

Minutes of Board of Public Works
Regular Meeting
Thursday March 16, 2023
6:00 p.m. Council Chambers, City Hall
With Zoom Access

Members Present:

Council Member, Cheryl Thibeault
Council Member, Jacqueline Olsen
Commissioner, David Hartley
Commissioner, Frank Stawski

Staff Present:

Raymond A. Rogozinski, Director of Public Works
Lindsey Rivers, Public Works Analyst

Call to Order

Council Member Thibeault called the meeting to order at 6:00 p.m. There was a recitation of the Pledge of Allegiance.

1. Board of Public Works Minutes of the Previous Meeting

A. Board of Public Works February 2023 Minutes

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

2. Employee Recognition

A. March Employee Anniversaries

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

B. Police Department Award

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

C. Read Across America Appreciation

The document attached was reviewed with the Board.

3. Concerns and Petitions from the Public

None

4. Correspondence

None

5. Public Works Divisions Reports

Public Works division reports were reviewed. There was a brief discussion regarding the dumping of over 30 tires this month on Willis St as well as Minor and Barlow Streets. A police report was filed, and the tires and trash were removed. There were no video recordings of the dumping.

Illegal bulk fines were discussed and Lindsey Rivers from the Department of Public Works explained how the program works. Warning letters are sent out, after three days we pick it up, then fines are mailed out and if not paid, a lean gets put on the property if the fine is not paid after 30 days.

Complete streets academy seminar series, which is a non-profit program sponsored by the state DOT, is being attended by the engineering and land use department next week.

The success of the seed library was mentioned.

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

6. Building Committee

A. Bldg. Comm Project List 3/2023

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

7. Public Works Project Schedule

A. February Project Schedule

Motion: made by Commissioner Stawski and Seconded by Council Member Olsen to accept as presented and place on file. Motion passed.

8. Director's Report

A. March Director Report

Open positions were discussed for each division.

A \$6.8 million SIF grant was received for the Streetscape improvements on the Riverside Ave project.

Transfer station is looking into how to stop the sharing of permits at the transfer station. Possibly creating a policy regarding this to prevent residents outside of Bristol to be able to utilize the Pass.

Complaints that Public Works received this month were submitted to the Board Members and how they were addressed. Council Member Thibeault stated that she had sent in three issues and thanked the Director for addressing them immediately.

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

9. City Hall Renovation Project

A. City Hall Update

An update on the City Hall Project was given. A tour was done prior to this meeting. A management meeting will be scheduled to discuss the moving process and any concerns they may have. The ceiling baffles were discussed and the proposed solution.

Motion: to authorize The Department of Public Works to proceed with the installation of ceiling baffles in the amount of \$16,000.00 on the upper 3rd floor made by Commissioner Hartley and seconded by Council Member Olsen. Motion passed.

The limestone in the original façade of the building was discussed. For the removal and recaulking would cost around \$41,000.00. A discussion was held regarding the proposal.

Motion: made to proceed with the removal of mortar to a depth of ¾ inch and install caulk with backer to limit water infusion at lime stone seam at a cost of \$38,000.00 made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

The exhaust duct work with additional weather proofing was discussed. Pete Fusco gave a summary of the duct work and the value of insulation/covering the ducts. It can be done now or within the next 18 months per the contract. It is a suggestion, not a requirement. Eugene Karcha, from D'Amato Downs, agreed with the above.

Motion: to proceed with the base contract work and reevaluate the situation sometime down the road made by Commissioner Hartley and seconded by Council Member Olsen. Motion passed.

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

10. Unfinished Business

A. Litter Reduction Program and Plan

The Litter Reduction Program was discussed. The Department of Public Works does a street sweep once a year and during special events. The city is looking to procure another sweeper. There will also be a development of a city ordinance as well. Lindsey Rivers spoke about the program and gave each Board Member a kit that is given to the residents when volunteering. 32 kits have been given out since it started. Morin Company and Wheeler Clinic have reached out to say that they are making it a companywide volunteer event for them. Members of the Board mentioned some other ideas that could possibly be done as well.

Motion: to authorize the transfer of \$30,000.00 into DPW Solid Waste Program Supply account for the purpose of purchasing street barrels and neighborhood litter collection items (trash picker, gloves, rubbish bags, safety kits and safety vests) made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

B. Retaining Wall Policy

A draft of the policy was presented to the Board and a discussion was held. The Board asked if we can amend that it will be added to the code enforcement department if the owner does not maintain.

Motion: to accept the Retaining Wall policy with the addition of adding code enforcement to the policy by Commissioner Hartley and seconded by Commissioner Stawski. Motion passed

11. New Business

A. Police Complex Renovations

The renovation of the existing space currently housing departments of City Hall for the police complex, the cost and procurement has been discussed. This is a major renovation even with the existing space. Questions were raised about various other options, as well as building a separate building away from the center of town, as other surrounding towns have done.

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

B. Meadow and Kelly St. Parking Garage

This will be a 154 space parking garage at the corner of Meadow and Kelly Streets. The project is moving forward as expected. A motion for the council is shown in documents as a reference for the Board members

Motion: made by Council Member Thibeault and Commissioner Stawski to accept as presented and place on file. Motion passed.

C. Sidewalk Ramp Report

The sidewalk ramp report was reviewed and discussed.

Motion: to authorize the Department of Public Works to proceed with the sidewalk plan made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed

D. Main Streetscape

The addition of angled parking in Malfali plaza to Main Street was discussed

Motion: to approve the installation of on street angle parking on Main Street between Mem Blvd and South Street, said angle parking shall be located on the east side of the road made by Commission Hartley and seconded by Commission Stawski. Motion passed

E. Board of Finance Request (Snow)

Motion: to approve a Board of Finance transfer from snow operations to contract service account made by Commissioner Hartley and Seconded by Commissioner Stawski to accept as presented and place on file. Motion passed

12. **Addendum**

A Board of Finance request form was added to request a \$587,000.00 transfer.

Motion: to add to agenda and approve the Board of Finance transfer of \$587,000.00 made by Commissioner Stawski and seconded by Council Member Olsen. Motion passed.

13. **Adjournment**

Meeting was adjourned at 7:49 P.M.

14. Signature

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

