

Board of Public Works
Amended Agenda
December 21, 2023
6:00 P.M., City Council Chamber Chambers
With Zoom Access

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

Staff Present: Raymond Rogozinski, Director of Public Works

Call to Order:

Mayor Caggiano called the meeting to order at 6:02 p.m. There was a recitation of the Pledge of Allegiance.

1. Board of Public Works Minutes of the Previous Meeting
 - a. November 2023 Minutes

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

Motion: to add new item to the agenda made by Council Member Thibeault and seconded by Commissioner Dumas. Motion passed.

An update was given regarding the Riverside Ave and Park St Streetscape improvements. The city hired GM II and the project is funded by a state grant for \$6.4 million and the DOT has agreed to pay \$ 12 million for construction as well.

2. Employee Recognition
 - a. Employee Anniversaries

November anniversaries were recognized.

3. Concerns and Petitions from the Public

A resident who was attending the meeting to just listen, commented regarding the need for better signage for where meetings are held.

4. Correspondence
None
5. City Hall Renovation Project
 - a. City Hall update

The City Hall Renovation update was given which will be the last formal update on this item. There is some work still being done on the AV component of the conference rooms and training documents are in process of being

completed. Financially, the project came in under budget and there has been lots of positive feedback from employees as well as residents that have come into the building.

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

6. Public Works Division Reports

a. Division Reports

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

7. Public Works Project Schedule

a. November Project Schedule

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

8. Building Committee

a. Bldg. Project List

The Board discussed the garage heaters being completed as well as changes to the senior center changes that may occur.

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

9. Director's Report

a. Director's Report

The Director's Report was reviewed and several topics were discussed including staffing and adjustments that the Public Works department is looking to make to the Analyst and Civil Engineer positions. City projects were also discussed as well.

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

10. Unfinished Business

a. Debris Management

The attached is a memo to set up authorization to utilize a vendor in case of emergency issue in the city with debris cleanup. This is to adjust to the state contract they have renewed with the vendor they use.

Motion: to Authorize the Director of Public Works to execute the attached Mutual Benefit and Use Agreement indicating the potential City use of Ashbritt Environmental to collect and dispose of debris. Said agreement shall be in accordance with State DAS contract. It should be noted, that execution of the agreement does not require DPW procurement of Ashbritt Environmental services. The use of an outside vendor for debris removal will only occur "as required," if debris disposal exceeds the City's work force resources, and procurement is authorized by the mayor, made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

b. Transfer Station Commercial Yard Waste

An update regarding the increased fees for yard waste since last year was reviewed. The director is asking to if we stay at the current rates or do, we lower them. A discussion was had reviewing the information provided.

Motion: to retain the cost that we currently have and at the end of twelve- months reevaluate made by Commissioner Stawski and seconded by Commissioner Hartley. Motion passed.

Motion: to add new business to the agenda to discuss how the city handles leaf pick up made by Council Member Olsen and seconded by Council Member Thibeault. Motion passed.

Council Member Olsen brought up the discussion of having residents bagging leaves during the season and is asking how much would it be to get the materials to have Public Works pick them up at the road instead. A discussion was held regarding the reasons it was changed and what it would cost to change it back.

11. New Business

a. Board of Finance Request Form

Motion: to transfer \$30,000.00 to use temporary staff to fill Assistant City Engineer vacant position and transfer from regular wages into part time wages by Commissioner Dumas and seconded by Council Member Thibeault. Motion passed.

b. Fleet Capital FY 2023-2024 Budget

The fleet proposed budget will be formally submitted next month. The Board reviewed and suggested to add the amounts to replace/repair costs for the items asked for.

c. DPW Public Building FY 2024-2025 Budget

The building budget was reviewed and a formal budget will be submitted next month. The building maintenance Department handles all ten City of Bristol buildings within the city.

d. Unaccepted City Street Ordinance

The unaccepted streets ordinance was reviewed regarding the number that Bristol has. The policy is to maintain the level of existing service currently provided to the residents that live there.

Motion: to refer this matter to City Corporation Council and Cities Water and Sewer Department for review and comment by Commissioner Dumas and Commissioner Hartley. Motion Passed.

e. Nipper Litter Memo

A review of the nipper litter funds provided by the State of CT was reviewed. The amount of money received per year is approximately \$166,000.00 per year. The Department of public works would like to utilize this money for the purchase of a street sweeper to continue to clean the city roads from litter.

Motion: to Authorize the Department of Public Works to coordinate with the City's Comptroller Office and/or Board of Finance to establish a budget for City revenue received from the State's nipper funds, including to establish a syncing fund to purchase equipment in the future for the Department of Public Works to continue to combat the litter/nipper issues made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

f. Lake Ave Sidewalk Waiver

The Department of Public Works received a waiver request deferment of installation of sidewalks at 347 Lake Ave. A discussion was held regarding sidewalk installation in the area and the city ordinance about it.

Motion: to disapprove the request for a sidewalk waiver at 347 Lake Ave made by Commissioner Hartley and seconded by Commissioner Stawski.

A vote was taken:

For: Theriault, Olsen, Hartley, Rosengren, Stawski

Against: Dumas

Motion Passed.

g. Board of Finance Request Form.

This was approved at the Board of Finance Meeting previous, but also needs approval from the Board of Public Works. This is for additional funding for the streetscape project on North Main Street.

Motion: for an additional appropriation in the amount of \$450,000.00 to fund the Streetscape project of North Main St. made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

h. Solid Waste Disposable fund

The solid waste disposal fund was reviewed with the board. Information was given regarding Covanta and Murphy Rd for recycling disposal fees and why the cost will continue to increase.

12. Addendum

a. Major Road Improvement Fund

The FY2023-2024 budget was reviewed with the board for the upcoming year.

13. Adjournment

Motion: to adjourn at 8:06 p.m. made by Council Member Thibeault and seconded by Commissioner Stawski. Motion passed.

Signature

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