

Board of Public Works  
Amended Agenda  
Regular Meeting  
Thursday, February 20, 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 January 16, 2020

Documents:

[BPW Minutes16JAN20.Draft.pdf](#)

- B. BPW Special Meeting Minutes January 30, 2020

Documents:

[BPW Special Meeting - BudgetMinutes1.30.20.pdf](#)

3. Employee Recognition
  - A. February Work Anniversaries
    - Andrew Koscho - 13 years
    - Reis Lebiti - 9 Years
    - Nancy Levesque - 2 Years
    - Jason Morrocco - 13 Years
    - Zachary Norton - 1 Year
    - David Oakes - 15 Years
    - Daniel Raspardo - 12 Years
    - Vincent Rosa - 27 Years
    - John Taylor - 15 Years

- B. Employee Recognition-Streets Tree Crew

Documents:

[Employee Recognition Streets Tree Crew members Gary Vincent.pdf](#)

4. Concerns And Petitions From The Public
  - A. Soap Box Derby 2020 Request

Documents:

[SoapBoxDerby2020Request.pdf](#)

5. Correspondence

A. Reappointment Frank Stawski 13Feb20

Documents:

[Reappointment.Stawski13Feb20.pdf](#)

B. Memo-Asset Management System

Documents:

[Memo\\_AssetManagementSystem.pdf](#)

C. Memo-Announcing 2020 RRR Poster Contest

Documents:

[Memo.RRRPosterContest04FEB20.pdf](#)

6. Public Works Divisions Reports

A. Division Report

Documents:

[PublicWorksDivisionReportJanuary2020.pdf](#)

7. Public Works Project List

A. Project Report

Documents:

[Project List for BPW.pdf](#)

8. Director's Verbal Report

9. Review Of Public Works Budgets

A. Financials

Documents:

[FinancialReportJanuary2020.pdf](#)

10. Unfinished Business

A. Mailbox Claim 21 Jay Lane, Alderieri 8Jan20

Documents:

[MailboxClaim21JayLaneAlderieri8Jan20.pdf](#)

B. Mailbox Claim 200 Baldwin Drive Reid 5DEC19

Documents:

[MailboxClaim200BaldwinDriveReid5DEC19.pdf](#)

C. Memo- DPW Mission Statement

Documents:

[Memo\\_DPWMissionStatement10Jan20.pdf](#)

D. Memo-Spring 2020 Paving List

Documents:

[Memo\\_Spring2020Paving.pdf](#)

E. Memo-DPW FY20-21 Budget 14FEB20

Documents:

[Memo\\_DPW.FY20.21BudgetBPW14FEB20.pdf](#)

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

Documents:

[BOF\\_TransferNaturalGas.pdf](#)

B. BOF-Transfer Retaining Wall

Documents:

[BOF.Transfer.RetainingWall.pdf](#)

C. BOF- Appropriation Center Square

Documents:

[BOF.Appropriation.CenterSquare.pdf](#)

D. BOF-Appropriation Outdoor Classroom

Documents:

[BOF.Appropriation.OutdoorClassroom.pdf](#)

E. BOF-Additional Appropriation Pine Lake 14FEB20

Documents:

[BOF.AdditionalApprop.PineLake14FEB20.pdf](#)

F. MEMO- Sturbridge Court Street Acceptance

Documents:

[Memo\\_SturbridgeCourtStreetAcceptance.pdf](#)

G. Memo-Graham Street, City Street Acceptance

Documents:

[Memo\\_GrahamSt.StreetAcceptance.pdf](#)

12. Addendum

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

13. Adjournment

14. Signature

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

Minutes of Board of Public Works  
Regular Meeting  
Thursday, January 16, 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 6:00 p.m.

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

- A. Board of Public Works Meeting Minutes November 21, 2019
- B. Board of Public Works Meeting Minutes December 19, 2019

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

**3. Employee Recognition**

- A. January Work anniversaries were recognized.
- B. Streets Employee Recognition-English & Moriarty

Motion made by Council Member Hahn and seconded to place on file in Personnel File.

- C. Employee Recognition – Jeff Gates

Motion made by Council Member Fortier and seconded to place on file in Personnel File.

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

None

**5. Correspondence**

- A. Outdoor Classroom
- B. Trex Challenge
- C. MEMO-DPW Eversource Project Update 10JAN20

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

- D. MEMO-DPW Recycling Cost 7JAN20

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

**6. Public Works Division Reports**

- A. December 2019 Division Report

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

**7. Public Works Project List**

- A. Project Report

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

**9. Review of Public Works Budgets**

- A. Financials

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

**10. Unfinished Business**

None

**11. New Business**

## A. BOF Transfer

Motion made by Council Member Hahn and seconded to approve the transfer of \$30,022.00 for multiple operational costs. Motion passed.

## B. Bristol Adult Learning

Item was added to the Agenda by Mayor Zoppo-Sassu.

Motion made by Council Member Fortier and seconded to participate in Experiential Learning Program with Bristol Adult Learning.

## C. 2020-2021FY draft budget

Motion made by Council Member Fortier and seconded to add 2020-2020 FY draft budget item to the agenda.

## D. Spring Pavement program

Motion made by Council Member Hahn and seconded to add item 2020 Spring Pavement Program to the agenda.

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

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

Item was tabled to be added to February Agenda with more information requested.

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

Motion made by Council Member Hahn and seconded to pay the Alderieri \$136 if it is deducted from the contractor's bill or referred to his insurance. Motion passed.

## G. Mailbox Claim 324 Glendale Drive, Riker 24Dec19

Motion made by Council Member Hahn and seconded to reimburse the Riker's \$31.91 for mailbox replacement. Motion passed.

## H. MEMO-Mailbox Claims 9JAN20

Motion made by Council Member Fortier and seconded to **authorize Director of Public Works to approve/ process mail box claims request up to the amount of \$75.00. All claim request for payment above \$75.00 will be forwarded to the Board of Public Works for processing.** Motion passed.

## I. Memo-DPW Mission Statement 10Jan20

Item to be added to Unfinished Business for February's agenda.

**12. Addendum**

None

**13. Adjournment**

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

Meeting adjourned at 7:15 p.m.

This meeting was recorded.

Respectfully submitted,

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

Minutes of Board of Public Works  
Special Meeting  
Thursday, January 30, 2020  
6:00 p.m. City Hall, Council Chambers

**Members Present:**

Council Member, Mary Fortier  
Council Member, Peter Kelley  
Commissioner Michael Dumas  
Commissioner Frank Stawski  
Commissioner Donald Padlo

**Absent:**

Ellen Zoppo-Sassu, Chair  
Council Member, Gregory Hahn

**Staff Present:**

Raymond A. Rogozionski, Director of Public Works  
Lindsey Rivers, Public Works Analyst  
Jason Morrocco, Streets Superintendent  
Josh Corey, Solid Waste Superintendent  
Nancy Levesque, City Engineer

**1. Call to Order**

Mary Fortier, Chair called the meeting to order at 6:01 p.m.

**2. Budget requests were reviewed by the Committee**

- A. Administration
- B. Building Maintenance
- C. Engineering
- D. Fleet
- E. Landuse
- F. Solid Waste
- G. Streets & Snow
- H. Transfer Station
- I. CIP

**3. Adjournment**

Motion made by Council Member Peter Kelley and seconded to adjourn. Motion passed.

Meeting adjourned at 7:30 p.m.

This meeting was recorded.

Respectfully submitted,

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

Employee Recognition for our Tree Crew members Gary Vincent, Brandon Michaud, and Matthew Ragaini.



## Janet Letourneau

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**From:** Jason Kovach <dietmax@live.com>  
**Sent:** Monday, January 20, 2020 4:00 PM  
**To:** Janet Letourneau; Raymond Rogozinski; Robin Manuele; Ellen Zoppo  
**Subject:** Soap Box Derby  
**Attachments:** road closure request.pdf

Hello all,

We are looking to have dates approved for the 2020 race season. Just like in the past years 1 weekend will be used only as a backup. Also June will be one day or the other depending on weather.

If you need me to attend any meetings for discussion please notify me when and where. I thank you all for helping to make this a great activity for the children of Bristol.

Sincerely,

Jason Kovach  
Race Director

Get [Outlook for Android](#)



City of Bristol  
 Department Of Public Works  
 Bristol, Connecticut 06010

Special Event - Permit Application

Date: current date

Applicant Information

Name of contact:	Jason Kovach
Street Address:	367 Columbus Ave
City/State/Zip:	Meriden CT 06451
Telephone Number:	203-901-9939
Alternate Telephone Number:	203-999-8205
Email address or web site:	dietmax@live.com

Event Information

Requested location:	James P. Casey Rd. Bristol
Requested date(s)/Time(s):	To: April 4th + 5th
From: 6:00 AM / 7: PM	May 2nd + 3rd
Rain Date:	NA
Event Name:	Bristol Soap box Derby
Event Sponsor/Purpose:	All American Soap box Derby event
<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit	Entry Ticket Price: n/a
Expected attendance:	30 +
Where will attendees park?	Street
Number of vendors/booths:	none

Please check all that apply:

- Will there be amplified entertainment  Yes  No  
 Will there be items for sale  Yes  No



City of Bristol  
 Department Of Public Works  
 Bristol, Connecticut 06010

**Special Event – Permit Application**

Date: current date

Applicant Information

Name of contact:	Jason Kovach
Street Address:	367 Columbus Ave
City/State/Zip:	Menden CT 06451
Telephone Number:	203-901-0939
Alternate Telephone Number:	203-999-8205
Email address or web site:	dietmax@live.com

Event Information

Requested location:	James P. Casey Rd. Bristol
Requested date(s)/Time(s):	To: June 6th + 7th
From: 8:00 AM / 5:00 PM	
Rain Date:	NA
Event Name:	Bristol Soapbox Derby
Event Sponsor/Purpose:	All American Soapbox Derby event
<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit	Entry Ticket Price: n/a
Expected attendance:	30 +
Where will attendees park?	Street
Number of vendors/booths:	none

Please check all that apply:

- Will there be amplified entertainment  Yes  No  
 Will there be items for sale  Yes  No



City of Bristol  
 Department Of Public Works  
 Bristol, Connecticut 06010

Special Event – Permit Application

Date: current date

Applicant Information

Name of contact:	Jason Kovach
Street Address:	367 Columbus Ave
City/State/Zip:	Menden CT 06451
Telephone Number:	203-901-0939
Alternate Telephone Number:	203-999-8205
Email address or web site:	dietmax@live.com

Event Information

Requested location:	James P. Casey Rd, Bristol
Requested date(s)/Time(s):	To: September 12th + 13th
From: 6:00 AM / 7:00 PM	October 3rd + 4th
Rain Date:	N/A
Event Name:	Bristol Soapbox Derby
Event Sponsor/Purpose:	All American Soapbox Derby event
<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit	Entry Ticket Price: N/A
Expected attendance:	30 +
Where will attendees park?	Street
Number of vendors/booths:	none

Please check all that apply:

- Will there be amplified entertainment  Yes  No
- Will there be items for sale  Yes  No

Tents or Canopies  Yes  No  
 Open flames or cooking  Yes  No  
 Fireworks  Yes  No  
 Temporary fencing  Yes  No  
 First Aid area  Yes  No  
 Portable toilets  Yes  No  
 Traffic Control Requested (additional fee will apply)  Yes  No  
**Police Chief may determine that Traffic Control is required even if not requested.**  
 Public Street closure requested  Yes  No  
 Street: James P. Casey

Closure location beginning: Eastwood Rd. ending: Perkins St.

Who will be responsible for security/safety at the event:  
Jason Kovach

Barricades needed to block traffic  Yes  No

Rubbish Disposal:

Will provide own containers and disposal  
 Request City of Bristol containers and disposal (additional fee may apply)

**Alcoholic Beverages:**  
**No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.**

**Insurance Requirements:**  
 To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Copy Provided  Yes  No

- Name of Insurance Company:
- Policy Number: Will Send Prior to Event Dates.
- Effective Date(s):

**Hold Harmless Clause:**  
 Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

(Signed in Event Permit Application)

Signature of Applicant: Jason Howard

\*\*\*\*\* City Use Only \*\*\*\*\*

- Superintendent of Parks and Recreation: \_\_\_\_\_  
Recommend approval / deny request
- Public Works Director: \_\_\_\_\_  
Recommend approval / deny request
- Police Department: \_\_\_\_\_  
Recommend approval / deny request  
Police Traffic Control is / is not required.
- Fire Department: \_\_\_\_\_  
Recommend approval / deny request
- Comptroller: \_\_\_\_\_ (Insurance Review)  
Recommend approval / deny request
- City Council Real Estate Committee: \_\_\_\_\_

Approving Authority: \_\_\_\_\_

Approved                       Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any Conditions of Approval: \_\_\_\_\_

- Copies to:
- Mayors Office
  - P.W. Dispatcher
  - Police Department
  - Fire Department
  - Comptroller
  - Applicant
  - File





City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010  
(860)584-6200 ext. 0

February 13, 2020

Frank Stawski  
96 Country Lane  
Bristol, Connecticut 06010

Dear Mr. Stawski:

This is to officially notify you that at a meeting of the City Council on February 11, 2020 you were reappointed as a member to the Board of Public Works for a term to February, 2023. It is necessary to take your oath of office when you are reappointed. Would you kindly stop at the Town Clerk's Office to take your oath.

Should your address or political affiliation change, or you resign from this appointment, you must notify the Town Clerk's Office.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC  
Town and City Clerk

TP/mc

cc: Janet Letourneau



**Department of Public Works | 860.584.6125**

## **MEMORANDUM**

DATE: February 14, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Department of Public Works – Asset Management System

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The Department of Public Works budget includes a capital outlay item to purchase Asset Management for the Department. As indicated in the attached November 13, 2020 correspondence to the BPW the procurement and implementation of an asset management system will enable the Department to make data-driven decisions.

The referenced memorandum also proposed issuing an RFP to obtain an Asset Management provider and confirm pricing, however DPW obtained Asset Management budget cost directly from providers and did not issue an RFP. One of the primary reasons for this was to avoid conflicts with an RFP that was issued by the Water/Sewer Department for Asset Management. The Water/Sewer Department has an existing appropriation for Asset Management and are currently reviewing proposals received through the RFP process.

If the DPW request for Asset Management funding is approved by the BOF, the yet to be selected Water/Sewer provider may also meet DPW needs, however the Water/Sewer RFP does contain provisions specialized for water & sewer facilities.

Based on information obtained from Asset Management providers the DPW is requesting \$80,000 for the original purchase / implementation and \$40,000 for yearly support cost as part of the FY2020-21 budget.

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



**Department of Public Works | 860.584.6125**

## **MEMORANDUM**

DATE: November 13, 2019

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Department of Public Works – Asset Management System Request for Proposal

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The Department of Public Works has investigated/evaluated Asset Management systems that will meet the Department needs as part of the FY2020-21 budget preparation process. The implementation of an asset management system will enable the Department to make data-driven decisions regarding the following City assets managed by the DPW:

1. City roads (228 miles)
2. Bridges/culverts (67)
3. Building/facilities (11 Buildings)
4. Storm drainage (198 miles)
5. Trees (4,600 est)
6. Sidewalks (230 miles)
7. ADA Ramps (2,700 est)
8. Curbing (364 miles)
9. Pavement Markings (164 miles)
10. Fleet (vehicles & equipment – 253)
11. Street Lights (5,622)

An Asset Management system will enhance the department's work order system, track expenses, assist in budgeting, plan routine maintenance, monitor spare parts inventory (fleet & facilities) and prioritize capital improvement projects.

The value of the information provided by an asset management system is dependent on the caliber of available information. The Department currently has sufficient records for roadway surface conditions, bridges, street lights, storm drainage, fleet equipment and vehicle records. Other asset records such as sidewalks, curbing, trees and building / facility records will either be built up over time or developed. Preparation of records for trees, although a valued City asset, would be considered as part of a future DPW project requiring specific Board of Finance funding. Documenting the size, location, type and condition of trees is costly due to the level of expertise and time required to compile the information.

The Department currently utilizes a type of asset management system for roadway surface conditions. Each segment of City road has been assigned a roadway condition rating (RCR) that is used to determine the type and timing of roadway reconditioning. Asset management will assist the Department to make similar decisions for other DPW assets such as “when to replace a piece of equipment/vehicles” or “the funding required to replace the worst sidewalk sections in the City”.

The Department currently utilizes a complaint / service request system that would be replaced if an asset management system is implemented. An asset management system would provide enhanced features that, in addition to tracking complaints, would generate and track work orders.

Implementation of an asset management system is not and cannot be limited to the purchase of computer software. In order to make data-driven decisions, data is needed. This will require DPW to monitor cost (including time of City labor) associated with repairing and maintaining assets. Tracking/recording cost of contract services work such as roadway paving, bridge rehabilitation, and engine rebuilds is consistent with current Department practices. In order to fully implement asset management, the tracking of employees time/cost will also need to be documented. This will require a change to current practices for the Fleet and Facility Divisions.

The Department received \$20,000 in the FY2019-20 budget to acquire asset management for the DPW Facility Division. The intent was to obtain an asset management system that would be compatible with the Board of Education system. Based on information provided by the vendor, the City cannot add City buildings to the BOE existing system without purchasing additional “full seats” and due to upgrades, compatibility is a concern. In addition, the purchase of the budgeted system would require annual maintenance/upgrade cost of \$18,000 and the procurement of the system would necessitate a competitive request for proposal (RFP) process.

The DPW has met with the City’s Purchasing Director, Roger Rousseau, to discuss the procurement of the currently funded Facilities Division asset management system and the Department’s objective of implementing asset management for all DPW managed assets. Based on the discussion, a recommendation was made to solicit asset management vendors through a RFP process. The RFP will include all Department assets and require vendors to maintain pricing to July 1, 2021. The RFP process would allow the Department to evaluate multiple providers and obtain additional information, including cost, which can be incorporated into the DPW budget. Therefore, the DPW requests the following action:

**Authorize the Department of Public Works/ Purchasing Department to solicit request for proposals associated with an Asset Management system for the Department of Public Works.**

The RFP will be open to asset management providers that either service a single asset, such as Fleet or Buildings, or providers that will service all DPW assets. Based on DPW research, although there are providers that service multiple assets, in general, there are three categories of asset management providers (roadway, buildings/facilities and fleet/equipment). Of the three categories, asset management associated with roadways (road surface, sidewalks, guardrails, pavement marking, and curbing) will require the least amount of DPW resources to implement.

The initial estimated cost of an asset management system that will service all DPW managed assets is \$70,000 (including facilities). The annual fee is estimated at \$40,000/year. The Department savings by eliminating the existing service request system would be \$2,400/year. There is no annual cost to maintain the DPW pavement management system. Most asset management systems are integrated with GIS, however based on the number of GIS seats currently available no additional GIS software cost is anticipated.

The DPW will continue to coordinate with the BOE and will keep the City’s Water, WPC and Park Department advised on the RFP process/status.

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



Department of Public Works | 860.584.6125

**MEMORANDUM**

DATE: 2/4/2020  
To: Board of Public Works Chair, Mayor Ellen Zoppo-Sassu  
Cc: Raymond Rogozinski  
From: Lindsey Rivers, Public Works Analyst  
RE: Announcing the 2020 Reduce, Reuse & Recycling Poster Contest for K-12 School Students

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Please find attached a packet that all of the principals and art teachers received (public and parochial). The Department of Public Works is bringing awareness to Reduce, Reuse and Recycle in the City of Bristol. We need our students to help make the first Annual Recycling Poster Contest for K-12 School students a Huge Success in 2020!

The Board of Public Works will be picking 6 winners on April 16<sup>th</sup>. I will have all the posters displayed in council chambers for the board members to see and they will pick 6 winners two from each category that night.

The winners will have their art displayed on the side of a recycling or rubbish truck for one year. We will be placing the art on the trucks in that student's route.



**2020 First Annual  
Recycling Poster Contest  
for K-12 School Students**

**Contest Participation Packet**

# In this packet you will find

Introduction of the Recycling Poster Contest.....2

Examples of Acceptable Entries.....3

Introductions to Submit Poster.....4

Poster Release Form.....5



# Introduction of the Recycling Poster Contest

The Public Works Department works to improve the social and environmental quality of life in the City of Bristol. This is accomplished through the delivery of services designed to protect the health, safety, and welfare of its citizens and to maintain and improve the city's infrastructure in an effective, efficient, and professional manner.

The Solid Waste Department provides contract management, household hazardous waste (HHW) collection, and various municipal and regulatory reporting functions. Our collection routes serve the community of approximately 19,100 individual dwelling units, as well as provide the following services: branch/brush collection, bulk pick-ups, Christmas tree collection, curbside recycling collection, curbside rubbish collection, electronic waste, household hazardous waste, leaf bag collection, transfer station/recycling center management, and yard waste collection.

Bristol students in grades K-12 are invited to submit their original impressions of Reduce, Reuse, and Recycle. Students are asked to depict those concepts and actions they think are vital to improving recycling efforts in the community.

The contest categories are K-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup> grade and 9<sup>th</sup>-12<sup>th</sup> grade. Posters should be submitted to the Public Works office in City Hall by March 13, 2020. Once the entries are received they will be voted on by the Board of Public Works.

Six posters will be chosen and featured on the side of a Bristol Public Works Solid Waste Truck. Winners will also have their artwork featured on the Public Works website and will receive the Bristol All Heart Award. Winners will be notified in writing by March 31, 2020.





# Instructions to Submit Poster

1. Send Submissions to:

Public Works Department  
Attn: Lindsey Rivers  
111 North Main Street  
Bristol, CT 06010

2. **Categories:** K-5<sup>th</sup> Grade (2 winners), 6<sup>th</sup>-8<sup>th</sup> Grade (2 winners), 9<sup>th</sup>-12<sup>th</sup> Grade (2 winners).
3. **Deadline:** Submissions must be received by March 13, 2020.
4. **Materials:** Posters must be submitted on 11'x17' standard paper, which will be provided. All submissions need to be drawn horizontally (landscape orientation).
5. **Identification:** Please write student's name, school, grade, and contact information NEATLY and LIGHTLY on the back of the submission. Do not use marker or anything that will bleed through to the front of the poster.
6. **Release Form:** A Release Form (found at the end of this packet) must be completed and signed by a parent or legal guardian for each poster submitted. (Please note: A Release Form MUST be submitted with the artwork in order for him or her to be eligible).
7. **Notifications/Awards:** Winners will be notified by March 31, 2020.
8. **Use of Artwork:** Submitted artwork becomes the property of the Bristol Public Works Department and may be used for promotional and other purposes at the department's discretion.
9. **For more information:** Please contact Lindsey Rivers (Public Works Analyst) by phone at (860)-584-6103 or by email at [LindseyRivers@bristolct.gov](mailto:LindseyRivers@bristolct.gov).





# Poster Release Form

This document confirms the agreement between you and the Bristol Public Works Department regarding your participation in the 2020 First Annual Recycling Poster Contest for K-12 Students.

You hereby irrevocably grant to the department perpetually, exclusively, and for all media (print, electronic, video, or any other formats), the right to use the artwork submitted for this contest by you or through your child's school, and any reproductions of that artwork, and to identify you child as the artist, in any promotional materials at the exclusive discretion of the department. All artwork is the property of Bristol Public Works and will not be returned to the artist.

You hereby agree that you will not bring or consent to others bringing any claim or action against the department on the grounds that the identification of your child by name as the artist, or the use of anything contained in the artwork or in the promotion thereof, violates any rights whatsoever, including without limitation rights of privacy and publicity. You hereby release the department, and its employees from any and all claims, demands, actions, causes of action, suits, costs, expenses, liabilities, and damages, whatsoever that you may hereafter have against the department in connection with the artwork or the identification of your child as the artist.

This agreement shall not obligate the department to use the name of the artwork, or to use any of the rights granted hereunder, or to prepare, produce, exhibit, distribute, or in any way exploit the artwork.

The department shall retain the right to assign its rights hereunder without your consent, in whole or in part, to any person, film, organization, or corporation.

AGREED TO AND ACCEPTED on this date: \_\_\_\_\_  
Month, Day, Year

\_\_\_\_\_  
Signature of Parent or Guardian

Print Name of Parent or Guardian: \_\_\_\_\_

Print Name of Student/Artist: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Information (if School submits entry):

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name of Teacher: \_\_\_\_\_

Teacher Email Address: \_\_\_\_\_





Board of Public Works – Division Report – January 2020

<b>Public Works Monthly Metrics:</b>	
Number of Residential Transfer Station Visitors	2589
Number of Bulk Collections	212

**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. Promoting Take Two Electronics at the farmers market. Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3050 users of the app.
- Pursued 30 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled. DPW, BDA and the Mayor's office is revamping our welcome packet.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 36 complaints in January that resulted in 8 fines.
- We have received our first TREX bench!
- The Outdoor classroom match funding grant is fully funded. We received \$14,900 in donations.
- Lindsey and Jason have been working with staff designing an enclosed chalkboard.
- Lindsey and Jason met with ESPN to partner with the building of the enclosed chalkboards.
- Working 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 to 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 500 so far.
- Working with Parks and Rec and the Pre-K's/Kindergarten with planting for the upcoming spring gardens.

**Administration staff or concerns:** OT \$240.25

Web site [www.bristolct.gov](http://www.bristolct.gov) E-mail [publicworks@bristolct.gov](mailto:publicworks@bristolct.gov)  
111 North Main Street – Ground Floor  
860-584-6125 or 860-584-7791

**Engineering Division 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.
- Pipe repair/replacement Redwood
- Pine Lake preliminary design of sed chamber
- Tilcon meeting regarding spring paving and reclamation.
- Map areas of sidewalk replacement per grant funds.
- Spring paving list.
- RFP for signal timing & road diet Riverside Ave bids accepted 1/31.

**Engineering Division next month activities:**

- Eversource gas main installation coordination for new mains and replacements – winter work.
- MS4 report.
- Misc Storm Drainage contract
- Coordination meeting DOT – Rte 69 & 72
- School Street retaining wall drainage and restoration of parking/temp sidewalk.
- Sediment removal plans Frederick St bridge.
- 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 (downstream of Stevens Street Bridge). Remove sediment from under bridge. Additional sediment removal in spring.
- Huntington Woods detention pond storm drain replacement design.
- Collins Rd design for drainage improvements.
- Drainage on Redwood for icing prevention
- LotCIP applications for Wolcott St and Downs St.

**Engineering Division staff or concerns:**

- Vacancy – Assistant City Engineer (Excavation inspector retirement 3/31/20)
- Monthly overtime \$926.60 (926.60-CBYD(4))

**Land Use activities for:**

• **Zoning Commission**

The Commission made the following decisions:

Special Permit for a home-based business at 46 Willow Brook Road; R-15 (Single-Family Residential) zone – APPROVED.

Site Plan for environmental remediation activities at: 410 Emmett Street (Forest Glen); Emmett Street (Pine Lake Commons); 511 Emmett Street (Pinewood Terrace); 155 Redstone Hill Road (Pond Ridge); 295 Redstone Hill Road (Redstone Commons); Pine Lake Park – APPROVED WITH STIPULATIONS.

The Commission held two abbreviated public hearings on a Zone Change application that was proposed for several properties fronting on Redstone Hill Rd. The initial opening of the public hearing took place at City Hall with an overflow crowd. The hearing was then continued two weeks later to the BCHS auditorium in order to provide proper seating for the public. The applicant ultimately withdrew the application.

• **Planning Commission**

The Commission made the following decisions:

The Planning Commission reviewed proposed amendments to the Zoning Regulations within the context of a Zoning Referral from the Zoning Commission: 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.); Bristol Development Authority, applicant.  
RECOMMENDED APPROVAL.

City Council and Other Referrals 3.8-24 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; Assessor’s Map 9, Lot 2; R-15 (Single-Family Residential) zone. The public hearing was 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; Assessor’s Map 9, Lot 2; R-15 (Single-Family Residential) zone. The public hearing was postponed until March.

• **Historic District Commission**

The Commission held a brief business meeting.

- ***Inland Wetlands & Watercourses Commission***

The Commission cancelled the January meeting.

**Land Use staff or concerns:**

- Monthly overtime costs (Assistant City Planner & Board Secretaries at meetings)  
September: \$424.65

**Building Maintenance current month activities:**

- American Plant Maintenance completed steam trap surveys at 111 and 131 North Main Street on 1/2/20 and documented and provided cost estimate to repair or replace defected steam traps
- CT GreenBank Staff attended Energy Commission meeting on 1/16 to discuss potential for Solar PV installations at City and BOE facilities via the Solar Municipal Assistance Program (MAP) and the potential to run a Solar For All campaign, which focuses on assisting lower income households install solar to offset rising utility rate costs
- Compiled Eversource billing records (City, BOE and Water) for Utility Audit review and provided documents to ARC Document Solutions to collate and scan into PDF document format, as required by American Utility
- Assisted Studio Q Architects, Gilbane and Loureiro Engineering with obtaining City Hall building prints and site access/escort to provide design documents for renovations of City Hall structural and mechanical improvements
- Staff removed holiday decorations at City Hall, including wreath for façade along North Main Street
- Eagle Environmental conducted Indoor Air Quality Assessments of Fire HQ and Fire House #5, based on employee safety concerns
- Staff installed door frame/door and wall in Parks Department for Deputy Parks Director’s office
- Oakland Mechanical replaced sink faucet hardware and completed repairs to rectify hot water cross connections in the area of BBHD to eliminate hot water loss, thereby saving costs on hot water generation
- Staff replaced restroom exhaust fan unit at Fire House #2
- Air Temp repaired and replaced parts on Transfer Station Scale House HVAC unit
- 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 document
- 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 (seek to obtain potential grant funding to complete the project)

- Jeff Holley and John Moderacki to replace the failing high bay lighting fixtures in the Beals gymnasium with efficient LED fixtures to improve site conditions and reduce energy costs
- Shaffer Mechanical to install a Mitsubishi AC system at Fire House #3 in Forestville
- Complete seasonal filter and belt changes on HVAC systems at City Hall, Police Complex, 51 High Street and other City Buildings
- Coordinate and schedule LED lighting upgrade project with ELC and Library staff
- Conduct interviews on 2/11 for the position of Groundskeeper/Building Technician, which is currently vacant.
- Continue to respond to winter weather events as required

**Building Maintenance Staff or concerns:**

- Anticipate minimal levels of Vacation/Miscellaneous time off during February 2020
- Groundskeeper/Building Technician vacancy, due to the retirement of Mark Bentivengo on 12/27/19. Staffing shortage will require daily overtime to provide minimal 4 hour coverage due to the vacancy, until the position is permanently filled.

**Building Maintenance OT Costs:**

Staffing coverage for after-hour maintenance issues, holiday/vacation staffing coverage, removal of damaged concrete leveling course and deteriorated floors tiles in Police southern employee entrance vestibule, frozen pipe on dry sprinkler system in Police parking garage, after hours snow operations, (1/18, 1/19). OT: \$ 9,650.56

**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
- Snow Crews out cleaning City owned properties
  - Sidewalks and Parking lots
  - Mailboxes
  - Banner repairs
- Continuing small road repair
- Patched Potholes
  - Hand curb repairs
- Sign Shop
  - Installing new poles and signage
  - Created new signage for Park Department

- Created new signage for Police Department
- Winter Operations
  - Plowing, treating roadways
  - Washing equipment after storms
- Constructed and installed outdoor classroom at Stafford School

**Streets next month activities:**

- Continue with roadside maintenance
  - Work with Water Department to supply with hot asphalt patch
- 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 for other Departments
- Maintenance of City properties (Snow Removal)
  - Sidewalk Snow Clearing
  - Bridge Snow Clearing
- 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 planning for 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.

The Division is currently short one laborer.

Monthly overtime cost \$38,710.76 for call ins, and emergency responses and Winter Operations.

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities. We sent out 47 letters of violation, which resulted in 8 illegal bulk collections.
- The bulk crew picked up 212 scheduled bulk stops, working on a Tuesday-Thursday schedule.

Board of Public Works – Public Works Department Activity Report
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- Continued on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers. We currently have 385 new and renewed customers.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Finished curbside Christmas tree collection, collecting a total of 20.87 tons of trees.
- Came in at 5:00am on the 16<sup>th</sup> and 17<sup>th</sup> to dump rubbish trucks due to Covanta being backed up.
- Chainsaw training class put on by a representative from STIHL.
- Started cutting the overgrown brush/trees 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.
- Wash used barrels to be put back into circulation.
- Continue the collection of reusable items for Trash to Treasure program.
- Continue cutting the overgrowth of brush/trees at the transfer station.
- Go through all spare rubbish/recycling trucks, report any issue to the garage.
- Clean solid waste garage at the yard.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Train laborers as driver/collectors.

<b><u>OT Costs/Revenue Generated:</u></b>	
3016 OT =	\$16,223.44
1363016 OT TS =	\$7,771.04
TS Revenue (PAYT) =	\$20,089.60
Residential Permits =	\$1,920.00
Commercial Permits =	\$475.00
Yard Waste Revenue =	\$25,380.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$22,919.00
Aluminum Liberty Rec =	\$732.00
Batteries Liberty Rec =	\$1,109.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$50.00
Misc. Revenue =	\$70.00

Board of Public Works – Public Works Department Activity Report

Border Street =	\$940.00
Illegal Bulk Fines =	\$147.36
Simple Recycling =	\$0.00
Special Pick up – 2 <sup>nd</sup>	\$175.00

**Fleet Maintenance current month activities:**

- Fleet Maintenance Division most costly/greatest time work for the month involved repairs to automated trucks R5, R16, R17, and GR41, and conventional rear loader trucks for maintenance.
- There was warranty and maintenance work performed on the automated trucks during the month.
- The newer automated trucks are providing steady service with only minor repair/service needs. Dump trucks S11, S13, S16, and S23 were repaired as part of our winter season maintenance. Heavy equipment, and light equipment, and light duty vehicle repairs will continue throughout the season.

**Fleet Maintenance next month activities:**

- Proceed with review of fleet inspections, identifying equipment conditions, building list for post winter repairs.
- Will continue maintaining Street Division seasonal equipment. We will prioritize service needs on this equipment with those of the Solid Waste collection fleet to insure both divisions are able to meet their operational needs.
- As time allows, we continue cycling in the Solid Waste tipper trucks for collection activities and schedule street sweepers for spring sweeping program.
- As courses/workshops are identified, we are continuing to provide staff training opportunities for growth and professional development.

**Fleet Maintenance staff or concerns:**

Continue to strengthen procedures for operators to complete vehicle report form and document daily, identifying malfunctions of assigned equipment, eliminate unanticipated maintenance, and minimize safety risks. We will pursue fleet maintenance software next budget cycle to help manage fleet maintenance.

Overtime expenditures for fleet performance totals \$5,218.80 includes daily scheduling and vehicle repairs.

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	RFP	3/1/2020	04/01/20
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		

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	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
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	West End Retaining Wall	\$150,000	2/14/19	9/30/19	90%	11/1/2018	Wetlands Approval Granted	Completion of sidewalks	8/15/2019	04/15/20
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	Additional Sediment removal	10/20/2018	04/15/20

JANURARY 2020 ADMIN

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
442008 PW EXCAVATION PERMITS	-12,500	0	-12,500	-5,320.00	.00	-7,180.00	42.6%
TOTAL REVENUES	-12,500	0	-12,500	-5,320.00	.00	-7,180.00	
450003 PWD SERVICES FEES	-355,600	0	-355,600	-49,421.50	.00	-306,178.50	13.9%
TOTAL REVENUES	-355,600	0	-355,600	-49,421.50	.00	-306,178.50	
450208 OTHER LOCAL GOVTS RECYCLING	0	0	0	-24,387.72	.00	24,387.72	100.0%
TOTAL REVENUES	0	0	0	-24,387.72	.00	24,387.72	
450300 ENGINEERING RECEIPTS & MAPS	-500	0	-500	-155.35	.00	-344.65	31.1%
TOTAL REVENUES	-500	0	-500	-155.35	.00	-344.65	
450303 WOLCOTT RECYCLING	-7,000	0	-7,000	-7,569.06	.00	569.06	108.1%
TOTAL REVENUES	-7,000	0	-7,000	-7,569.06	.00	569.06	
450400 MISC CHARGES FOR SERVICES	-300	0	-300	-1,565.00	.00	1,265.00	521.7%
TOTAL REVENUES	-300	0	-300	-1,565.00	.00	1,265.00	
514000 REGULAR WAGES & SALARIES	330,050	0	330,050	177,388.88	.00	152,661.12	53.7%
TOTAL EXPENSES	330,050	0	330,050	177,388.88	.00	152,661.12	
515100 OVERTIME WAGES & SALARIES	1,155	0	1,155	1,659.78	.00	-504.78	143.7%
TOTAL EXPENSES	1,155	0	1,155	1,659.78	.00	-504.78	
515200 PARTTIME WAGES & SALARIES	21,550	0	21,550	16,833.73	.00	4,716.27	78.1%
TOTAL EXPENSES	21,550	0	21,550	16,833.73	.00	4,716.27	
517000 OTHER WAGES	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL EXPENSES	2,100	0	2,100	.00	.00	2,100.00	
518000 WORKERS' COMP SALARY	0	0	0	6,263.65	.00	-6,263.65	100.0%
TOTAL EXPENSES	0	0	0	6,263.65	.00	-6,263.65	
531000 PROFESSIONAL FEES & SERVICES	2,500	0	2,500	3,010.09	1,091.91	-1,602.00	164.1%
TOTAL EXPENSES	2,500	0	2,500	3,010.09	1,091.91	-1,602.00	
553100 POSTAGE	3,000	0	3,000	802.65	.00	2,197.35	26.8%
TOTAL EXPENSES	3,000	0	3,000	802.65	.00	2,197.35	
569000 OFFICE SUPPLIES	2,200	0	2,200	316.22	848.17	1,035.61	52.9%
TOTAL EXPENSES	2,200	0	2,200	316.22	848.17	1,035.61	
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	1,832.14	.00	9,167.86	16.7%
TOTAL EXPENSES	11,000	0	11,000	1,832.14	.00	9,167.86	
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	0	3,955	122,027.75	1,940.08	-120,012.83	3134.5%

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

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422011 LANDUSE SURCHARGE	0	0	0	-3,300.00	.00	3,300.00	100.0%
TOTAL REVENUES	0	0	0	-3,300.00	.00	3,300.00	
442009 LAND USE FEES & PERMITS	-18,000	0	-18,000	-14,903.00	.00	-3,097.00	82.8%
TOTAL REVENUES	-18,000	0	-18,000	-14,903.00	.00	-3,097.00	
514000 REGULAR WAGES & SALARIES	301,645	-74,435	227,210	130,081.27	.00	97,128.73	57.3%
TOTAL EXPENSES	301,645	-74,435	227,210	130,081.27	.00	97,128.73	
515100 OVERTIME WAGES & SALARIES	12,445	-4,410	8,035	3,916.14	.00	4,118.86	48.7%
TOTAL EXPENSES	12,445	-4,410	8,035	3,916.14	.00	4,118.86	
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	774.85	.00	425.15	64.6%
TOTAL EXPENSES	1,200	0	1,200	774.85	.00	425.15	
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	7,765.39	1,234.61	.00	100.0%
TOTAL EXPENSES	9,000	0	9,000	7,765.39	1,234.61	.00	
569000 OFFICE SUPPLIES	500	0	500	132.56	67.44	300.00	40.0%
TOTAL EXPENSES	500	0	500	132.56	67.44	300.00	
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	125,170.96	1,336.05	104,837.99	54.7%

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FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	511,900	0	511,900	280,899.48	10,442.83	220,557.69	56.9%
515100 OVERTIME WAGES & SALARIES	20,000	0	20,000	31,226.27	.00	-11,226.27	156.1%
517000 OTHER WAGES	15,240	0	15,240	9,221.02	.00	6,018.98	60.5%
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	0	160,000	98,713.25	60,062.78	1,223.97	99.2%
553000 TELEPHONE	500	0	500	121.55	.00	378.45	24.3%
561400 MAINT SUPPLIES & MATERIALS	25,000	0	25,000	18,422.41	3,340.77	3,236.82	87.1%
562100 HEATING OIL	95,000	0	95,000	.00	.00	95,000.00	.0%
562200 NATURAL GAS	4,000	0	4,000	983.92	3,016.08	.00	100.0%
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	1,500	1,134,140	611,914.26	186,894.10	335,331.64	70.4%

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|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
|JANURARY 2020 MAINTENANCE - OTHER BLDs

|P 1  
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FOR 2020 07

	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	2,450	102,450	67,929.71	32,993.52	1,526.77	98.5%
561400 MAINT SUPPLIES & MATERIALS	2,000	0	2,000	45.00	588.78	1,366.22	31.7%
562200 NATURAL GAS	500	0	500	.00	.00	500.00	.0%
GRAND TOTAL	111,500	2,450	113,950	67,974.71	33,582.30	12,392.99	89.1%

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|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
JANUARY 2020 - STREETS

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	1,790,090	0	1,790,090	986,678.47	.00	803,411.53	55.1%
TOTAL EXPENSES	1,790,090	0	1,790,090	986,678.47	.00	803,411.53	
515100 OVERTIME WAGES & SALARIES	28,000	0	28,000	25,797.55	.00	2,202.45	92.1%
TOTAL EXPENSES	28,000	0	28,000	25,797.55	.00	2,202.45	
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	13,726.58	.00	-13,726.58	100.0%
TOTAL EXPENSES	0	0	0	13,726.58	.00	-13,726.58	
531000 PROFESSIONAL FEES & SERVICES	1,000	0	1,000	400.10	571.90	28.00	97.2%
TOTAL EXPENSES	1,000	0	1,000	400.10	571.90	28.00	
543000 REPAIRS & MAINTENANCE	16,500	0	16,500	4,642.62	1,000.00	10,857.38	34.2%
TOTAL EXPENSES	16,500	0	16,500	4,642.62	1,000.00	10,857.38	
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	72,343.05	27,232.58	20,581.08	82.9%
TOTAL EXPENSES	125,000	-4,843	120,157	72,343.05	27,232.58	20,581.08	
581120 CONFERENCES & MEMBERSHIPS	1,200	0	1,200	200.00	.00	1,000.00	16.7%
TOTAL EXPENSES	1,200	0	1,200	200.00	.00	1,000.00	
581135 SCHOOLING & EDUCATION	0	0	0	484.50	.00	-484.50	100.0%
TOTAL EXPENSES	0	0	0	484.50	.00	-484.50	
589200 SIGNS	5,500	5,700	11,200	11,760.73	296.59	-857.32	107.7%
TOTAL EXPENSES	5,500	5,700	11,200	11,760.73	296.59	-857.32	
GRAND TOTAL	2,002,290	857	2,003,147	1,124,262.96	33,477.99	845,405.76	57.8%

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

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	0	0	0	.00	.00	.00	.0%
515100 OVERTIME WAGES & SALARIES	250,000	0	250,000	132,552.69	.00	117,447.31	53.0%
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	219.02	530.98	3,250.00	18.8%
543100 MOTOR VEHICLE SERVICE & REPA	10,000	0	10,000	.00	.00	10,000.00	.0%
544410 SNOWPLOWING FEES	300,000	0	300,000	135,383.75	105,607.25	59,009.00	80.3%
561800 PROGRAM SUPPLIES	462,500	0	462,500	410,559.87	16,600.13	35,340.00	92.4%
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	694,127.33	122,921.36	230,951.31	78.0%

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

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450324 SALE OF BARRELS	-4,000	0	-4,000	-9,764.72	.00	5,764.72	244.1%
TOTAL REVENUES	-4,000	0	-4,000	-9,764.72	.00	5,764.72	
514000 REGULAR WAGES & SALARIES	919,965	0	919,965	530,709.70	.00	389,255.30	57.7%
TOTAL EXPENSES	919,965	0	919,965	530,709.70	.00	389,255.30	
515100 OVERTIME WAGES & SALARIES	77,400	0	77,400	45,954.38	.00	31,445.62	59.4%
TOTAL EXPENSES	77,400	0	77,400	45,954.38	.00	31,445.62	
517000 OTHER WAGES	0	0	0	9.55	.00	-9.55	100.0%
TOTAL EXPENSES	0	0	0	9.55	.00	-9.55	
518000 WORKERS' COMP SALARY	0	0	0	3,029.74	.00	-3,029.74	100.0%
TOTAL EXPENSES	0	0	0	3,029.74	.00	-3,029.74	
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	0	35,000	10,822.00	15,563.50	8,614.50	75.4%
TOTAL EXPENSES	35,000	0	35,000	10,822.00	15,563.50	8,614.50	
542110 HAZARDOUS WASTE COLLECTION	9,000	0	9,000	5,299.71	.00	3,700.29	58.9%
TOTAL EXPENSES	9,000	0	9,000	5,299.71	.00	3,700.29	
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	0	10,000	2,396.03	571.97	7,032.00	29.7%
TOTAL EXPENSES	10,000	0	10,000	2,396.03	571.97	7,032.00	
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	0	1,048,845	588,456.39	16,135.47	444,253.14	57.6%

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FOR 2020 07

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
422020	DOG PENALTIES - Residential Permit	-45,000	0	-45,000	-19,125.00	.00	-25,875.00	42.5%
	TOTAL REVENUES	-45,000	0	-45,000	-19,125.00	.00	-25,875.00	
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	-31,703.00	.00	-24,297.00	56.6%
	TOTAL REVENUES	-56,000	0	-56,000	-31,703.00	.00	-24,297.00	
450353	BATTERIES	-2,100	0	-2,100	-1,756.00	.00	-344.00	83.6%
	TOTAL REVENUES	-2,100	0	-2,100	-1,756.00	.00	-344.00	
450356	PAYT REVENUE	-225,000	0	-225,000	-126,424.40	.00	-98,575.60	56.2%
	TOTAL REVENUES	-225,000	0	-225,000	-126,424.40	.00	-98,575.60	
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	-222.27	.00	222.27	100.0%
	TOTAL REVENUES	0	0	0	-222.27	.00	222.27	
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	173,800.58	.00	91,704.42	65.5%
	TOTAL EXPENSES	287,660	-22,155	265,505	173,800.58	.00	91,704.42	
515100	OVERTIME WAGES & SALARIES	58,000	0	58,000	39,778.39	.00	18,221.61	68.6%
	TOTAL EXPENSES	58,000	0	58,000	39,778.39	.00	18,221.61	
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	12,107.08	.00	9,042.92	57.2%
	TOTAL EXPENSES	21,150	0	21,150	12,107.08	.00	9,042.92	
520750	MEDICARE INSURANCE	5,100	0	5,100	2,831.49	.00	2,268.51	55.5%
	TOTAL EXPENSES	5,100	0	5,100	2,831.49	.00	2,268.51	
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	2,822.72	3,677.28	.00	100.0%
	TOTAL EXPENSES	6,500	0	6,500	2,822.72	3,677.28	.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  
JANURARY 2020 - TRANSFER STATION

FOR 2020 07

542101	DISPOSAL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
542101	DISPOSAL	2,500	0	2,500	1,132.50	317.50	1,050.00	58.0%
	TOTAL EXPENSES	2,500	0	2,500	1,132.50	317.50	1,050.00	
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	8,703.01	6,296.99	10,000.00	60.0%
	TOTAL EXPENSES	25,000	0	25,000	8,703.01	6,296.99	10,000.00	
542120	SOLID WASTE TIP FEES	120,000	0	120,000	58,740.29	51,259.71	10,000.00	91.7%
	TOTAL EXPENSES	120,000	0	120,000	58,740.29	51,259.71	10,000.00	
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	33,076.41	1,061.27	72.32	99.8%
	TOTAL EXPENSES	2,000	32,210	34,210	33,076.41	1,061.27	72.32	
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	3,862.90	137.10	3,381.00	54.2%
	TOTAL EXPENSES	15,300	-7,919	7,381	3,862.90	137.10	3,381.00	
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	-118,078.73	66,531.44	75,838.29	-212.2%

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|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
|JANURARY 2020 - FLEET CAPITAL

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FOR 2020 07

	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	615,786.00	474,650.98	60.2%
TOTAL EXPENSES	1,098,000	95,000	1,193,000	102,562.87	615,786.00	474,650.98	
GRAND TOTAL	1,138,000	95,000	1,233,000	140,999.27	615,786.00	476,214.58	61.4%

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|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
JANUARY 2020 - ENGINEERING

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
514000 REGULAR WAGES & SALARIES	801,730	0	801,730	400,964.34	.00	400,765.66	50.0%
515100 OVERTIME WAGES & SALARIES	15,175	0	15,175	7,926.73	.00	7,248.27	52.2%
531000 PROFESSIONAL FEES & SERVICES	50,000	33,050	83,050	18,918.18	30,496.42	33,635.40	59.5%
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	3,684.62	2,202.47	779.91	88.3%
581120 CONFERENCES & MEMBERSHIPS	1,500	0	1,500	1,055.00	.00	445.00	70.3%
GRAND TOTAL	876,205	35,717	911,922	433,205.86	33,041.90	445,674.24	51.1%

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

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FOR 2020 07

	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%

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

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JANURARY 2020 - STREET LIGHTS

FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
541200 STREET LIGHTING	150,000	0	150,000	72,741.66	67,258.34	10,000.00	93.3%
543000 REPAIRS & MAINTENANCE	78,000	0	78,000	24,473.08	9,026.92	44,500.00	42.9%
GRAND TOTAL	228,000	0	228,000	97,214.74	76,285.26	54,500.00	76.1%

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|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT  
|JANURARY 2020 - RAIL ROAD

|P 1  
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FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
541000 PUBLIC UTILITIES	300	0	300	139.27	125.73	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	.00	.00	5,000.00	.0%
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	14,025.47	8,239.53	48,575.00	31.4%

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

|P 1  
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FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
515100 OVERTIME WAGES & SALARIES	22,000	0	22,000	17,208.56	.00	4,791.44	78.2%
543000 REPAIRS & MAINTENANCE	1,500,000	3,177,788	4,677,788	1,857,685.67	376,370.50	2,443,732.27	47.8%
GRAND TOTAL	1,522,000	3,177,788	4,699,788	1,874,894.23	376,370.50	2,448,523.71	47.9%

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City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010  
(860) 584-6200 ext. 0

January 8, 2020

Bernice R. Aldieri  
21 Jay Lane  
Bristol, Connecticut 06010

Dear Ms. Aldieri:

My office received your mailbox claim against the City of Bristol and forwarded it to the Claims Division and the Board of Public Works for further investigation.

Please note that my office's only responsibility is to refer the claim. We are not involved in its resolution or disposition. Any future communications will arrive from the Claims Division or the Public Works Department.

If you require additional information concerning your claim, please contact:

Department of Public Works  
111 North Main Street  
Bristol, Connecticut 06010  
Telephone: (860)584-6125

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC  
Town and City Clerk

TP/po

cc: Claims Division  
Corporation Counsel  
Public Works

BERNICE R. ALDIERI  
21 JAY LANE  
BRISTOL, CT 06010  
860-582-5553

RECEIVED  
2020 JAN -8 AM 10: 44  
TOWN AND CITY CLERK  
BRISTOL, CT

January 7, 2020

Town Clerks Office  
Bristol Public Works Department  
111 North Main Street  
Bristol, CT 06010

RE: Claim for damaged mailbox

**INFORMATION REQUESTED:**

Name: Bernice R. Aldieri

Address: 21 Jay Lane

Phone: 860-582-5553

Date/Time of incident: Evening of December 10, 2019

Location: At curbsite

Description of damage: Everything was knocked off including mailbox, newspaper receptacle, strut holding the box. This was observed by Peter from your department.

Date reported: December 11, 2019

Cost estimate: I requested an estimate from Walpole in Farmington and just received it. It is included with this letter.

The structure holding the mailbox was installed consistent with the US Post Office requirements. The damage was done not with the truck going forward, but in backing up not once but twice as recorded by a neighbor's security camera.

If there is any further information you may need to facilitate this request, please let me know.

Sincerely,

*Bernice R. Aldieri*



## Mailbox Damage Process

The City of Bristol Public Works Department has investigated your report of damage to your mailbox caused by our winter operations. We apologize for any inconvenience this has caused. We try to maintain an adequate distance from the curb, but it can be hard to judge on snow covered roads.

If you are unable to receive mail, we will ensure that your mailbox is repaired to allow mail delivery. If more permanent repairs are needed, you have two options:

The City can repair/replace your mailbox as weather allows, typically after the spring thaw. We can replace your mailbox with a standard metal mailbox (in either white or black) on a 4x4 post if needed. Please contact us at 860-584-6125 to notify us that you wish to have Public Works repair/replace your mailbox.

**OR**

If you wish to repair/replace the mailbox yourself, you may submit a claim to receive payment of \$75.00 towards the expenses. To file a claim, please submit a letter in writing and include the following:

- Your name, address and phone number
- The date and time of the incident when damage occurred and the exact location
- A description of the damage
- Include any cost estimates/receipts or invoices
- The date the damage was reported to Public Works.

Mail or deliver your letter with an original signature (no copies accepted) to the Town Clerks Office (111 North Main Street, Bristol, CT 06010).

If neither of these options is satisfactory, you may appeal in writing to the Board of Public Works (111 North Main Street, Bristol, CT 06010). The Board meets on the third Thursday of each month. Appeals will be acted upon at the next meeting following receipt of the appeal.



WALPOLE OUTDOORS LLC  
100 RIVER RIDGE DR, STE 302  
NORWOOD MA 02062  
(781) 349-4911

Your local store for inquiries:  
1079 FARMINGTON AVENUE  
  
FARMINGTON, CT 06032  
860-677-9690

Order Number: 0665689  
Customer Number: 07-5825553

Sold To:  
CHARLES + BERNICE ALDIERI  
21 JAY LANE  
BRISTOL, CT 06010

Ship To:  
CHARLES + BERNICE ALDIERI  
21 JAY LANE  
BRISTOL, CT 06010

Confirm To: E-Mail: blaldieri@sbcglobal.net Customer P O:

Order Date: 12/30/2019 Salesperson: 0751 CHARLENE EASTER Phone: (860) 582-5553 Ship VIA: SHOWRM PICKUP Terms: upon receipt

Item Number	Unit	Ordered	Price	Disc %	Amount
79540108	EA	1.000	136.00	0.00 %	136.00
TWIN STAR CV REPAIR KIT				Unit Price	0.00

Card Name: CHARLES + BERNICE ALDIERI  
Card No: XXXXXXXXXXXXXXXXXXXX  
Signature: \_\_\_\_\_

Net Order:	136.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	8.64
<b>Order Total:</b>	<b>144.64</b>

Customer Satisfaction, Refunds and Exchanges  
We stand behind the quality of our products. If a product fails to meet your expectations, return it to the store where purchased within 30 days in its original packaging and we will refund, replace or exchange it for you. Mail Order customers must call 800-343-6948 for a Return Authorization Number. Shipping charges are not refundable. Custom work cannot be returned.

## Janet Letourneau

---

**From:** Jason Morrocco  
**Sent:** Thursday, January 9, 2020 10:13 AM  
**To:** Janet Letourneau  
**Subject:** RE: 21 Jay ST

We backed into the mailbox during a storm, we offered to replace the box with one of our standard boxes (4 x4 wood post with a white or black metal box). They refused and we told them about the claims process to get reimbursed for the new set up.

**From:** Janet Letourneau  
**Sent:** Thursday, January 9, 2020 7:56 AM  
**To:** Jason Morrocco <JasonMorrocco@bristolct.gov>; Dispatch <Dispatch@bristolct.gov>  
**Subject:** 21 Jay ST

Please give me an update on this mailbox as a claim was put in.

**Janet Letourneau**  
**Senior Administrative Assistant**



Public Works Department  
City of Bristol  
111 North Main Street  
Bristol, CT 06010  
860-584-6125  
[www.bristolct.gov/publicworks](http://www.bristolct.gov/publicworks)

12/15/19

## Mail Box Claim

Date and Time of incident is unknown. I noticed missing mailbox at 8:30am on 12/14/19. I believe the City is responsible for the damage due to the fact that there are many like incidents on my street. My exact location is 200 Baldwin Drive, Bristol, CT 06010.

My name is Karen Alison Reid, I reside at 200 Baldwin Drive, Bristol, CT 06010. My telephone number is 860 249 6726.

Thank you for your kind consideration on this matter. I look forward to hearing favorable news.

Sincerely

Karen J. Reid

RECEIVED  
2019 DEC -5 AM 9:01  
TOWN AND CITY CLERK  
BRISTOL, CT

ID Number	Date	Time	Call Taker	Completed Date	Due Date	Closed By	Scheduled Date
19-5133	12/5/2019	9:03:33	Schaffrick, Lindsey				
Task	Department	Sub Task	Status				
Snow Damage - Mailbox	Streets		In Progress				

St Num	Street Name	Resident First Name	Resident Last Name	Phone
200	BALDWIN DR Intersection	Karen	Reid	860-249-6726

[VIEW MAP](#)

Description	Resolved Description
Mailbox got hit by plow. Post and mailbox are missing. Will need a new mailbox.	PW had to plow the sidewalks per PD because the resident did not shovel, unsure if the street plow of sidewalk plow caused the damage.

Project Info	Notes	Parcel	Photos/Attachments

Info (Does not print on list)

can they still get mail? Temp mailboxes MAY be installed in 1-2 days after STORM

**eMail To**

- Admin
- Building Maintenance
- Director
- Dispatch
- Engineering
- Solid Waste
- StreetLight Contractor
- X Streets
- WPC

**eMail CC**

- Admin
- Building Maintenance
- Dispatch
- Engineering
- Solid Waste
- StreetLight Contractor
- X Streets
- WPC

**Sent Additional Em  
eMail Address  
(Separate Multiple ema**

**Body**

**Task Specific Email**

CraigKasparian@bristolct.gov

**Body**

0%



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: January 10, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Department of Public Works – Mission Statement

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Mission statements are often very esoteric and abstract and do not speak to the organization's purpose. The Department of Public Works mission statement should communicate to both the community and its employees the Department's overall goals and identity.

The Department's existing Mission Statement is indicated below:

The Public Works Department endeavors to preserve and enhance the social and environmental quality of life in the City of Bristol. This is accomplished through the delivery of services designed to safeguard the health, safety, and welfare of its citizens and to maintain and improve the city's infrastructure in an effective, efficient, and professional manner.

A draft of the proposed / revised Department of Public Works Mission Statement is provided below:

**The Public Works Department will work to maintain the City's infrastructure, environment and assets to optimize community investment and customer satisfaction through the efficient and courteous delivery of services to residents and businesses.**

The proposed Mission Statement indicates the primary focus of the Department of Public Works is to maintain existing DPW infrastructure (roads, bridges, building, vehicles, street lights, sidewalks, curbs and storm drainage). It also references managing community investment both public (DPW infrastructure) and private (plans approved by Land use and Engineering).

I also feel that a DPW Mission Statement would not be complete if it did not mention DPW's commitment to providing a high level of customer service that includes residents and businesses. DPW customers are the end users of the infrastructure and services provided by DPW.

Please feel free to contact me regarding any proposed revisions to the Department's Mission Statement.



**Department of Public Works | 860.584.6125**

DATE: January 16, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: DPW 2020 Spring Paving Program

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Please find attached the Departments proposed 2020 spring pavement program. The information has been forwarded to utility companies (water, sewer, gas, and electric) to coordinate construction within the roadways.

The item will be added to the next Board of Public Works meeting agenda for review, however if you have any comments or concerns please feel free to contact me at 860-584-6113.

SCHEDULE	CITY OF BRISTOL								
	Pavement Management Program (Spring 2020)								
	14-Jan-20								
	Street Name	Street Length (FT)	Street Width (FT)	Tons (Est)	Paving Cost	Mill	Mill Cost	PCI	Total Cost.
S 20	Salvatore Avenue	500	34	220	\$ 19,800	ma	\$5,700	62	\$ 25,500
S 20	Hart Street Peacedale to Boy	1,385	34	600	\$ 54,000	ma	\$15,700	62	\$ 69,700
S 20	Hart Street Boy to TL	3,640	34	1580	\$ 142,200	ma	\$41,253	60	\$ 183,453
S 20	Leslie Court	815	26	270	\$ 24,300	ma	\$7,100	50	\$ 31,400
S 20	Josephine Terrace	1,055	28	380	\$ 34,200	ma	\$9,800	49	\$ 44,000
S 20	Ridgewood Street	510	28	185	\$ 16,650	ma	\$4,800	60	\$ 21,450
S 20	Cherry Street	625	28	225	\$ 20,250	ma	\$5,800	54	\$ 26,050
S 20	Long Lane	1,500	34	655	\$ 58,950	ma	\$17,000	51	\$ 75,950
S 20	Jefferson Avenue	1,500	34	655	\$ 58,950	ma	\$17,000	58	\$ 75,950
S 20	New Street	1,875	28	675	\$ 60,750	ma	\$17,500	55	\$ 78,250
S 20	Brewster Road Queen to Rotary	2,100	34	915	\$ 82,350	ma	\$23,800	52	\$ 106,150
S 20	Birchwood Drive	1,329	34	565	\$ 50,850	ma	\$15,062	64	\$ 65,912
S 20	Chapel Street	2,524	29	915	\$ 82,350	ma	\$24,400	63	\$ 106,750
S 20	Emmett Street Pine to Surrey	1,632	40	816	\$ 73,440	ma	\$21,760	55	\$ 95,200
S 20	Redstone Hill Road Middle to Emma	2,618	40	1309	\$ 117,810	ma	\$34,910	60	\$ 152,720
S 20	Sheffield Lane	1,842	34	783	\$ 70,470	ma	\$20,876	49	\$ 91,346
S 20	Knollwood Drive	1,049	32	420	\$ 37,800	ma	\$11,189	62	\$ 48,989
S 20	Blue Meadow Drive	330	30	124	\$ 11,160	ma	\$3,300	69	\$ 14,460
S 20	Lufkin Lane	1,328	33	548	\$ 49,320	ma	\$14,608	61	\$ 63,928
S 20	Tulip Street Park to Divinity	622	30	234	\$ 21,060	ma	\$6,220	61	\$ 27,280
S 20	Main Street South to Blvd	893	52	581	\$ 52,290	ma	\$15,479	51	\$ 67,769
S 20	Magnolia Avenue	1,282	27	433	\$ 38,970	ma	\$11,538	39	\$ 50,508
S 20	Geary Avenue	1,239	28	434	\$ 39,060	ma	\$11,564	52	\$ 50,624
S 20	Sherwood Road	2,102	30	789	\$ 71,010	ma	\$21,020	34	\$ 92,030
S 20	Ferraro Drive	1,903	29	690	\$ 62,100	ma	\$18,396	65	\$ 80,496
S 20	Carmelo Road	669	27	226	\$ 20,340	ma	\$6,021	55	\$ 26,361
S 20	Vanderbilt Road	2,373	31	920	\$ 82,800	ma	\$24,521	50	\$ 107,321
S 20	Round Hill Road	3,940	24	1182	\$ 106,380	ma	\$31,520	65	\$ 137,900
								<b>Total</b>	\$ 2,017,447
								PCI	
S 20 (CIP)	Memorial Boulevard	7,871	24	2362	\$ 249,841	ma 3"+	\$100,150	52	\$ 349,991
								PCI	
S 20 (CIP)	Sharon Street	803	24			Reclaim		41	\$ 81,370
S 20 (CIP)	Warren Street	349	29			Reclaim		15	\$ 42,733
S 20 (CIP)	Dover Street	202	30			Reclaim		49	\$ 25,586



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: February 12, 2020  
TO: Mayor Ellen Zoppo-Sassu, Chairperson Board of Public Works  
FROM: Raymond A. Rogozinski, P.E., Director of Public Works  
RE: Department of Public Works - Budget FY2020-21

The Department of Public Works submits the attached FY2020-21 budget for review and approval. The budget indicates increases in regular wages and overtime wages associated with employee labor contracts, however the budget includes no new positions within the Department.

The proposed DPW Solid Waste Disposal fund includes a budget increase associated with recycling processing fees due to a reduction in recycling commodity prices and Covanta contract cost increases for solid waste disposal. In addition, the budget includes requests for several capital items including transfer station hang tags, solid waste barrels, funding to implement Asset Management software, procurement of engineering services to renew the landfill closure permit and to provide compliance with ADA roadway requirements.

A summary of the proposed budgets indicated below:

- A. Department of Public Works Proposed 2019-20 General Fund Budget.
  1. Administration (0013010): Summary
    - i. Regular Wages Salary Increase – Labor Contract adjustment.
    - ii. Overtime Wages Increase – Labor contract adjustment and staff recording secretary attendance at additional meetings. The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting.
    - iii. Other Wages Increase – Director vacation buy back.
    - iv. Professional Fees Increase – Department Tablet Wi-Fi fees
    - v. Travel Reimbursement Increase – Director attendance at APWA National Conference.
    - vi. Conference Membership decrease – Substitute Department APWA membership with Individual memberships.
    - vii. Capital Outlay – Funding request to implement Asset Management software and scan & manage DPW file records
  2. Engineering (0013011): Summary
    - i. Regular Wages/Salaries Increase – Labor contract adjustment
    - ii. Overtime wages Increase – Labor contract adjustment
    - iii. Capital Outlay – Funding request for large format engineering copier

3. Land Use (0013012): Summary
  - i. Regular Wages Increase – labor contract adjustment
  - ii. Overtime Wages Increase – labor contract adjustment
  - iii. Conference & Membership Increase – Additional AICP membership fees.
4. Building Maintenance(0013013): Summary
  - i. Regular Wages Increase-labor contract adjustments
  - ii. Overtime Wage Increases – Labor contract adjustment and adjustment to Division overtime levels.
  - iii. Professional Fee increase – additional environmental and air quality monitoring.
  - iv. Natural Gas - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to reflect a reduction in natural gas.
  - v. Maintenance Supplies - The current budget request reflects an increase in the line item that was made after the BPW's 1/30/20 meeting to reflect the proposed installation of hand sanitizer stations throughout City Hall and Police Complex.
  - vi. Capital Outlay – Purchase new (additional) floor cleaning machine.
5. Streets(0013015): Summary
  - i. Regular Wages Increase – labor contract adjustment
  - ii. Overtime Wages – Labor contract adjustments and adjustment to Division overtime levels.
  - iii. Other wages Decrease – Labor contract adjustments (reduction in code upgrades)
  - iv. Program supplies increase – funding to purchase construction storm drainage materials.
  - v. Capital Outlay - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to reflect the elimination of a request to implement a tree replacement program.
6. Solid Waste(0013016): Summary
  - i. Regular Wages Increase – Labor contract adjustment and transfer of 0.5 laborer position from the Transfer Station to the Solid Waste division.
  - ii. Overtime Wages Increase - Labor contract adjustment & increase in employee (transfer from Transfer Station) 0.5.
  - iii. Hazardous Waste Collection – Increase vendor fee for HHW event.
  - iv. Conference and Membership increase – additional Recycling Association membership to monitor recycling commodities prices.
  - v. Capital Outlay – Purchase of solid waste barrels and funding for Route Smart Pilot Program.
7. Fleet Maintenance(0013017): Summary
  - i. Regular Wages Increase – Labor contract adjustment.
  - ii. Overtime Wages Increase – labor contract adjustment.
  - iii. Heating Oil Decrease – Reduction in heating oil – transfer from City Hall facilities.
  - iv. Capital Outlay – Installation of central grease gun system at DPW garage.
8. Snow Removal(0013018): Summary
  - i. Snow Overtime Increase – Labor contract adjustment.
  - ii. Snow Plowing fees increase – increase in vendor cost.
  - iii. Program Supplies Increase – cost increase of salt and magnesium.
  - iv. Capital Outlay – Purchase of additional truck plow (spare).
9. Major Road Maintenance(0013019): Summary
  - i. Maintain 2019-20 funding level. Funding anticipates City receipt of State grant in the amount of \$2,400,000.
10. Railroad Maintenance(0013020): Summary
  - i. Maintain 2019-20 funding level.
  - ii. Capital Outlay - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to eliminate the request to perform a field survey of the rail road.

11. Other City Buildings(0013020): Summary
  - i. Maintenance Supplies & Materials Increase – Projected increase in facility maintenance supplies.
12. Line Painting(0013027): Summary
  - i. Overtime wages increase – additional use of Police Traffic Division personnel to install hand/ non long line pavement markings.
13. Street Lighting(0013040):Summary
  - i. Maintain 2019-20 funding level.

Based on the referenced adjustments to the DPW Operating budgets the following motion is recommended for the 2020-21 Public Works Department Operating Budget.

**I move 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.**

The proposed budget of \$12,905,575.00 request represents 7.60 percent increase over the 2019-20 approved budget of \$11,924,830.00.

- B. Department of Public Works Proposed 2020-21 Solid Waste Disposal Fund
  - i. Solid Waste Disposal Permit revenue – increase in private hauler permits.
  - ii. Recycling Receipts – Increase to cover the Town of Wolcott recycling process fee (charged to Wolcott).
  - iii. Disposal fee (Recycling processing) fee- increase due to decrease in commodity prices and Covanta contract cost increase for solid waste disposal.

The recommended motion for the DPW 2020-21 Solid Waste Disposal Fund is provided below:

**I move 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.**

The proposed budget of \$1,516,206.00 request represents 2 percent increase over the 2019-20 approved budget of \$1,483,850.00.

- C. Department of Public Works Proposed 2020-21 Transfer Station Special Revenue Fund:
  - i. Interest Income decrease
  - ii. Recycling rebate increase in revenue – Simple recycling fund increase
  - iii. Regular Wage increase – Labor contract adjustment and decrease in 0.5 laborer position (transferred to Solid Waste Division).
  - iv. Repair and maintenance reduction
  - v. Program supplies reduction
  - vi. Capital Outlay – Transfer station hanging tags and funding of engineering services to renew landfill closure permit.

The recommended motion for the DPW 2020-21 Transfer Station Special Revenue Fund is provided below:

**I move 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.**

The proposed budget of \$764,645.00 request represents 7.67 percent increase over the 2019-20 approved budget of \$705,985.00.

D. Department of Public Works Proposed 2020-21 Capital Improvement Projects.

**I move 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.**

The proposed budget of \$1,083,000.00 request represents a decrease over the 2019-20 approved budget of \$3, 4473,970.00.

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



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: 1/29/2020  
(Submission Date)

For the 2/25/2020 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 \$ 95,000.00
- 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 February 20, 2020.  
(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:

Conversion of City Hall, Police complex & central Fire house from heating oil to natural gas. Transfer request from heating oil to natural gas account.

Transfer(s) complete the following:

<b>From:</b> 0013013-562100	<b>To:</b> 0013013-562200	<b>Amount:</b> \$95,000.00
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: 2/12/2020  
(Submission Date)

For the February 25, 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 \$ \_\_\_\_\_

Transfer(s) \$ 175,000.00

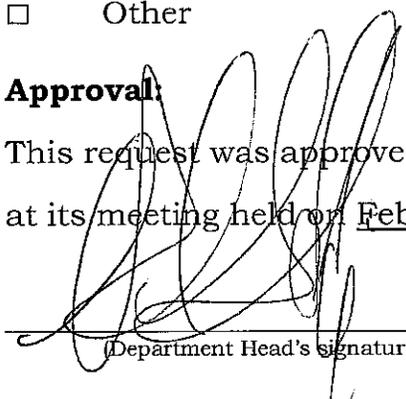
Grant \$ \_\_\_\_\_

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 February 20, 2020.  
(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:

Account 1343015-531000-19L02 West End retaining wall was established as a professional fee account. DPW engineering performed the design "in house". Construction of the retaining wall replacement is complete (\$175,000.00).

DPW requests a transfer of funds from professional fees account to the construction account.

Please note that the project is complete and the project remaining funds of \$155,000.00 (\$330,000 - \$175,000) are not required.

Transfer(s) complete the following:

<b>From:</b>	1343015-531000-19L02	<b>To:</b>	1343015-570300-19L02	<b>Amount:</b>	\$175,000
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
<b>From:</b>	_____	<b>To:</b>	_____	<b>Amount:</b>	_____
	_____		_____		_____



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: 2/13/2020  
(Submission Date)

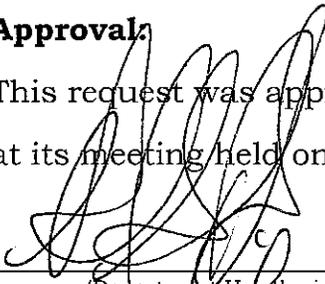
For the 2/25/2020 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ 200,000.00
- 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 February 20, 2020  
(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:

Construct parking lot (80 spaces) on Lot 9 of Centre Square to service parcel development and City Hall. The parking lot will be located on the north side of Hope Street, north-west of Bristol hospital. The work will consist of asphalt pavement, curbing, sidewalks, lighting, and storm drainage along with a paved pathway to Main Street. The design and land use approvals have been completed by DPW and DPW is scheduled to perform construction. The estimated total cost of construction (if work was performed by a contractor) is approximately \$360,000.

The project does not include an entry way / gateway at Main Street to access the walkway to the parking lot. The referenced entry way will be completed after development of the Lot 10 Main Street lot.

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

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
3023015-570300-20C22	Construction Centre Square	\$200,000.00
_____	Parking Lot	_____
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: February 20, 2020  
(Submission Date)

For the February 25, 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 \$ 14,691.74
- 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 February 20, 2020.  
(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:

Appropriation of received grant funds to DPW Outdoor Classroom a Work of Heart project.

Grant funds received from Business Education Foundation in the amount of \$14,691.74.

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

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
1063010-470000 - 20G11	Outdoor Classrooms a Work of Heart grant	\$14,691.74
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: February 14, 2020  
(Submission Date)

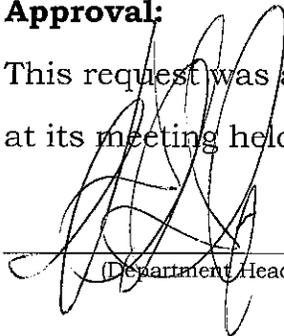
For the February 25, 2020 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ 51,459.77
- 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 February 20, 2020  
(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:

Install sediment structure at the Surrey Drive storm drainage discharge to Pine Lake. Project funded through DEEP grant in the amount of \$51,459.77.

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

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
3023011-432038-20G12	Pine Lake Grant	\$51,459.77
_____	_____	_____
_____	_____	_____
_____	_____	_____



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: February 12, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

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

RE: Street Acceptance – Sturbridge Court

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The Department of Public Works Engineering Division completed inspections during the construction of Sturbridge Court to confirm compliance with City standards. Based on the inspections, the Department of Public Works recommends the following action to accept Sturbridge Court (cul-de-sac located west of Jerome Avenue) as a City Street:

The Department of Public Works request the following action:

**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.**

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



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: February 12, 2020  
TO: Mayor Ellen Zoppo-Sassu  
FROM: Raymond A. Rogozinski, P.E., Director of Public Works  
CC: Therese Pac, City & Town Clerk  
RE: Graham Street – Acceptance as City Street.

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The Department of Public Works has completed the project to reconstruct the unaccepted City Street known as Graham Street. The roadway connects West Street (CT Route 69) to Summit Street and consist of a single / one way lane approximately 330 feet long with a 15 ft. right of way width.

The Department of Public Works request the following action:

**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.**

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