

Minutes of Board of Public Works
Regular Meeting
Thursday June 15, 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. May 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.

8. City Hall Renovation Project

Motion: made by Commissioner Hartley and seconded by Commissioner Dumas to move item 8A up on the agenda. Motion passed.

A. City Hall Update June 2023

The Director of Public Works gave the Board an update of the progress on City Hall. The project is on time for completion in October. Present at the meeting were Kevin Guite, D'Amato Downes and Chris O'Neil, QAM to give updates. Chris O'Neil gave a slideshow presentation of the progress of the Council Chambers.

11E FEMA Mapping.

Motion: made by Commissioner Dumas and seconded by Council member Thibeault to move up item 11E on the agenda. Motion passed.

The Director of Public Works reviewed the FEMA mapping and the tools used to determine flood zones. William Stango, Civil Engineer City of Bristol provided a presentation of the new FEMA mapping for the City of Bristol and what the engineering department is doing based on this new mapping. Nancy Levesque, City Engineer, explained that there is a \$250,000.00 grant that could potentially be used for mapping issues for Capital projects, for example, the widening of channels and emergency projects thru the FEMA community program. FEMA also has online availability to check your property to see if your property is in a flood zone.

Tilcon Paving Presentation

Motion: made by Council Member Thibeault and Commissioner Stawski to add Tilcon Paving to the agenda. Motion passed.

Motion: made by Commissioner Dumas and Commissioner Stawski to move Tilcon Paving presentation up on the agenda. Motion passed.

The Director of Public Works talked about the current paving program in Bristol and how he is in agreement with utilizing Tilcon's trial program on a few roadways in town. TJ VanBlaricom and Roger Simoes, representing Tilcon Paving, gave a review of the asphalt product they currently use versus the new paving program that will ultimately be used everywhere. Tilcon is asking for Bristol to join their Pilot Paving Program using this new temperature for rolling out the asphalt. The temperature change from 350 degrees to 260 degrees is the only difference in the paving process. Tilcon is being progressive with starting sooner than later as this will be a nationwide change that the DOT is promoting for everyone. It is a more sustainable paving method and will help reduce the carbon footprint. This is a fully guaranteed product and they are asking to start with a few smaller streets to test it out. The Board asked several questions regarding this new process and Tilcon provided answers.

Motion: made by Council Member Rosengren and Seconded by Commissioner Stawski to allow Tilcon to use the new process on the side roads as directed by the Director of Public Works. Motion passed.

10. Unfinished Business

A. Transfer Station

Motion: made by Council Member Thibeault and seconded by Council Member Olsen to move item 10A up on the agenda. Motion passed.

Council Member Thibeault spoke that there are many residents taking advantage of the Transfer Station accounts by having a residential permit instead of a commercial account. There were landscapers, landlords and junk removal companies listed on the data collected by Public Works. It was discussed about having three tiers of transfer station permits. Permit Tiers will be looked at and changes will be made in increments. It will be put on social media to notify the public that the next Board of Public Works meeting that these changes will be discussed.

Motion: made by Commissioner Hartley and seconded by Commissioner Dumas to authorize Public Works to invite the residents identified, to the public works board meeting to discuss the changes that will made. Motion passed.

Council Member Thibeault took leave at 7:20 p.m.

11F. NRCS

Motion: made by Council Member Rosengren and seconded by Commissioner Stawski to move item 11F up on the agenda. Motion passed.

The Emergency Watershed Protection Floodplain Easement Grant was discussed. NRCS would like the city to take lead of the program due to staffing shortages on their end. This affects one house on Jerome Ave which specifically qualifies for this grant. The grant will provide 100% value to the property owner to purchase the easement over the house for the city and then they will pay for the purchase the property. The owner has the right of refusal on the offer.

Motion: made by Commissioner Hartley and Seconded by Commissioner Dumas to accept the changes from NRCS and forward to City Council.

2. Employee Recognition

A. Employee Anniversaries

June Employee anniversaries were recognized.

3. Concerns and Petitions from The Public

None

4. Correspondence

None

5. Public Works Divisions Reports

A. Division Reports

The June 2023 Division Reports were presented. There were a few questions from the Board regarding items on the reports. The Director responded to each question.

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

6. Building Committee

A. Bldg Comm Project List May 2023

The Building Committee and Project List was presented to the Board. A brief discussion was held about 51 High Street and getting the projected cost of repairs that will need to be made in the future. This is a city owned property that does need maintenance but also has rental space in it that is currently occupied.

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

7. Public Works Project Schedule

A. Project Schedule May 2023

The public works Project Schedule was presented to the Board.

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

9. Director's Report

A. Directors Report June 2023

The Director's Report was presented. The board had a question regarding the work on the Memorial Boulevard Bridge and when will it be complete. Comments posted on social media complaints about the Memorial Boulevard Monument were briefly discussed. It was noted that the Veterans Council approved of the design before construction was started on the project.

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

11. New Business

A. Maple Court

Letters were sent out to all property owners regarding Maple Court Road work. There was a good number of letters returned with signatures for the work to be done, however 100% need to be returned in order for the work to be done.

B. . Waterway Clearing and Sidewalk Repair

The policy was reviewed with the Board regarding if tree/branches fall into the river/stream on private property, what the responsibility of Public Works would be. The Department of Public Works is looking to update the current policy on file.

Motion: made by Commissioner Stawski and seconded by Council Member Olsen to formalize a policy and resubmit to the Board of Public Works at next month's meeting for a formal adaption of the policy. Motion passed.

C. DPW Sight Line Memo

A discussion was held regarding clarification of items in the cities right of way. This is the space between the road and edge of the property. Some examples would be sprinklers, mirrors, Rocks, Storm lines that are not part of the public system and painted sidewalks. Amendments will be done and brought to next month's board meeting.

D. Storm Trust Memo

An update was provided to Board of Public Works regarding the Annual Report of The Bristol Storm Water Control Trust. The Director of Public Works highlighted the 23 Storm water pond/detention areas that Public Works takes care of. The memo details the amount of funds deposited into the trust and what work was done on each one for the 2022 year.

Motion: made by Commissioner Hartley and seconded by Council Member Rosengren to accept and presented, place on file and forward the Storm Water Control Trust to City Council. Motion passed.

g. Litter Poster Contest

Lindsey Rivers in The Public Work's Department had the high schools submit posters for the Litter Campaign and the five that were chosen will be put on the trucks to raise awareness for the Litter program in Bristol.

H. BOF Transfers

Motion: made by Commissioner Hartley and seconded by Commissioner Stawski to transfer \$1,810.00 for the purchase of a surplus SUV from the State of CT. Motion passed.

Motion: made by Council Member Olsen and seconded by Commissioner Dumas to transfer \$11,145.00 from the transfer fund balance to purchase a new server to support the DPW's Transfer Station PC Scale software. Motion passed.

Motion: made by Commissioner Hartley and Commissioner Stawski to transfer funds of \$45,000.00 from unused DPW accounts to purchase a skid steer for Public Works. Motion passed.

Motion: made by Commissioner Dumas and seconded by Council Member Olsen to transfer unused funds of \$35,860.00 from Motor vehicle service/repair and Snowplowing fees to the Operating Transfers Out Capital Projects, General Fund and the Pequabuck River Flood Pain Mitigation project. Motion passed.

Motion: made by Commissioner Dumas and seconded by Commissioner Stawski to transfer \$459,677.00 unused LOCIP to the North Main St Streetscapes. Motion passed.

12. Addendum:

None

13. Adjournment

Motion: made to adjourn by Council Member Olsen and seconded by Commissioner Dumas

Meeting Adjourned at 8:15 p.m.

This meeting was recorded

Respectfully submitted,

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