

Board of Public Works  
Regular Meeting Agenda  
Thursday March 19, 2020  
6:00 p.m. City Hall, Council Chambers

1. Call To Order
2. Board Of Public Works Minutes Of The Previous Meeting
  - A. BPW Minutes February 20, 2020.

Documents:

[BPW Minutes20FEB20.Draft.pdf](#)

3. Employee Recognition
  - A. March Work Anniversaries  
Sean Harris - 13 Years  
Craig Kasparian - 9 Years
  - B. Perry McCormack

Documents:

[Building Maintenance Perry McCormack.pdf](#)

4. Concerns And Petitions From The Public
  - A. Illegal Bulk Appeal, 98/100 Stewart Street  
The property at 98/100 Stewart Street received a tax lien by the City of Bristol Tax office on January 15, 2020 as the Homeowner did not pay the fine that was issued in October 2019.

Documents:

[Illegal Bulk Appeal, 98.100StewartST.pdf](#)

5. Correspondence
  - A. Memo\_Contract Amendments Bridges 03MAR20

Documents:

[Memo\\_ContractAmendmentsBridges03MAR20.pdf](#)

- B. Memo\_Contract Amendments Pequabuck 03MAR20

Documents:

[Memo\\_ContractAmendPequabuck03MAR20.pdf](#)

C. Memo\_Drainage Summer St 03MAR20

Documents:

[Memo\\_DrainageSummerSt03MAR20.pdf](#)

D. Memo\_Lexington Storm Drainage 03MAR20

Documents:

[Memo\\_LexingtonStormDrainage03MAR20.pdf](#)

E. Memo\_Pine Lake Parking 03MAR20

Documents:

[Memo\\_PineLakeParking03MAR20.pdf](#)

F. Memo To City Council-Roadway Reconstruction/Drainage 02MAR20

Documents:

[Memo\\_RoadwayReconstruction.Drainage02MAR20.pdf](#)

G. Solar For All

Documents:

[SolarForAll.pdf](#)

H. Downtown Construction Project Update

Documents:

[Memo\\_ConstructionSchedule11MAR20.pdf](#)

6. Public Works Divisions Reports

A. Division Report

Documents:

[PublicWorksDivisionReportFebruary2020.pdf](#)

7. Public Works Project List

A. Project List

Documents:

[Project List.pdf](#)

8. Director's Verbal Report
9. Review Of Public Works Budgets
  - A. February 2020 Financials

Documents:

[February2020Financials.pdf](#)

10. Unfinished Business
11. New Business
  - A. MEMO-DPW Landfill Preferred Developer 11MAR20

Documents:

[MEMO\\_DPW Landfill Preferred developer.11MAR20.pdf](#)

- B. BOF-Appropriation INLWL

Documents:

[BOF.AppropriationINLWL.pdf](#)

- C. BOF-Transfer TS Hang Tags

Documents:

[BOF.TransferTSHangTags.pdf](#)

12. Addendum
13. Adjournment
14. Signature

---

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

Minutes of Board of Public Works  
Regular Meeting  
Thursday, February 20, 2020  
6:00 p.m. City Hall, Council Chambers

**Members Present:**

Ellen Zoppo-Sassu, Chair  
Council Member, Mary Fortier  
Council Member, Gregory Hahn  
Council Member, Peter Kelley  
Commissioner Michael Dumas  
Commissioner Frank Stawski  
Commissioner Donald Padlo

**Absent:**

**Staff Present:**

Raymond A. Rogozionski, Director of Public Works

**1. Call to Order**

Mayor Ellen Zoppo-Sassu, Chair called the meeting to order at 6:03 p.m.

**2. Board of Public Works Minutes of the Previous Meetings**

- A. Board of Public Works Meeting Minutes January 16, 2020

Motion made by Commissioner Padlo to approve the meeting minutes as written. Motion passed.

- B. Board of Public Works Special Meeting-Budget Minutes January 30, 2020

Motion made by Council Member Fortier to approve the meeting minutes as written. Mayor Zoppo-Sassu abstained as she was not present at the meeting. Motion passed.

**3. Employee Recognition**

- A. February Work anniversaries were recognized.

- B. Employee Recognition Streets Tree Crew Gary Vincent, Brandon Michaud, Matthew Ragaini.

Motion made by Commissioner Padlo and seconded to place on file and in employees personnel file. Motion passed.

#### **4. Concerns & Petitions from the public**

##### A. Soap Box Derby 2020 Request

Jason Kovach, 367 Columbus Avenue, Meriden CT 06451; addressed the Board regarding the Soap Box Derby Special Event Permit.

Commissioner Stawski asked how many racers are Bristol residents?

Mr. Kovach informed the Board that the June race is strictly local racers and there are about 30 or so and the registration fee is waived for that race.

Motion made by Council Member Hahn to approve the request with the knowledge that one date is a rain date. Motion passed.

Motion made by Council Member Hahn to refer the Soap Box Derby Organization to staff level meeting in order to ensure that all traffic and safety and roadway issues are addressed prior to the races. Motion passed.

#### **5. Correspondence**

##### A. Reappointment Frank Stawski 13FEB20

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

##### B. Memo-Asset Management System

##### C. Memo- Announcing 2020 RRR Poster Contest

#### **6. Public Works Division Reports**

##### A. January 2020 Division Report

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

#### **7. Public Works Project List**

##### A. Project Report

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

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

Director Rogozinski gave a verbal report to the board.

Motion made by Council Member Fortier and seconded to accept as presented and place on file. Motion passed.

## **9. Review of Public Works Budgets**

### A. Financials

Motion made by Commissioner Padlo and seconded to accept as presented and place on file. Motion passed.

## **10. Unfinished Business**

### A. Mailbox Claim 21 Jay Lane, Alderieri 8Jan20

Motion made by Commissioner Dumas and seconded to approve the mailbox claim of \$136.00 dollars. Motion passed.

### B. Mailbox Claim 200 Baldwin Drive, Reid 5DEC19

Motion made by Council Member Hahn and seconded to deny the mailbox claim. Motion passed.

### C. Memo-DPW Mission Statement 10Jan20

Motion made by Council Member Fortier and seconded to substitute optimize with maximize and approve the proposed Mission Statement and place on file. Motion passed.

### D. Spring Pavement program

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

### E. DPW 2020-2021FY draft budget

Motion made by Council Member Fortier and seconded that the Board of Public Works forward the 2020-2021 Public Works Department Operating Budget proposal in the amount of \$12,905,575.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor. Motion passed.

Motion made by Council Member Fortier and seconded that the Board of Public Works forward the 2020-21 Solid Waste Disposal Fund proposed budget in the amount of \$1,516,206.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor. Motion passed.

Motion made by Council Member Fortier and seconded that the Board of Public Works forward the 2020-21 Transfer Station Special Revenue Fund proposed budget in the amount of \$764,645.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor. Motion passed.

Motion made by Council Member Fortier and seconded that the Board of Public Works forward the 2020-21 Capital Improvement Projects proposed budget in the amount of \$1,083,000.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor. Motion passed.

F. March Meeting Date

1. Board of Public Works Thursday March 19, 2020 6:00 p.m.

**11. New Business**

A. BOF Transfer-Natural Gas

Motion made by Council Member Fortier and seconded to approve the transfer of \$95,000 for Conversion of multiple City Buildings from heating oil to natural gas. Motion passed.

B. BOF Transfer Retaining Wall

Motion made by Council Member Fortier and seconded to approve the transfer of \$175,000 for West End Retaining wall repairs.

C. BOF- Appropriation Centre Square

Motion made by Council Member Fortier and seconded to approve the appropriation of \$200,000 for the construction of 80 parking spaces on Lot 9 Centre Square.

D. BOF- Appropriation Outdoor Classroom

Motion made by Council Member Fortier and seconded to approve the appropriation of \$14,691.74 for the Outdoor classrooms.

E. BOF-Appropriation Pine Lake 14FEB20

Motion made by Council Member Fortier and seconded to approve the appropriation of \$51,459.77 installation of sediment structure at the Surrey Drive Storm Drainage discharge to Pine Lake.

F. Memo- Sturbridge Court Street Acceptance

Motion made by Council Member Hahn and seconded to Recommend City Council approve the street acceptance of Sturbridge Court, described as, fifty feet in width and running from the western line of Jerome Avenue in a westerly direction approximately 720 feet to and including the cul-de-sac with connecting curves at intersections as a public highway and to be so named. Motion Passed.

G. Memo- Graham Street, City Street Acceptance

Motion made by Council Member Kelley and seconded to Recommend City Council approve the street acceptance of Graham Street, described as 15 feet in width and running from the western line of West Street (CT Route 69) in a westerly direction approximately 330 feet to Summit Street. Motion Passed.

**12. Addendum**

A. Hope Street Closure Thursday September 24-27 for Mum Festival.

Motion made by Commissioner Stawski to tentatively approve the closure of Hope Street for the Mum Festival in September. Motion passed.

**13. Adjournment**

Motion made by Council Member Fortier and seconded to adjourn. Motion passed.

Meeting adjourned at 7:22 p.m.

This meeting was recorded.

Respectfully submitted,

---

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

**From:** Lang Mussen  
**Sent:** Wednesday, March 11, 2020 6:45 PM  
**To:** David Oakes  
**Subject:** Perry McCormack

Dave,

I just wanted to say what a wonderful job Perry does keeping our facility clean. There isn't a day that I've interacted with Perry that he hasn't had a smile on his face. He keeps this facility in top condition, and he is a pleasure to work with. I know I speak for my peers as shift commanders when I say what an awesome, thorough job Perry always does.

Regards,

Lieutenant Lang Mussen  
Bristol Police Department  
Patrol Division

To Whom it may Concern

Re: 98/100 Stewart Street Bristol, CT 06010

Hello. We are the happy property owners of the multi family house at 98 Stewart Street. We have several very nice families staying at this house and we recently had to evict tenants that were non-complaint with numerous quality of life issues, including littering and damaging a security camera we have for the safety of other tenants. The cameras help for when we have questions about deliveries as well.

They were not installed during the time of the pick up.

Unfortunately, we were cited for leaving a couch on the curb in September 30 2019. This was the time when the previous tenants were moving and we did have a contractor, Mongillo Contracting LLC came and picked up the property that they left at the curb around September 27 or 28th. It was only there for 48 hours. He specifically remembers picking the unfavorable tenants property up and removing a large couch, bed frame and a small swivel chair, along with a few bags. After looking into this, I was informed that the other tenants returned and dumped the couch that the city ended up citing us for and then called in a complaint to the city about the blight on the curb. They did this to spite the owners because they were a nuisance to the other families in the home and were smoking heavy amounts of marijuana. A tenant that has been with us for 7 years, Veronica Oliviera advised me of this information.

I would like to request to have the \$50.00 fine reversed because we diligently remove property from the curbing, we have an active city of Bristol dump pass, we own a pick up truck and we used 7 or 8 contractors to help us clean the property there. I work full time as a police officer for the city of Meriden and understand the frustrations of dealing with the public.

We did not intentionally leave this couch or rubbish at the location and were wrongly accused and then billed for the incident.

We enjoy the city of Bristol and have short and long-term plans of buying additional properties in Federal Hill that we hope to sustain for a lifetime. I appreciate your consideration and time.

Best regards,



Brendan Connolly

Cell: 860-877-0101

Work: 203-630-6201

Personal Email: [bconnolly31@gmail.com](mailto:bconnolly31@gmail.com)

Work email: [bconnolly@meridenct.gov](mailto:bconnolly@meridenct.gov)



Department of Public Works | 860.584.6125

September 30, 2019

**Brendan Connolly**  
79 Grove Street  
Plantsville, CT 06479

**Re: Refuse Violation – Improper Refuse Storage/Illegal Dumping – 98 Stewart Street, Bristol, CT**

Dear Property Owner,

Your property has been recently reported to the Department of Public Works. The debris placed at your property is in violation of Section 10 of the City Ordinances: *“Refuse shall not be permitted to accumulate on any private premises except in approved containers, trash or refuse storage bins, racks, or enclosures as described in Section 10-4.”*

We have a strict Property Maintenance Code and this letter is your official notice. **Bulk is illegally placed curbside at your property. Please remove the violation immediately.**

**Failure to comply may result in the city removing the violation at the property owner’s expense through property lien attachment for all incurred collection and disposal costs.** If the material has not been removed within 24 hours from the date of the letter, you will be considered in violation of City Ordinance and may be subject to a maximum fine of two hundred dollars (\$200.00) for each violation. Please note: Every day that a person continues in violation of this article shall be deemed a separate violation. (Ord. Sect. 10:4).

We want Bristol to be an attractive community and take these violations very seriously. You should also be aware that failure to comply with City ordinances may also result in referral to the Health District and the Code Enforcement Committee. Section 10-4 (d) states “If in the opinion of the director of health or his agent, an unsanitary or unhygienic condition exists on any private premises within the city, the director of health or his agent may require the user to take such action as is necessary to correct the situation ....” Section 11-37. Penalty states “Any person who willfully violates an order of the director of health... shall be subject to a fine not in excess of one thousand dollars (\$1,000.00)...”

Thank you for your cooperation in this matter. If you have any questions, please call the number below.

Sincerely,

City of Bristol  
Department of Public Works

**City of Bristol**  
111 North Main Street  
Bristol, CT 06010  
[www.bristolct.gov](http://www.bristolct.gov)

Sec. 10-4. - Private premises storage and disposal restrictions.

- (a) From time to time the board of public works may designate areas of the city to be serviced by automated/semi-automated collection in which case the board of public works shall designate acceptable container type, fee, color and size. City-provided containers shall remain the property of the City of Bristol. No paint, crayon, marker or other material shall be applied to the container unless approved by the board of public works. Residents may use two-inch number stickers to identify their containers by house/apartment number. The director of public works, or agent, may remove any city-owned container that is defaced in a manner that violates terms of section 10-4 from service. Replacement of these removed containers will be at the property owner's expense. Additional rubbish containers are available only through a fee-paid annual subscription. Additional rubbish containers must have a valid paid sticker displayed in the designated area in order to be collected.
- (b) All ashes on private premises shall be stored in fire-resistant containers with close-fitting covers. Such containers shall be equipped with adequate handles to facilitate collection. Ashes containing hot embers shall not be placed in containers for collection. Ash must be double-bagged prior to placement in container for collection.
- (c) Refuse shall not be permitted to accumulate on any private premises except in approved containers, trash or refuse storage bins, racks, or enclosures as described in this section.
- (d) If in the opinion of the director of health or their agent, an unsanitary or unhygienic condition exists on any private premises within the city, the director of health or their agent may require the user to take such action as is necessary to correct the situation including the construction of refuse storage bins, racks or enclosures, and the treatment of refuse, refuse containers and refuse storage bins, racks and enclosures with disinfectants, deodorizers and/or exterminating compounds. All such action shall be under the direction of and subject to the approval of the director of health or their agent. The director of health or their agent may order the public works department onto any property to eliminate unsanitary conditions at the property owner's expense.
- (e) The owner or occupant of any private premises shall insure that all solid waste stored on the premises does not create offensive odors, create air or water pollution problems, invite the breeding of flies, mosquitoes or rodents, create a fire hazard, or in any other manner tend, in the opinion of the director of health or their agent, to constitute a nuisance or a potential health hazard.

(Ord. of 6-12-01; Ord. of 6-12-12; Ord. of 7-9-13)



City of Bristol Public Works  
Email: [www.bristolct.gov/publicworks](http://www.bristolct.gov/publicworks)  
860-584-6125 or 860-584-7791

October 9, 2019

**Brendan Connolly**  
**79 Grove Street**  
**Plantsville, CT 06479**

Re: Removal of Illegal Bulk at 98 Stewart Street, Bristol, CT 06010

Dear Property Owner:

On October 7, 2019 the Solid Waste Division of the City of Bristol Department of Public Works (DPW) removed a collection of illegal bulk material. A warning letter regarding this matter was mailed to you previously.

Attached is an invoice for the removal services. Included are the costs of personnel, equipment and disposal.

Your prompt attention to this invoice is greatly appreciated.

Thanks,

Lindsey Rivers  
Public Works Analyst  
Department of Public Works

"The City of Bristol is an Equal Opportunity  
Provider"







Department of Public Works | 860.584.6125

# MEMORANDUM

Date: February 28, 2020

To: Mayor Ellen Zoppo-Sassu  
City Council

From: Raymond A Rogozinski, Director of Public Works

Re: Contract Amendments – Engineering Services  
Memorial Blvd Bridge Contract No. 2P15-041  
Downs Street Bridge Contract No. 2P16-089

RECEIVED  
2020 MAR -3 AM 9:37  
TOWN AND CITY CLERK  
BRISTOL, CT

The Department of Public Works received funding for design services to replace the Memorial Boulevard Bridge and the Downs Street Bridge. The design of the Memorial Boulevard Bridge was initiated with WMC Consultants and the design to replace the Downs Street Bridge was initiated by GM2 Engineering, however the projects were placed on hold when the CT DOT contacted the City regarding realignment of the Riverside Ave, Blakeslee Street, Memorial Boulevard and Downs Street intersection.

The proposed DOT intersection realignment at Blakeslee/ Memorial Boulevard Bridge /Downs & Riverside would require modifications to both the horizontal and vertical alignment of the existing Memorial Boulevard Bridge and the Downs Street Bridge. As a result, the City's design work to replace the bridges was placed on hold pending coordination with the DOT intersection project. Based a complete review of the Route 72 corridor in Bristol the DOT has revised its previous proposal and its current plan concentrate on a design to re-align Route 72 in the area east of the Route 72/69 intersection and North Main Street and suspend the intersection project. The DOT's current plan is supported by the Board of Public Works and enables the DPW to proceed with the Memorial Boulevard and Downs Street Bridge projects.

The scope of the bridge projects has been revised from bridge replacements to bridge rehabilitations, therefore the original scope of design services must be modified. The DPW requests the following motions:

Downs Street Bridge

**Authorize the Mayor or Acting Mayor to execute an amendment to contract No. 2P16-089 Engineering Services for Replacement of Downs Street Bridge to revise the scope of services to Engineering Services for Rehabilitation of Downs Street Bridge. Contract amendment is for scope revisions only and the contract amount will remain \$267,200.**

Memorial Boulevard Bridge

**Authorize the Mayor or Acting Mayor to execute an amendment to contract No. 2P15-041 Engineering Services Relative to the Replacement of Memorial Boulevard Bridge to revise the scope of services to Engineering Services for Rehabilitation of Memorial Boulevard Bridge. The contract amendment is for scope revisions only and the contract amount will remain \$300,000.**

Please feel free to contact me with any questions/concerns at 860-584-6113.



Department of Public Works | 860.584.6125

# MEMORANDUM

Date: February 28, 2020

To: Mayor Ellen Zoppo-Sassu  
City Council

From: Raymond A Rogozinski, Director of Public Works

Re: Contract Amendments – Engineering Services  
Pequabuck River Conduit Sediment / Repairs

RECEIVED  
2020 MAR -3 AM 9:37  
TOWN AND CITY CLERK  
BRISTOL, CT

The engineering firm of Weston & Sampson has completed a structural inspection of the Pequabuck River conduit that conveys flow from the West End to Memorial Boulevard. In addition, a portion of the retaining wall along the West End parking lot have been replaced. The next phase of the project is to prepare contract documents that will enable DPW to obtain construction services to repair the conduit and remove sediment. Funding for both engineering and construction is currently in place, however the DPW requests the following City Council Action to complete the engineering design phase.

**Authorize the Mayor or Acting Mayor to execute an amendment to contract 2P17-093 Engineering Services Pequabuck River Conduit. Said contract is with Weston & Sampson Engineers. The contract amendment will increase the contract from \$67,500 to \$117,700.**

Please feel free to contact me with any questions/concerns at 860-584-6113.



Department of Public Works | 860.584.6125

# MEMORANDUM

DATE: February 27, 2020  
 To: Mayor Ellen Zoppo-Sassu  
 Cc: Therese Pac, Town and City Clerk  
 From: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Drainage Improvements at Summer Street  
 Mayor Authorization to Execute Contract Amendment  
 Contract 2C19-005

RECEIVED  
 2020 MAR -3 AM 9:37  
 TOWN AND CITY CLERK  
 BRISTOL, CT

The reconstruction and addition of drainage for the Summer Street project is complete. The storm drainage has been installed and affected sidewalks have been replaced. The original contract with Martin Laviero Contractor, Inc. for \$124,844 was increased to \$137,328.40 to cover costs due to utility conflicts, replacement of concrete stairs and issues associated with the abandonment of an unknown coal chute. In addition, there was extra work in the amount of \$11,396.85 associated with removing an underground storage tank from within the City's roadway right of way.

In accordance with City Purchasing Guidelines, the City Council is required to approve change orders that exceed 10% of the original contract amount.

Public Works requests that an item be placed on the agenda for the next regular City council meeting for action authorizing the Mayor to execute the contract amendment. A suggested motion for this action:

**Authorize the Mayor or Acting Mayor to execute a contract amendment with Martin Laviero Contractor, Inc. to increase Contract 2C19-005 – Drainage Improvements at Summer Street in the amount of \$11,396.85 from \$137,328.40 to \$148,275.25.**

Please feel free to contact Nancy Levesque, P.E., City Engineer or myself to address any questions at 860-584-6125.



Department of Public Works | 860.584.6125

# MEMORANDUM

DATE: February 27, 2020  
 To: Mayor Ellen Zoppo-Sassu  
 Cc: Therese Pac, Town and City Clerk  
 From: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Lexington Storm Drainage – Phase 2  
 Mayor Authorization to Execute Contract Amendment  
 Contract 2C19-002

RECEIVED  
 2020 MAR -3 AM 9:37  
 TOWN AND CITY CLERK  
 BRISTOL, CT

Lexington Street to Burlington Avenue is near complete. Final topsoil and seed is to be installed in the spring. The storm drainage has been installed to alleviate flooding in the neighborhood. The original contract with R.R. Hiltbrand Construction for \$378,239 was increased to \$415,996.90 to cover costs associated with additional repairs to walks/bituminous asphalt and utility conflicts. Additional work associated with driveway repairs, sidewalk replacement, fence replacement and installation of an additional storm manhole in the amount of \$22,076.60 will increase the contract amount to \$438,073.20.

Sufficient funds are currently in place to fund the work and an additional appropriation is not required. In accordance with City Purchasing Guidelines, the City Council is required to approve this change order since its value exceeds 10% of the original contract amount.

Public Works requests that an item be placed on the agenda for the next regular City council meeting for action authorizing the Mayor to execute the contract amendment. A suggested motion for this action:

**Authorize the Mayor or Acting Mayor to execute a contract amendment with R.R. Hiltbrand to increase Contract 2C19-002 – Lexington Street Storm Drainage in the amount of \$22,076.60 from \$415,996.90 to \$438,073.20. Said contract amendment is for the purpose of replacing fencing and repairing of a bituminous driveway.**

Please feel free to contact Nancy Levesque, P.E., City Engineer or myself to address any questions at 860-584-6125.



RECEIVED

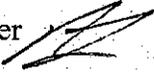
2020 MAR -3 AM 11:57

TOWN AND CITY CLERK  
BRISTOL, CT

**MEMORANDUM**

DATE: March 3, 2020

TO: Mayor Ellen Zoppo-Sassu  
Therese Pac, Town and City Clerk

FROM: Nancy Levesque, PE, City Engineer 

RE: Pine Lake Parking Lot – Birch Street

---

The Department of Public Works has been contacted by the Parks Department to design a parking lot to service the Pine Lake Challenge course. The parking lot will be accessed from Birch Street and will provide approximately 8 parking spaces along with an area for bus parking.

Pine Lake Parking Lot construction will require a permit from the Planning Commission. The proposed lot is outside of the wetlands regulated area.

The purpose of the parking lot is to alleviate anticipated parking issues stemming from the Superior Electric remediation project. Funding for the project is in place.

In order to proceed with Planning approval, the Department of Public Works requests the following City Council action:

***Mayor Authorization to sign any and all documents associated with and required by the local regulatory agencies for construction authorization of the Pine Lake Parking Lot located on Birch Street.***

Please feel free to contact the Public Works Department with any questions or concerns at 860-584-6105.

City of Bristol Public Works  
Email: [www.bristolct.gov/publicworks](http://www.bristolct.gov/publicworks)  
860-584-6125 or 860-584-7791

"The City of Bristol is an Equal Opportunity Provider"



5L + 5m

Purchasing Department | Tel. 860.584.6195  
Fax 860.584.6171

MEMORANDUM

To: Therese Pac, City Clerk  
Cc: Mayor Ellen Zoppo-Sassu  
Raymond Rogozinski, Director of Public Works  
Nancy Levésque, City Engineer  
From: Roger D. Rousseau, Purchasing Agent  
Date: March 2, 2020

RECEIVED  
2020 MAR - 2 PM 12:42  
TOWN AND CITY CLERK  
BRISTOL, CT

RE: Contract 2C20-057 Roadway Reconstruction/Drainage and Miscellaneous Work

The Public Works Department typically augments its staff's field operations (i.e. within its Streets Division) through engagement of a general contractor, for improvements to its storm drainage infrastructure. This annual program allows completion of storm drainage improvements prior to paving operations. My office received bids for such miscellaneous road work to be provided on an as needed basis for the period through March 31, 2021. The lowest two bidders were **Tabacco & Son Builders Inc.** and **Martin Laviero Contractor Inc.** The Public Works Department has previously worked with these two firms and has no issue with making award to these two firms.

The State of Connecticut has provided funding to assist the City of Bristol in its paving operations; with this funding support, the City is able to complete more improvements to its storm drainage infrastructure. Due to the increased volume, the City intends to retain more than one firm to accommodate all work intended to be completed. The bid package was specifically designed to make award to two (2) companies, to allow for completion of the significant volume of work during the course of the coming construction season. Since the two contracts are developed to accommodate half of the entire work load, the contract awards reflect one half of the units listed within the bid tabulation.

Please note that due to the use of state funding for completion of this work, certain filings are required relevant to the State of CT Department of Administrative Services (contractor prequalification) and to the Commission on Human Resources and Opportunities (achievement of set-aside requirements). There are clarifications and corrections required relevant to the bids in context of these filings, which are expected to be corrected within the coming days. In the interest of finalizing a contract prior to the next City Council meeting, and ensuring timely commencement of work that is seasonally dependent, these clarifications and corrections are felt to be easily managed by staff prior to formal contract execution.

Can you therefore please include the following two motions on the agenda for the next meeting of the City Council:

City of Bristol  
111 North Main Street  
Bristol, CT 06010  
[www.bristolct.gov](http://www.bristolct.gov)

*To award Contract 2C20-057A Roadway Reconstruction/Drainage and Miscellaneous Work to **Tabacco & Son Builders, Inc.** in the amount of \$489,500.00, contingent upon successful resolution of information relevant to filings for the Department of Administrative Services and the Commission on Human Resources and Opportunities, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.*

*To award Contract 2C20-057B Roadway Reconstruction/Drainage and Miscellaneous Work to **Martin Laviero Contractor Inc.** in the amount of \$536,850.00, contingent upon successful resolution of information relevant to filings for the Department of Administrative Services and the Commission on Human Resources and Opportunities, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.*

Please let me know if I can provide any further information regarding this contract; thank you for your assistance.



5c

Comptroller's Office | Phone: 860.584.6130 | Fax: 860.584.3827

February 28, 2020

Mayor Ellen Zoppo-Sassu  
City Council  
City Hall  
111 North Main Street  
Bristol, Connecticut 06010

RECEIVED  
2020 FEB 28 PM 1:47  
TOWN AND CITY CLERK  
BRISTOL, CT

Mayor,

At the February 20, 2020 Energy Commission meeting the following motion was made and referred to City Council:

**"To authorize Dave Oakes to submit a Letter of Intent for the City of Bristol to participate in Solar of All by February 28, 2020 and refer to City Council to approve the use of the municipal logo for use on campaign and promotional materials on the municipal calendar, website, social media and other promotional channels by PosiGen for the Solar for All campaign."**

Thanks,

*Sean Dunn/jam*

Sean Dunn,  
Chairperson  
Energy Commission

CC: Therese Pac



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: March 11, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Construction Schedule – Downtown/ Route 72/ Mem Blvd Projects

---

Several projects within the City's downtown/ Route 72 corridor are scheduled to commence in the next few years. In order to coordinate activity and mitigate traffic disturbances and impact to commuters and residents the DPW sponsored a meeting with representatives of the Board of Education, Park Department, Police Department, NVCOG along with DPW's bridge consultants for the East St, Mellen St, and Down St, GM2 and WMC the consultant for Memorial Blvd Bridge.

One of the key coordination components is scheduling the bridge work at East St, Mellen St, Memorial Blvd. and Downs St with the construction/ opening of Memorial Blvd School and Memorial Blvd. 100 year anniversary event tentatively scheduled for October of 2021.

A summary of the projects discussed and their tentative construction schedule is provided below.

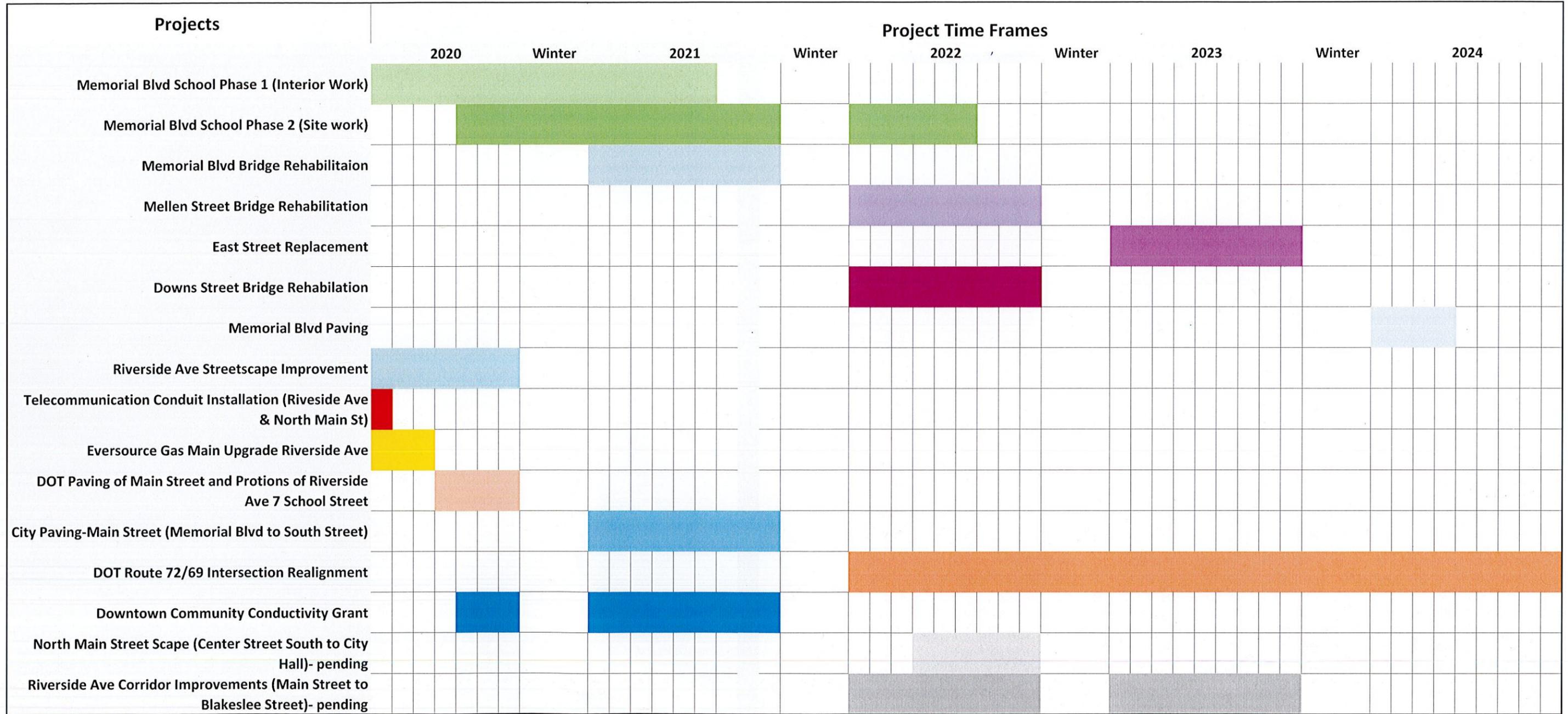
- a. Memorial Blvd. School – Phase I construction (interior work only) scheduled to start May, 2020 within September 2020. Phase II construction (including site work) scheduled to start September 2020 with completion in August 2022. Based on schedule below Memorial Blvd. Bridge construction will be complete prior to the opening of the school. The Mellen St Bridge rehabilitation will be finishing up construction and East St bridge replacement will occur the first year of school operation. Traffic on Memorial Blvd. will be maintained during the construction at both the East St and Mellen St Bridges, however the Memorial Blvd. west bound two way traffic will be reduced to one lane in the area of bridge construction.
- b. Memorial Blvd. Bridge Rehabilitation – Construction is scheduled to start spring 2021 with completion in fall of 2021. DPW and its bridge consultant will keep the Park Department apprised of the schedule and will investigate incorporating a Memorial Blvd. 100 year anniversary feature into the bridge.

- c. Mellen St Bridge Rehabilitation – DOT construction schedule indicates start date of spring of 2023, however it appears the schedule can be moved forward to spring 2022 with completion in the fall 2022. Accelerating the schedule will allow the bridge to be substantially completed shortly after the Memorial Blvd. school construction scheduled to be completed in the fall of 2022. As indicated above traffic on Memorial Blvd. will be maintained during the construction of the Mellen Street Bridge.
- d. East St Bridge Replacement – The engineering design of the bridge will be complete in the spring of 2022. However, in order to prevent simultaneous road closures of both East St and Mellen St the construction of East St will be delayed to start in the spring of 2023 with substantial completion in the fall of 2023.
- e. Down Street Bridge Rehabilitation – Design is scheduled to be completed in the spring of 2021, however in order to prevent the simultaneous closure of Down St and Memorial Blvd and to prevent overlapping of construction projects, the construction of Down St Bridge will be delayed to Spring of 2022 with scheduled completion in the fall of 2022. Based on discussion with NVGOC, administrators of the DOT LotCip funding is anticipated to be in place to complete the project in accordance with the referenced schedule.
- f. Memorial Blvd Paving – The milling and paving of Memorial Blvd is currently on hold and is anticipated to be completed in the spring of 2023. DPW will confirm action with the Park Department and notify the Comptroller’s office to either hold existing funding to 2023 or rescind the existing appropriation with the intent to request funding in FY 2022-23 for paving in the spring of 2023.
- g. DPW Riverside Ave Streetscape Improvement – Laverio Construction is scheduled to start spring of 2020 with completion in the fall of 2020.
- h. Telecommunication Conduit Installation (Riverside Ave & North Main St) – Installation of communication conduit scheduled to be completed spring of 2020.
- i. Eversource Gas Main Upgrade Riverside Ave – Scheduled to be completed the spring of 2021 prior to DOT paving of Main St/ Riverside Ave & School St,
- j. DOT Paving of Main St and portions of Riverside Ave & School St – is scheduled to be completed the summer / fall of 2021.
- k. City Paving – Main St (Memorial Blvd to South St): Scheduled for spring 2021 or fall 2021 if DOT completes paving of Route 72 portion of Main Street.
- l. DOT Route 72/69 Intersection Realignment – Construction scheduled to start spring 2022 with completion in 2024.
- m. Downtown Community Conductivity Grant – Construction of handicap ramps in the downtown area scheduled to start late spring 2021 with completion in the fall of 2021.
- n. North Main St Streetscape (Center St south to City Hall) – Request for funding pending. If approved scheduled for construction July 2022 – November 2022.
- o. Riverside Ave Corridor Improvements (Main St to Blakeslee St). Request of funds for planning pending. If approved planning scheduled for FY 2020-21, Engineering design FY 2021-22 with Construction FY 2022-23.

The DPW will provide update on any changes. Please find attached a graphical representation of the schedule referenced above.

Feel free to contact me at 860-584-6125 with any questions of concerns.

CC: Joshua Medeiros, Park Director  
 Nancy Levesque P.E., City Engineer  
 Michael Durval, Bristol Police  
 Robert Longo, Water/WPC Director  
 Stephen McDonnell, WMC  
 Tony Margiotta, GM2  
 Sean Harris, DPW Highway Inspector  
 Justin Malley, ECD Director  
 Christian Meyer, NVCOG  
 Annmarie Fippinger, Bristol BOE  
 Timothy Callahan, Bristol BOE  
 Peter Fusco, Bristol BOE





Board of Public Works – Division Report – February 2020

<b>Public Works Monthly Metrics:</b>	
Number of Residential Transfer Station Visitors	2294
Number of Bulk Collections	167

**Division Recaps:**

**Administration current month:**

- PAYT reporting and debt collection is continuing, Communications and press releases, social media, website maintenance and enhancements, managing Street Light repair requests and Shopping Cart ordinance compliance. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3126 users of the app.
- Pursued 45 abandoned shopping carts, resulted in fines of \$1,800.00.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 74 complaints in February that resulted in 15 fines.
- We are getting ready for our Sports Equipment collection which starts March 1<sup>st</sup>.
- The Outdoor classroom project is working behind the scenes with ESPN and PW employees on getting all of them built for the May 21<sup>st</sup> ribbon cutting date. We are also meeting with all principals on chalkboard location.
- Continuing with Seamless docs to create forms for all documents in Admin Division.

**Administration next month activities:**

- Enforcement of Shopping cart ordinance, Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, monitor illegal dumping areas. Continue outreach to increase Reduce and Reuse and the use of Recycle Coach app.
- Continue working on web site, Facebook, Instagram and Twitter page to enhance presence.
- Yard Waste renewing for the 2020 season we have renewed over 1000 so far with our digital application.
- Working with Parks and Rec and the Pre-K's/Kindergarten with planting for the upcoming spring gardens.
- Getting ready for Read across America day where DPW is reading to 6 local schools.
- Working with Dave Oakes on new workshops for the residents. Such as Vegetable gardens 101, Pollinating and Hydroponics.

**Administration staff or concerns:** OT \$175.64

**Engineering current month activities:**

- Community Connectivity Grant–(sidewalks, Mem Blvd bike path & ADA ramp) DOT submittal and online posting.
- Construction for drainage improvements Lexington Ave Phase II– restoration ongoing.
- Installation of storm drainage in preparation of spring 2020 major roadway maintenance.
- Pine Lake preliminary design of sed chamber
- Parking lot design for Parks (Pine Lake Adventure Park)
- Tilcon meeting regarding spring paving and reclamation.
- Map areas of sidewalk replacement per grant funds.
- Spring paving list updates.
- RFP for signal timing & road diet Riverside Ave bids accepted 1/31.
- MS4 report.
- Huntington Woods survey request.
- Misc. Storm Drainage contract awarded to Tabacco with Laviero as second.
- Riverside Ave road diet awarded to Laviero.

**Engineering next month activities:**

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Training at Tilcon.
- Permanent patch contract.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte. 72 & downtown area.
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Storm drainage school project–Northeast School.
- Work on paving list for fall.
- Drainage work for spring & fall paving lists.
- School Street retaining wall–complete associated restoration in spring.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on paving list.
- Brook Street retaining wall replacement-review contract/bid (spring construction.)
- Coppermine Brook re-alignment construction Final restoration in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- LotCIP applications for Wolcott St and Downs St.

**Engineering staff or concerns:**

Vacancy – Assistant City Engineer (Excavation inspector retirement 3/31/20)  
Monthly overtime \$538.02 (538.02-CBYD(3))

**Land Use current month activities for:**

**• Zoning Commission**

The Commission made the following decisions:

- Special Permit for a home-based business at 120 Steele Road; R-15/RM zone – APPROVED.
  
- Special Permit and Site Plan for earth removal at 134 and 142 Terryville Road; I (General Industrial) zone – APPROVED WITH STIPULATIONS.
  
- Site Plan for a contractor’s yard at Lot 3PT5 Terryville Road; I (General Industrial) zone – APPROVED WITH STIPULATIONS.
  
- Special Permit and Site Plan for other sports related activities, entirely enclosed, and shared parking at 51 Wooster Court; I (General Industrial) zone – APPROVED.
  
- Change of Zone from A (Multi-Family Residential) zone to BHC (Route 72 Corridor Business) zone at 280 Pine Street – APPROVED; ZONE CHANGE EFFECTIVE UPON MERGER OF LOTS.
  
- Proposed amendments to the Zoning Regulations: to (1) add a definition for “adult day care centers” (Section II.B); (2) add “adult day care centers” as a permitted use in the BD (Downtown Business) zone (Section VI.C.2.) – APPROVED; EFFECTIVE DATE: MARCH 9, 2020.
  
- Review of Soil Erosion and Sediment Control Plan – (Section IX.A.5.) – between Barnum Rd. and Farrell Ave. – R-15 (Single-Family Residential) zone – APPROVED WITH STIPULATIONS.

**Planning Commission**

The Commission made the following decisions:

- Proposed amendments to the Zoning Regulations to modify the definition of shopping centers by decreasing the minimum square footage of gross building floor area to: (Option #1): 20,000 sq. ft. of gross building floor area; (Option #2): 15,000 sq. ft. of gross building floor area; (Option #3): 10,000 sq. ft. of gross building floor area; (Section II.B.) – RECOMMENDED APPROVAL OF OPTION #2.
  
- 8-24 Referral–Potential Acceptance of Graham Street – RECOMMENDED ACCEPTANCE.

**Zoning Board of Appeals**

The Board made the following decisions on the applications listed below:

- Appeal of the Zoning Enforcement Officer’s (ZEO) November 12, 2019 decision at 312 Old Wolcott Road; R-15 (Single-Family Residential) zone – PUBLIC HEARING CONTINUED TO MARCH.

- Variances of 1) minimum lot area of two acres for a horse; 2) 75 foot setback for any barn, shelter or other building used for housing a horse or for the storage of supplies or waste material at 312 Old Wolcott Road; R-15 (Single-Family Residential) zone – PUBLIC HEARING POSTPONED TO MARCH.

**Historic District Commission**

The Commission did not meet.

**Inland Wetlands & Watercourses Commission**

- Wetlands Application for the construction of an addition, above ground pool, planting 14 trees,excavation of stone infiltration area; 20 Beechwood Lane – APPROVED WITH STIPULATIONS.
- Wetlands Application to clean up piles left by previous owner and clean out the detention ponds; Barnum Rd. and Farrell Ave. – APPROVED WITH STIPULATIONS.
- Wetlands Application to construct parking area and related drainage structures adjacent to expansion of hotel and conference center; 42, 90, 112 and 150 Century Drive – CONTINUED TO MARCH 4, 2020.

**Land Use staff or concerns:**

Monthly overtime costs (Board Secretaries at meetings):\$248.11 Vacancy Assistant City Planner

**Building Maintenance current month activities:**

- Jeff Holley (Beals staff) and John Moderacki (Library staff) replaced all the high bay lighting fixtures in the Beals gymnasium with efficient LED fixtures to improve site conditions and reduce energy costs
- Staff met with Library Director and State Preservation Officers at 5 High Street on 2/7 to discuss potential grant funding for repairs to delaminating plaster in historic section of the Main Library, site visit to 51 High Street regarding exterior lead-paint project and future grant application
- Shaffer Company installed a Mitsubishi AC system at Fire House #3 in Forestville
- Shaffer Company replaced a corroded HVAC supply pipe on 2<sup>nd</sup> floor of City Hall
- Staff ordered and installed new signs for Economic & Community Development office at City Hall (formerly BDA)
- Conducted interviews on 2/11 for the position of Groundskeeper/Building Technician (filled by Patrick Palmese, 2<sup>nd</sup> shift custodian)

- Continue to work with Silver-Petrucelli and Bristol Fire Department staff in regard to developing a mechanical upgrade bid design and documents for site upgrade improvements
- Staff started to paint Public Works offices at City Hall, ceiling tiles will also be replaced in conjunction with painting operations
- Shaffer Company replaced mud drum on a boiler at Bristol Police Complex
- Building Maintenance staff completed CJIS training with Bristol Police Communications, as required by State law
- AB-MEE began work to install new electrical feed lines to the chillers at the Beals Center
- Provided staffing coverage for snow removal operations as required at City Hall, Police Complex and 51 High Street and other City Buildings

**Building Maintenance next month activities:**

- Work with Purchasing Department to generate RFP for Police Complex mechanical improvements, bid for emergency lighting system upgrades and 51 High Street flat roof replacement bid documents
- Coordinate with Library staff and the State of CT Historic Preservation Officers to facilitate plaster wall abatement and repairs in the historic section of 5 Main Street (seeking to obtain potential grant funding to complete the project)
- Complete seasonal filter, belt changes and motor lubrication on HVAC systems at City Hall, Police Complex, 51 High Street and other City Buildings
- ELC to start LED lighting upgrade project at the Main Street Library
- John Moderacki to replace 6 metal halide high bay light fixtures at the Transfer Station Quonset hut with LED fixtures
- Air Temp to repair unit ventilator in BECC at Beals Center on off-hours to eliminate any interference with students and daily operations
- Coordinate with Parks Department in regard to new lease agreement with Bristol Hospital at 51 High, and the movement of City staff to the 2<sup>nd</sup> floor at the facility
- Conduct interviews with Human Resources to fill Custodian vacancy on 2<sup>nd</sup> shift
- American Plant Maintenance to complete steam trap repairs/replacement at City Hall and Police Complex on 3/23 and 3/24
- Staff to continue DPW office painting and ceiling tile replacement at City Hall

**Building Maintenance Staff or concerns:**

- Anticipate moderate levels of Vacation/Miscellaneous time off during March 2020
- 2<sup>nd</sup> Shift Custodial vacancy (Tuesday – Saturday work schedule)
- Staffing shortage will require daily overtime to provide minimal 4 hour coverage due to the vacancy, until the 2<sup>nd</sup> shift Custodian position is permanently filled.

**Building Maintenance OT Costs:**

\$ 8,118.37: Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, daily 4 hour fill-in coverage for vacancy in Groundskeeper/Building Technician & Custodian position, replacement of flooring tiles/sheetrock repairs in Police South Employee entrance, DPW Office painting/ceiling tile replacement.

**Streets current month activities:**

- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
  - Stump grinding
  - Wind storm Emergency tree work (Brewster Road)
- Snow Crews out cleaning City owned properties
  - Mailboxes
- Continuing small road repair
- Patched Potholes
- Sign Shop
  - Installing new poles and signage
  - Created new signage for Park Department
  - Created new signage for Police Department
  - Installed signage for Police Department
- Winter Operations
  - Plowing, treating roadways
  - Washing equipment after storms

**Streets next month activities:**

- Continue with roadside maintenance
  - Sweeping
- Winter Operations
  - Service Requests
    - Curbing
    - Mailboxes
- Driveway apron replacements
  - General service requests (weather permitting)
- Continue addressing street road name signage replacement
  - Installing new poles and or signage
  - Look into printing other road signage of other Departments
- Maintenance of city properties
  - Litter clean up
  - Bridge clean ups
- Patch potholes
- Catch basin and sinkhole repairs (weather permitting)
- Continue stump grinding
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

- Start new parking lot on Depot Square

**Streets staff or concerns:**

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests through designated areas.

Monthly overtime cost \$22,053.69 for call ins, and emergency responses and Winter Operations.

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities. We sent out 74 letters and pick up 15 illegal bulk stops.
- The bulk crew picked up 167 scheduled bulk stops, working Tuesday-Thursday.
- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 397 new and renewed customers for the month of February.
- There are currently 782 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Cleaned out storage units located on Mountain Rd and Vincent P Kelly Rd for Community Services.
- Cleaned used rubbish, recycling and yard waste barrels, putting them back into circulation.
- Started curbside recycling audits.
- Continued cutting the overgrown brush/trees located near the Lake Compounce and Covanta entrances at the transfer station.

**Solid Waste next month activities**

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue the collection of reusable items for our Trash to Treasure program.
- Finish cutting the overgrown brush/trees at the transfer station.
- Go through all spare solid waste trucks, getting them ready for the spring leaf collection and the start of the yard waste season.
- Receive a shipment of 50 rubbish, 50 recycling and 100 yard waste barrels from Schaefer Systems.
- Assemble new barrels.
- Deliver barrels for the Shamrock Run.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.

Board of Public Works – Public Works Department Activity Report
---

- There is currently a solid waste laborer job opening.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Train laborers as driver/collectors.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$2,751.14
1363016 OT TS =	\$4,727.10
TS Revenue (PAYT) =	\$14,759.55
Residential Permits =	\$1,730.00
Commercial Permits =	\$0.00
Yard Waste Revenue =	\$35,730.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$2,591.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$181.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$0.00
Misc. Revenue =	\$105.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$0.00
Simple Recycling =	\$42.00
Special Pick up – 2 <sup>nd</sup>	\$550.00

**Fleet Maintenance Current Activities:**

- Ongoing repairs to Street Div. Bagela asphalt plant (C37). Motor being replaced by DPW. Cost of engine \$4760.00. Scheduled to be back in service 3/20/20
- Street Div. 6 wheeled dump truck (S15) was sent to Super Spring of Hartford to replace failed leaf springs. Estimated cost of repair \$3368.11. Scheduled to return to service 3/2/2020.
- New 18,000 pound lift installed/currently in service.
- Building Department vehicles (5 vehicles) inspected and preventative maintenance provided.
- 2008 automated garbage truck (GR 40) towed in to City yard and diagnosed with a faulty fuel pump solenoid. Truck was repaired on site and is currently having main hydraulic line replaced on site.
- Solid Waste Div. rear loader garbage trucks (6 vehicles) currently being inspected and repaired on site in preparation for leaf collections.

- Routine maintenance (oil changes etc.) for PD is currently ongoing and being completed.

**Fleet Maintenance next month's activities:**

- Complete repairs to Street Divisions two bucket Trucks (S24 & GS24) used by tree crew. Estimate cost of work \$12,333.00, required per safety inspection.
- Street Divisions mowing crew equipment will be examined and serviced.
- Solid Waste Division rear loaders inspection and service scheduled to be completed
- Street Divisions Sweepers scheduled to be inspected and serviced.

**Fleet Maintenance staff or concerns:**

Obtain A/B UST operator training. Retirement of Parts Coordinator Rick Centoni.

Overtime expenditures and totals \$1,981.47 (Holiday. Dispatch & Mechanic).

Public Works Project List

Div	Project Name/Location - Bid Project	Budget	Date Project Added to List	Estimated Completion Date	% Complete	Start Date	Current Status	Next Steps	Phase Start Date	Phase Completion Date
Projects in Scoping/Design Phase										
ENG	Louisiana Ave Bridge Design	\$300,000	12/1/17	12/3/20	98%	11/1/2016	DOT review & bidding	Bid Opening	3/1/2020	03/31/20
ENG	Andrew Street Bridge - Sediment Removal		11/12/17	7/15/19	35%	1/18/2017	Inland Wetland Commission Permit Pending	Construction	11/15/2018	12/18/20
ENG	Divinity Street Culvert design	\$350,000	10/10/17	12/12/19	25%	2/16/2017	Design	Design Review	12/15/2018	07/15/20
ENG	Downs St Bridge	\$320,000	4/11/16		20%	8/15/2016	Project on hold coordinating with DOT Route 72 intersection project.	Apply for LotCIP per State suggestion/ Hydraulic Study	2/14/2019	11/15/20
ENG	Memorial Blvd Bridge	\$300,000	3/11/16		20%	8/15/2016	Project on hold coordinating with DOT Route 72 intersection project.	Design/Hydraulic Study	2/14/2019	11/15/20
ENG	ADA Compliance Study	\$200,000	5/6/10		90%	7/15/2012	On hold pending City Hall Office renovations / office relocations	Design		
ENG	Lake Street Culvert design	\$400,000	2/14/19	9/30/19	5%	1/16/2019	Design	Design Review	2/15/2019	07/15/20

Public Works Project List

Div	Project Name/Location - Bid Project	Budget	Date Project Added to List	Estimated Completion Date	% Complete	Start Date	Current Status	Next Steps	Phase Start Date	Phase Completion Date
ENG	Mellen Street Bridge design	\$350,000	2/14/19	9/30/19	5%	1/16/2019	Consultant Selection	Design/Hydraulic Study (Finalize Scope)	2/14/2019	11/15/20
ENG	East Street Bridge design	\$350,000	2/14/19	9/30/19	5%	1/16/2019	Consultant Selection	Design/Hydraulic Study (Finalize Scope)	2/14/2019	11/15/20
Active Construction & Other Projects										
ENG	Lexington Street Storm Drainage Phase II	\$300,000	7/1/17	6/6/2019	95%	3/7/2017	Construction	Completion/seeding/loam	6/17/2019	04/15/20
ENG	Coppermine Brook - Richard Court Berm	\$42,000	3/11/10	6/6/19	98%		Construction	Final restoration	10/20/2018	04/15/20
ENG	Riverside Ave Road Diet	\$540,000	3/12/20	10/1/20	0%		Preconstruction meeting	Construction	4/1/2020	10/15/20
ENG/Streets	Hope St Parking		3/12/20	10/1/20	5%		Stakeout	Construction	3/12/2020	10/15/20

FEBRUARY 2020 - ADMIN

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
442008 PW EXCAVATION PERMITS	-12,500	0	-12,500	-5,480.00	.00	-7,020.00	43.8%
TOTAL REVENUES	-12,500	0	-12,500	-5,480.00	.00	-7,020.00	
450003 PWD SERVICES FEES	-355,600	0	-355,600	-73,721.50	.00	-281,878.50	20.7%
TOTAL REVENUES	-355,600	0	-355,600	-73,721.50	.00	-281,878.50	
450208 OTHER LOCAL GOVTS RECYCLING	0	0	0	-36,762.48	.00	36,762.48	100.0%
TOTAL REVENUES	0	0	0	-36,762.48	.00	36,762.48	
450300 ENGINEERING RECEIPTS & MAPS	-500	0	-500	-185.85	.00	-314.15	37.2%
TOTAL REVENUES	-500	0	-500	-185.85	.00	-314.15	
450303 WOLCOTT RECYCLING	-7,000	0	-7,000	-8,019.06	.00	1,019.06	114.6%
TOTAL REVENUES	-7,000	0	-7,000	-8,019.06	.00	1,019.06	
450400 MISC CHARGES FOR SERVICES	-300	0	-300	-1,670.00	.00	1,370.00	556.7%
TOTAL REVENUES	-300	0	-300	-1,670.00	.00	1,370.00	
514000 REGULAR WAGES & SALARIES	330,050	-2,000	328,050	200,288.86	.00	127,761.14	61.1%
TOTAL EXPENSES	330,050	-2,000	328,050	200,288.86	.00	127,761.14	
515100 OVERTIME WAGES & SALARIES	1,155	2,000	3,155	1,113.32	.00	2,041.68	35.3%
TOTAL EXPENSES	1,155	2,000	3,155	1,113.32	.00	2,041.68	
515200 PARTTIME WAGES & SALARIES	21,550	0	21,550	19,006.49	.00	2,543.51	88.2%
TOTAL EXPENSES	21,550	0	21,550	19,006.49	.00	2,543.51	
517000 OTHER WAGES	2,100	0	2,100	2,392.51	.00	-292.51	113.9%
TOTAL EXPENSES	2,100	0	2,100	2,392.51	.00	-292.51	
518000 WORKERS' COMP SALARY	0	0	0	1,907.99	.00	-1,907.99	100.0%
TOTAL EXPENSES	0	0	0	1,907.99	.00	-1,907.99	
531000 PROFESSIONAL FEES & SERVICES	2,500	2,000	4,500	3,090.11	1,011.89	398.00	91.2%
TOTAL EXPENSES	2,500	2,000	4,500	3,090.11	1,011.89	398.00	
553100 POSTAGE	3,000	0	3,000	941.50	.00	2,058.50	31.4%
TOTAL EXPENSES	3,000	0	3,000	941.50	.00	2,058.50	
569000 OFFICE SUPPLIES	2,200	0	2,200	605.03	1,481.36	113.61	94.8%
TOTAL EXPENSES	2,200	0	2,200	605.03	1,481.36	113.61	
581120 CONFERENCES & MEMBERSHIPS	3,500	0	3,500	995.00	.00	2,505.00	28.4%
TOTAL EXPENSES	3,500	0	3,500	995.00	.00	2,505.00	
581135 SCHOOLING & EDUCATION	11,000	0	11,000	2,316.64	.00	8,683.36	21.1%
TOTAL EXPENSES	11,000	0	11,000	2,316.64	.00	8,683.36	
581145 EMPLOYEE RECOGNITION	2,000	0	2,000	1,344.24	.00	655.76	67.2%
TOTAL EXPENSES	2,000	0	2,000	1,344.24	.00	655.76	
581150 ANNUAL BOND	800	0	800	.00	.00	800.00	.0%
TOTAL EXPENSES	800	0	800	.00	.00	800.00	
GRAND TOTAL	3,955	2,000	5,955	108,162.80	2,493.25	-104,701.05	1858.2%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - LAND USE

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422011 LANDUSE SURCHARGE	0	0	0	-3,600.00	.00	3,600.00	100.0%
TOTAL REVENUES	0	0	0	-3,600.00	.00	3,600.00	
442009 LAND USE FEES & PERMITS	-18,000	0	-18,000	-16,608.00	.00	-1,392.00	92.3%
TOTAL REVENUES	-18,000	0	-18,000	-16,608.00	.00	-1,392.00	
514000 REGULAR WAGES & SALARIES	301,645	-74,435	227,210	143,163.93	.00	84,046.07	63.0%
TOTAL EXPENSES	301,645	-74,435	227,210	143,163.93	.00	84,046.07	
515100 OVERTIME WAGES & SALARIES	12,445	-4,410	8,035	5,102.03	.00	2,932.97	63.5%
TOTAL EXPENSES	12,445	-4,410	8,035	5,102.03	.00	2,932.97	
531000 PROFESSIONAL FEES & SERVICES	300	0	300	168.75	34.00	97.25	67.6%
TOTAL EXPENSES	300	0	300	168.75	34.00	97.25	
553100 POSTAGE	1,200	0	1,200	808.75	.00	391.25	67.4%
TOTAL EXPENSES	1,200	0	1,200	808.75	.00	391.25	
554000 TRAVEL REIMBURSEMENT	100	0	100	.00	.00	100.00	.0%
TOTAL EXPENSES	100	0	100	.00	.00	100.00	
557700 ADVERTISING	9,000	0	9,000	8,408.25	591.75	.00	100.0%
TOTAL EXPENSES	9,000	0	9,000	8,408.25	591.75	.00	
569000 OFFICE SUPPLIES	500	0	500	201.77	250.00	48.23	90.4%
TOTAL EXPENSES	500	0	500	201.77	250.00	48.23	
581120 CONFERENCES & MEMBERSHIPS	3,000	0	3,000	535.00	.00	2,465.00	17.8%
TOTAL EXPENSES	3,000	0	3,000	535.00	.00	2,465.00	
GRAND TOTAL	310,190	-78,845	231,345	138,180.48	875.75	92,288.77	60.1%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - MAINTENANCE

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	511,900	0	511,900	316,366.44	8,712.60	186,820.96	63.5%
515100 OVERTIME WAGES & SALARIES	20,000	13,870	33,870	38,745.68	.00	-4,875.68	114.4%
517000 OTHER WAGES	15,240	0	15,240	10,275.74	.00	4,964.26	67.4%
531000 PROFESSIONAL FEES & SERVICES	8,000	0	8,000	4,224.00	4,224.00	-448.00	105.6%
541000 PUBLIC UTILITIES	280,000	0	280,000	160,470.82	101,239.18	18,290.00	93.5%
541100 WATER & SEWER CHARGES	12,500	0	12,500	7,431.54	4,568.46	500.00	96.0%
543000 REPAIRS & MAINTENANCE	160,000	-3,870	156,130	122,514.45	52,273.19	-18,657.64	112.0%
553000 TELEPHONE	500	0	500	121.55	.00	378.45	24.3%
561400 MAINT SUPPLIES & MATERIALS	25,000	0	25,000	18,422.41	6,246.89	330.70	98.7%
562100 HEATING OIL	95,000	0	95,000	.00	.00	95,000.00	.0%
562200 NATURAL GAS	4,000	0	4,000	16,002.49	29,777.97	-41,780.46	1144.5%
570400 MACHINERY & EQUIPMENT	0	1,500	1,500	.00	.00	1,500.00	.0%
581120 CONFERENCES & MEMBERSHIPS	500	0	500	200.00	.00	300.00	40.0%
GRAND TOTAL	1,132,640	11,500	1,144,140	694,775.12	207,042.29	242,322.59	78.8%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - OTHER BLDGS

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
541000 PUBLIC UTILITIES	5,000	0	5,000	.00	.00	5,000.00	.0%
541100 WATER & SEWER CHARGES	4,000	0	4,000	.00	.00	4,000.00	.0%
543000 REPAIRS & MAINTENANCE	100,000	-7,550	92,450	80,683.27	30,255.82	-18,489.09	120.0%
561400 MAINT SUPPLIES & MATERIALS	2,000	0	2,000	296.62	1,000.00	703.38	64.8%
562200 NATURAL GAS	500	0	500	.00	.00	500.00	.0%
GRAND TOTAL	111,500	-7,550	103,950	80,979.89	31,255.82	-8,285.71	108.0%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

03/03/2020 11:58  
GerriMontambault

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT

|P 1  
|glytdbud

FEBRUARY 2020 - ENGINEERING

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	801,730	0	801,730	454,229.07	.00	347,500.93	56.7%
515100 OVERTIME WAGES & SALARIES	15,175	0	15,175	8,703.87	.00	6,471.13	57.4%
531000 PROFESSIONAL FEES & SERVICES	50,000	31,050	81,050	19,368.24	30,056.36	31,625.40	61.0%
543000 REPAIRS & MAINTENANCE	3,500	0	3,500	656.99	343.01	2,500.00	28.6%
555000 PRINTING & BINDING	300	0	300	.00	.00	300.00	.0%
561800 PROGRAM SUPPLIES	4,000	2,667	6,667	4,297.22	1,902.37	467.41	93.0%
581120 CONFERENCES & MEMBERSHIPS	1,500	0	1,500	1,055.00	.00	445.00	70.3%
GRAND TOTAL	876,205	33,717	909,922	488,310.39	32,301.74	389,309.87	57.2%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

03/03/2020 14:25  
GerriMontambault

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - MAJOR ROADS

|P 1  
|glytdbud

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
515100 OVERTIME WAGES & SALARIES	22,000	0	22,000	17,217.47	.00	4,782.53	78.3%
543000 REPAIRS & MAINTENANCE	1,500,000	3,177,788	4,677,788	2,195,527.53	329,177.50	2,153,083.41	54.0%
GRAND TOTAL	1,522,000	3,177,788	4,699,788	2,212,745.00	329,177.50	2,157,865.94	54.1%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

03/03/2020 14:28  
GerriMontambault

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - LINE PAINTING

|P 1  
|glytbud

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
515100 OVERTIME WAGES & SALARIES	525	0	525	.00	.00	525.00	.0%
531000 PROFESSIONAL FEES & SERVICES	110,000	72,961	182,961	16,173.84	43,826.16	122,961.00	32.8%
561800 PROGRAM SUPPLIES	500	0	500	1,371.86	.00	-871.86	274.4%
GRAND TOTAL	111,025	72,961	183,986	17,545.70	43,826.16	122,614.14	33.4%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - RAIL ROADS

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
541000 PUBLIC UTILITIES	300	0	300	170.64	94.36	35.00	88.3%
543000 REPAIRS & MAINTENANCE	9,000	6,500	15,500	10,661.20	1,338.80	3,500.00	77.4%
544400 RENTS & LEASES	5,000	0	5,000	4,480.89	.00	519.11	89.6%
589100 MISCELLANEOUS	30,000	20,040	50,040	3,225.00	6,775.00	40,040.00	20.0%
GRAND TOTAL	44,300	26,540	70,840	18,537.73	8,208.16	44,094.11	37.8%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

03/03/2020 14:29  
GerriMontambault

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - STREET LIGHTS

|P 1  
|glytdbud

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
541200 STREET LIGHTING	150,000	0	150,000	99,238.03	40,761.97	10,000.00	93.3%
543000 REPAIRS & MAINTENANCE	78,000	0	78,000	35,004.04	13,495.96	29,500.00	62.2%
GRAND TOTAL	228,000	0	228,000	134,242.07	54,257.93	39,500.00	82.7%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - STREETS

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	1,790,090	-5,000	1,785,090	1,122,790.72	.00	662,299.28	62.9%
TOTAL EXPENSES	1,790,090	-5,000	1,785,090	1,122,790.72	.00	662,299.28	
515100 OVERTIME WAGES & SALARIES	28,000	5,000	33,000	27,087.44	.00	5,912.56	82.1%
TOTAL EXPENSES	28,000	5,000	33,000	27,087.44	.00	5,912.56	
517000 OTHER WAGES	5,000	0	5,000	33.28	.00	4,966.72	.7%
TOTAL EXPENSES	5,000	0	5,000	33.28	.00	4,966.72	
518000 WORKERS' COMP SALARY	0	0	0	1,729.60	.00	-1,729.60	100.0%
TOTAL EXPENSES	0	0	0	1,729.60	.00	-1,729.60	
531000 PROFESSIONAL FEES & SERVICES	1,000	0	1,000	560.14	411.86	28.00	97.2%
TOTAL EXPENSES	1,000	0	1,000	560.14	411.86	28.00	
543000 REPAIRS & MAINTENANCE	16,500	-3,000	13,500	6,873.70	1,000.00	5,626.30	58.3%
TOTAL EXPENSES	16,500	-3,000	13,500	6,873.70	1,000.00	5,626.30	
543050 STREETScape MAINTENANCE	10,000	0	10,000	996.08	4,376.92	4,627.00	53.7%
TOTAL EXPENSES	10,000	0	10,000	996.08	4,376.92	4,627.00	
544400 RENTS & LEASES	20,000	0	20,000	7,200.00	.00	12,800.00	36.0%
TOTAL EXPENSES	20,000	0	20,000	7,200.00	.00	12,800.00	
561800 PROGRAM SUPPLIES	125,000	-4,843	120,157	76,355.18	26,547.57	17,253.96	85.6%
TOTAL EXPENSES	125,000	-4,843	120,157	76,355.18	26,547.57	17,253.96	
581120 CONFERENCES & MEMBERSHIPS	1,200	0	1,200	860.00	.00	340.00	71.7%
TOTAL EXPENSES	1,200	0	1,200	860.00	.00	340.00	
589200 SIGNS	5,500	8,700	14,200	11,760.73	296.59	2,142.68	84.9%
TOTAL EXPENSES	5,500	8,700	14,200	11,760.73	296.59	2,142.68	
GRAND TOTAL	2,002,290	857	2,003,147	1,256,246.87	32,632.94	714,266.90	64.3%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - SNOW REMOVAL

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
515100 OVERTIME WAGES & SALARIES	250,000	0	250,000	153,316.49	.00	96,683.51	61.3%
531000 PROFESSIONAL FEES & SERVICES	5,500	0	5,500	3,480.00	.00	2,020.00	63.3%
543000 REPAIRS & MAINTENANCE	4,000	0	4,000	3,042.32	388.76	568.92	85.8%
543100 MOTOR VEHICLE SERVICE & REPA	10,000	0	10,000	.00	.00	10,000.00	.0%
544410 SNOWPLOWING FEES	300,000	0	300,000	138,883.75	102,807.25	58,309.00	80.6%
561800 PROGRAM SUPPLIES	462,500	0	462,500	459,658.01	101.99	2,740.00	99.4%
563000 MOTOR VEHICLE PARTS	10,000	0	10,000	4,917.00	83.00	5,000.00	50.0%
563100 TIRES	6,000	0	6,000	7,015.00	100.00	-1,115.00	118.6%
GRAND TOTAL	1,048,000	0	1,048,000	770,312.57	103,481.00	174,206.43	83.4%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - SOLID WASTE

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450324 SALE OF BARRELS	-4,000	0	-4,000	-11,624.72	.00	7,624.72	290.6%
TOTAL REVENUES	-4,000	0	-4,000	-11,624.72	.00	7,624.72	
514000 REGULAR WAGES & SALARIES	919,965	22,155	942,120	597,606.31	.00	344,513.69	63.4%
TOTAL EXPENSES	919,965	22,155	942,120	597,606.31	.00	344,513.69	
515100 OVERTIME WAGES & SALARIES	77,400	0	77,400	48,783.02	.00	28,616.98	63.0%
TOTAL EXPENSES	77,400	0	77,400	48,783.02	.00	28,616.98	
517000 OTHER WAGES	0	0	0	1,559.45	.00	-1,559.45	100.0%
TOTAL EXPENSES	0	0	0	1,559.45	.00	-1,559.45	
518000 WORKERS' COMP SALARY	0	0	0	1,443.36	.00	-1,443.36	100.0%
TOTAL EXPENSES	0	0	0	1,443.36	.00	-1,443.36	
531000 PROFESSIONAL FEES & SERVICES	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL EXPENSES	1,000	0	1,000	.00	.00	1,000.00	
534200 ENVIRONMENTAL MONITORING	35,000	-8,000	27,000	11,974.00	14,411.50	614.50	97.7%
TOTAL EXPENSES	35,000	-8,000	27,000	11,974.00	14,411.50	614.50	
542110 HAZARDOUS WASTE COLLECTION	9,000	8,000	17,000	16,489.71	.00	510.29	97.0%
TOTAL EXPENSES	9,000	8,000	17,000	16,489.71	.00	510.29	
542120 SOLID WASTE TIP FEES	1,182,450	0	1,182,450	1,182,450.00	.00	.00	100.0%
TOTAL EXPENSES	1,182,450	0	1,182,450	1,182,450.00	.00	.00	
554000 TRAVEL REIMBURSEMENT	50	0	50	.00	.00	50.00	.0%
TOTAL EXPENSES	50	0	50	.00	.00	50.00	
557700 ADVERTISING	200	0	200	.00	.00	200.00	.0%
TOTAL EXPENSES	200	0	200	.00	.00	200.00	
561800 PROGRAM SUPPLIES	10,000	-3,000	7,000	6,664.63	1,104.47	-769.10	111.0%
TOTAL EXPENSES	10,000	-3,000	7,000	6,664.63	1,104.47	-769.10	
581120 CONFERENCES & MEMBERSHIPS	230	0	230	.00	.00	230.00	.0%
TOTAL EXPENSES	230	0	230	.00	.00	230.00	
590000 OPERATING TRANSFERS OUT	-1,182,450	0	-1,182,450	-1,182,450.00	.00	.00	100.0%
TOTAL EXPENSES	-1,182,450	0	-1,182,450	-1,182,450.00	.00	.00	
GRAND TOTAL	1,048,845	19,155	1,068,000	672,895.76	15,515.97	379,588.27	64.5%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

FOR 2020 08

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422020	<i>Residential Permits</i> DOG PENALTIES	-45,000	0	-45,000	-20,605.00	.00	-24,395.00	45.8%
	TOTAL REVENUES	-45,000	0	-45,000	-20,605.00	.00	-24,395.00	
422021	COMMERCIAL PERMITS	-2,400	0	-2,400	-1,600.00	.00	-800.00	66.7%
	TOTAL REVENUES	-2,400	0	-2,400	-1,600.00	.00	-800.00	
450303	WOLCOTT RECYCLING	-12,000	0	-12,000	-11,274.69	.00	-725.31	94.0%
	TOTAL REVENUES	-12,000	0	-12,000	-11,274.69	.00	-725.31	
450350	CLOTHING SALES	-300	0	-300	-200.00	.00	-100.00	66.7%
	TOTAL REVENUES	-300	0	-300	-200.00	.00	-100.00	
450351	ALUMINUM SALES	-5,500	0	-5,500	-1,943.00	.00	-3,557.00	35.3%
	TOTAL REVENUES	-5,500	0	-5,500	-1,943.00	.00	-3,557.00	
450352	IRON/METAL SALES	-56,000	0	-56,000	-34,294.00	.00	-21,706.00	61.2%
	TOTAL REVENUES	-56,000	0	-56,000	-34,294.00	.00	-21,706.00	
450353	BATTERIES	-2,100	0	-2,100	-1,937.00	.00	-163.00	92.2%
	TOTAL REVENUES	-2,100	0	-2,100	-1,937.00	.00	-163.00	
450356	PAYT REVENUE	-225,000	0	-225,000	-127,590.80	.00	-97,409.20	56.7%
	TOTAL REVENUES	-225,000	0	-225,000	-127,590.80	.00	-97,409.20	
460000	INTEREST INCOME	-1,400	0	-1,400	-1,888.05	.00	488.05	134.9%
	TOTAL REVENUES	-1,400	0	-1,400	-1,888.05	.00	488.05	
480023	RECYCLING REBATES	0	0	0	-263.49	.00	263.49	100.0%
	TOTAL REVENUES	0	0	0	-263.49	.00	263.49	
490001	TRANSFER IN GENERAL FUND	-356,285	0	-356,285	-356,285.00	.00	.00	100.0%
	TOTAL REVENUES	-356,285	0	-356,285	-356,285.00	.00	.00	
514000	REGULAR WAGES & SALARIES	287,660	-22,155	265,505	200,023.17	.00	65,481.83	75.3%
	TOTAL EXPENSES	287,660	-22,155	265,505	200,023.17	.00	65,481.83	
515100	OVERTIME WAGES & SALARIES	58,000	0	58,000	44,507.55	.00	13,492.45	76.7%
	TOTAL EXPENSES	58,000	0	58,000	44,507.55	.00	13,492.45	
517000	OTHER WAGES	0	0	0	1,151.20	.00	-1,151.20	100.0%
	TOTAL EXPENSES	0	0	0	1,151.20	.00	-1,151.20	
520100	LIFE INSURANCE	500	0	500	210.00	.00	290.00	42.0%
	TOTAL EXPENSES	500	0	500	210.00	.00	290.00	
520500	DISABILITY INSURANCE	150	0	150	54.00	.00	96.00	36.0%
	TOTAL EXPENSES	150	0	150	54.00	.00	96.00	
520700	F.I.C.A.	21,150	0	21,150	13,905.58	.00	7,244.42	65.7%
	TOTAL EXPENSES	21,150	0	21,150	13,905.58	.00	7,244.42	
520750	MEDICARE INSURANCE	5,100	0	5,100	3,252.09	.00	1,847.91	63.8%
	TOTAL EXPENSES	5,100	0	5,100	3,252.09	.00	1,847.91	
531000	PROFESSIONAL FEES & SERVICES	10,000	0	10,000	500.00	350.00	9,150.00	8.5%
	TOTAL EXPENSES	10,000	0	10,000	500.00	350.00	9,150.00	
534200	ENVIRONMENTAL MONITORING	1,400	0	1,400	99.25	900.75	400.00	71.4%
	TOTAL EXPENSES	1,400	0	1,400	99.25	900.75	400.00	
541000	PUBLIC UTILITIES	6,500	0	6,500	3,531.82	2,968.18	.00	100.0%
	TOTAL EXPENSES	6,500	0	6,500	3,531.82	2,968.18	.00	
541100	WATER & SEWER CHARGES	400	0	400	205.16	94.84	100.00	75.0%
	TOTAL EXPENSES	400	0	400	205.16	94.84	100.00	

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - TRANSFER STATION

FOR 2020 08

542101	DISPOSAL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
542101	DISPOSAL	2,500	0	2,500	2,040.78	14.50	444.72	82.2%
	TOTAL EXPENSES	2,500	0	2,500	2,040.78	14.50	444.72	
542105	TIRE DISPOSAL	3,500	0	3,500	2,200.00	1,100.00	200.00	94.3%
	TOTAL EXPENSES	3,500	0	3,500	2,200.00	1,100.00	200.00	
542110	HAZARDOUS WASTE COLLECTION	2,200	0	2,200	864.00	1,336.00	.00	100.0%
	TOTAL EXPENSES	2,200	0	2,200	864.00	1,336.00	.00	
542115	BULK WASTE DISPOSAL	25,000	0	25,000	9,517.46	5,482.54	10,000.00	60.0%
	TOTAL EXPENSES	25,000	0	25,000	9,517.46	5,482.54	10,000.00	
542120	SOLID WASTE TIP FEES	120,000	0	120,000	67,095.99	42,904.10	9,999.91	91.7%
	TOTAL EXPENSES	120,000	0	120,000	67,095.99	42,904.10	9,999.91	
543000	REPAIRS & MAINTENANCE	15,000	0	15,000	7,665.69	.00	7,334.31	51.1%
	TOTAL EXPENSES	15,000	0	15,000	7,665.69	.00	7,334.31	
544400	RENTS & LEASES	5,000	0	5,000	1,738.75	.00	3,261.25	34.8%
	TOTAL EXPENSES	5,000	0	5,000	1,738.75	.00	3,261.25	
561400	MAINT SUPPLIES & MATERIALS	400	0	400	.00	.00	400.00	.0%
	TOTAL EXPENSES	400	0	400	.00	.00	400.00	
561800	PROGRAM SUPPLIES	2,000	32,210	34,210	33,087.77	1,099.91	22.32	99.9%
	TOTAL EXPENSES	2,000	32,210	34,210	33,087.77	1,099.91	22.32	
581120	CONFERENCES & MEMBERSHIPS	150	0	150	.00	.00	150.00	.0%
	TOTAL EXPENSES	150	0	150	.00	.00	150.00	
581135	SCHOOLING & EDUCATION	2,000	0	2,000	.00	.00	2,000.00	.0%
	TOTAL EXPENSES	2,000	0	2,000	.00	.00	2,000.00	
589000	CONTINGENCY	15,300	-7,919	7,381	.00	137.10	7,243.90	1.9%
	TOTAL EXPENSES	15,300	-7,919	7,381	.00	137.10	7,243.90	
591001	TRANSFER OUT-GENERAL FUND	0	22,155	22,155	22,155.00	.00	.00	100.0%
	TOTAL EXPENSES	0	22,155	22,155	22,155.00	.00	.00	
591500	TRANSFER OUT INTERNAL SERVIC	122,075	0	122,075	60,644.26	.00	61,430.74	49.7%
	TOTAL EXPENSES	122,075	0	122,075	60,644.26	.00	61,430.74	
	GRAND TOTAL	0	24,291	24,291	-83,431.51	56,387.92	51,334.59	-111.3%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
FEBRUARY 2020 - FLEET MAINTENANCE

FOR 2020 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	595,455	0	595,455	381,533.38	.00	213,921.62	64.1%
515100 OVERTIME WAGES & SALARIES	46,350	-1,152	45,198	32,006.57	.00	13,191.43	70.8%
517000 OTHER WAGES	0	1,152	1,152	1,151.20	.00	.80	99.9%
518000 WORKERS' COMP SALARY	0	0	0	1,662.18	.00	-1,662.18	100.0%
541000 PUBLIC UTILITIES	24,000	0	24,000	12,450.08	11,549.92	.00	100.0%
541100 WATER & SEWER CHARGES	2,000	0	2,000	1,133.32	366.68	500.00	75.0%
543000 REPAIRS & MAINTENANCE	35,000	3,000	38,000	36,846.64	17,620.85	-16,467.49	143.3%
543100 MOTOR VEHICLE SERVICE & REPA	350,000	9,985	359,985	247,439.96	91,408.87	21,136.27	94.1%
544400 RENTS & LEASES	10,000	0	10,000	.00	.00	10,000.00	.0%
561400 MAINT SUPPLIES & MATERIALS	11,000	0	11,000	8,778.31	4,211.19	-1,989.50	118.1%
561800 PROGRAM SUPPLIES	23,000	0	23,000	21,031.72	8,668.45	-6,700.17	129.1%
562100 HEATING OIL	5,000	0	5,000	2,660.62	9.54	2,329.84	53.4%
562200 NATURAL GAS	18,000	0	18,000	10,219.44	1,000.10	6,780.46	62.3%
562600 MOTOR FUELS	330,000	0	330,000	227,622.91	34,849.27	67,527.82	79.5%
563000 MOTOR VEHICLE PARTS	380,000	0	380,000	241,679.46	151,789.34	-13,468.80	103.5%
563100 TIRES	120,000	0	120,000	86,247.48	20,316.12	13,436.40	88.8%
581120 CONFERENCES & MEMBERSHIPS	175	0	175	.00	.00	175.00	.0%
GRAND TOTAL	1,949,980	12,985	1,962,965	1,312,463.27	341,790.33	308,711.50	84.3%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*

FEBRUARY 2020 - FLEET CAPITAL

FOR 2020 08

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
563100 TIRES		40,000	0	40,000	38,436.40	.00	1,563.60	96.1%
	TOTAL EXPENSES	40,000	0	40,000	38,436.40	.00	1,563.60	
570500 VEHICLES		1,098,000	95,000	1,193,000	102,562.87	853,786.00	236,650.98	80.2%
	TOTAL EXPENSES	1,098,000	95,000	1,193,000	102,562.87	853,786.00	236,650.98	
	GRAND TOTAL	1,138,000	95,000	1,233,000	140,999.27	853,786.00	238,214.58	80.7%

\*\* END OF REPORT - Generated by Gerri Montambault \*\*



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: March 11, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Installation of Photovoltaic Solar Array – DPW Landfill  
Request for qualifications 2P20-037

---

As indicated in the attached correspondence, the City received eight proposals containing firm qualifications to install solar arrays on the flat/unused portion of the City's closed landfill. The firms of Davis Hill Development, EcoSolar, Verogy and CTEC Solar were selected for interviews as part of the selection process.

The selection panel consisted of Michael Dumas, DPW Commissioner, Roger Rousseau, Purchasing Director and myself. Based on a review of the submitted proposals and interviews the panel recommends the following Board of Public Works action:

**Recommend City Council authorize the Mayor or Acting Mayor to sign any and all documents associated with designating CTEC Solar, LLC. as the preferred developer to install photovoltaic solar panels on the City's Lake Avenue landfill in accordance with Request for Qualifications 2P20-037.**

Please note that the preferred solar developer (CTEC Solar) will be investigation/pursuing the use of both Virtual Net Metering and Shared Clean Energy Facilities (SCEF). Although only one of the two options will ultimately be selected the most beneficial option to the City is a function of available credits/incentives, permitting and will require investigation by the preferred solar developer. Once CTEC Solar completes its findings it is anticipated that the City will issue a Letter of Intent to proceed with the project.

Please feel free to contact me with any question or concerns at 860-584-6113.



PURCHASING DEPARTMENT | Tel. 860.584.6195  
Fax 860.584.6171

## MEMORANDUM

To: Raymond Rogozinski  
From: Roger D. Rousseau, Purchasing Agent  
Date: March 9, 2020

**Re: 2P20-037 Installation of Photovoltaic System ("Solar Array") at Closed Landfill**

My office received a total of eight submissions from firms; following review, four were considered sufficient to interview. The four firms interviewed were Davis Hill Development, EcoSolar, Verogy, and CTEC Solar. Prior to discussion of the submissions received, I will provide context for the potential scenarios.

### ***Definitions***

The State of Connecticut currently allows for virtual net metering ("VNM"). In essence, a facility can generate power for supply to the grid, and sell the power on the open market. The market regulators require a sponsor of the facility; the sponsor can buy credits for the power generated, at a rate less than the actual value of the credits. The City recently sponsored a facility on private property in Bristol to be operated by SunJet; due to the City's sponsorship of the site, the City's electric bill will be reduced by the value of credits issued by Eversource, and the City will pay SunJet for having the credits assigned to it, at an amount considerably less than the credits. This is expected to provide an overall reduction in Bristol's electricity cost in an amount of roughly \$5M over the course of a twenty year agreement. Under this program, Bristol is not buying electricity from SunJet, and still buys electricity on the open market for the full value of the energy it uses. Bristol is simply taking the credits for the green energy introduced into the grid.

There is a new program called Shared Clean Energy Facility ("SCEF"), under which the generation site would designate 40% of energy to low and moderate income households. The program is capable of designating the energy to residential pools (e.g. Bristol residents). The program also incentivizes use of challenging properties such as Brownfield sites. Despite its benefits, the program has not yet been successful in Connecticut. The regulatory bodies have established pricing structures for the implementation of such a program, and the rates are not

at a cost that is attractive to site developers. Additionally, there is confusion on who would manage eligibility of participants; it was originally planned that the site developer would be responsible for reviewing applications for individual households, and recently Eversource is in discussions toward taking on this burden. Due to these factors, the program was described as “falling apart” by some of the potential site developers.

The City can potentially engage in a simple lease for use of the land. Under such a scenario, a developer would simply pay for use of property, and Bristol would not be involved in any energy-related component of the site use, and would simply benefit from a revenue stream.

### ***Review of Submissions***

**Davis Hill Development**’s submission is actually a joint submission with Skyview Ventures. The generation capacity for their system 2.4MW DC, equivalent to 2.0MW AC. There are two scenarios proposed; the first is primarily a lease for the property, in an amount of \$130,000 annually. The second involves the City purchasing credits for the energy created, under the virtual net metering program. The vendor stated that our better value would be to pursue the virtual net metering program.

They acknowledged that there are already 13 VNM projects in the pipeline; if/when the VNM application were accepted, they anticipate roughly 3 to 4 months of construction. Their maintenance of the property would focus primarily on the electrical components of the installation, but did leave open conversation for discussions on other aspects of maintenance (such as landscaping/mowing).

**EcoSolar**’s submission listed a generation capacity of 1.09MW DC, equivalent to 0.89MW AC. Their proposal listed, as its first option, pursuit of the SCEF program. If the program were pursued, Bristol’s benefit would primarily be lease revenue. As a second option, they proposed application to the VNM program. Their staff did not seem to fully understand the VNM model, and stated that Bristol would be buying the energy and buying credits, with the credit purchases impacting our overall load profile for subsequent electricity purchases. Their proposed installation of panels involved placement of corrugated piping, filled with concrete, which seemed to be a significantly different way of anchoring equipment. Regarding maintenance of the equipment and the site, they simply made reference to manufacturer’s equipment warranty.

**Verogy**’s submission was focused on pursuit of a SCEF proposal, within which it would pursue provision of energy to low and moderate income Bristol residents via the Bristol Housing Authority. 1.4MW DC, less than 1MW AC output. The deployment was intentionally designed to provide less than 1MW AC output, for the purposes of easier application process through regulatory agencies, specifically the CT Siting Council (this deployment is the smallest installation of the submissions).

Although none of the firms were asked for (or submitted) a development pro-forma, Verogy indicated that instead of a land lease, they were interested in development of payments via a PILOT program, with incentive tax credits for the system.

**CTEC Solar**'s submission was based on a 2.0MW DC / 1.66MW AC deployment, and involves a VNM model within which the City would buy the credits. As builders and not developers, they built, and own and operate, the facility at the International Skating Center of CT ("ISCC"), as well as other installations throughout CT. They also have experience with constructing solar arrays on closed landfills, with completion of a facility in Putnam as a recent model.

Of the four firms interviewed, they had the most detailed discussion on sequence of approvals as they relate to moving a project forward. For a virtual net metering project, the site designation is a critical first step, but also cited application for an interconnection permit; this permit can take a great deal of time to receive, but can be applied for without penalty as soon as the site is designated; application for this permit early on can lead to faster implementation, since permit receipt can take up to a year. The firm seemed to have the most in-depth familiarity with permits and processes.

### ***Conclusions and Recommendations***

Based on the review committee's findings, CTEC Solar appeared to be the best suited to build a facility that provides generation of a sufficient amount of energy that would be beneficial to Bristol, and provide the best economic incentive to develop the solar array.

At this point, there is not enough information to fully develop a contract; my office can pursue a development pro-forma to better understand the financials of the proposed project. Please know that without an understanding of the path for a system (e.g. virtual net metering, SCEF, or simple lease), no firm was capable of providing a pro-forma. Based on the designation of CTEC as the preferred developer, CTEC can now provide us with more financial information, to enable pursuit of a more formal arrangement. Once a proposal is more formally developed by CTEC that would be beneficial to Bristol, it would be appropriate to pursue the signing of a letter of intent with CTEC, to enable them to submit an application for virtual net metering for the site and to enable them to pursue interconnection permit. It is assumed that the Board of Public Works would be advised of the project status, and barring objection from the Board, City Council would be directly approached regarding the letter of intent (presumably in April 2020).

Please let me know if I can provide any further information regarding this project.



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: February 26, 2020  
(Submission Date)

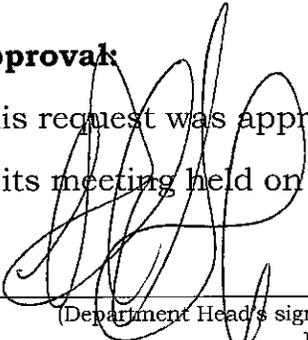
For the March 31, 2020 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ 6,000.00
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
at its meeting held on March 19, 2020.  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

Board of Finance Agenda Request Form

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

Reason for request:

Utilize funds collected through Inland Wetland code enforcement. Funds will be used for Inland Wetland education outreach programs for the public, staff training, watershed clean-up supplies or equipment, wetland invasive species evaluation/removal. Rain garden plantings or environmental monitoring.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
1063012-561801	Inland Wetland Conservation	\$3,000.00
1063012-450421	Inland Wetland Fines	\$3,000.00



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: 3/12/2020  
(Submission Date)

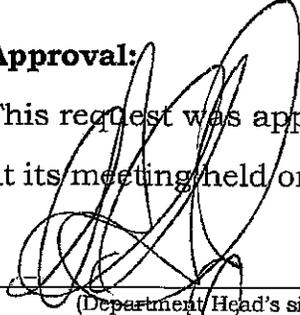
For the March 31, 2020 Board of Finance Meeting  
Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ 7,350.00
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
at its meeting held on March 19, 2019  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

Board of Finance Agenda Request Form

Reason for request:

Transfer of \$7,350.00 from contingency to fund purchase 294 transfer station hanging tags. The minimum order is 500, however current funds within Transfer Station program supply account will fund balance of required hanging tags.

Transfer(s) complete the following:

<b>From:</b>	1363016-589000	<b>To:</b>	1363016-561800	<b>Amount:</b>	\$7,350.00
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
	_____		_____		_____