part of the North Main Street streetscape project. The Foley Street entrance was completed by Tilcon Inc in November 2025. The work was funded utilizing Locip grant. Reconstruction of staff parking lots and associated curbing was not part of the project and may be the subject of future CIP projects.

9. **N. Main St Streetscape (Center to Hope):** Project design by Benesh Engineers with construction by Martin Laviero Contractor Inc. \$2,175,251. The completion of the streetscape project is pending completion of the Carrier development Phase II, south of McDonalds. The curbing is in place sidewalk and brick installation required along with final installation of ornamental street lights. Due to the delay of ornamental lighting the ornamental lots across the entire Carrier project are not operational. Construction is anticipated in 2026. Account funds (21C10, 3063019-570300, 22C22 & 23L01)

<https://ct-bristol2.civicplus.com/1150/North-Main-Streetscape>

10. **Traffic Signal CMAQ** (Replacement of downtown traffic signals, Center St @ N.Main St, South St/George St @ Main St and School St/ Mem Blvd & Main St): Design and construction fully funded by CMAQ grant. Design being performed by VHB Engineers (\$179,175, Account 3023011-531000-23G15). Design scheduled to be completed in the summer of 2026 with construction in 2027. Construction estimated at \$3,700,000.

Link to public presentation provided below:

<https://www.bristolct.gov/1140/REPLACEMENTUPGRADES-OF-SIX-TRAFFIC-SIGNA>

11. **Pequabuck River Bike/Walking Path – Interconnecting Rockwell Park, West End, Brackett Park, Mem Blvd and Middle St:** Design in progress by Stantec Engineers \$395,000 (Account 3027023-531000-23G19). Design is 80 percent funded through a grant. Project will be coordinated with CT DOT realignment of Ct Route 72 in area of Brackett Park. Acquisition of easements critical. Construction funding \$6,500,000 is currently not in place. A public information meeting has been conducted.

Link to public presentation and latest preliminary plans provided below:

<https://ct-bristol2.civicplus.com/1249/Pequabuck-Trail>

12. **Divinity Street Culvert, east of Peck Lane:** Design substantially complete by WSP Engineers \$119,000 (Contract 2P19-062A, Account 3023015-570300-14C08). Construction funded through LOTCIP \$1,500,000. Environmental permits and easement south of Divinity St in place, easement north of Divinity St required. Project construction on hold pending Park St Streetscape construction. Traffic will be detoured onto Divinity St during Park St streetscape construction.

Link to project plans provided below:

<https://ct-bristol2.civicplus.com/1252/Divinity-Street-Culvert-Replacement-Over>

13. **East Rd Storm Drainage:** Design has been completed by DPW Engineering. Project required to prevent runoff onto the property of 113 East Street and extend storm drainage (42 inch) from the intersection of Pleasant View to Union Street. The runoff is eroding the garage. **Construction cost estimated at \$800,000 is currently not funded.** DPW will request funding as part of the Department's FY2025-26 CIP budget.

Link to project plans and video of runoff onto 113 East Street.

Plans & video

<https://ct-bristol2.civicplus.com/1255/East-Road-Drainage-Improvements>



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- 14. Collin Rd Storm Drainage:** Replace existing 12-inch Dia. storm drainage outfall with 36-inch Dia. pipe including a sediment chamber. Easements from the western property owner and City of New Britain are in place an Inland Wetland permit and easement from the xx property owners required. Appropriation of \$230,000 required, FY2025-26 request not funded.

Link to project plans provided below:

<https://ct-bristol2.civicplus.com/1254/Collins-Road-Storm-Drainage>

- 15. Resiliency Grant:** City received a \$250,0000 resiliency grant to perform a flood/ storm water resiliency study. Work being performed by Stantec Engineering \$225,000 (Contract 2P25-016), Account 3023011-531000-25G26). The study does include an evaluation and preliminary analysis of potential project to mitigate City flooding, however the focus of the study is public outreach, education and planning. The study includes updates to City storm water regulations, emergency management planning and FEMA flood insurance seminars for the public. The following presentation was provided to the City's Flood Erosion Control Board and a public input meeting will be scheduled in January, 2026.

Link to public presentation and storm water regulation below:

<https://ct-bristol2.civicplus.com/1257/Resiliency-Grant>

16. Sidewalk Connectivity

The City has completed two DOT Community Connectivity grants projects in the amount of \$299,916 and \$439,000. Work consisted of sidewalks and handicap ramps in the downtown area.

Link to the plans scheduled to be completed in the spring of 2026, associated with the \$794,000 Community Conductivity grant is provided below:

https://www.bristolct.gov/DocumentCenter/View/50531/COMMUNITY-CONNECTIVITY_opt

Link to proposed Emmet St sidewalks associated with the recently awarded Community Conductivity grant in the amount of \$569,106 is provided below:

- 17. Andrew St Culvert: Replace** the existing culvert within the public right of way of Andrew Street south of the xxx intersection. The private culvert west of Andrew St will remain and is not part of the project. The design engineer is KS Engineering \$120,000 (Contract 2P25-044). DPW Engineering to perform structural design of concrete culvert. Easements required; construction scheduled for 2027. Project funding through State Local Bridge program, 50 percent grant currently not in place. Estimated construction cost of \$930,000, City share \$465,000.
- 18. Mellen St Culvert:** Replace the existing culvert located within the Mellen St right of way between Mem Blvd and South Street. The culvert west of Mellen St, under the BAIMS athletic field will remain. The project design is being performed by WMC Engineers \$58,721 (Account 3023015-570300-19C09). DPW Engineering to perform structural design of concrete culvert, construction is scheduled for 2027. Project funding through State Local Bridge program, 50 percent grant currently not in place. Estimated total cost of \$1,100,000, City share \$550,000.
- 19. Field St Culvert:** Replace the existing culvert on Field St east of Peck Lane. The project is being designed by Cardinal Engineering (\$49,750, Account 3023015-531000-22C07) and is approximately 70% complete. Easement from Bristol Housing Authority obtained; 3 additional easements required. Construction scheduled for 2027. Project funding through State Local Bridge program, 50 percent grant currently in place. Estimated total cost of \$2,800,000, City share \$1,400,000. Project also includes replacement of sanitary sewer on Peck Lane to eliminate existing sanitary sewer located within current culvert.

Link to project plans below:

<https://ct-bristol2.civicplus.com/1253/Field-Street-Bridge-Replacement-No-01704>

- 20. Broad St Retaining Wall:** Replacement of 275 LF of retaining wall along the Pequabuck River supporting Broad St east of Todd St. Project presented to the BPW at its November 2025 meeting (link below):

<https://ct-bristol2.civicplus.com/1157/Broad-Street-Retaining-Wall>

- 21. DPW Salt Dome _Peacedale St (Roof Replacement & Repairs):** Replace and repair the roof at DPW's Peacedale St salt dome. Project budget \$170,000 (Account 3023015-570200-26C02). DPW designed , construction scheduled for 2026.
- 22. Minor St Railroad Crossing:** Replace existing at grade rail crossing. Deign by DPW Engineering. Estimated construction cost \$120,000.

DPW has also completed the Jerome Ave Bridge replacement, Maple Court reconstruction (portion of), Mellen St Bridge and is currently finalizing the construction of the Hope St Parking Garage. Renovations to the Senior Center Facility relocating the BBHD Office Space has been bid and is currently under review. The project to install sidewalks and a painted center island along a portion of Shrub Road is under review by the Board and is subject to a separate report.

CT DOT Projects

- A. Realignment of CT Route 72 -Brackett Park:** Project to relocated CT Route 72 to Riverside Ave (Main St to N.Main St) and through Bracket Park along the northern section



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of Bracket Park connecting the existing section of CT Route 72 east of the West End. Project currently being designed and funded by the CT DOT. Estimated construction cost \$9,250,000. The construction is scheduled for 2029-30. Once completed the current sections of CT Route 72 of Main St (Riverside St to Mem Blvd/ School St) and School St (Main St to N.Main St) will become City Streets. The following presentation was made to City Council at its September 2025 meeting.

<https://ct-bristol2.civicplus.com/1250/Realignment-of-Route-72-City-of-Bristol->

B. Traffic Signal Replacement Mem Blvd/ Riverside Ave/ Blakeslee St & Downs St:

Traffic signal scheduled to be replaced in 2027. Project being designed by SLR Engineers for the DOT and will be fully funded by the DOT. City input part of project, a critical component of the City's review is to reduce the visual impact of the traffic signal on the Mem Blvd Bridge. Design options provided below, DPW recommends option 3, use of span poles (painted black).

https://ct-bristol2.civicplus.com/DocumentCenter/View/50457/0171-0504---TR_CP_TCS-01_Int-No-017-256---Alternative-Layouts-DJV?bidId=

- C. Bus Shelter Upgrades / Replacement: Funding available through CT DOT to replace and/or install new bus shelters at CT Transit bus stops, however participation include City commitment to execute formal maintenance agreement. Per DPW's current policy the property owners of where the bus shelters are located are responsible for the bus shelter. City maintained bus shelters are limited to N.Main St, West End and Senior Center. Link to previous BPW reports below:

<https://www.bristolct.gov/DocumentCenter/View/50530/DPW-CT-DOT-Bus-Shelters-2>

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



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MEMORANDUM

DATE: December 3, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: **Right of Way Encroachment - 116 Central Street**

The property owner of 116 Central Street submitted an obtained approval of a change of use from commercial to residential from the City's Zoning Commission. As a part of the application an A-2 property survey was provided to the City indicating that a portion of the front concrete stairs are located within the City's Central St right of way. The encroachment extends into the City's ROW approximately. City assessor records list that the house was built in 1900. The stairway serves as entry way into the building.

Requiring the removal of the stairs has been evaluated by DPW, however the encroachment is currently NOT causing a conflict with public infrastructure. The sidewalks are monolithic along the roadway curb and does not extend into the right of way. In addition, the entry way associated with the stairs is required by building codes to maintain the property owner's operations and cannot be reduced in width. As a result, DPW supports allowing the existing encroachment subject to either the City having a need to utilize the area of the encroachment or the property owner performing a future renovation project modifying the building and entry configuration. In order to address the encroachment, DPW recommends the following Board of Public Works action:

Allow the existing road right of way encroachment at 116 Central St associated with the concrete stairs to remain subject to execution of a licensing agreement. Said agreement shall be contingent on the following;

- 1. A positive referral from the City's Planning Commission pursuant to State Statue 8-24.**
- 2. The City retains the right to terminate the licensing agreement allowing the encroachment with 90 days' notice to construct or modify public infrastructure within the right of way,**
- 3. The licensing agreement shall be terminated upon completion of building renovation reconfiguring the building entry way, eliminating the need of the stairs associated with the current encroachment.**
- 4. The licensing agreement shall be reviewed and approved by the City's Corporation Council and filed on City land records.**

Board action shall include a request to City Council authorizing the Mayor to sign any and all documents associated with execution of the required encroachment licensing agreement.

It shall be noted that DPW has consulted with the City's Corporation Counsel on this recommended action. The change of use zoning application is attached and includes photographs and mapping prepared by a licensed surveyor of the area.

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

**JAMES ZIOGAS JR,
ATTORNEY AT LAW, LLC
104 Bellevue Avenue
Bristol, Connecticut 06010**

**TEL (860) 584-2384
FAX (860) 589-8213
E-MAIL: jziogas@ziogaslaw.com**

December 4, 2025

Raymond Rogozinski
Director Public Works
111 North Main Street
Bristol, Ct 06010

Re: 116 Central Street Special Permit

Dear Ray:

It has come to our attention that there exists a stoop at the property referenced above that encroaches upon the city right of way. While that stoop has been there for well over 15 years, it was not known by the owners that an encroachment existed. It was discovered by a recent survey of the property.

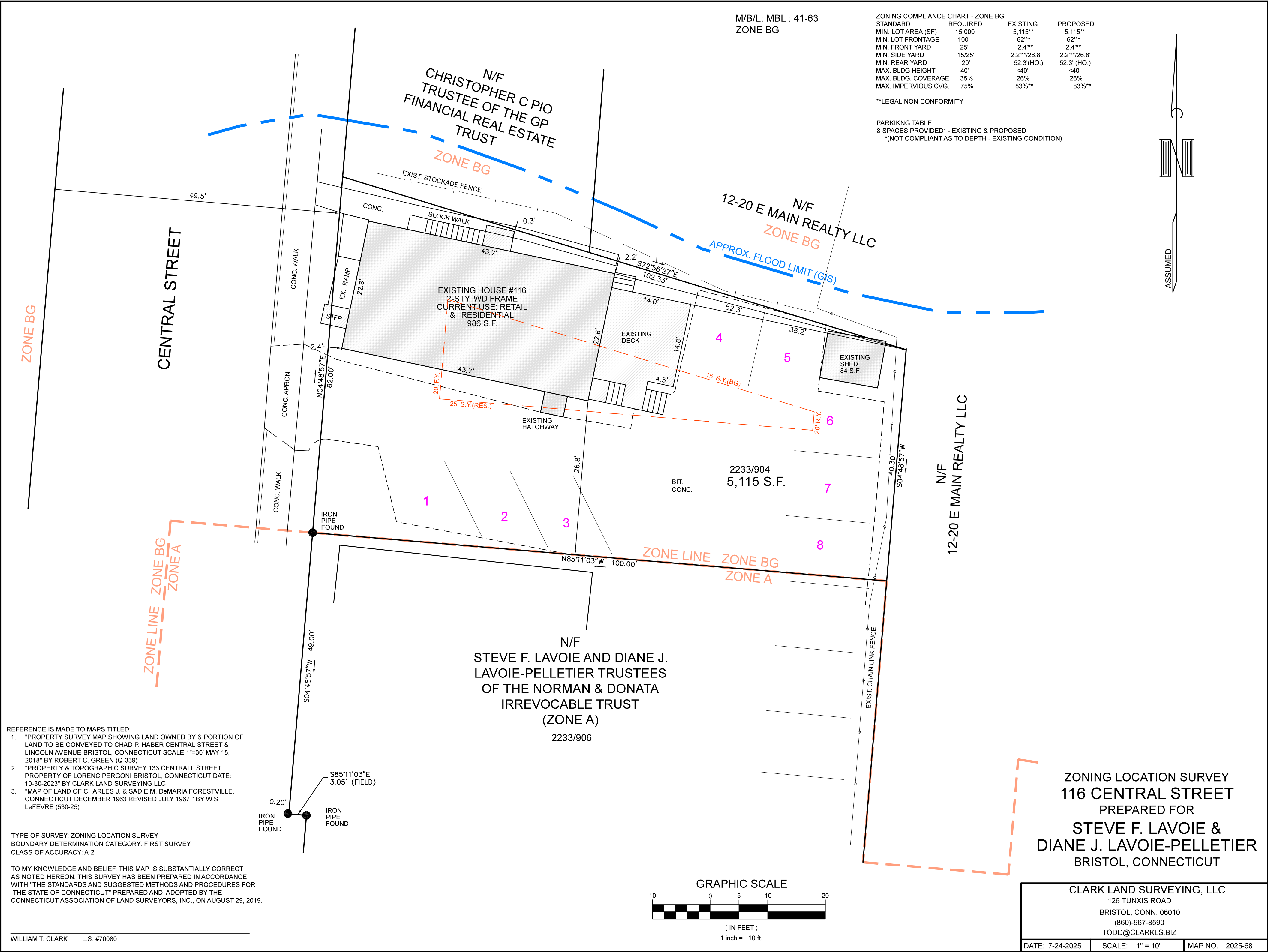
Please accept this letter as our request to have a license created to allow the stoop to remain pursuant to the memo prepared by the director.

If you have any questions, please feel free to contact my office.

Sincerely

James Ziogas Jr.

James Ziogas, Jr.









Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 8, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: **DPW Plot Plan Review Requirements**

The DPW Engineering Division reviews plot plans associated with construction of individual houses and building additions on residential properties. They also review plans for commercial non-residential properties, however, said projects typically require the approval of a site plan by the City's Planning or Zoning commission, and the plan requirements are defined in the City's Zoning regulations. Plot plan requirements for individual houses or additions are not specifically defined in the Zoning regulations. City Ordinance 5-22 indicates the following:

Existing Ordinance 5-22 Requirements for Residential Construction

- (a) *No building permit shall be issued for a new residential dwelling unless an approved site and/or plot plan is submitted with the application.*
- (b) *No certificate of occupancy shall be issued for any new residential dwelling unless all improvements shown on the site and/or plot plans have been installed as shown on the site and/or plot plans.*
- (c) *The site and/or plot plan required shall:*
 - (1) *Be based upon an accurate boundary line survey and drawn to an appropriate scale and sealed by a land surveyor licensed in the State of Connecticut.*
 - (2) *Show the location of all existing and proposed structures with distances to lot lines (if an existing structure is to be demolished it shall be shown and designated).*
 - (3) *Show the existing and proposed grading plan, including twenty (20) feet beyond all disturbed areas.*
 - (4) *Show the first floor elevation, or top of foundation at front entrance.*
 - (5) *Show established street, curb and sidewalk grades and location of proposed curb cuts.*
 - (6) *Show location of wetlands floodplains and all underground utility house connections including, but not limited to, connections to municipal sanitary sewers, storm drains, water system foundation drains, electrical, telephone, cable and the location of such private utilities as wells and underground private sewage systems as may exist.*
- (d) *An "as-built" site and/or plot plan shall be submitted at or prior to a request for certification of occupancy inspection conforming with subsection (c) above.*
(Ord. of 2-18-77; Ord. of 2-8-93; Ord. of 6-10-96; Ord. of 5-11-04; Amend. of 11-14-06)

The current plot plan requirements do not include the installation of subsurface retention or rain gardens. DPW Engineering has instituted a practice requiring all runoff from roofs to be discharged to a subsurface retainage system that infiltrates roof runoff consisting of a drywell, leaching gallery or rain garden. This is

considered a storm water management best practice. It decreases runoff from the property being developed, reduces peak flow to streams and rivers, and lessens concerns with direct discharge to adjacent properties. The requirement is also consistent with the City's MS4 permit to reduce directly connected impervious areas and benefits groundwater recharge. With that said, the requirement to provide subsurface retention or rain gardens for roof runoff increases construction cost by approximately \$5,000 - \$7,000.

The Department of Public Works would like to formalize the requirement of installing subsurface retention or rain gardens by revising City Ordinance 5-22 to include the following provisions:

- (a) All runoff from a residential dwelling roof shall be collected and discharged to a subsurface retention system or rain garden. Said system shall be sized for a 2-year storm. Connection to City storm drainage system (if available), as an overflow is recommended and permitted. In areas of high groundwater, bedrock, or impermeable soils, subsurface retention will not be required, subject to a report prepared by a licensed professional engineer. Residential dwelling roofs shall include additions or out-buildings with a square foot area above 300 SF.

In addition to formalizing the requirement of subsurface retention or rain gardens, DPW requests the following revisions to improve or comply DPW's current practices:

- (b) If the lot in question is NOT vegetated at the time of the request for a Certificate of Occupancy, the Department of Public Works shall require a bond in the amount to establish grass on the lot. The sole purpose of the bond is to prevent erosion and to ensure vegetation on the lot. The bond shall be released once vegetation is established and the potential for erosion is reduced. The purpose of the bond is not to establish high quality grass associated with a residential lawn.
- (c) Prior to the issuance of a Certificate of Occupancy all property corners of the parcel shall be pinned with survey markers and indicated as installed on the "as built" plan. In order to avoid delays of the issuance of occupancy, said property pins shall be installed and indicated on the foundation as-built plan required by the Building Department.

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 3, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

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

RE: **Shrub Road Sidewalks & Traffic Calming – Project Review**

The project to install sidewalks on Shrub Road has been in progress since 2020. The City hired AI Engineers to perform the design in 2021. The design process has included several public information meetings that discussed the side of the road the sidewalks would be installed on, width of sidewalks, distance between sidewalks and curb, tree removal, and traffic calming measures.

Based on input from the public, the design engineer has proceeded with a project to install 5 ft wide concrete sidewalks on the north side of Shrub Road, 3 ft from the curb which includes traffic calming measures. These measures consist of installing a 4 ft wide painted island and parking areas along a portion of the road. There is public support to install the sidewalks on the side. However, there are residents that have expressed concerns with the proposed 5 ft width of sidewalks and proposed traffic calming measures, in particular the effectiveness of the proposed painted traffic islands and the resulting roadway adjustments (widening) in the areas of the proposed painted island. DPW cannot quantify the level of support for sidewalks. Residents who have expressed the most concerns with the project live on the side of the street opposite where the sidewalks or along the areas of the proposed traffic calming measures, or on adjacent streets (not on Shrub Road).

The width of the proposed sidewalks (5 ft.) is consistent with the DOT Highway design manual for collector streets. With that said, it is DPW's understanding that 4 ft. wide sidewalks would not be prohibited. The currently proposed lane width of 10 ft with a 2 ft edge line is the DOT standard for collector streets. The proposed installation of a 4 ft painted island is a listed traffic calming measure from US Federal Highway Administration and was a direct result of the public meeting conducted on 12/7/22. DPW strongly supports the installation of traffic calming measures throughout the City, however, the implementation of engineered traffic calming measures are very new across the country, and studies quantifying the effects of traffic control measures are limited. In the case of Shrub Road, the proposal includes reducing lane width established with pavement markings to 10 ft. DPW reduced AI Engineers' proposed 8 ft painted islands to 4 ft to reduce the impact associated with road widening. The installation of a raised island would be a more effective traffic calming measure and was discussed and evaluated at the 12/7/22 public information

meeting. Although it's a more effective traffic calming measure, DPW does not support raised islands. DPW sees raised islands as a more extreme measure, and a potential safety concern associated with cars hitting an elevated curb.

Public concerns with the Shrub Road project are primarily directed toward the roadway widening associated with the installation of painted islands and the construction costs associated with this work.

1. Traffic Calming Road Widening

The total length of Shrub Rd sidewalk 4,700 LF, length of widening more than 6 inches 2,500 LF (3 ft max, not included 3 parallel parking spaces), length of narrowing 1,100 LF, length of no change 1,400 LF). The 4 ft painted island are not proposed along the full length of Shrub Road. There are two proposed islands, a 500 ft long island in front of the nature center, and 600 ft section in the area of Oak Hill Drive. The islands have a taper at each end to transition into the 4 ft width.

As indicated, the project establishes a uniform road width of two 10 ft wide lanes with an edge line 2 ft from the curb. As a result, a roadway pavement width of 24 ft is required in non-islanded areas, and 28 ft in areas of the proposed islands (1,000 ft of the 4,700 ft length of Shrub Road). In order to establish the 24 ft wide pavement width, there are a number of areas that are being widened and narrowed to create a 24 ft road width. There is a small section of Shrub Road east of Oak Hill Road that is being widened 3 ft, that is not due to proposed island. Rather, it is a result of the narrow existing pavement width. There is also a section of Shrub Road at the intersection of Jerome where the road will be narrowed. The narrowing saves trees and eliminates the impact to private property, but the primary reason is that the existing pavement area happens to be wide enough to establish two 10 ft lanes with 2 ft edge lines the road will be narrowed.

The current proposed project includes the creation of 3 parallel parking spaces along Shrub Road east of the Pigeon Hill entrance. The parking spaces were proposed by AI Engineers and roadside parking is listed as a traffic calming measure by FHWA (Federal Highway Administration). Shrub Road in this area is being widened 10 ft to create the parking areas. The widening is on City property. There have been public concerns raised with the proposed parking area associated with the need for parking, and the effectiveness of traffic calming if they are not used (traffic calming impact increases when there are parked cars). In a recent meeting with Eversource, the proposed parking requires offsetting the location of the existing poles necessitating the need of tie back poles on the opposite side of the street or the resetting of a number of poles. Although there is NO cost to the City associated with pole relocation, DPW wants to limit pole relocation work and supports ELIMINATING the proposed parallel parking areas.

2. Construction Costs

AI Engineers has calculated the current construction cost estimate for the Shrub Road sidewalk and traffic calming project to be **\$3,100,000**, based on CTDOT cost estimating data and pricing. This figure includes \$500,000 for retaining walls (with approximately \$400,000 attributed to the wall east of Seymour Park), \$315,000 for a pedestrian bridge, \$259,000 in contingencies, \$259,000 in incidentals, \$68,000 in estimated inflation, and



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\$309,000 for mobilization, maintenance and protection of traffic, and other minor items. The estimated cost specifically allocated to concrete sidewalk installation is \$350,000.

DPW's experience with sidewalk projects constructed by local contractors indicates that that actual cost will be considerably less than AI Engineers' estimate. However, the estimate is based on CT DOT pricing and, as indicated, includes a large contingency. The project does not include elaborate design features including the pedestrian bridge and 4 retaining walls. The pedestrian bridge is 10 ft wide and is proposed as a focal point adjacent to the river. The retaining wall east of the park is proposed to limit the impact to the City property and tree removal. It is also important to note that ALL CONSTRUCTION COST are funded by a LOTCIP grant. NO construction costs are incurred by the City of Bristol.

DPW has heard concerns from residents that painted island and roadway widening cost millions, in part due to the review of escalating project cost. As indicated, the widening associated with island installation is limited to less than 3 ft for a total of 1,000 ft. The proposed project includes new curbing along the new sidewalk. Construction will consist of saw cutting 2 ft off the existing curb, removal of the existing curbing and road section, installation of new asphalt to serve as a curb base, and installation of new curb. In the areas of the widening, additional asphalt will be installed. The total cost of roadway pavement and painted pavement marking is \$184,449 (pavement \$140,000, paint marking \$44,449) plus \$37,000 for contingency and incidentals. This includes all roadway pavement and painted marking as part of this project. The actual cost of the pavement and painted markings associated with the widening is estimated to be \$50,000 for labor and material and \$10,000 for contingency and incidentals.

DPW's primary concern associated with the Shrub Road project is defining a project scope and constructing the project. DPW has been extremely frustrated with AI Engineers ability to design the project in a timely manner. The City does fund engineering cost. AI Engineers design fees are \$116,500, revisions to the plans will require additional City cost and more importantly, time, which will require BOF action and the high probability of missing the 2026 construction season, in particular given the required DOT review period. With that said, the proposed project represents a major investment in City infrastructure and defining the project scope is critical.

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

Shrub Road Traffic Calming Study

City of Bristol, CT

Shrub Road – Burlington Avenue to Jerome Ave



PREPARED FOR:

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



PREPARED BY:

AI Engineers, Inc
919 Middle Street
Middletown, CT 06450

1.0 Introduction

During the public involvement meeting for the Shrub Road sidewalk project, Shrub Road residents expressed concern regarding excessive speeds on the roadway. As the improvements in the project only included the addition of sidewalks, with no impact to roadway geometry or cross section, AI Engineers has been tasked with investigating additional traffic calming measures that can be implemented to reduce speeds along the roadway. The impact of speed in an area frequented by pedestrians cannot be ignored. If a pedestrian is struck by a vehicle, speeds upwards of 36 miles per hour is often fatal.

Figure 1: Study Area of Shrub Road Traffic Calming Study



2.0 Existing Conditions

Approximately 5,000 feet in length, Shrub Road is classified as a Minor Urban Arterial, connecting Burlington Avenue (State Route 69) in the West to Jerome Avenue in the East. The sidewalk project will include the installation of sidewalk along the northern edge of this roadway, as well as continuing the sidewalk down Jerome Avenue to connect to Stevens Street. From traffic monitoring stations along the roadway, it can be seen that the roadway has a 40.2 mile per hour 85th percentile design speed (2020), with an AADT of 4,200 vehicles per day (2021). The roadway's posted speed is 30 miles per hour, and can be found to be deficient geometrically and cross section wise.

The existing roadway is narrow. The roadway, being roughly 24 feet wide for its length, is nearly as narrow as allowed by design criteria. If it were to be reconstructed, the roadway would likely need to be reconstructed wider to a minimum of 26' would be required by the City, with two 11'-0" travel lanes and a minimum of 2'-0" shoulder.

3.0 Build Alternatives

Utilizing resources produced by the Federal Highway Administration, various traffic calming techniques outlined in their Traffic Calming ePrimer have been evaluated for their ability to have a substantial effect on Shrub Road.

Figure 2: FHWA Traffic Calming Table 3.1 and 3.2, Abridged

Traffic Calming Measure	Segment or Intersection	Suitability	Cost of Implementation	AIE Comments
Horizontal Deflection				
Lateral Shift	Segment	3	Medium	Not considered due to cross section limitations and nature of Shrub Road
Chicane	Segment	1	Medium	Unsuitable for an Arterial
Realigned Intersection	Intersection	1	Medium	Unsuitable for an Arterial
Traffic Circle	Intersection	1	Medium	Unsuitable for an Arterial
Small Modern & Mini-Roundabout	Intersection	3	Medium/High	Not considered due to Right-of-Way and geometry limitations at intersections.
Roundabout	Intersection	5	High	No suitable intersections within project limits
Vertical Deflection				
Speed Hump	Segment	1	Low	Unsuitable for an Arterial
Speed Cushion	Segment	1	Low	Unsuitable for an Arterial
Speed Table	Segment	3	Medium	Unsuitable for AADTs along Shrub Road
Offset Speed Table	Segment	3	Medium	Unsuitable for AADTs along Shrub Road
Raised Crosswalk	Both	3	Medium	Unsuitable for Shrub Road 85th Percentile Speed
Raised Intersection	Intersection	3	High	Unsuitable for Shrub Road 85th Percentile Speed
Street Width Reduction				
Corner Extension	Intersection	5	Medium/High	Applicable, utilize at intersections where possible.
Choker	Segment	5	Medium/High	Unsuitable due to narrow proposed cross section
Median Island	Both	5	Medium/High	Applicable
On-Street Parking	Segment	5	Low	Applicable
Road Diet	Both	5	Low	Difficult to apply due to narrow roadway cross section, road diet concepts should be applied where applicable.

Due to Right of Way impacts and costs it would be impracticable to improve the roadway to a 40 mile per hour design and have an undesirable impact on residents of the street. Instead, using commonly used

traffic calming techniques, we will seek to decrease the speeds along the roadway. **Figure 2** above details the potential traffic calming measures and their suitability for this application.

4.0 Final Alternatives

Traffic calming can be achieved through a combination of three different methods, vertical deflections, street width reductions, and horizontal deflections. As shown in **Figure 2**, methods using horizontal and vertical deflection are less suitable for a major thoroughfare, and those that are either have other limitations, such as excessive right of way impacts, that would be unwanted along Shrub Road.

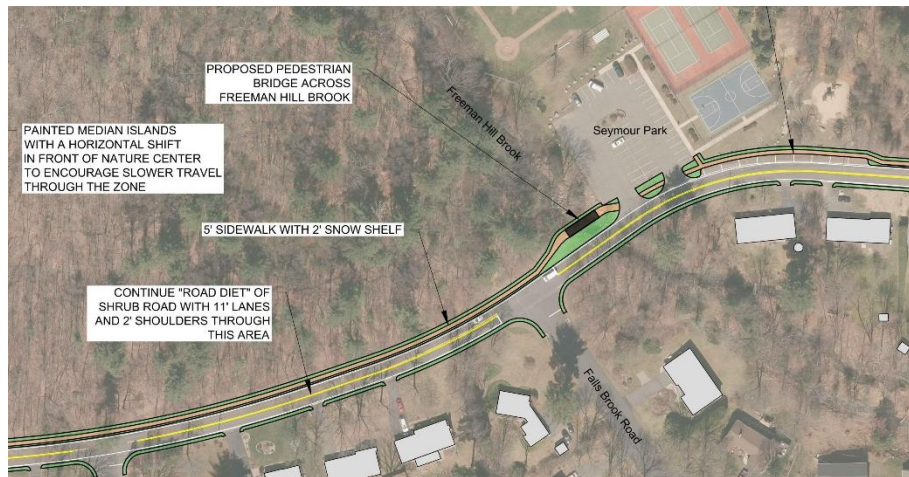


Figure 3 – On-street parking at Seymour Park

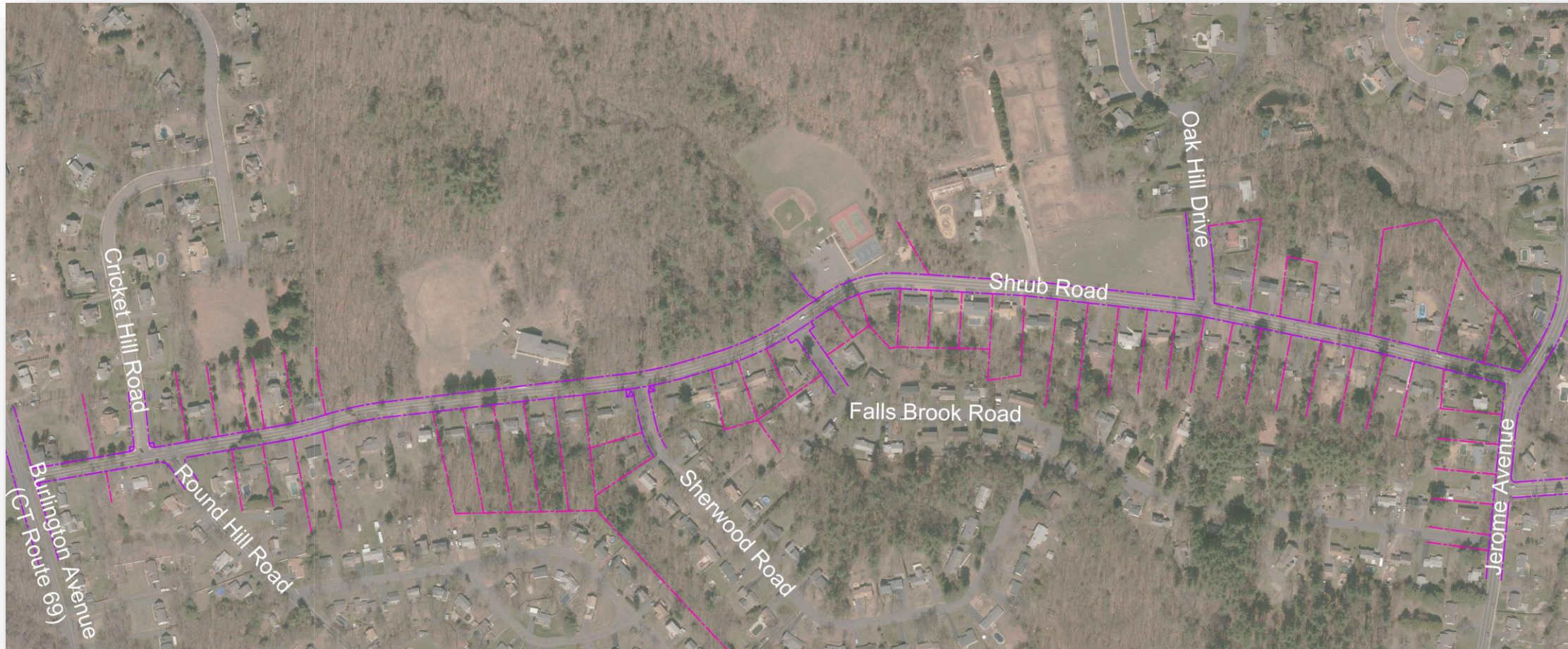
feeling comfortable at higher speeds. The cross section would change briefly at Seymour Park, where a row of on-street parallel parking would be added for roughly 180 feet. This cross-section change would serve to increase the awareness of the motorist, as well as provide additional parking for the public, as shown above in **Figure 3**.



Figure 4 – Median Island, Nature Center (left), Oak Hill Drive (right)

In addition to these cross-section changes, median islands would be installed at the entrance to the Harry Barnes Memorial Nature Center, and just west of Oak Hill Drive. The locations of these would serve as a visual cue to the driver of entering a new area, and the preferred speed. A variety of treatments could be used, with varying degrees of complexity, cost, and effectiveness. The most effective treatments would be the use of raised, landscaped islands, again to reduce the “open” feel of the street. Drawbacks would include impacting the function of driveways, complexity, cost and maintenance. Alternatively, a flush island could be provided, using stamped bituminous pavement could be used with little impact to driveways, but still with needed maintenance. At the very least, the median islands could be painted, still providing the necessary horizontal deflection to slow traffic.

Appendix A: Existing Conditions



Project Area Map

Source: CT ECO and City of Bristol GIS

Appendix A: Existing Conditions



Existing Conditions Map - 1

Source: CT ECO and City of Bristol GIS

Appendix A: Existing Conditions



LEGEND

- PROPERTY LINES
- CITY R.O.W.
- TREE LINE
- GUIDERAIL
- WATER
- WETLAND
- UTILITY POLE WITH LIGHT
- UTILITY POLE
- DRAINAGE

Appendix A: Existing Conditions



LEGEND

- PROPERTY LINES
- CITY R.O.W.
- TREE LINE
- GUIDERAIL
- WATER
- WETLAND
- UTILITY POLE WITH LIGHT
- UTILITY POLE
- DRAINAGE

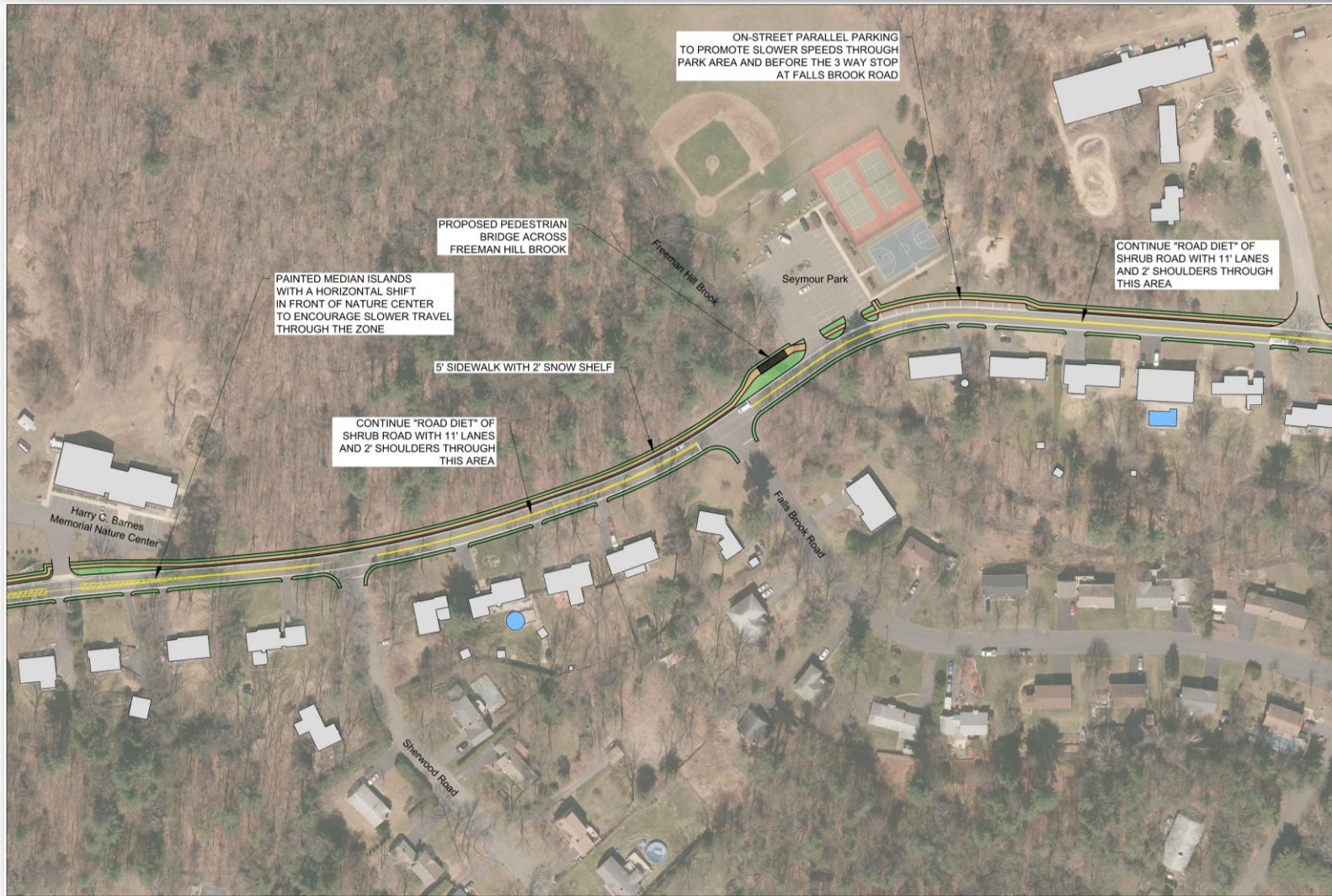
Appendix B: Proposed Conditions



Proposed Conditions Map - 1

Source: CT ECO and City of Bristol GIS

Appendix B: Proposed Conditions



Proposed Conditions Map - 2

Source: CT ECO and City of Bristol GIS

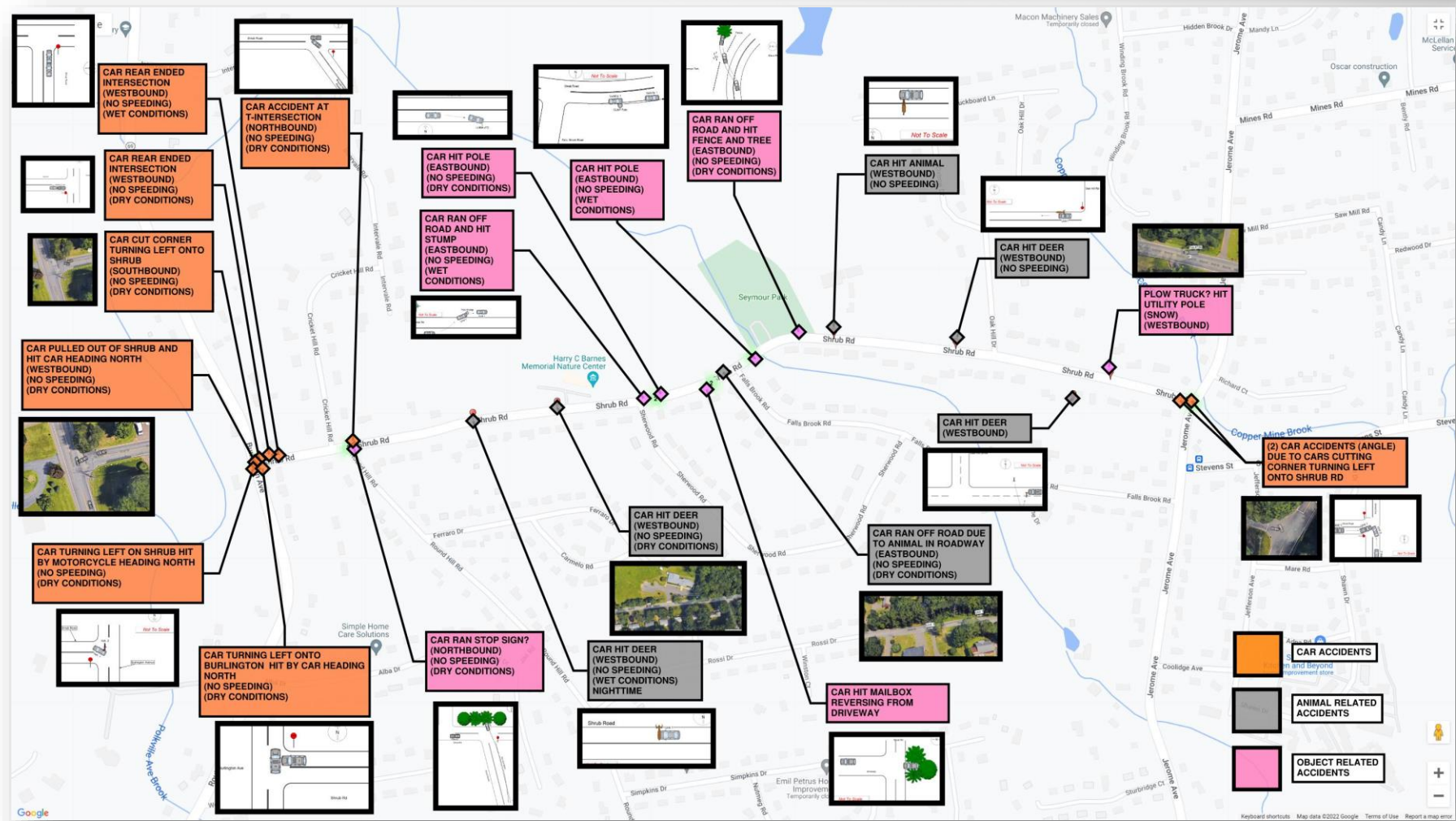
Appendix B: Proposed Conditions



Proposed Conditions Map - 3

Source: CT ECO and City of Bristol GIS

Appendix C: Crash Heat Map



Shrub Road Traffic Calming Public Involvement Meeting

AIE Project No.: 3401
Project Title: Shrub Road Sidewalks

Client: City of Bristol, CT
Client Project No.:

Meeting Date: 12/7/2022

Location of Meeting: Barnes Memorial Nature Center

Attendance:

AI Engineers:

Erik Jarboe, P.E., Project Manager

David Logan, P.E., Civil Engineer

City of Bristol:

Mayor Jeff Caggiano

Council Member Sebastian Panioto

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

Nancy Levesque, P.E., City Engineer

Lieutenant Patrick Krajewski, Bristol Police Department

Approximately 30 Residents

Report of Meeting:

The meeting started with Nancy Levesque introducing the City staff and elected officials. Erik Jarboe then explained the purpose of the meeting was to present potential traffic calming elements that AI Engineers researched. This research was performed at the direction of the City based upon the feedback from the last public informational meeting held in July 14th, 2022.

Mr. Jarboe gave an overview of the project, displaying the color presentation plans as visual air. He then moved on to explain the investigation that was done to find the appropriate treatments for traffic calming. Finally, Erik reviewed each of the recommended traffic calming treatments and showed graphically what those would look like.

Resident Comments:

- The narrowing of the roadway in areas that are inconsistently wide was well received by the public.
 - Recommend to implement
- The painted medians were overall well received by the public. One resident commented that if they were not raised or rumble striped then no one would obey them.
 - Recommend to implement with textured pavement or rumble strips
- The tightening of the curb radii at Round Hill Road was well received.
 - Recommend to implement
- The narrowing of Shrub Road at its intersection with Jerome Avenue along with tightening of the turning radius from southbound Jerome Avenue to Shrub Road was well received

- Recommend to implement
- On-street parking at the park may be a problem due to the park officially being closed at dusk. Often vehicles park in the parking lot beyond dusk and it is suspected that the occupants are engaging in illegal behavior. If the vehicles park on the street, they are technically not in the closed park and therefore may not be able to be evicted by police. Early in the meeting, the necessity and actual use of the on-street parking was questioned, however, the point was raised later in the meeting that vehicles would routinely park half on the curb, half on the road during little league games.
 - As a compromise, shifting on street parking to the east from approximately Station 54+50 LT to 59+00 LT may be considered
- Vehicles making a right turn onto Oak Hill Drive often take the corner faster than appropriate to avoid being rear-ended by vehicles traveling too close and too fast behind them. This forces the turning vehicle to take the corner wide and cross the centerline of Oak Hill Drive creating an unsafe condition. Vehicles turning from Oak Hill Drive in either direction have difficulty looking left for oncoming vehicles.
 - A retaining wall is required to establish necessary grading for proposed sidewalk. This will improve the intersection sight distance. Consideration will be given to intersection sight distance when determining retaining wall placement.
- The poor intersection operation and driver non-compliance with the stop sign for southbound traffic on Jerome Avenue at Shrub Road was discussed at length. Concerns were voiced regarding the visibility of the southbound stop sign at this location. The proposed stop sign for northbound Jerome Avenue at Shrub Road was generally well received however concerns regarding queue length were raised by many.
 - Recommend to upgrade/replace traffic control signs and pavement markings at all three approaches to intersection
- The sight distance over the crest vertical curves was discussed as a concern.
 - Correction of the crest vertical curves will require roadway reconstruction and significant roadside grading. This work is well outside the scope and budget of this project. Not recommended to implement at this time.
- No objections were raised against tree plantings for traffic calming.
 - Recommend to implement tree planting along corridor as suggested for traffic calming effect
- A comment was made regarding the lack of a speed limit sign heading eastbound on Shrub Road close to Route 69.
 - Recommend to install speed limit signs in the eastbound direction along Shrub Road.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 11, 2024

TO: Mayor Jeffrey Caggiano
Board of Public Works

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

**RE: DPW - SHRUB ROAD SIDEWALK/TRAFFIC CALMING PROJECT
UPDATE**

The Department of Public Works continues to finalize sidewalk and traffic calming measures on Shrub Road. **The City's consultant, AI Engineers, presented plans to the Board of Public Works consisting of the following:**

1. SIDEWALK WIDTH/ POLE BORDER: Concrete sidewalks, 5 ft. wide, installed on the north side of Shrub Rd, 3 ft. from the face of the curb. The sidewalk will extend on Shrub Road, Cricket Hill to Jerome Ave, and will include the section on Jerome Ave from Shrub Rd to Stevens St.
2. PIGEON HILL OFF STREET PARKING: Installation of three roadside parallel parking spaces east of the Pigeon Hill open space driveway. Along the parallel parking spaces (60 ft), Shrub Road would be widened 10 ft.
3. JEROME AVE/ SHRUB RD STOP SIGN: Installation of a stop sign in the north bound lane of Jerome Ave at the intersection of Shrub Road to facilitate the installation of a crosswalk.
4. SIDEWALK LOCATION - SEYMOUR PARK: Sidewalks within Seymour Park are proposed off the roadway, to limit impact to the park. Work includes a 10 ft. wide pedestrian bridge across Freeman Brook.
5. Painted islands along the roadway center line (two areas of roadway):
 - a. ENVIRONMENTAL LEARNING CENTER – SHERWOOD RD ISLAND: In the area of the Environmental Learning Center east to Sherwood Rd. installation of an 8 ft. painted (non-raised) island. As presented by AI Engineers, the island requires widening along a portion of the Environmental Learning Center property frontage 7 ft. In order to save trees, the City is agreeable to locating the sidewalks further from the roadway,



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outside the Shrub Road right of way. However, the roadway widening associated with the painted island would require the removal of a 36-inch diameter oak tree located east of the Environmental Learning Center driveway, and 30-inch diameter pine tree located approximately 150 ft. east of the driveway. Both trees are within the City's right of way, however, the Environmental Learning Center has expressed a strong desire to save both trees.

- b. **TRAFFIC CALMING:** The Environmental Learning Center has expressed concern regarding the effectiveness of the painted islands as a traffic calming measure, and have requested to have the islands removed from the project. A copy of AI Engineers' traffic calming presentation presented at the 12/7/22 public information session is available on the Department's website (Path: DPW Department, Divisions, Engineer, Shrub Road Sidewalks, Shrub road traffic calming study) and at the link below:

<https://ct-bristol2.civicplus.com/DocumentCenter/View/38741/Shrub-Road-Traffic-Calming-Study?bidId=>

- c. **PIGEON HILL/OAK HILL ROAD ISLAND:** In the area along the Pigeon Hill open space parcel, east past the Oak Hill intersection, extending 150 ft east of Oak Hill Drive. The islands, as proposed by AI Engineers, consist of an 8 ft painted island west of Oak Hill Drive, and a 6 ft island east of Oak Hill Drive. As a result of the proposed islands, the north side of Shrub Road would be widened by approximately 3.5 ft along the length of the islands. Although the plans presented by AI Engineers result in the widening of the north side of the road along the length of the islands, it should be noted that all work is within the City's right of way, or on City-owned property.
 - d. **ROADWAY WIDENING:** Along the 4,600 ft. length of Shrub Road where sidewalks are proposed, approximately 3,275 ft. of the roadway (71%), will have NO widening. In accordance with AI presented plans, roadway widening will be 650 ft. along the Environmental Learning Center and 675 ft. in the area of Oak Hill Road.
- 6. **TREE REMOVAL:** The proposed plan includes the removal of trees to install sidewalks (approx. 34 for length of sidewalks on Shrub Rd & Jerome Ave). As part of the project, the City will meet with effected property owners and offer new trees to replace the removed/cut trees. In addition, in accordance with State Statue each tree will be posted and a hearing conducted (if required).
 - 7. **LANE WIDTH:** Reduce lane width to 10 ft. (length of Shrub Road).



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8. SHRUB ROAD at JEROME AVE – PAVEMENT WIDTH: The pavement width on the eastern end of Shrub Rd will be narrowed. The curb along 479 Shrub Rd will be moved out in order to save trees along the property frontage. A 3 ft. pole border will be maintained.

In response to concerns from the Shrub Road property owners, in particular the Environmental Learning Center, the Department of Public Works has reviewed and investigated modifications to AI Engineers design plans. A summary of the proposed revisions is as follows:

- i. ENVIRONMENTAL LEARNING CENTER – SHERWOOD RD ISLAND: **Decrease width of painted island** in area of Environmental Learning Center from 8 ft. to 4 ft. As a result of the 4 ft. island reduction in the proposed island, the roadway widened on the north side will be reduced to 1 ft. 9 inches in the area of the 34-inch diameter oak tree and **the 34-inch diameter oak tree WILL NOT be removed.** It should be noted that to save the 34-inch oak the Environmental Learning Center must grants the City an easement to install the sidewalk in back of (north) of the oak tree. The roadway widening in the area of the 30-inch diameter pine tree will be reduced to 2 ft. 4 inches, however since the 30-inch diameter pine tree is currently within 4.4 ft. off the roadway and is a higher elevation than the road the **proposed plan requires the removal of the 30-inch diameter pine tree.**

The BPW is advised that both 34-inch oak tree and 30-inch pine tree are within the City's Shrub Road right of way and the sidewalks can be installed as designed by AI Engineers across the Environmental Learning Center without an easement. With that said, DPW recommends obtaining an easement from the Environmental Learning Center to allow the oak tree to be saved. The City hired an arborist who reported that both the oak and pine tree in question are healthy, and digging close to the tree will impact the tree.

In order to save the oak tree, a portion of Shrub Road (650 ft.) will be widened on the south side of Shrub Road. This will be the only section of Shrub Road that will be directly impacted on the south side of Shrub Road. However, the widening will be limited to a distance varying from 2 ft. to approximately 10 inches. All proposed work on the south side will be within the City's Shrub Road right of way. As a result of the reduction in the proposed painted island, the proposed work will be more than 3 ft. from the oak tree and be limited to a depth of 12 inches.



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- ii. PIGEON HILL/OAK HILL ROAD ISLAND: **Decrease width of painted island from 8 ft. to 4 ft.** in the area west of located 575 ft. west of the Oak Hill intersection (area of 332 Shrub Road) and extending 100 ft. east of the Oak Hill Road intersection. The reduction in the island width reduces the Shrub Road widening from to 5 ft. No widening was, or is currently, proposed on the south side of Shrub Road. The proposed widening does require a retaining wall approximately 3 ft. high at the corner of Oak Hill and Shrub Road (409 Shrub Road, however an easement is not required).
- iii. TREE REMOVAL/REPLANTING: The project will include the City supplied and installation of trees on properties where the removal of trees is required (34 trees).
- iv. POSTED SPEED LIMIT REDUCTION: Public Works is coordinating with Bristol Police Traffic Unit to reduce the speed limit from 30 MPH to 25 MPH. The reduction requires the approval of the Connecticut Office of Traffic Administration (OSTA). If approved new speed limit signage will be installed (4 signs).
- v. PAINTED ISLAND DRIVEWAY ACCESS: The proposed painted island will include dashed pavement marking (12 ft.) wide in areas adjacent to residential driveways.
- vi. AI ENGINEERING DESIGN: Items 1, 2, 3, 4, 6, 7&8 of AI Engineers design referenced above to part of design.

A copy of concerns provided to the Department by a resident of Sherwood Rd can be found on the City's website at (Departments, Public Works, Divisions, Engineer, Shrub Road Sidewalks, Resident Comments) and the link below:

Resident Comments

<http://ct-bristol2.civicplus.com/1084/Shrub-Road-Sidewalks>

The Department has revised the plans to limit the impact of the AI Engineers proposed islands. DPW's plans reduce the roadway widening and clarify the location of sidewalks and trees to be removed. A copy of the plans depicting DPW's proposed revision is provided on the City's website at (Departments, Public Works, Divisions, Engineer, Shrub Road Sidewalks, Shrub Road 6 13 24 plan) and the link below:

DPW Proposed Plans (Revisions to AI Engineer Plans)

<http://ct-bristol2.civicplus.com/1084/Shrub-Road-Sidewalks>

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



Department of Public Works | 860.584.6125

The Department of Public Works has also received concerns from residents associated with the proposed 5 ft. sidewalks. 3 ft. pole border (distance between face of curb and front of walk) and a 2 ft. shoulder width (distance from white fog/edge line to face of curb). The installation of 5 ft. sidewalks with a 2 ft. shoulder is consistent with the CT DOT recommendation for roads classified as minor urban arterials, such as Shrub Road. The 3 ft. pole border is consistent with City ordinance requirements and provide a snow storage area during winter conditions. The proposed sidewalks will require the relocation of a number of utility poles located within the pole border, however, the poles are located within the City's road right of way and will be relocated at no cost to the City.

The proposed concrete sidewalks will cross each driveway on the north side of the Shrub Road. Therefore, as part of the project, a section of new driveway will be installed approx. 15 from the back of the new sidewalk section. The grade of the existing driveway at 55 & 465 Shrub Road will be maintained, the sidewalks will match the existing grades. All mailboxes will be reset/re-installed as part of the project.

To construct the sidewalks, an easement is required from New Britain Water to install sidewalks south of the bridge on Jerome Ave. Easements from Environmental Learning Center and the City of Bristol Parks Department (if approved) will limit the number of trees removed from within the City's right of way. In accordance with City Ordinance 21-27, the City reserves the right to grade on property for the purpose of constructing sidewalks.

Approval of the proposed stop sign on the north bound lane of Jerome Ave at the Shrub Road intersection is pending Police Traffic Authority approval, and the City has obtained approval from the City Inland Wetland Commission for work proposed in the area of Freeman Brook (application 2000). Although the south side of Shrub Road from Falls Brook Road to Sherwood Road has storm drainage (catch basins), the north side of Shrub Road from Falls Brook Road to Round Hill currently does not have storm drainage. The section of road is curbed, however there appears to be areas of spill offs east of the Nature Center. As part of the sidewalk project the installation of new curbing will be investigated, therefore gutter flow analysis is required and additional catch basin may be installed. It should be noted that current flow drains to Freeman Brook. The inclusion of drainage may result in increased engineering cost and need for an Inland Wetland permit modification. If storm drainage is installed on the north side of Shrub Road west of Sherwood Rd, in the area across the Environmental Learning Center, DPW would recommend crossing Shrub road to install storm drainage to eliminate potential damage to the 34 inch oak street.



Department of Public Works | 860.584.6125

Approval of the plans is required from the CT DOT and NVCOG, therefore, additional revisions may be required. The Department anticipates construction in 2025, however, approval by the CT DOT is required, and it is imperative that plans revisions are finalized to prevent delays. The current plans are consistent with the previously plans presented at the public information meetings, therefore DPW is not proposing an additional public presentation. **The Department will directly contact each property owner where sidewalks will be installed across their property to review the specific plans (property owners on the north side of Shrub Road) along with southern property owners located adjacent to the proposed painted island.**

In order to finalize the design, the Department of Public Works request the following Board of Public Works action:

Authorize the Department of Public Works to finalize the design of the Shrub Road sidewalks and traffic calming measures as presented (5 ft. sidewalks installed on north side of Shrub Road, 3 ft. pole border, 4 ft. wide painted island (area of Env Learning Center east to Sherwood & area of Pigeon Hill east of Oak Hill), stop sign installation at Shrub and Jerome and the reduction of posted speed from 30 mph to 25 mph). Said work shall include road widening in the areas of painted islands and parallel on-street parking.

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

Raymond Rogozinski

From: Richard Donovan <RDonovan@nvcogct.gov>
Sent: Tuesday, December 2, 2025 4:05 PM
To: Raymond Rogozinski; Kevin Ellis
Cc: Kate Pipa
Subject: Re: Shrub Road Sidewalk / Traffic calming

Hi Ray,

It was good chatting this afternoon. To clarify the few points we talked through:

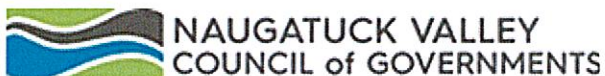
- DOT and NVCOG will have no problem with the city accepting the drawings from AI, making edits, and stamping those drawings so long as the stamp is from a currently licensed PE.
- A reduction in sidewalk width, following public comment, is allowed as long as a 4-foot width is maintained. The DOT may request justification for the change, but as 4' is the PROWAG requirement you will be allowed to move forward with that change. NVCOG would recommend, where possible, retaining the widest possible sidewalk, but understands the challenge within the limited right-of-way.
- Eliminating the painted islands in the roadway to avoid the minor widening called for in the original plans is no problem. While the painted islands may have helped with speed reduction, narrower lanes should achieve the same result and not expanding the road width may have benefits for the city when DEEP releases the updated MS4 permit process.

We'll continue to push DOT to move this along as fast as possible when the next design set gets into their hands. In the meantime, feel free to get in touch with any questions or concerns.

Thanks,

Rich Donovan

Transportation Planning Director



49 Leavenworth Street, 3rd Floor, Waterbury CT, 06702

t: 203.757.0535 ext. 133 | e: rdonovan@nvcogct.gov

direct: 203.489.0361 | w: www.nvcogct.gov

From: Richard Donovan <RDonovan@nvcogct.gov>
Date: Tuesday, December 2, 2025 at 12:28 PM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>, Kevin Ellis <KEllis@nvcogct.gov>
Cc: Kate Pipa <kpipa@nvcogct.gov>
Subject: Re: Shrub Road Sidewalk / Traffic calming

Hi Ray,

Thanks for copying me on; I've also added Kate here. Neither we nor the DOT would have concerns with the plans being modified by the City so long as they're stamped by a currently licensed PE. DOT typically would take 4-6 weeks to do any review on the plans and get back with any comments, but ideally we can address

anything that would require modifications before they get it so we can have them issue the authorization to advertise as soon as possible.

The four-foot sidewalks are technically allowable, so that would be up to you as to whether you want to expand them to five. As you mentioned, the DOT recommendation is for five-foot sidewalks, and we will always encourage the width where it is possible, but if you decide to stay with the current four-foot design that won't prevent the project from moving forward. As for painted medians, our one concern there would be the lane widths after they have been removed. If that space is reallocated to another use then we, and presumably DOT, have no objections.

Let us know which direction you decide to go; we're happy to help in any way we can.

Rich Donovan

Transportation Planning Director



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury CT, 06702

t: 203.757.0535 ext. 133 | e: rdonovan@nvcogct.gov

direct: 203.489.0361 | w: www.nvcogct.gov

From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>

Date: Tuesday, December 2, 2025 at 11:41 AM

To: Kevin Ellis <KEllis@nvcogct.gov>, Richard Donovan <RDonovan@nvcogct.gov>

Subject: RE: Shrub Road Sidewalk / Traffic calming

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Included Rich in email.

From: Raymond Rogozinski

Sent: Tuesday, December 2, 2025 8:40 AM

To: Kevin Ellis <KEllis@nvcogct.gov>

Subject: Shrub Road Sidewalk / Traffic calming

As indicated below, the Cit's Shrub Road project is currently under review. Potential option consist of the following:

1. Move forward "as is"
2. Redesign project eliminating the painted center islands (AI Engineers redesign)
3. Redesign project eliminating the painted center islands (City of Bristol redesign)

There is a high probability that the project will be redesigned to eliminate the painted center island. The next step as currently designed is to submit to the DOT. For a lotcip project, what is DOT's typical timeline/ schedule. I would assume they make an initial review that generates comments, comments are addressed and resubmitted and based on a DOT final review the City receives authorization to bid.

The City, including myself has PEs on staff. Does NVCOG se it as a problem if we redesign and stamp the drawings. I also assume eliminating a the painted islands would not be a problem with NVCOG or the DOT. There is also resident push back on the width of sidewalks. Per design they are currently 4 ft, residents are requesting 5 ft. The DOT design

manual recommends/ indicates 5 ft, therefore I assume DOT and NVCOG may have concerns with reducing sidewalk width from 5 ft to 4 ft. Please provide comment on sidewalk width.

From: Rohit Pradhan <RPradhan@aiengineers.com>
Sent: Tuesday, December 2, 2025 8:17 AM
To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Cc: Robert Gallo <RGallo@aiengineers.com>; William Stango <WilliamStango@bristolct.gov>; Eric Wagner <ewagner@aiengineers.com>; Robert Gallo <RGallo@aiengineers.com>
Subject: RE: Shrub Road Traffic calming

Good Morning Ray – we will prepare a fee proposal as requested and try to get that to you by COB Thursday. We will provide you with the CAD files also in case the City decides to make changes on its own. In that event as discussed, the plans will be stamped by the City.

Rohit Pradhan, PE
Senior Vice President



919 Middle Street
Middletown, CT 06457
Phone: (860) 635-7740 ext. 207
Phone NYC: (212) 760 2423 ext. 207
Mobile: (860) 510-1715
Fax: (860) 635-7312
www.aiengineers.com



From: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>
Sent: Monday, December 1, 2025 6:58 PM
To: Rohit Pradhan <RPradhan@aiengineers.com>
Cc: Robert Gallo <RGallo@aiengineers.com>; William Stango <WilliamStango@bristolct.gov>; Eric Wagner <ewagner@aiengineers.com>
Subject: Shrub Road Traffic calming

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

The Shrub Road project is currently under review by the City. One of the potential options is to move forward with the project as a sidewalk installation project only. Can AI Engineers provide the cost of a potential change order indicating AI's cost if the City requested a plan revision ELIMINTING the painted islands. The City is preparing a report to its Board of Public Works and if at all possible, the City requests the referenced cost by Thursday 12/4/25.

As also discussed, it is my understanding that AI would also turn over the CAD files for the City to make any proposed revisions and proceed with the design. At this time, it is unknown if the City will proceed with the design "as is" or modify the design by eliminating the painted islands. It is also unknown if City will have AI perform the revisions or make the modification with DPW staff.

Please feel free to contact me at 203-592-3497 to discuss if you have any questions or concerns.

Thanks for your assistance.

From: Eric Wagner <ewagner@aiengineers.com>

Sent: Tuesday, November 18, 2025 12:59 PM

To: Raymond Rogozinski <RaymondRogozinski@bristolct.gov>; William Stango <WilliamStango@bristolct.gov>

Cc: Rohit Pradhan <RPradhan@aiengineers.com>; Robert Gallo <RGallo@aiengineers.com>

Subject: Shrub Road Traffic calming

Good afternoon, Ray.

As requested, a letter regarding the use of median barriers as traffic calming measures. Thank You.

Eric Wagner, LS

Project Manager



919 Middle Street

Middletown, CT 06457

Phone: (860) 635-

7740 ext. 238

Fax: (860) 635-7312

www.aiengineers.com



REMOVE AND DISPOSE EXISTING TREES TO BE PAID FOR UNDER ITEM #201012A REMOVAL OF TREES" (TYP.)

D3 - SERIES

D3-1					
Variable Road Name					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
6.00	48X18	51-2004	2	.100	
7.50	60X18	51-2001	2	.100	
9.00	72X18	51-2002	2	.125	
10.50	84X18	51-2003	2	.125	

R1 - SERIES

R1-1					
LEGEND - WHITE BACKGROUND - RED					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
1.85	18	31-0532	1	.080	
5.19	30	31-0552	1	.080	
7.98	36	31-0553	1	.080	
13.3	48	31-0557	2	.100	

NOTE : FINAL LOCATION OF ALL RELOCATED SIGNS IS SUBJECT TO CITY OF BRISTOL'S APPROVAL. NEW SIGN LOCATION TO BE DETERMINED DURING CONSTRUCTION

KEY PLAN

SCALE: 1" = 1000'

3' WIDE SNOW SHELF (TYP.)

CUT BITUMINOUS CONCRETE PAVEMENT

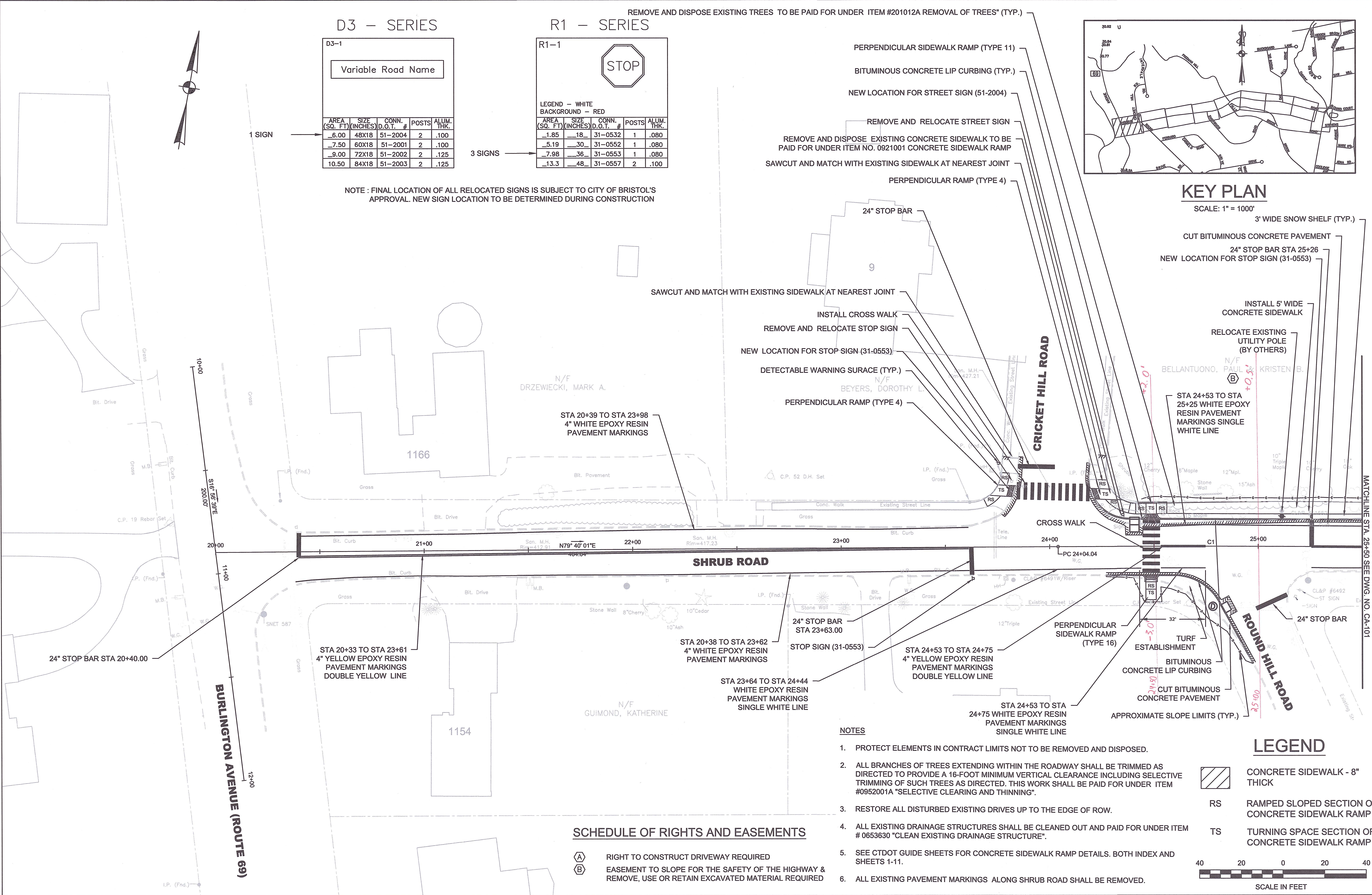
24" STOP BAR STA 25+26
NEW LOCATION FOR STOP SIGN (31-0553)

INSTALL 5' WIDE CONCRETE SIDEWALK

RELOCATE EXISTING UTILITY POLE (BY OTHERS)

N/F BELLANTUONO, PAUL & KRISTEN B.
N/F
STA 24+53 TO STA 25+25 WHITE EPOXY RESIN PAVEMENT MARKINGS SINGLE WHITE LINE

MATCHLINE STA. 25+50 SEE DWG. NO. CA-101



NOTES

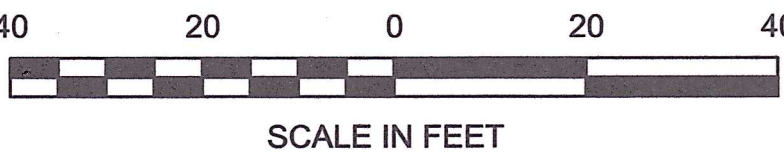
1. PROTECT ELEMENTS IN CONTRACT LIMITS NOT TO BE REMOVED AND DISPOSED.
2. ALL BRANCHES OF TREES EXTENDING WITHIN THE ROADWAY SHALL BE TRIMMED AS DIRECTED TO PROVIDE A 16-FOOT MINIMUM VERTICAL CLEARANCE INCLUDING SELECTIVE TRIMMING OF SUCH TREES AS DIRECTED. THIS WORK SHALL BE PAID FOR UNDER ITEM #0952001A "SELECTIVE CLEARING AND THINNING".
3. RESTORE ALL DISTURBED EXISTING DRIVES UP TO THE EDGE OF ROW.
4. ALL EXISTING DRAINAGE STRUCTURES SHALL BE CLEANED OUT AND PAID FOR UNDER ITEM # 0653630 "CLEAN EXISTING DRAINAGE STRUCTURE".
5. SEE CTDOT GUIDE SHEETS FOR CONCRETE SIDEWALK RAMP DETAILS. BOTH INDEX AND SHEETS 1-11.
6. ALL EXISTING PAVEMENT MARKINGS ALONG SHRUB ROAD SHALL BE REMOVED.

SCHEDULE OF RIGHTS AND EASEMENTS

- (A) RIGHT TO CONSTRUCT DRIVEWAY REQUIRED
- (B) EASEMENT TO SLOPE FOR THE SAFETY OF THE HIGHWAY & REMOVE, USE OR RETAIN EXCAVATED MATERIAL REQUIRED

LEGEND

- CONCRETE SIDEWALK - 8" THICK
- RS RAMPED SLOPED SECTION OF CONCRETE SIDEWALK RAMP
- TS TURNING SPACE SECTION OF CONCRETE SIDEWALK RAMP



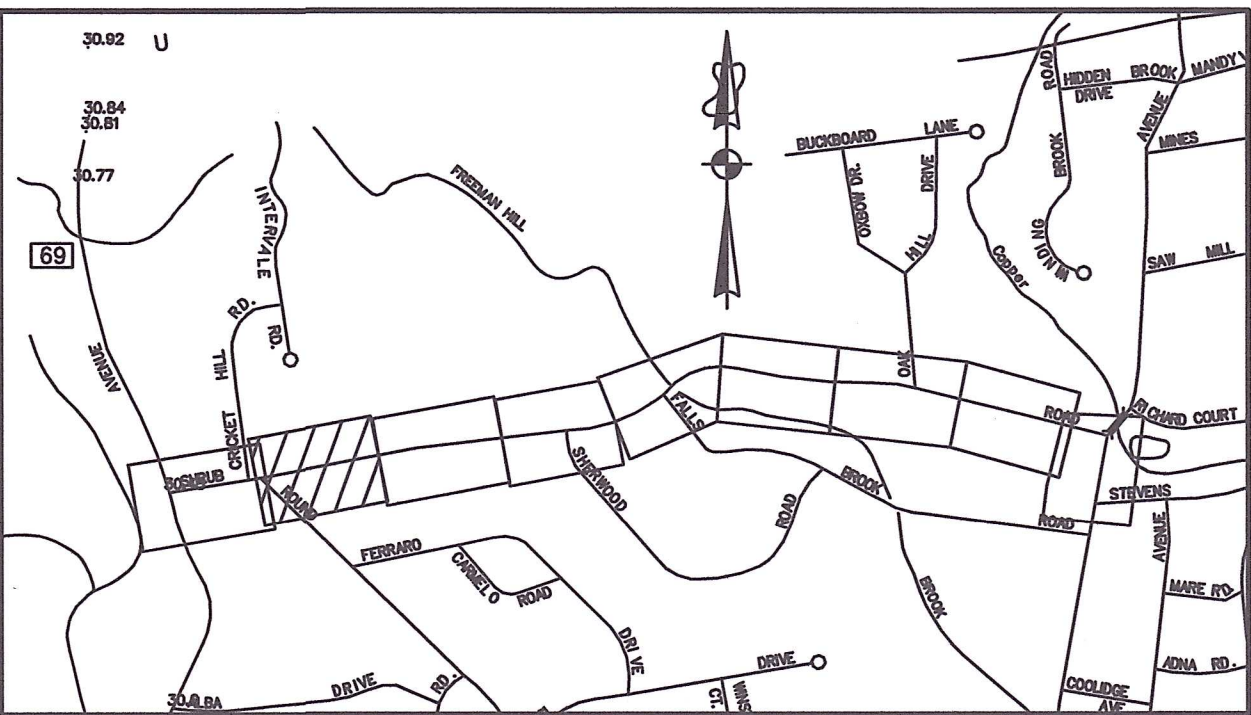
						DRAFTER: EW	ENGINEER: AI Engineers 919 MIDDLE STREET MIDDLETOWN, CT 06457	SIGNATURE/ BLOCK:	PROJECT TITLE: CITY OF BRISTOL THE INSTALLATION OF SIDEWALKS ALONG SHRUB ROAD	TOWN: BRISTOL	PROJECT NO. 3401
					DESIGNER: EW	DRAWING NO. CP-100					
					CHECKED BY: SG	SHEET NO.					
					APPROVED BY: RP						
REV.	DATE	REVISION DESCRIPTION		SHEET NO.	PLOTTED DATE:	FILENAME: 3401-CP SERIES (SITE PLANS).DWG					

NOTE : FINAL LOCATION OF ALL RELOCATED SIGNS IS SUBJECT TO CITY OF BRISTOL'S APPROVAL. NEW SIGN LOCATION TO BE DETERMINED DURING CONSTRUCTION

W? - SERIES

W?				
AREA (SQ. FT)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.
9.00	36		1	.080
16.00	48		2	.100

1 SIGN



KEY PLAN

SCALE: 1" = 1000'

REMOVE AND DISPOSE OF EXISTING VEGETATION (TYP.) TO BE PAID FOR UNDER ITEM #0201001 "CLEARING AND THINNING".

CUT BITUMINOUS CONCRETE PAVEMENT (TYP.)

REMOVE AND RELOCATE EXISTING MAILBOX

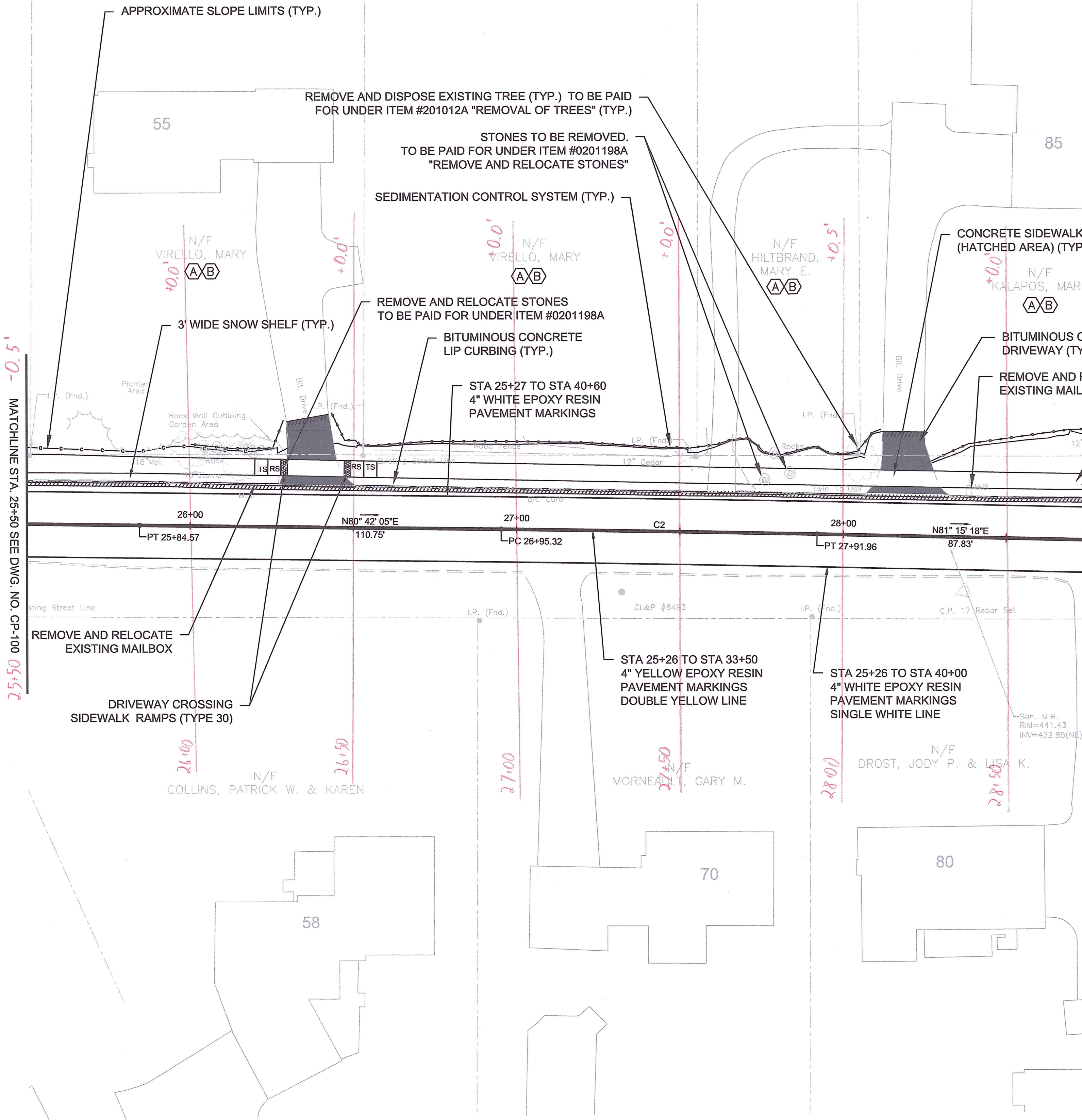
CUT BITUMINOUS CONCRETE PAVEMENT (TYP.)

ENVIRONMENTAL LEARNING CENTERS OF CONNECTICUT INC.

CUT BITUMINOUS CONCRETE PAVEMENT

PROTECT EXISTING UTILITY POLE

MATCHLINE STA. 31+50 SEE DWG. NO. CP-102



NOTES

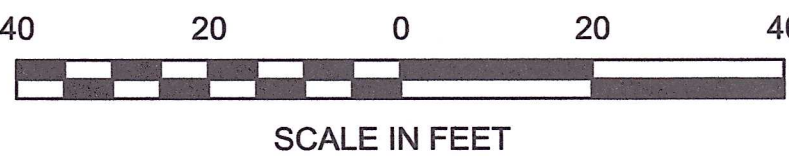
1. PROTECT ELEMENTS IN CONTRACT LIMITS NOT TO BE REMOVED AND DISPOSED.
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3. RESTORE ALL DISTURBED EXISTING DRIVES UP TO THE EDGE OF ROW.
4. ALL EXISTING DRAINAGE STRUCTURES SHALL BE CLEANED OUT AND PAID FOR UNDER ITEM NO.0653630 "CLEAN EXISTING DRAINAGE STRUCTURE".
5. SEE CTDOT GUIDE SHEETS FOR CONCRETE SIDEWALK RAMP DETAILS. BOTH INDEX AND SHEETS 1-11.
6. ALL EXISTING PAVEMENT MARKINGS ALONG SHRUB ROAD SHALL BE REMOVED.

SCHEDULE OF RIGHTS AND EASEMENTS

- (A) RIGHT TO CONSTRUCT DRIVEWAY REQUIRED
(B) EASEMENT TO SLOPE FOR THE SAFETY OF THE HIGHWAY & REMOVE, USE OR RETAIN EXCAVATED MATERIAL REQUIRED

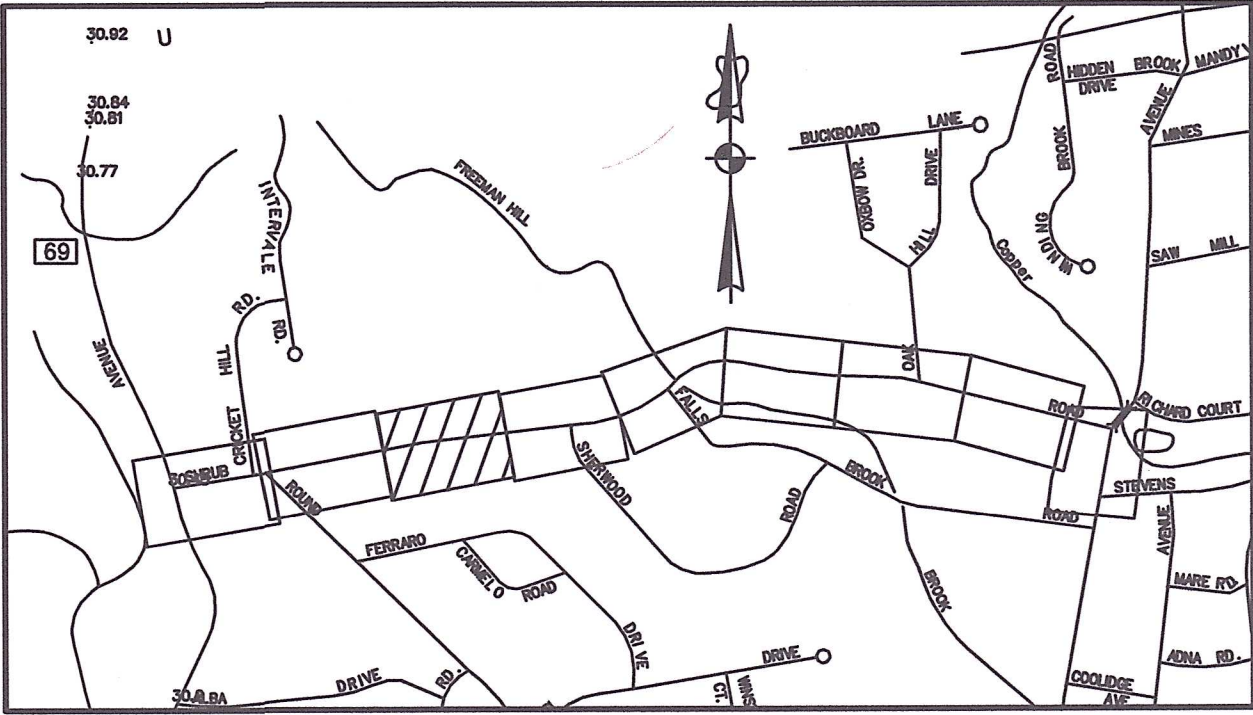
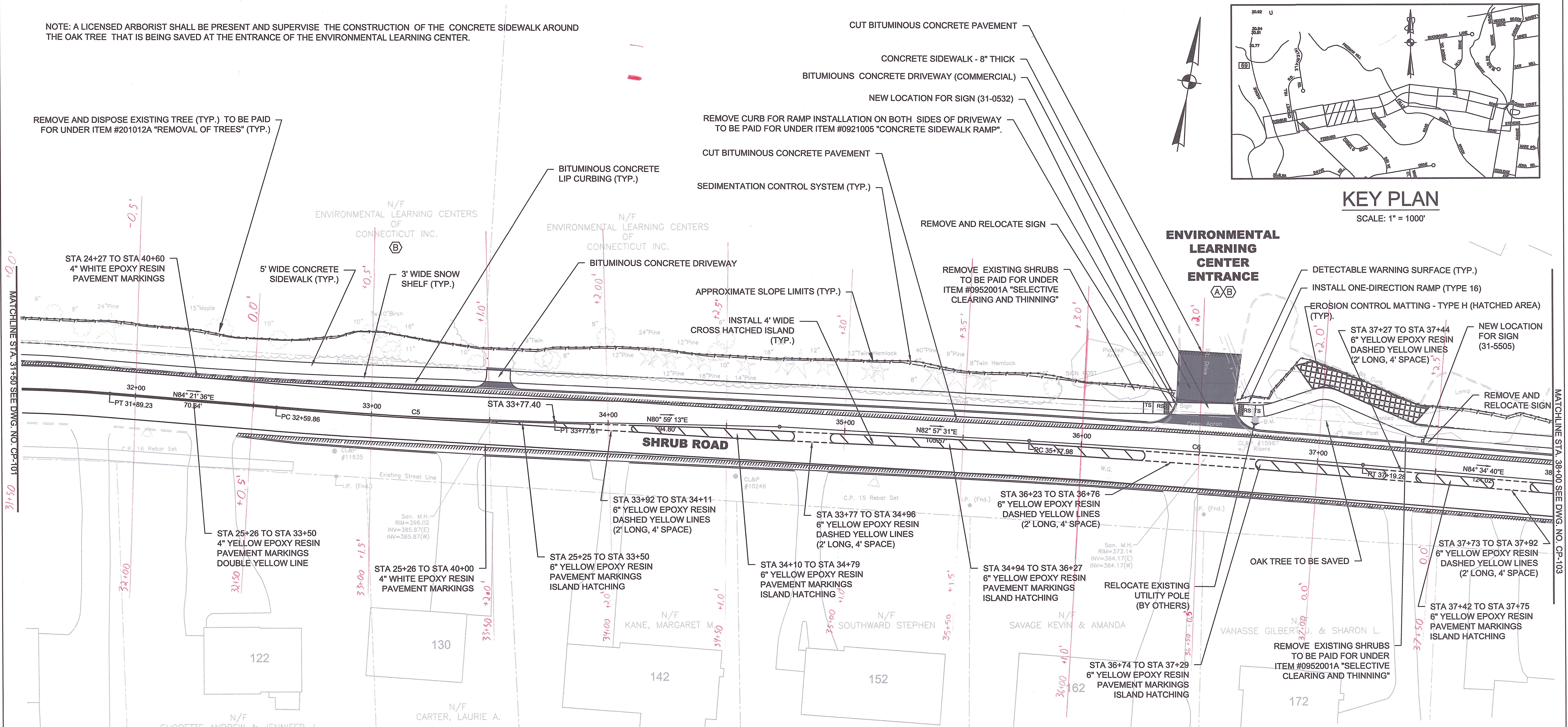
LEGEND

- CONCRETE SIDEWALK - 8" THICK
 BITUMINOUS CONCRETE DRIVEWAY (TYP.)
 CUT BITUMINOUS CONCRETE PAVEMENT DRIVEWAY/ROADWAY
RS RAMPED SLOPED SECTION OF CONCRETE SIDEWALK RAMP
TS TURNING SPACE SECTION OF CONCRETE SIDEWALK RAMP



						DRAFTER: EW	ENGINEER: AI Engineers 919 MIDDLE STREET MIDDLETOWN, CT 06457	SIGNATURE/ BLOCK:	PROJECT TITLE: CITY OF BRISTOL THE INSTALLATION OF SIDEWALKS ALONG SHRUB ROAD	TOWN: BRISTOL	PROJECT NO. 3401
					DESIGNER: EW	DRAWING NO. CP-101					
					CHECKED BY: SG	SHEET NO.					
					APPROVED BY: RP						
REV.	DATE	REVISION DESCRIPTION		SHEET NO.	PLOTTED DATE:		FILENAME: 3401-CP SERIES (SITE PLANS).DWG				

NOTE: A LICENSED ARBORIST SHALL BE PRESENT AND SUPERVISE THE CONSTRUCTION OF THE CONCRETE SIDEWALK AROUND THE OAK TREE THAT IS BEING SAVED AT THE ENTRANCE OF THE ENVIRONMENTAL LEARNING CENTER.



KEY PLAN

SCALE: 1" = 1000'

ENVIRONMENTAL LEARNING CENTER ENTRANCE

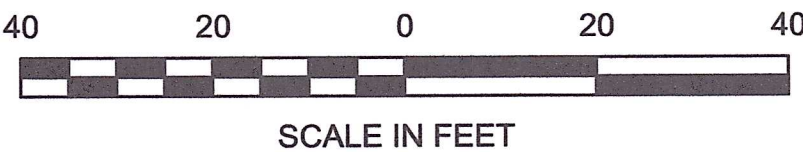
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LEGEND

- REMOVE AND INSTALL CONCRETE SIDEWALK
BITUMINOUS CONCRETE DRIVEWAY (TYP.)
CUT BITUMINOUS CONCRETE PAVEMENT DRIVEWAY/ROADWAY
RAMPED SLOPED SECTION OF CONCRETE SIDEWALK RAMP
TURNING SPACE SECTION OF CONCRETE SIDEWALK RAMP



R2 - SERIES

R2-1					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
5.00	24X30	31-5505	1	.080	
7.50	30X36	31-5504	1	.080	
12.00	36X48	31-5506	2	.100	
20.00	48X60	31-5507	2	.100	

R1 - SERIES

R1-1					
LEGEND - WHITE BACKGROUND - RED					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
1.85	18	31-0532	1	.080	
5.19	30	31-0552	1	.080	
7.98	36	31-0553	1	.080	
13.3	48	31-0557	2	.100	

NOTE : FINAL LOCATION OF ALL RELOCATED SIGNS IS SUBJECT TO CITY OF BRISTOL'S APPROVAL. NEW SIGN LOCATION TO BE DETERMINED DURING CONSTRUCTION

						DRAFTER: EW	ENGINEER: AI Engineers 919 MIDDLE STREET MIDDLETOWN, CT 06457 FILENAME: 3401-CP SERIES (SITE PLANS).DWG	SIGNATURE/ BLOCK:	PROJECT TITLE: CITY OF BRISTOL THE INSTALLATION OF SIDEWALKS ALONG SHRUB ROAD	TOWN: BRISTOL	PROJECT NO: 3401
					DESIGNER: EW	DRAWING NO.					
					CHECKED BY: SG	DRAWING TITLE: SITE PLAN - 3					CP-102
					APPROVED BY: RP	SHEET NO.					
REV.	DATE	REVISION DESCRIPTION			SHEET NO.	PLOTTED DATE:					

R? - SERIES

R?				
				
VARIABLE TIMES				
(R) →				
(D) ←				
LEGEND - RED BACKGROUND - WHITE				
AREA	SIZE	CONN.	POSTS	ALUM.
(SQ. FT.)	(INCHES)	D.O.T. #		THK.
1.50	12X18		1	.080

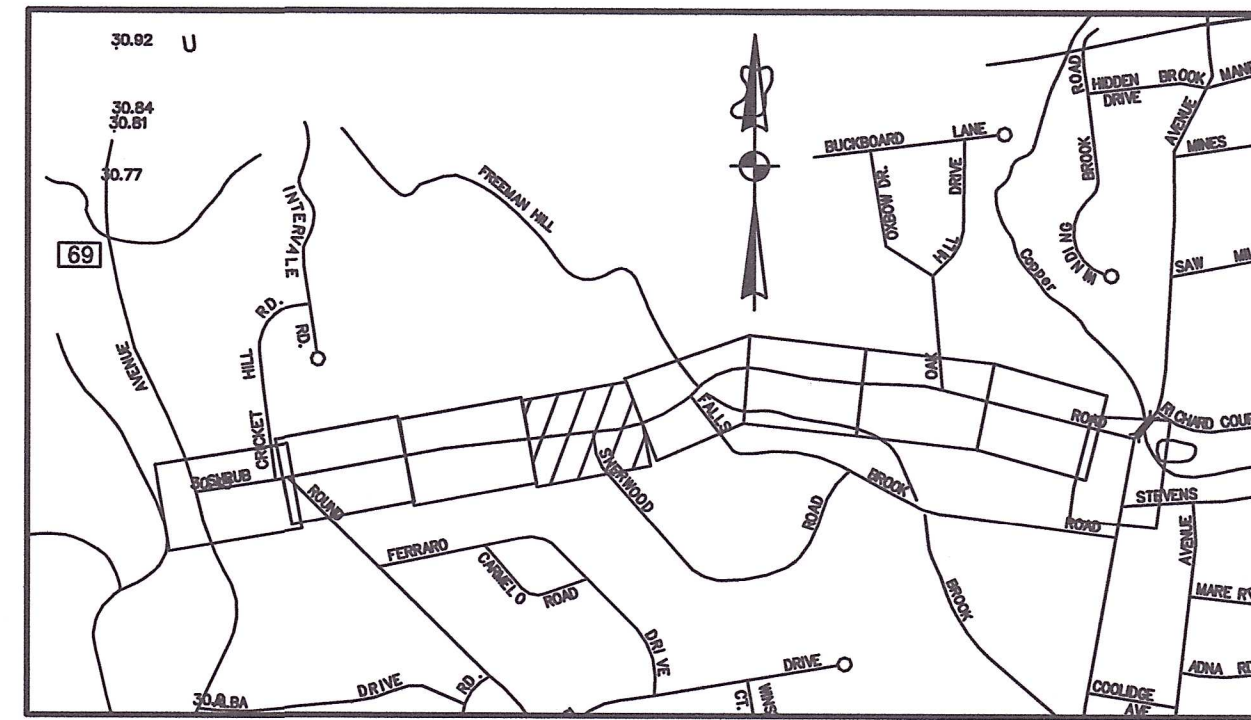
3 SIGNS

R1 - SERIES

R1-1				
				
LEGEND - WHITE BACKGROUND - RED				
AREA	SIZE	CONN.	POSTS	ALUM.
(SQ. FT.)	(INCHES)	D.O.T. #		THK.
1.85	18	31-0532	1	.080
5.19	30	31-0552	1	.080
7.98	36	31-0553	1	.080
13.3	48	31-0557	2	.100

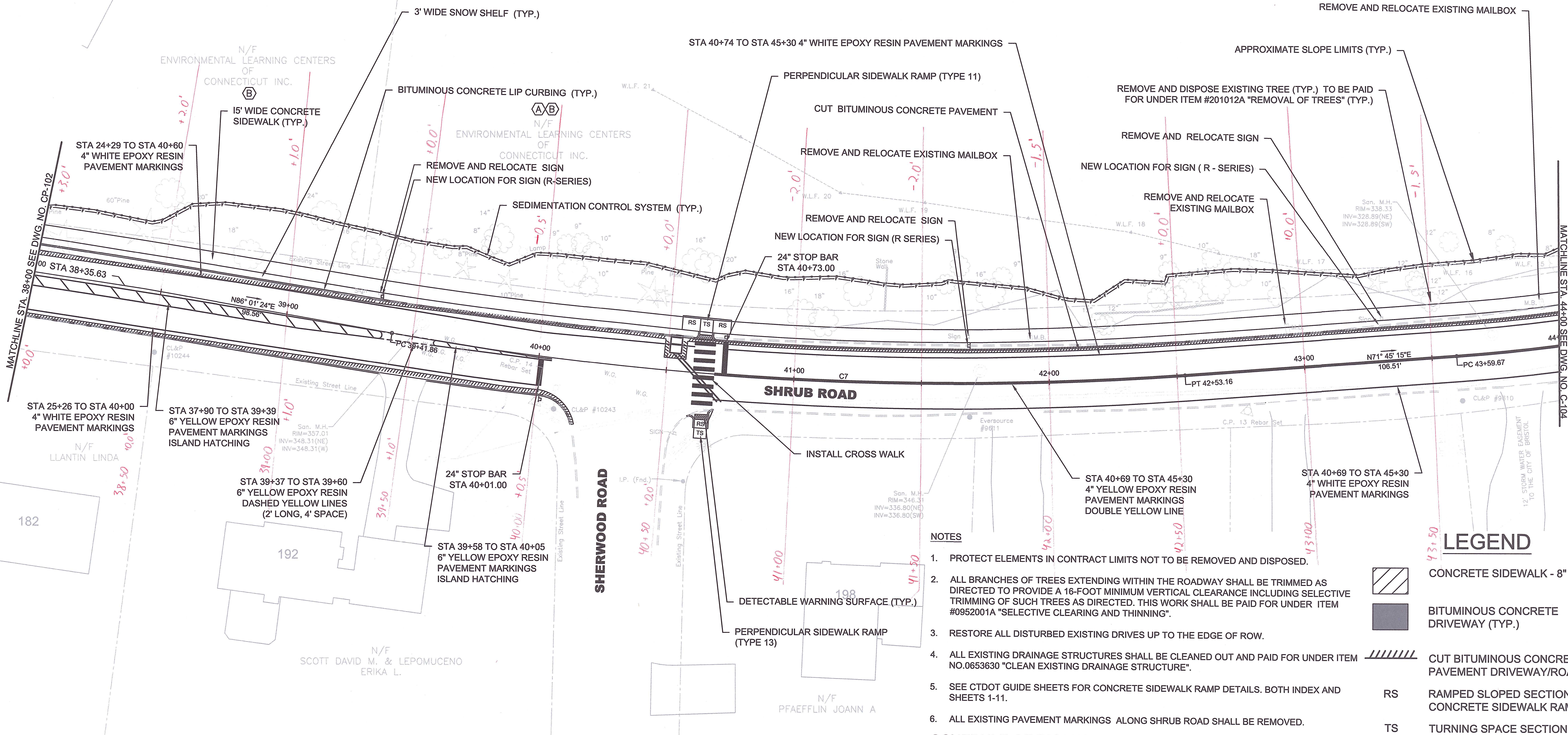
2 SIGNS

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KEY PLAN

SCALE: 1" = 1000'



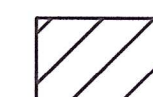
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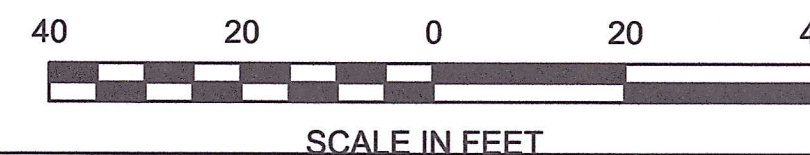
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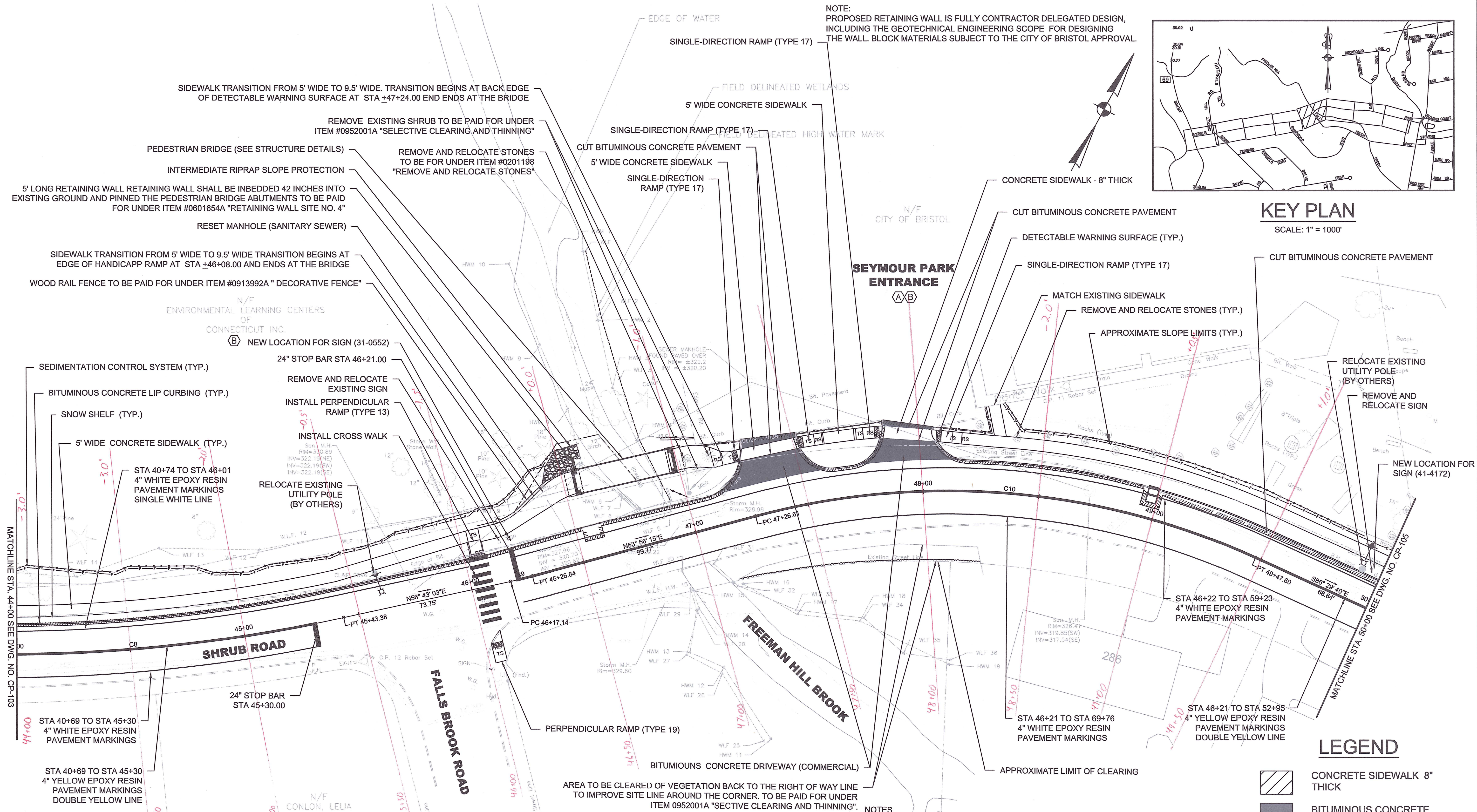
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					DESIGNER: EW					DRAWING NO. CP-103			
					CHECKED BY: SG					DRAWING TITLE: SITE PLAN - 4	SHEET NO.		
					APPROVED BY: RP								
REV.	DATE	REVISION DESCRIPTION			SHEET NO.	PLOTTED DATE:	FILENAME: 3401-CP SERIES (SITE PLANS).DWG						



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R1 - SERIES					
R1-1					
LEGEND - WHITE BACKGROUND - RED					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
1.85	18	31-0532	1	.080	
5.19	30	31-0552	1	.080	
7.98	36	31-0553	1	.080	
13.3	48	31-0557	2	.100	

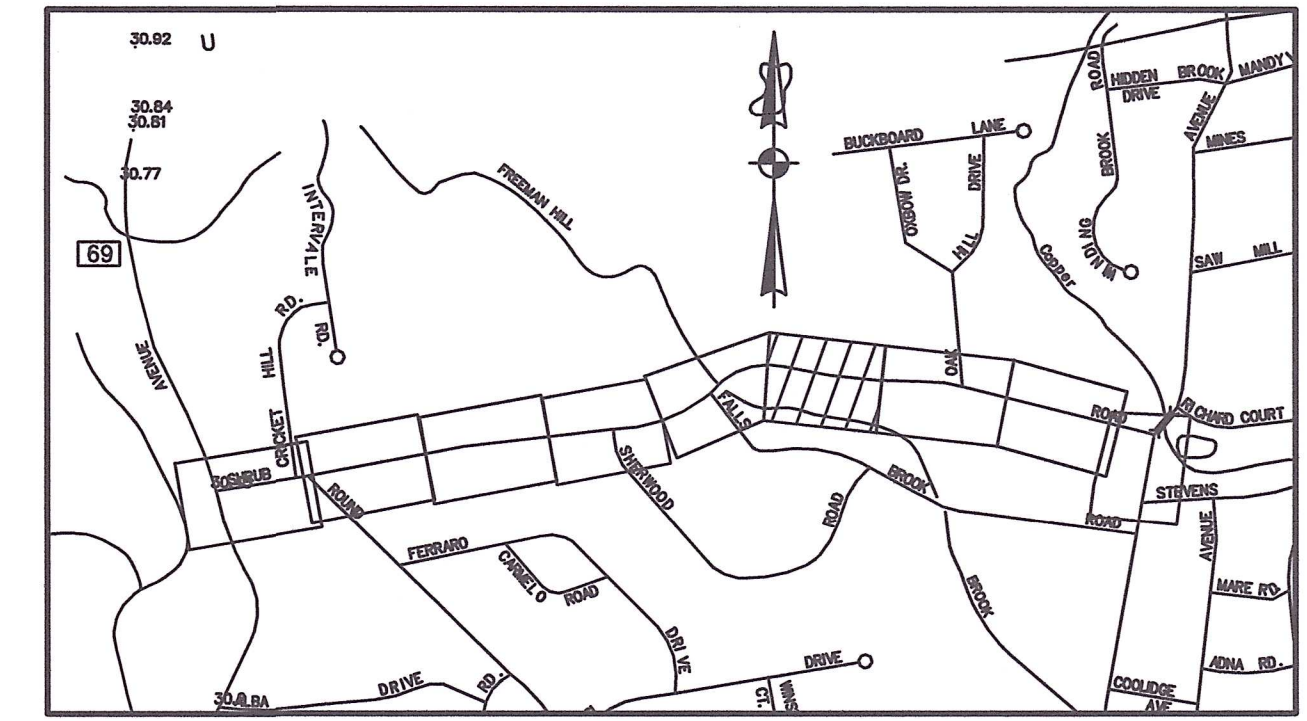
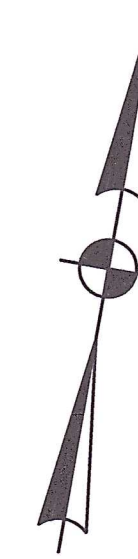
1 SIGN

W3 - SERIES					
W3-1					
OCTAGON - RED					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.	
6.25	30	41-0501	1	.080	
16.00	48	41-0503	2	.100	

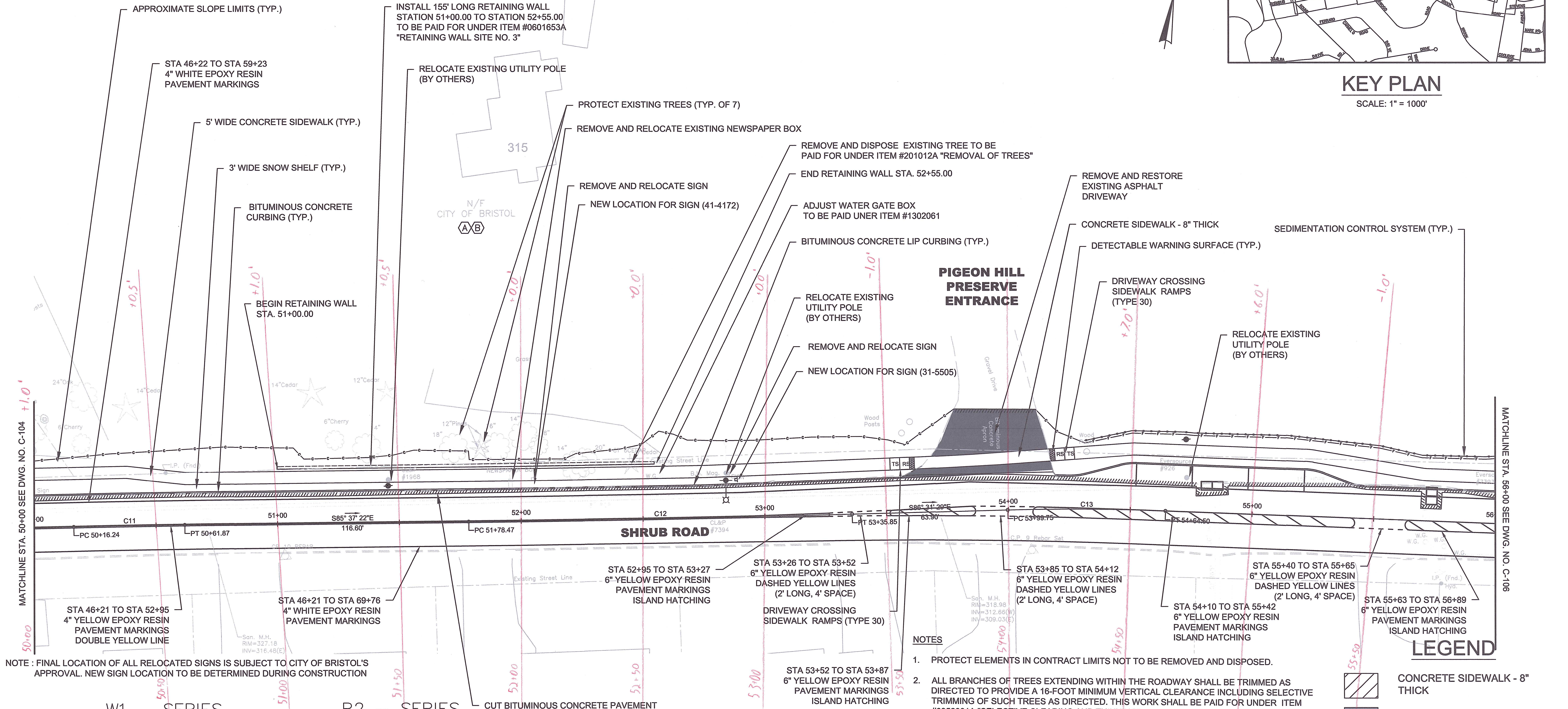
1 SIGN

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NOTE:
PROPOSED RETAINING WALL TO BE MADE OF A PROPRIETARY
BLOCK WALL RETAINING SYSTEM. GENERIC STANDARD
MAFIA TYPE BLOCKS ARE UNACCEPTABLE MATERIAL TO USE.
THIS WALL IS FULLY CONTRACTOR DELEGATED DESIGN,
INCLUDING THE GEOTECHNICAL ENGINEERING SCOPE
FOR DESIGNING THE WALL. BLOCK MATERIALS SUBJECT TO
THE CITY OF BRISTOL APPROVAL.



KEY PLAN
SCALE: 1" = 1000'



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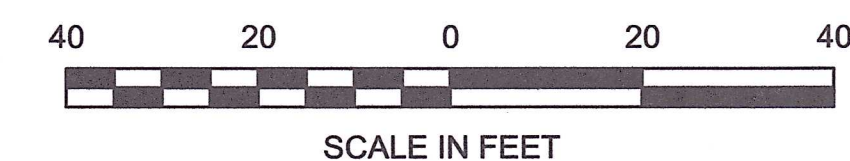
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LEGEND

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W1 - SERIES

AREA (SQ. FT)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.
5.00	24X30	31-5505	1	.080
7.50	30X36	31-5504	1	.080
12.00	36X48	31-5506	2	.100
20.00	48X60	31-5507	2	.100

R2 - SERIES

AREA (SQ. FT)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.
5.00	24X30	31-5505	1	.080
7.50	30X36	31-5504	1	.080
12.00	36X48	31-5506	2	.100
20.00	48X60	31-5507	2	.100

REV.	DATE	REVISION DESCRIPTION	SHEET NO.	PLOTTED DATE:	DRAFTER: EW	DESIGNER: EW	CHECKED BY: SG	APPROVED BY: RP	ENGINEER: AI Engineers	SIGNATURE/BLOCK:	PROJECT TITLE: CITY OF BRISTOL THE INSTALLATION OF SIDEWALKS ALONG SHRUB ROAD	TOWN: BRISTOL	DRAWING TITLE: SITE PLAN - 6	PROJECT NO. 3401	DRAWING NO. CP-105	SHEET NO.
									919 MIDDLE STREET MIDDLETOWN, CT 06457							

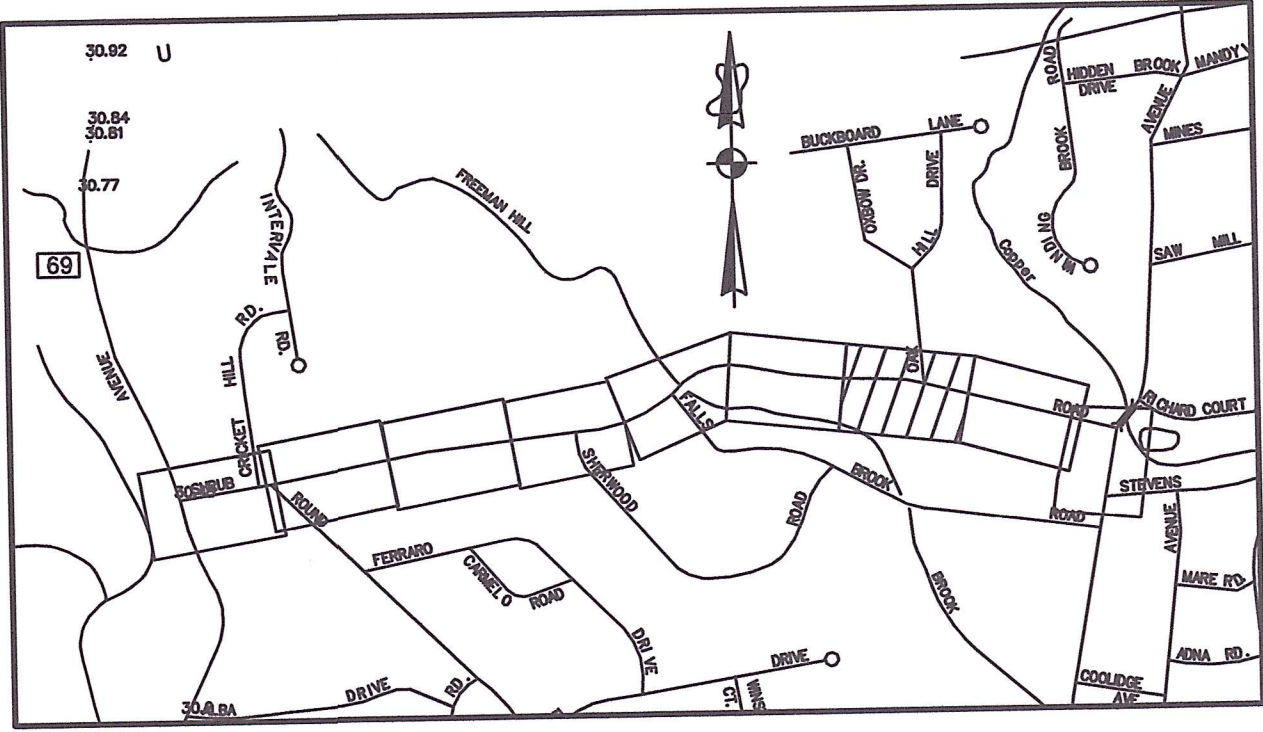
NOTE : FINAL LOCATION OF ALL RELOCATED SIGNS IS SUBJECT TO CITY OF BRISTOL'S APPROVAL. NEW SIGN LOCATION TO BE DETERMINED DURING CONSTRUCTION

D3 - SERIES

R1 - SERIES

D3-1					
Variable Road Name					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. #	POSTS	ALUM. THK.	
6.00	48X18	51-2004	2	.100	
7.50	60X18	51-2001	2	.100	
9.00	72X18	51-2002	2	.125	
10.50	84X18	51-2003	2	.125	

R1-1					
STOP					
LEGEND - WHITE BACKGROUND - RED					
AREA (SQ. FT.)	SIZE (INCHES)	CONN. #	POSTS	ALUM. THK.	
1.85	18	31-0532	1	.080	
5.19	30	31-0552	1	.080	
7.98	36	31-0553	1	.080	
13.3	48	31-0557	2	.100	

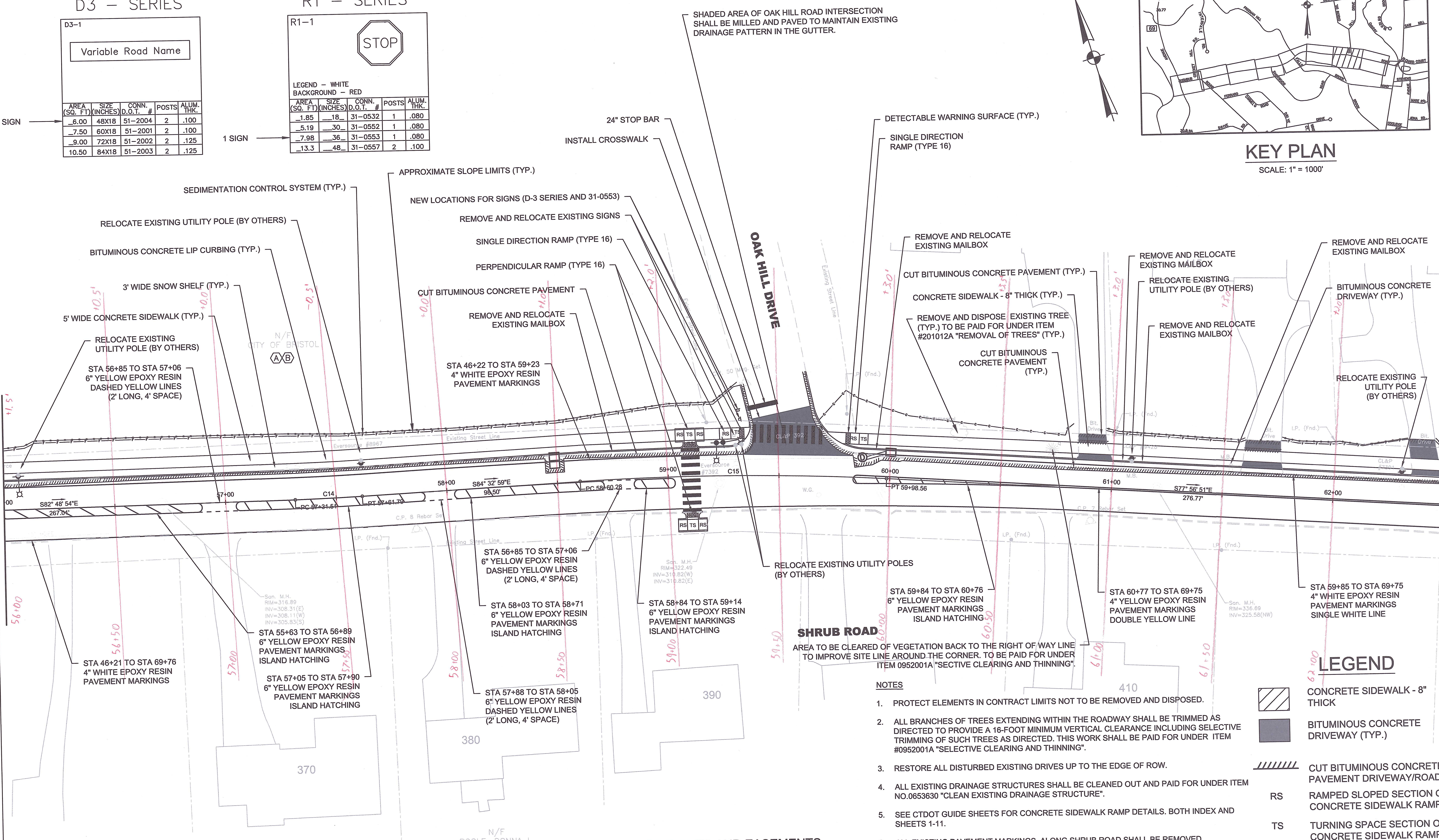


KEY PLAN

SCALE: 1" = 1000'

MATCHLINE STA. 56+00 SEE DWG. NO. CP-105

MATCHLINE STA. 62+50 SEE DWG. NO. CP-107



SHRUB ROAD

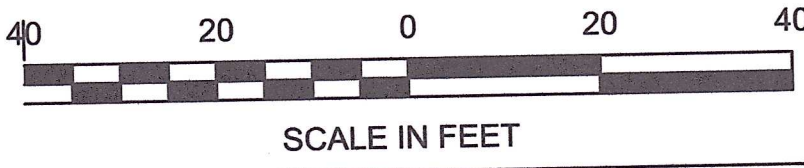
AREA TO BE CLEARED OF VEGETATION BACK TO THE RIGHT OF WAY LINE TO IMPROVE SITE LINE AROUND THE CORNER. TO BE PAID FOR UNDER ITEM 0952001A "SECTIVE CLEARING AND THINNING".

NOTES

1. PROTECT ELEMENTS IN CONTRACT LIMITS NOT TO BE REMOVED AND DISPOSED.
2. ALL BRANCHES OF TREES EXTENDING WITHIN THE ROADWAY SHALL BE TRIMMED AS DIRECTED TO PROVIDE A 16-FOOT MINIMUM VERTICAL CLEARANCE INCLUDING SELECTIVE TRIMMING OF SUCH TREES AS DIRECTED. THIS WORK SHALL BE PAID FOR UNDER ITEM #0952001A "SELECTIVE CLEARING AND THINNING".
3. RESTORE ALL DISTURBED EXISTING DRIVES UP TO THE EDGE OF ROW.
4. ALL EXISTING DRAINAGE STRUCTURES SHALL BE CLEANED OUT AND PAID FOR UNDER ITEM NO.0653630 "CLEAN EXISTING DRAINAGE STRUCTURE".
5. SEE CTDOT GUIDE SHEETS FOR CONCRETE SIDEWALK RAMP DETAILS. BOTH INDEX AND SHEETS 1-11.
6. ALL EXISTING PAVEMENT MARKINGS ALONG SHRUB ROAD SHALL BE REMOVED.

LEGEND

- CONCRETE SIDEWALK - 8" THICK
- BITUMINOUS CONCRETE DRIVEWAY (TYP.)
- CUT BITUMINOUS CONCRETE PAVEMENT DRIVEWAY/ROADWAY
- RS RAMPED SLOPED SECTION OF CONCRETE SIDEWALK RAMP
- TS TURNING SPACE SECTION OF CONCRETE SIDEWALK RAMP



SCHEDULE OF RIGHTS AND EASEMENTS

- (A) RIGHT TO CONSTRUCT DRIVEWAY REQUIRED
- (B) EASEMENT TO SLOPE FOR THE SAFETY OF THE HIGHWAY & REMOVE, USE OR RETAIN EXCAVATED MATERIAL REQUIRED

REV.		DATE	REVISION DESCRIPTION	SHEET NO.	PLOTTED DATE:	DRAFTER: EW	DESIGNER: EW	CHECKED BY: SG	APPROVED BY: RP	ENGINEER: AI Engineers 919 MIDDLE STREET MIDDLETOWN, CT 06457	SIGNATURE/BLOCK:	PROJECT TITLE: CITY OF BRISTOL THE INSTALLATION OF SIDEWALKS ALONG SHRUB ROAD	TOWN: BRISTOL	PROJECT NO. 3401	DRAWING NO. CP-106	SHEET NO.
FILENAME: 3401-CP SERIES (SITE PLANS).DWG																

R1 – SERIES

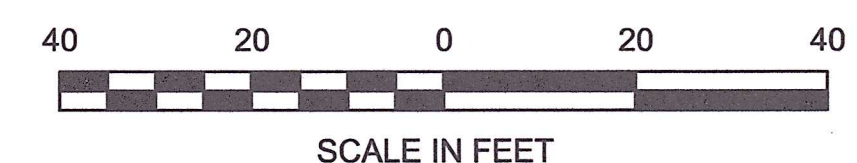
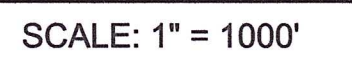
R1-3P

ALL-WAY

LEGEND - WHITE
BACKGROUND - RED

AREA (SQ. FT)	SIZE (INCHES)	CONN. D.O.T. #	POSTS	ALUM. THK.
_.075	_18X6	31-0508	_	_.080
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REMOVE 69' LONG STONE RETAINING WALL
STATION 83+36.14 TO STATION 84+05.33
TO BE PAID FOR UNDER ITEM #0974005
"REMOVAL OF EXISTING RETAINING WALL



TOWN:	BRISTOL
DRAWING TITLE:	SITE PLAN - 9



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 8, 2025
(Submission Date)

For the December 18, 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) \$ 14,684

☐ 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 December 18, 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

Reason for request:

Transfer of access funds from purchase of zero turn mower (\$1,103) and stump grinder (\$13,561) to purchase two salt spreaders for use by DPW for snow operations.

From:	0013026-570400-26010	To:	0013026-570400-26024	Amount:	\$1,103
	Zero Turn Mower		Salt Spreader		

From:	0013026-570400-26003	To:	0013026-570400-26024	Amount:	\$13,581
	Stump Grinder		Salt Spreader		



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 1, 2025
(Submission Date)

For the December 18, 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 \$ 40,000 (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 December 18, 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

Reason for request:

Purchase of solid waste barrels \$20,000 & dog waste station \$5,999 for Park Dept. Litter kits for residents \$2,000 & dog waste bags \$4,494,

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1213016 432169	Liquor Bottle Deposits Nips (revenue)	\$40,000
1213016 561800	Program Supplies (expense)	\$40,000



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 8, 2025
(Submission Date)

For the December 16, 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 \$ 21,284

☐ 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 December 18, 2025.
(date)

[Signature]
(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

Reason for request:

To appropriate the ReWorld Outreach Grant to promote sustainability for Solid Waste in collaboration with the Board of Education, education materials for residents and students.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1063016 470000 15G09	Covanta Outreach Grant - Contributions	\$21,284
1063016 561800 15G09	Covanta Outreach Grant – Program Supplies	\$21,284



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 11, 2025
(Submission Date)

For the January 8, 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) \$ 4,000
- ☐ 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 January 27, 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

Reason for request:

Fund upgrades to City zoning regulations, to comply with CT HB 8002, An Act Concerning Housing Growth. Work will consist of modifications to the City’s current Zoning regulations to comply HB 8002 provisions. Said modifications are required by July 1, 2026.

Transfer of access funds from DPW Engineering salaries due to vacancies.

From:	0013011-514000	To:	0013012-531000	Amount:	\$4,000
	DPW Eng Reg Wages		Land Use Prof Fees		



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: December 11, 2025

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works
Corporation Counsel
Water/WPC

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

RE: Request to Construct Driveway in Unimproved/Unaccepted Portion of Salvatore Ave
Proposed Development of Lot 17-120-13 & 17-119-12

The DPW of has received to construct a driveway on the Salvatore Avenue un-accepted City street located east of Pleasantview Avenue. The lots identified as Lot 17-120-13 & 17-119-12 are currently undeveloped and it is DPW's understanding that it is the intend of the property owner to merge the lots and construct a single-family house. The City received and BPW approved a similar request to construct a driveway in the Salvatore Avenue connected to Hull St in March 9, 2021. A copy of the referenced approval is attached.

The lots in question do not have roadway frontage along the accepted portion of Salvatore Avenue (between Hull St & Pleasantview Ave). There is no roadway pavement in front of the lot and the roadway would have to be extended approximately 250 ft. from the intersection of Pleasantview Ave & Salvatore Ave in order to comply with the City ordinance, unless the Board of Public Works approves the construction of a driveway within the existing roadway right of way to access the property.

In addition to the lots in question (17-120-13 & 17-119-12) the lot identified as 17-105-10 can be subdivided to create an additional lot on the un-accepted portion of Salvatore Ave. The Department of Public Works would typically recommend that development of the area consist of construction of 602 LF of unimproved Salvatore Avenue from its current Hall St intersection eminence to Pleasantview Avenue. Construction of Salvatore Avenue would complete a portion of the roadway network and provide another connection within the neighborhood. The DPW also

Return application and payment to:

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



Department of Public Works | 860.584.6125

supports connecting Salvatore Ave to Willis Street for improved interconnection. With that said, BPW has approved the Salvatore Avenue roadway section to the east for a driveway, the topography/grade of the right of way (in particular the cross slope) make construction of the roadway to City standards problematic without extensive retaining walls. The Department also recognizes that residents do not always support interconnection of roadways into neighborhoods.

As a result, the DPW supports the property owners request to develop Lot 17-120-13 & 17-119-12 by constructing a driveway within the Salvatore Ave right of way. Said approval shall be subject to the merger of lots 17-120-13 & 17-119-12 and approval of an engineering plan allowing use of the Salvatore Avenue right of way by a potential lot created from 17-105-10.

If construction of the driveways are permitted within the Salvatore Ave right of way it is critical that provisions are incorporated that make it clear that the driveways are not a City accepted road.

Based on the referenced finding the DPW recommends the following BPW action:

Approve request to construct a driveway on Salvatore Avenue to access Lot 17-116-11 from the western terminus of Salvatore Ave subject to the following:

- i. Lot 17-120-13 & 17-119-12 shall be merged into a single lot and the construction of a private driveway shall be authorized within the Salvatore Avenue right of way accessing Pleasantview Avenue.
- ii. Engineering plans shall be submitted to DPW Engineering Division for review and approval indicating the construction of two driveways within the Salvatore Avenue Right of Way. Separate driveways shall be provided for the merges lots of 17-120-13 & 17-119-12 and the potential lot created from Lot 17-105-10. Construction of the driveway for the potential lot created from Lot 17-105-10 is NOT required at this time.
- iii. Approval is for use of driveway only. The City of Bristol's water / WPC may require the installation of sewer and water utilities and easements to develop parcels.
- iv. Portion of driveway located within Salvatore Ave right of way shall be paved with bituminous asphalt.
- v. File documentation on City land records indicating approval with conditions including a statement that the existing Salvatore Ave right of way located between Hull St and Pleasantview Ave is not and will not be classified as a City street. Access to lots are private driveways only. City services will not be provided within the referenced section of the right of way. Documentation shall include a map approved by the Department of Public Works filed on City land records.

Return application and payment to:

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



Department of Public Works | 860.584.6125

- vi. Lot 17-120-13 & 17-119-12 shall be provided with a Pleasantview Avenue property address.

Copy of City map of Lot 17-120-13 & 17-119-12 attached for reference purposes.

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

Return application and payment to:

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



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: March 9, 2021

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works
Corporation Counsel
Water/WPC

PREVIOUS
2021
APPROVAL

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

RE: Request to Construct Driveway in Unimproved/Unaccepted Portion of Salvatore Ave
Proposed Development of Lot 17-118-11

The DPW of has received the attached request to construct a residential house on the unaccepted portion of Salvatore Avenue. The lot identified as 17-118-11 is currently undeveloped and does not have roadway frontage along the accepted portion of Salvatore Avenue (between Hull St & Pleasantview Ave). There is no roadway pavement in front of the lot and the roadway would have to be extended approximately 200 ft. from the intersection of Hull St & Salvatore Ave in order to comply with the City ordinance, unless the Board of Public Works approves the construction of a driveway within the existing roadway right of way to access the property.

In addition to the lot in question (17-188-11) the two lots identified as 17-120-13 & 17-119-12 are also undeveloped and any decision associated with the development of 17-188-11 should also include the two parcels to the west (17-120-13 & 17-119-12).

The Department of Public Works would strongly recommend that development of the area consist of construction of 602 LF of unimproved Salvatore Avenue from its current Hall St intersection terminance to Pleasantview Avenue. Construction of Salvatore Avenue would complete a portion of the roadway network and provide another connection within the neighborhood. The DPW also supports connecting Salvatore Ave to Willis Street for improved interconnection. With that said, the topography/grade of the right of way (in particular the cross slope) make construction of the roadway to City standards problematic without extensive retaining walls. The Department also recognizes that residents do not always support interconnection of roadways into neighborhoods.

Return application and payment to:

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



PREVIOUS
2021
APPROVAL



Department of Public Works | 860.584.6125

As a result, the DPW supports the property owners request to develop Lot 17-118-11 by constructing a driveway within the Salvatore Ave right of way. Said approval shall be subject to lots 17-120-13 & 17-119-12 being authorized to construct a shared driveway within Salvatore Ave to Pleasantview Ave. Lots 17-120-13 & 17-119-12 are currently owned by the same owner.

Lots 17-105-10 and 17-20 located on the north side of Salvatore also have frontage on the unimproved/unaccepted portion of the roadway. Due to the limited width of lot 17-105-10 there is insufficient depth to create a building lot by subdividing the rear portion of the lot. Lot 17-20 currently has frontage along the accepted road of Hull Street to provide access. As previously stated, due to the severe cross slope / grade on the Salvatore right of way it would be a challenge to construct a roadway to City standards. Due to the need of retaining walls it will be particularly difficult to construct a road that provides access to both the north and south side of the Salvatore Ave right of way.

If construction of the driveways are permitted within the Salvatore Ave right of way it is critical that provisions are incorporated that make it clear that the driveways are not a City accepted road.

Based on the referenced finding the DPW recommends the following BPW action:

Approve request to construct a driveway on Salvatore Avenue to access Lot 17-116-11 from the western terminus of Salvatore Ave subject to the following:

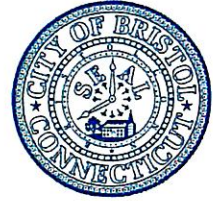
- i. Lot 17-120-13 & 17-119-12 shall be authorized to construct a shared driveway westerly to access Pleasantview Avenue. The parcels shall be subject to a shared drive maintenance agreement filed on City Land records prior to issuance of building permit for either lot.
- ii. Lot 17-116-11 shall grant the City of Bristol an easement to store snow at the western terminus of the accepted City street identified as Salvatore Ave.
- iii. Once Lots 17-120-13, 17-119-12 and 17-118-11 are developed a request shall be forwarded to City Council requesting that the currently unaccepted portion of Salvatore Ave from its existing westerly terminus to Pleasantview Ave discontinued.
- iv. Approval is for use of driveway only. The City of Bristol's water / WPC may require the installation of sewer and water utilities and easements to develop parcels.
- v. Portion of driveway located within Salvatore Ave right of way shall be paved with bituminous asphalt.
- vi. File documentation on City land records indicating approval with conditions including a statement that the existing Salvatore Ave right of way located between Hull St and

Return application and payment to:

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



PREVIOUS
2021
APPROVAL



Department of Public Works | 860.584.6125

Pleasantview Ave is not and will not be classified as a City street. Access to lots are private driveways only. City services will not be provided within the referenced section of the right of way. Documentation shall include a map approved by the Department of Public Works filed on City land records.

Copy of City map of Lot 17-118-11 attached for reference purposes.

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

Return application and payment to:

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



CT State Plane NAD 1983 - X,Y 947105, 801370

Scale: 1 in = 60 ft

PREVIOUS
2021
APPROACH

https://bristol.mapxpress.net/ags_map/default.htm?ACCOUNT=0021636

3/11/2021