

Minutes of Board of Public Works  
Regular Meeting  
Thursday, July 15, 2021  
6:00 p.m. Council Chambers, City Hall  
With Zoom Access

**Members Present:** Mayor, Ellen Zoppo-Sassu  
Council Member, Mary Fortier, Acting Chair  
Council Member, Gregory Hahn  
Council Member, Peter Kelley  
Commissioner Michael Dumas  
Commissioner Frank Stawksi

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

**Absent:** Commissioner Donald Padlo

**1. Call to Order**

Mayor Zoppo-Sassu called the meeting to order at 6:00 p.m.

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

A. 06-17-2021 Regular Meeting Minutes Draft

Motion: made by Council Member Hahn and seconded, to accept as amended and place on file. Mayor Zoppo-Sassu abstained. Motion passed.

**3. Employee Recognition**

A. July work anniversaries were recognized.

There were no action items.

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

There were no concerns or petitions from the public.

**5. Director's Report**

A. Director Rogozinski provided report on the Department, including: the Department's emergency response to the July 6, 2021 storm, the Memorial Boulevard Bridge and retaining wall project, and additional updates which occurred since his report was submitted.

Motion: made by Commissioner Dumas and seconded, to accept and place on file. Motion passed.

**6. Public Works Division Reports**

A. June 2021 Division Head Reports were presented.

Motion: made by Commissioner Dumas and seconded, to accept and place on file. Motion passed.

## **7. Public Works Project Schedule**

- A. June 2021 Project Schedule

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

Motion: made by Council Member Hahn and seconded, to authorize the Director of Public Works to complete and submit FY 2020-2021 year end closeout documents to the City Comptroller Office and Board of Finance including to request transfers to fund the transmission conversion for the hybrid Tree Truck, DPW file scanning, a Fleet pickup and vault scanning of Engineering records. Said transfer requests shall be coordinated with the City Comptroller.

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

- A. Year to date budgets through June 30, 2021, were reviewed.

Motion: made by Council Member Hahn and seconded, to accept and place on file. Motion passed.

## **9. Building Committee**

- A. Updates were provided regarding the July 2021, Building Committee Projects List.

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

## **10. City Hall Renovation Project**

- A. Updates were provided for the City Hall Renovation Project's progress as of July 2021.

Motion: made by Commissioner Dumas and seconded, to move to authorize the Department of Public Works to modify the roadway right of way along 111 North Main Street in order to install angle parking.

## **11. Unfinished Business**

- A. The Board was provided an update regarding the progress to permit a proposed Fuel Transfer Facility on Minor Street, including approval from the City Zoning Commission and a separate committee required to for propane storage.

Motion: made by Acting Chairperson Fortier and seconded, move to bring the Minor St. Fuel Transfer Facility back to the table. Motion passed.

Motion: made by Acting Chairperson Fortier and seconded, move to approve expanded use of the City owned rail road spur from the Pan Am rail line along CT Route 72, to the site, identified as Lot 263-2, Minor Street.

## **12. New Business**

- A. Eversource Electric's requests for permanent access agreements, required to maintain existing electrical lines, for City owned properties Lot 67-31 Clark Ave and Lot 30-R4-1 Henry Street were presented.

Motion: made by Acting Chairperson Fortier and seconded, move to recommend City Council approve Eversource's request to execute an agreement to access Lot 67-31 Clark Ave and Lot 30R4-1 Henry Street, provided said agreement does not encumber City property with defined easement. Motion passed.

B. DPW July 2021 overtime wage summaries were reviewed. There were no action items.

C. The DPW Fall 2021 Paving Program was reviewed. There were no action items.

D. The ordinance governing which City routes are designated as, "No through truck" access was reviewed, for informational purposes. There were no action items.

E. Outstanding negative balances on resident Pay As You Throw accounts for the Transfer Station were reviewed.

Motion: made by Commissioner Stawski and seconded, move to authorize DPW to write off outstanding negative PAYT balances which are \$25.00 or less. Motion passed.

F. The Commission received photos and a update regarding the completed art installation, fabricated with recycled material and received 25% of its total funding with a recycling grant received by the Department of Public. There were no action items.

G. The Department's FY 2021-2022 budget summaries and narratives were reviewed.

Motion: Made by Councilman Hahn and seconded, move to quarterly budget reviews of the DPW and it's divisions by the Board of Public Works, as such, the Board will not require year to date balance sheets until October 2021. Motion passed.

H. Board of Finance requests to be made in July from the Department of Public were presented.

Motion: Made by Acting Chairperson Fortier and seconded, move to authorize the DPW to request an additional appropriation in the amount of, \$18,317 received from the Storm Water Trust for expenses incurred carrying out repairs and maintenance of the Storm Water Detention Ponds. Motion passed.

### **13. Addendum**

There were no addendum items.

### **14. Adjournment**

Motion: made by Councilman Hahn and seconded, to adjourn. Motion passed.

Meeting adjourned at 7:01 p.m.

This meeting was recorded.

Respectfully submitted,

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