

Board of Public Works  
February 16, 2023  
6:00 P.M. Meeting Room 1 City Hall West

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

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

Mayor Caggiano called the meeting to order at 6:00 P.M. There was a recitation of the Pledge of Allegiance.

Mayor Caggiano congratulated Commissioner Frank Stawski for being reappointed to the Board.

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

A. January 2023 Meeting Minutes

In the January meeting minutes, page 3 should be amended to the following: sidewalks should be 5 feet. Minutes stated 3 feet. This will be amended.

Motion: made by Commissioner Dumas and seconded by Council Member Thibeault to accept the amended January minutes and place on file. Motion passed.

2. **Employee Recognition**

A. February 2023 Employee Anniversaries

February work anniversaries were reviewed.

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

Cynthia Chesky, 27 Spring Street, Bristol, CT presented a letter she wrote to the Board regarding the litter problem in Bristol. She read the letter into the record. The Mayor addressed the letter and stated that this issue was discussed at the City Council meeting as well. He expressed his appreciation at getting involved in the issue and explained that it will take time to find a resolution and looks forward to collaborating together toward a resolution.

4. **Correspondence**

None

## 5. Public Works Divisions Reports

### A. Division Reports

The February Division reports were presented.

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

## 6. Public Works Project Schedule

### A. January 2023 Project Schedule

Questions were asked regarding the Jerome Ave Bridge. The Director of Public Works stated that they are trying to contact the property owners regarding easements. The Memorial Boulevard Bridge will possibly be started around Memorial Day. The signs need to be taken care of on the boulevard soon regarding the lane changes and commercial vehicles. The Burlington Ave Bridge was discussed and decided it will be put off until next year.

Motion: made by Commissioner Stawski and Council Member Lusitani to defer the Burlington Avenue Bridge project until next year. Motion passed.

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

## 7. City Hall Renovation Project

### A. January 2023 City Hall Update

The City Hall construction is moving along and is still on time for completion. There is still a concern with items being delayed, and will keep up to date if that happens. Windows are currently being installed and framing is being done.

The move of the city clerk office is still an issue. With the local elections coming around the same time as the move in October, moving the department is still under the planning phase. They said they could be ready to move by September 15<sup>th</sup> if possible. This date is based on the primary election happening, the worst case scenario is they stay where they are until after the election.

An issue came up during a tour with the city clerk and tax department regarding the service window. In these areas the service window is not visible to staff due to an HVAC shaft that is blocking the view. This is being looked at and waiting for the cost of having it possibly moved.

A discussion was had regarding the visibility of the screws in the ceiling of the atrium area. The planner discussed some options the city had. One was to cut them off to level with the ceiling, add open grid tile or add sound baffles. The plan is to create something that will not affect the smoke evacuation system. The planner explained each option and questions were raised regarding the safety if the screws were cut as well as costs for each option. Commissioner Stawski volunteered to represent the board and work with the director to determine what would be the best option. A cost for each option will be prepared and a decision will be made.

A change order needs to be done to add fire protection to the maintenance garage. It is not required by code, however, after speaking with the fire Chief, it was decided it would be a good idea to be added.

Motion: made by Commissioner Stawski and seconded by Commissioner Dumas to add the fire protection to the maintenance garage. Motion passed.

The public bathrooms- currently the tile plan is to go six feet up the wall. With the potential water damage and cost of repainting/repairing when the wall is getting wet from the sinks and hand dryers, we are asking to add the tile all the way up the wall.

Motion: made by Commissioner Hartley and seconded by Council Member Thibeault to add tile to the whole bathroom walls. Motion passed.

The new plaque for city hall was presented with the two choices of format. The choices were reviewed and a decision was made to go with option # 2

Motion: made by Commissioner Stawski and Council Member Thibeault to accept option # 2 for the plaque at city hall. Motion passed.

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

## 10. New Business

### B. DPW 2023 & 2024 Paving Program

Jason Morrocco, DPW Engineering Department, presented the map for the paving management system for 2023 & 2024. He explained how the roads are scored and reviewed for the paving decision. He explained that the utility companies are contacted to see what roads they will be working on and this is taken into consideration for the schedule as well. The road map updates are done every year and a half and the vendor/utility companies update their list as well. The paving program includes the storm drains and catch basins and is an all-encompassing project. The paving map is on the city website for viewing.

### A. DPW Retaining Walls Policy

The retaining wall policy was presented and discussed with the board as to the reason behind the policy. There are a large number of retaining walls in the city and the policy is in regards to the maintenance and how the city will be moving forward. There is no list available as to where they all are located and it would be a challenge to create one. This is a rough draft for the board to review and comments can be sent to the Director of Public Works for the next monthly meeting of the board.

### C. DPW Potential Nipper Bottle Residential Redemption Program

The attached DPW Potential Nipper Bottle Residential Redemption Program was discussed at length. Other towns were contacted and they have not done anything like this yet either. Nipper bottles are not recyclable and are considered trash as they are too small to put in the recycle machines. A number of ideas were brought up such as adding collection sites around the city, having volunteer clean up days in addition to earth day. Possibly involving the scout troops or potentially an Eagle Scout project. The city can potentially provide supplies such as gloves, vests and bags for the volunteers to utilize. We could identify specific areas and neighborhoods of concerns. Another idea would be to maybe add collection areas at the farmers market. The

Mayor stated this is an issue that will take some time to work on and these initial ideas are great. This will be discussed at next month's meeting as well as other board and committee meetings.

#### D. DPW North Main Street Streetscape Prelim Design

Ryan Scrittorale, Benesch Engineering, 120 Hebron Ave, Glastonbury, CT, reviewed the concept of the North Main Street Streetscape design. There will be ornamental lights added, angled parking spots as well as brick pavers. The bus stations will have new seating which will be single seats and they will be slightly moved due to the design. At the end of North Main Street the right hand turn lane will be eliminated. Landscape and trees will also be added to the streetscape which have a two year growth season warranty. This will be a pedestrian friendly area when completed.

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

#### E. February 2023 Directors Report

The Directors report and attached memos were reviewed. Staffing concerns were discussed. A temporary part time engineer was hired to help in the department. Interviews are being done to fill open positions in the streets division.

The Transfer station change to a new vendor has been approved and is in process of finalizing.

The Riverside Ave streetscape is moving forward and is being done with ARPA funds. This is a state road and we are coordinating with them for scheduling. Route 72/69 continuation thru Bristol near the Bracket Park area was also discussed. This is in the early stages of planning. The Director will make sure there are public sessions for this project once it gets closer to the planning stage.

The new parking garage should be starting at the beginning of March 2023. There are some poles that will need to be moved before the garage starts. There is a meeting with the utility company to discuss what will need to be done.

The landfill stewardship will be moving forward. This will be a joint project with the Town of Southington.

FEMA is updating flood path maps and some areas will increase or decrease due to the flood zone being potentially changed. More information will be given at next month's meeting.

Mayor Caggiano mentioned the Rockwell Bike Path. There is a grant for the bike path that we could potentially receive to assist with the funding for the project.

Mayor Caggiano mentioned that the Sessions site grant was approved and the remediation of the site will be moving forward.

A Board of Finance request form for \$80,000 transfer from contingency fund for use towards the Rockwell Bike Path was presented to the Board.

Motion: made by Commissioner Stawski and seconded by Council Member Thibeault to transfer \$80,000 from the contingency fund to the designated fund for the Rockwell Park bike path .Motion passed.

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

9. **Unfinished Business**

None

11. **Building Committee**

A. Bldg. Comm Project List 2/16/2023

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

12. **Addendum**

13. **Adjournment**

Motion: made by Council Member Lusitani and seconded by Council Member Olsen to adjourn at 8:23 P.M.

14. Signature

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