

Minutes of Board of Public Works
Regular Meeting
Thursday May 18, 2023
6:00 p.m. Council Chambers, City Hall
With Zoom Access

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

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

Absent: None

Call to Order

Mayor Caggiano called the meeting to order at 6:01 p.m. There was a recitation of the Pledge of Allegiance.

1. **Board of Public Works Minutes of the Previous Meeting**
 - A. April 2023 Regular Meeting Minutes Draft

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

2. **Concerns and Petitions From the Public**

Andrew Collins, 155 Redstone Hill Road Apt. 184, spoke regarding his concerns about the litter ordinance. He feels that we need stronger ordinances regarding litter with the residents and local businesses. Mayor Caggiano stated that this topic will be brought up later tonight on the agenda and will also be brought up with the ordinance committee as well as city council.

8. **City Hall Renovation Project**

Motion made by Council Member Thibeault and seconded by Commissioner Dumas to move item #8 up on the agenda. Motion passed.

The project is moving forward is on budget and still expected to be completed on time. The Director gave an update on the progress of the Building.

All major parts are here and scheduled for installation. Kevin from D'mato spoke regarding the delay with the glass which will be the end of August and it will take about 1 month to install. Working on finding a sub-contractor to see if there is another glass alternative that can be used and received sooner.

The moving logistics are being worked on and the department managers and staff are engaged in working to get this done smoothly. The United Way will be supplying interns for the summer who will be doing a file conversion project to help prep for the move. In regards to the city clerk and registrar's office moving, the early voting does not

start until the year 2024, so the move will most likely be after the election. Discussion to be held regarding the plan for these departments.

Chris O'Neil from D'Amato showed the wood veneer that will be going on Council chambers wall. None of the walls will be exposed/painted they will be all wood veneer with an acoustical covering for reduction of echo's and noise in the chamber.

11. New Business

D. DPW LOTCIP Grant Funding

Motion: made by Commissioner Dumas and Commissioner Stawski to move up item 11. D on the agenda.

The Director of Public Works reviewed the requirements of the grant and some projects that we have going on that this could work with. The Director introduced Rich Donovan, NVCOG, who gave a presentation on what the program is and how it works.

Motion made by Commissioner Stawski and seconded by Council Member Rosengren to add Eversource to the agenda. Motion passed.

Move: made by Commissioner Stawski and Seconded by Council Member Thibeault to move up Eversource to #4 on the agenda. Motion passed.

Pam Fischer and Al Gilte, Eversource Gas, are applying for a waiver for work that the gas company needs to do on Meiklen Street, Kenney Street, Center Street and Broad Place. Due to the road being paved within the last 5 years the permit/waiver is required. They will be working on gas lines and repave the road curb to curb when the work is completed. The board is asking that Eversource notify all residents in the area before it starts, so they can make arrangements if necessary. They agreed to issue letters as well as customized door notices. Work can begin as soon as the permit is approved and should be completed in about a month. The Director voiced frustrations as the paving schedule is done in advance and Public Works sends it out to vendors for planning purposes before it gets finalized. He is asking if there is anything that can be done to avoid this issue in the future. The board is also asking to have this information onto the city website about the start and completion date.

Motion: made by Council Member Thibeault and seconded by Commissioner Stawski to approve the waiver for eversource project on Meiklen St. with full curb to curb paving upon completion. Motion passed.

Motion: made by Council Member Thibeault and seconded by Commissioner Dumas to move item 10 B up on the agenda. Motion passed

10. B Litter Ordinance

The litter ordinance memo was presented and discussed. DPW has been picking up collections from the clean-up Bristol campaign around town. The DOT was notified of the 72 overpass regarding the debris that needs to be cleaned up as this is state owned property. The board talked about having a central area for citations that have been written so code enforcement, the health department and DPW can all be aware of the issues to avoid duplicating citations.

Cynthia Chesky spoke about the issue to the environment regarding the homeless encampments around town, particularly of the throwing of refuse and human waste into the Pequabuck River and the harm to the environment from this. Mayor Caggiano stated that the city is aware and working on this issue already. He is also asking if residents are contacting DEEP or the State to also let the Mayor's office know to keep lines of communication open.

3. Employee Recognition

May 2023 employee work anniversaries were recognized.

4. Correspondence

Mayor Caggiano commented on a letter he received from Frontier Communications regarding work they are doing in coordination with Commissioner Hartley.

5. Public Works Division Reports

A. Division Reports April 2023

The April 2023 Division Reports were presented.

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

6. Building Committee

A. BldgComm and Project List

The Building Committee and Project List was presented to the Board.

The High Street Parks and Recreation building was discussed regarding the amount of money spent on repairing items already this year. The Director will have David Oakes visit the site and provide a projection of what building maintenance may need to be done over the next five years. An update will be given next month.

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

7. Public Works Project Schedule

A. April 2023 Public Works Project Schedule

The April 2023 project schedule was presented to the Board.

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

9. Director's report

A. April 2023 Directors report

Director Rogozinski presented the April 2023 report to the Board.

A staffing update was given regarding new hires and open positions within public works. The recruiter is still working to fill the engineering department open position.

West End project is coming along and traffic complaints seem to be less. Phase 1 ended last month.

The budget was approved this month, which includes the renovation for Police Department move into the space Public Works currently occupies.

Dave Oakes, Building Manager, is working on obtaining Ever source rebates. He is also working on the Sustainable CT program as well, which we currently hold a silver status with.

Complete Streets- an encroachment permit was submitted to the CT DOT.

Mayor Caggiano mentioned that Governor Lamont will be at Muzzy Field tomorrow for the trail grant announcement.

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

Motion: made by Council Member Thibeault and seconded by Commissioner Dumas to move Item 11F up on the agenda. Motion passed.

F. BPW Route 72

The Route 72 project was discussed. There will be several discussions regarding the moving of the streets and how the relocation will affect surrounding streets and Brackett Park. The project will improve the connectivity of the streets as well as the bike paths. Rich Donovan spoke again regarding the project and the moving of School Street and how it will benefit the city and that area specifically.

10. Unfinished Business

A. Transfer Station

Transfer station permits were discussed regarding how commercial and residential permits will be charged for items/permits. There are several accounts that are set up as residential that based on usage and number of tons that have been brought to the station, which potentially should be commercial accounts instead of residential. Several suggestions were discussed about the changes that could be made to the way that permits are classified and how particular items could be handled. A spreadsheet with the data collected will be set up to view the information which was presented. Continued ideas will be discussed at next month's meeting.

11. New Business

a. Debris Management

A debris management plan was presented to the board for discussion. This is to plan for weather events that require public works assistance in clean up.

Motion: made by Council Member Thibeault and seconded by Commissioner Dumas to authorize The Director of Public Works to execute the attached Mutual Benefit and Use Agreement indicating the potential City use Ashbritt Environmental to Collect and dispose of debris. Motion passed

b. BPW Complaints

The Director of Public Works presented various complaints the department received within the month. Items include repair of driveways, sidewalk repair, tree removal and road curbing. It was discussed that some were complaints regarding work done over 10 years ago or older. Public Works does not fix items on private property in general ever and issues that occurred that long ago are not going to be addressed. Residents/property owners can file an insurance claim with the city for damage, but public works does not fix private property issues.

c. BPW APWA Conference

The director spoke about the upcoming APWA conference that he will be attending. The focus will be on creating policies, asset management, and electric vehicles.

E Hope Street Garage

An update was given on the progress of the Hope Street Garage. The overhead lines are complete. The installation will be done after the end of the school year. The switch gear for the garage will be delayed until next May. The building will be complete, but without the switch gear the building cannot be occupied, so other options are being looked at for solutions. The Center square parking garage will have 190 spaces and there are two soil issues right now that are currently being corrected. Due to this issue, obviously an increase the cost of the garage.

11. Addendum

Board of Finance Transfer presented to the board. This is an internal transfer between accounts.

Motion: made by Commissioner Dumas and seconded by Commissioner Stawski to approve a board of finance transfers from listed accounts to surplus account by \$244,268.00. Motion passed.

12. Adjournment

Motion: made by Council Member Thibeault and Council Member Rosengren to adjourn. Motion passed

Meeting adjourned at 8:48 p.m.

This Meeting was recorded.

Respectfully Submitted,

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

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