

Board of Public Works  
October 19, 2023  
6:00 p.m. City Hall West  
Meeting Room 1  
With Zoom Access

**Members Present:** Mayor, Jeffrey Caggiano  
Council Member Cheryl Thibeault  
Council Member Jacqueline Olsen  
Council Member Erick Rosengren  
Commissioner Michael Dumas  
Commissioner David Hartley  
Commissioner Frank Stawski

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

Mayor Caggiano called the meeting to order at 6:02 p.m. There was a recitation of the Pledge of Allegiance.

**1. Board of Public Works Minutes of The Previous Meeting**

A. September 2023 Draft Meeting Minutes

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

**2. Employee Recognition**

A. October Anniversaries

October anniversaries were reviewed.

**3. Concerns and Petitions from the Public**

None

**Motion:** to move up Item 11A on the agenda made by Commissioner Dumas and seconded by Commissioner Stawski. Motion passed.

**11. A New Business**

A. Asset Management System

The director reviewed the attached memo regarding the new asset management program for Public Works.

Evan Barker, Brightly Software, Inc. gave a presentation regarding the asset management program and how it will benefit the solid waste and fleet departments. This system has the ability to track a number of things including repair schedules, inventory, as well as depreciation of assets.

Motion: to move up Item 11D on the agenda made by Council Member Olsen and seconded by Council Member Thibeault. Motion passed.

#### **11 D. DPW City Flooding**

The City Flood report was updated on the progress being made with corrections to the flooding areas around the city. Public Works is still receiving calls regarding flooding damage and issues. There is a meeting on November 1<sup>st</sup> with the DOT regarding the cleaning of sediments on Middle Street. There is a meeting for 87 Collins Road regarding the obtaining of an easement and purchase of the property.

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

Motion: to move up item 9A on the agenda made by Council Member Thibeault and seconded by Commissioner Dumas. Motion passed.

### **9. City Hall Renovation Project**

#### **A. City Hall Update**

The building officially has a C/O. The moving plan was discussed as well as moving dates for each department. All employee's badges are in process of being reprogrammed for the new building with the proper access levels.

Ken Romeo spoke regarding his final prep and walk through with the moving company. The move is scheduled to begin on Monday. Dupont and Dunagin will be back to make final adjustments to the vault and high-density shelving units.

The parking across the street will be available for approximately three more weeks.

There will be an open house on Saturday for the building dedication and tours for the public.

### **4. Correspondence**

None

### **5. Public Works Division Reports**

#### **A. September Division Reports**

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

### **6. Building Committee**

#### **A. BldgComm Project List September 2023**

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

## **7. Public Works Project Schedule**

### A.) September 2023 Project Schedule

Motion: made by Council member Cheryl Thibeault and seconded by Commissioner Dumas to accept as presented and place on file. Motion passed.

## **8. Director's Report**

### A. Director's Report

The Director's Report was reviewed with the board members.

Staffing was discussed for all departments, including two terminations from the Public Works department.

The final stone for Memorial boulevard has come in and will be installed. The lights are also in and will be installed as well.

There are currently six snow plow contractors for the winter season, which is lower than previous years. It will be reposted on the city web page.

Since the changes were implemented to the Transfer Station, there have only been about twelve concerns brought to the Director. The Wells Fargo payment system has been completed and is now available for the transfer station in person and online.

Paving is now complete. The West End project is moving along and will be continued possibly thru next July.

All Maple Court residents have returned the letters that were sent out to them.

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

## **10. Unfinished Business**

### A. FEMA Mapping

The Board reviewed the letter that will be mailed to residents. They recommended to put FEMA's phone number first and the director's name and phone number after, so that residents might call FEMA first regarding any questions they will have. These will be sent out before the November Board of Public Works meeting.

### B. Bristol Police Department Memo

The Police Department memo regarding speed humps, bumps and tables was reviewed. A discussion was held and determined that this will be forwarded to the Police Board.

Motion: To request the Police Board to work with Public Works to investigate and implement alternate traffic calming measures on Ridge Road and to affirm that the Board of Public works does not support the installation of speed bumps, hump or tables by Commissioner Hartley and seconded by Council Member Thibeault. Motion passed.

## **11. New Business**

### **D. DPW CIP Update/Police Complex Bldg. Options**

The Director gave an update regarding the Police Complex and the options of updating the existing building or rebuilding a new one. There was a discussion of the pros and cons of remodel versus new construction with the cost differences. A number of locations were mentioned where it would go if a new building was to be done. This will be a continued discussion with the committee.

### **E. Streetscape**

The attached Streetscape were reviewed with the board.

Motion: made by Commissioner Stawski and seconded by Council Member Thibeault to approve the Streetscape plan as submitted. Motion passed.

## **12. Addendum**

None

## **13. Adjournment**

Motion: made by Council Member Thibeault and seconded by Commissioner Hartley.

Meeting Adjourned at 7:55 p.m.

## **14. Signature**

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