

Minutes of Board of Public Works
Regular Meeting
Thursday, October 20, 2022
6:00 p.m. Council Chambers, City Hall
With Zoom Access

Members Present: Mayor Jeffrey Caggiano
Council Member, Jolene Lusitani
Council Member, Sebastian Panioto
Council Member, Cheryl Thibeault
Commissioner, Michael Dumas
Commissioner, David Hartley
Commissioner, Frank Stawski

Staff Present: Raymond A. Rogozinski, Director of Public Works

Call to Order

Council Member, Cheryl Thibeault called the meeting to order at 6:07 p.m. There was a recitation of the Pledge of Allegiance.

Council Member Cheryl Thibeault called for a moment of silence for the Fallen Police Officers.

1. Board of Public Works Minutes of the Previous Meeting

A. Board of Public Works September 2022 Meeting Minutes Draft

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

2. Employee Recognition

A. Employee Anniversaries

Employee anniversaries were recognized for the Month of October.

3. Concerns and Petitions from the Public

None

4. Correspondence:

None

Motion: by Commissioner Hartley and Seconded by Commissioner Stawski to move item 11D up on the agenda. Motion passed

11. New Business

D. AsustainableCT.Memo

Dave Oakes spoke regarding the A-sustainable CT. memo and what Public Works has done to participate in the program. Going forward with this program will require assistance from other departments and he has been reaching out to them to explain what they can do to assist. This is a yearly goal that we need to work on obtaining and is a city initiative. Information can be found on the Sustainable CT. website.

Motion: made by Commissioner Dumas and seconded by Commissioner Stawski to accept as present and place on file. Motion Passed.

5. Public Works Divisions Reports

A. September Division Report

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

6. Public Works Project Schedule

A. Project Schedule

Motion: made by Commissioner Hartley and seconded by Counsel Member Lusitani to accept as presented and place on file. Motion passed.

Motion: made by Commissioner Dumas and seconded by Commissioner Hartley to move up item 11H on the agenda. Motion passed.

11. New Business

H. Stafford Avenue Driveway Apron

Tom Cattuci, 5 School Street, Pequabuck, CT, property owner, spoke regarding the driveway apron at Stafford Ave. He referenced the photos attached to the application. This is a mixed use property with an office and apartments. Commission Hartley stated we should stay with the standard concrete and city requirements on this. Commissioner Stawski agreed with this statement.

Motion: to authorize the department of Public Works approve the request to construct a bituminous driveway apron in lieu of a concrete driveway apron at the property identified as Lot 46-162 #642 Stafford Avenue, made by Commissioner Dumas and seconded by Council Member Panioto

For: None

Against: Thibeault, Dumas, Stawski, and Hartley,

Motion Denied

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

9. City Hall Renovation Project

A. City Hall Update

Paragraph three of the City Hall memo was discussed and explained how change orders are taken care of including when it has to be presented to Corp. Council as well as how it works within the contract/budget for the project. Insulation change order was discussed regarding the reason, cost and what type was chosen. Project manager was present and gave an update on the progress of the renovation and answered any questions that the commission had.

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

7. Directors Verbal Report

The BPSA signed a tentative agreement and part of this is to upgrade the engineering department's position changes. The agreement is now with Corp Council and pending approval. West End project is still in progress. Parking garage update was given. It will have 150 parking spots, 2 EV stations of which one will be handicap accessible.

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

Mayor Jeffrey Caggiano joined the meeting at 7:19 P.M.

8. Review of Public Works Budget

None

10. Unfinished Business

None

11. New Business

A. Unaccepted City Streets Policy

Memo reviewed to propose a policy on Unaccepted City Streets. This policy would be to address any concerns that may come up regarding unaccepted streets and paper streets to clarify Public Works role for these areas. Any New developments would need to apply to be a street in the city. This item will be moved to next month's agenda as unfinished business. Commissioner Stawski asked that the wording between streets and roads be looked at so it is legally correct.

B. Leaf, Compost and Yard Waste Collection policy

Policy was reviewed and discussed with the addition that residents need to supply their own bags. Commissioner Stawski requested the verbage to be clarified of Solid Waste versus rubbish. Replacement of yard waste barrels definition of normal wear and tear discussion was had.

Motion: made by Commissioner Hartley and Commissioner Stawski to accept with Corp. Council approval and place on file. Motion passed.

C. Police Department Space Memo

Looking forward to plan for the use of the space occupied by City Hall after they have moved into the new building. A few departments have inquired including the police department and probate court. IT will remain in the space they are in now. Emergency management will be included with a dedicated space for their needs.

Motion: to authorize the Department of Public Works to procure the services of the architectural firm QAM Inc. in the amount of \$6,500.00 for the purpose of preparing preliminary office layout drawings for the Probate Court, Police Department, and Emergency Management Department. Said services shall also include design and construction project cost coordination with the city's estimating firm Kehys Associated (\$1,000). Made by Commissioner Dumas and seconded by Mayor Caggiano. Motion passed.

E. Street Scape and Bus Memo

Discussion held regarding the North Main Street Streetscape and relocating some bus stops as well as making some larger. The streetscape will add decorative lights, brick walkways and angled parking. Reviewed where the bus stops new location will be. Commissioner Thibeault would like this information forwarded to the transportation committee.

Motion: made by Commissioner Hartley and seconded by Commissioner Stawski to accept as presented, place on file and to be forwarded to the transportation committee. Motion passed

F. Bus Shelters Memo

Discussion on creating a policy on how to handle the bus shelters. There is no policy regarding the maintenance and cleaning of bus shelters. Public Works maintains the ones located on city property but not ones located on private property.

G. Recycling Fees

Memo attached was reviewed and discussed what the effects will be based on the information provided.

I. BOF OT Transfer

Part time wage transfer from regular wages to part time wages.

Motion: made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed

12. Directors Report

Reviewed in verbal report.

13. Building Committee

Boiler repaired and heat is now working. The second one should be running in a few days.

BOF request for a \$10,000 transfer from regular wages to pay for the consultant to officially redo the city wetlands map. The regular wages are available due to an opening in the engineering department. The initial appropriation for the project is from city funds. Total cost is \$50,000.00

Motion: motion made to transfer \$10,000.00 from regular wages to C&P project for the purpose of hiring a consultant to revise and update inland/wetlands map by Commissioner Dumas and seconded by Council member Panioto. Motion passed.

14. Addendum

Mayor Caggiano mentioned that multiple requests have been made to name streets after Lt. Damante and Sargent Hamzy. Councilmen Thibault also mentioned maybe having a commission created for all of these inquiries and decisions that will come up.

15. Adjournment

Motion: made by Commissioner Dumas and seconded by Commissioner Harley.

Meeting adjourned at 8:17 P.M.

16. Signature

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