

BOARD OF PUBLIC WORKS
MINUTES
7:00 P.M., THURSDAY, SEPTEMBER 18, 2008
1ST FLOOR MEETING ROOM, CITY HALL

MEMBER PRESENT: Chairman Ward
Council Members: McCauley, Minor and Rimcoski
Commissioners: Padlo and Stawski

ABSENT Commissioner Laviero

STAFF PRESENT: W.E. Veselka, P.E., Director of Public Works

1. BOARD OF PUBLIC WORKS MINUTES OF AUGUST 21, 2008

MOTION: was made by Commissioner Padlo to approve the Board of Public Works minutes of August 21, 2008 and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0.

Commissioner Stawski's name was inadvertently omitted from the August list of members present.

2. EMPLOYEE RECOGNITION

None

3. CONCERNS & PETITIONS FROM THE PUBLIC

Paul D'Aprile of 126 Frederick Street stated that five years ago the Frederick Street Bridge was on schedule for a five year replacement and it has been two years. Is it now on a three year replacement? Director Veselka replied that right now the bridge is being evaluated as part of the Coppermine Brook drainage study. The City Council, acting as the Flood and Erosion Control Board, will at some point prioritize the recommendation to that report. The Public Informational meeting is scheduled for 6:30 p.m. on Thursday, October 2.

Resident Steve Donaghy of 94 Frederick Street said that during the last storm a limb came down which CL&P disposed of but he would like the City to take down another limb because the tree is on City property. Mayor Ward asked

Director Veselka to take a look at the tree. Mr. Donaghy would also like to know if the one million dollar request for funding to straighten out and do the work on Coppermine Brook is still earmarked and Mayor Ward replied that they will not hear about it until probably after the first of the year.

Resident Joe Borelli of 302 Candlewood Drive is concerned with the drainage easement on his property. He said that Ray Rogozinski and Adam Feldman of the Engineering Department have been out to his house to look at it. Work was started to clean some roots out but the tool broke, is still in the pipe and the work is not finished. Director Veselka informed him that there are trees within the easement that need to be removed because they are blocking the drainage. The City is planning to take them down so that they can access the easement and do the work in the drainage outfall within the next month.

4. COMMITTEE REPORTS

A. Street Committee Report

STREET COMMITTEE REPORT
TUESDAY SEPTEMBER 2, & 3, 2008, 2:30 P.M.
1ST FLOOR MEETING ROOM, CITY HALL

Meeting of September 2, 2008 called to order by Chairman Morris Laviero at 2:30 PM in the First Floor Meeting Room.

Attendance:

Member: Chairman Morris Laviero
Councilperson Michael Rimcoski
Councilperson Craig Minor (Absent)

Staff: Walter Veselka, P.E. – Director of Public Works
Paul Strawderman, P.E. – City Engineer
Raymond Rogozinski, P.E. – Assist. City Engineer

Other: Robert Longo, Water Department Superintendent
Mike Boutote
Paul Keegan
Sandra Deegan (Representative)

On-site meeting of September 3, 2008 called to order by Chairman Morris Laviero at 2:30 P.M.

Attendance:

Member: Chairman Morris Laviero
Councilperson Michael Rimcoski

Staff: Walter Veselka, P.E. – Director of Public Works

Paul Strawderman, P.E. – City Engineer

Raymond Rogozinski, P.E. – Assist. City Engineer

Other: Mike Boutote
Paul Keegan

4A.1 Request to have the City participate in funding the driveway replacement at 50 Sims Road - Mike Boutote

[09/02/08] Motion made by Councilperson Rimcoski to conduct an on-site visit.
Motion passed unanimously

[09/03/08] Motion made by Councilperson Rimcoski to have the City's driveway pavement contractor replace the portion of the driveway previously disturbed. Alternatively, The City will reimburse Mr. Boutote up to the cost of this apron replacement by the City's contractor if he chooses to replace his driveway upon submission of a receipt for the work.

Motion passed unanimously

4A.2 Request to have the City participate in funding the repairs to the retaining wall at 43 Richmond Place - Peter Benvenuto

[09/02/08] Motion made by Councilperson Rimcoski to conduct an on-site visit.
Motion passed unanimously

[09/03/08] Motion made by Councilperson Rimcoski to have the Engineering Division design a reduced retaining wall/grading system to stabilize/eliminate a portion of the existing retaining wall and install roadside barrier at 43 Richmond Place. Construction of said improvements shall be subject to funding and construction easement.

Motion passed unanimously

4A.3 Review the sinkhole conditions on Sims Road - Paul Keegan (80 Sims Road)

[09/02/08] Motion made by Councilperson Rimcoski to conduct an on-site visit.
Motion passed unanimously

[09/03/08] Motion made by Councilperson Rimcoski to accept the Engineering Divisions recommendation to conduct a video inspection of the sanitary sewer line to ensure that the sanitary sewer is not the cause of the referenced sink holes. If the referenced inspection does not indicate damage to the sanitary sewer the Street Division will cut, compact and repave sinkhole areas.

Motion passed unanimously

4A.4 Request for a driveway waiver to allow a common driveway to serve lot 21 and lot 21-3 at 1450 Stafford Avenue - Sandra Deegan

[09/02/08] Motion made by Councilperson Rimcoski to approve driveway waiver to serve lot 21-3 at 1450 Stafford Avenue provided the applicant complies with the following conditions:

1. A maintenance agreement between the two lots shall be filed on the City land records prior to the creation of the proposed new lot.
2. Establish easements indicating parking and access areas for each lot.
3. Approval of construction plans by the Engineering Division.

Motion passed unanimously

Meeting of September 2, 2008 adjourned at 3:35 P.M. on a motion by Councilperson Rimcoski.

On-site meeting of September 3, 2008 adjourned at 3:45 P.M. on a motion by Councilperson Rimcoski.

Respectfully submitted for the Committee

Raymond A. Rogozinski, P.E.
Assistant City Engineer

Councilman Rimcoski said that he and Commissioner Laviero made an on site inspection with the Public Works Department of the Sims Road area. Mike Boutote, of 50 Sims Road, passed pictures around to the Commission and would like a resolution or compromise on his driveway situation. Director Veselka said that the City will pay for his apron replacement when it is submitted to a contractor. Councilmen Rimcoski and Commissioner Laviero would like to give him an extra \$400.00 from the original price offered of \$1016.00 for a total of \$1,416.00.

MOTION: was made by Councilman Rimcoski to reimburse Mr. Boutote up to \$1,416.00 for the cost of this apron replacement by the City's contractor if he chooses to replace his driveway apron upon submission of a receipt for work done and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0.

Director Veselka informed Paul Keegan of 80 Sims Road that repairs were done to Sims Road but will check to make sure the sewer line is secure.

MOTION: was made by Councilman Rimcoski to approve the rechecking of the sewer line on Sims Road and was seconded by Councilman Minor.

VOTE: The motion carried 6-0.

George Gosselin of Terryville was present for Sandra Deegan concerning a driveway waiver at 1450 Stafford Avenue. If approved, Councilman Rimcoski would like this matter recorded on the land records.

MOTION: was made by Councilman Rimcoski to approve the request for a driveway waiver at 1450 Stafford Avenue as long as the three previously stated stipulations are met and was seconded by Councilman Minor.

VOTE: The motion carried 6-0.

The majority of the retaining wall at 43 Richmond Place is on private property. Director Veselka said that the Committee asked Engineering to design a retaining wall and do grading which was the motion. If the City ends up participating in the reconstruction of that wall it would include installing a roadside barrier because of liability for the City. After that, the construction would be subject to funding for a construction easement.

MOTION: was made by Councilman Rimcoski to postpone the final decision until the drawings are submitted, the recommendations from Public Works are received and Councilman Minor can get involved and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0.

Director Veselka informed the Commission that curbing was done in front of the wall and it is now stabile.

B. Sewer Committee Report

SEWER COMMITTEE REGULAR MEETING MINUTES

September 3, 2008

ATTENDANCE:

<u>Members Present:</u>	Commissioner Padlo, Chairman Commissioner Stawski
<u>Staff Present:</u>	Walter E. Veselka, P.E., Dir of Public Works Brian W. Fowkes, P.E., Asst. Dir. PW/WPC Manager

The Meeting was called to order at 5:00 p.m. September 3, 2008, in the Public Works Conference Room, on the ground floor of City Hall.

4B.1 19-21 South Street – Matthew Sportelli - request for adjustment to sewer usage

MOTION: was made by Commissioner Stawski to:

Adjust billing consumption basis for the next three billing quarters based on the existing billing policy regarding a transfer in ownership from an owner with non-representative winter quarter consumption.

VOTE: The motion carried 2-0.

4B.2 14 Hotchkiss Drive – Terrence Metzger - request for adjustment to sewer

MOTION: was made by Commissioner Stawski to:

Authorize staff to adjust the billing consumption to reflect the actual winter quarter usage. The current billing consumption was based on the quarter prior to the winter quarter. Use the prorated consumption of 2,140 cf as the basis of billing.

VOTE: The motion carried 2-0.

4B.3 12 Hurley Commons – Mary Ziomek - request for adjustment to sewer usage

MOTION: was made by Commissioner Stawski to:

Deny request for an adjustment. The applicant discharged significant volumes of wastewater to the City's system over an extend period of time to compensate for a private plumbing issue. This elevated use was not reflected in the billing at the time of discharge. The City received and treated the waste.

VOTE: The motion carried 2-0.

4B.4 Screenings Processor Bid - authorization for fund transfer

MOTION: was made by Commissioner Stawski to:

Endorse the requested transfer and forward the request to the Board of Finance.

VOTE: The motion carried 2-0.

4B.5 I and I Study phase 2 recommendations - Discussion

MOTION: was made by Commissioner Stawski to:

Accept the Infiltration and Inflow Analysis Report as submitted and authorize staff to begin a quality based selection process, as required by the DEP, to select a consultant to perform a Sewer System Evaluation Study based on the recommendations of the Report.

VOTE: The motion carried 2-0.

4B.6 Other Business

4B.6a 360 Jerome Avenue – Richard Dill – Request to connect to public sewer.

MOTION: was made by Commissioner Stawski to:

Authorize owner to extend the main line in Jerome Avenue to a location 5 feet past their northerly property line to allow the installation of a new 6" service lateral and to connect via a private pump. Said extension may be terminated with a pipe cap and thrust block. All work must comply with City Standards and be performed at the applicant's expense by a contractor licensed and bonded to work in Bristol.

VOTE: The motion carried 2-0.

The meeting was adjourned at 6:00 p.m.

Brian W. Fowkes, P.E.
Asst. Dir. PW/ WPC Manager

MOTION: was made by Commissioner Padlo to accept the sewer report as read and was seconded by Councilman Minor.

VOTE: The motion carried 6-0.

C. Miscellaneous Matters Report

Miscellaneous Matters Committee Minutes
Tuesday, September 2, 2008
4:30 P.M. Public Works Conference Room

Attendance: Mayor Arthur Ward, Chairman
Councilperson Craig Minor - absent
Commissioner Frank Stawski

Staff in attendance: Walter Veselka, Director of Public Works
George Wallace, Assistant Director of Public Works
Sheree Gorneault, Public Works Analyst

Meeting was called to order at 4:32 p.m. by Chairman Ward.

4C.1 Consider a transfer station discount on the annual permit for senior citizens.

Motion made by Commissioner Stawski and seconded to recommend the Board of Public Works keep the fee schedule for the transfer station as is. Motion passed.

4C.2 Consider a waiver of the \$25.00 fee for a second bulk pickup for senior citizens.

Motion made by Commissioner Stawski and seconded to recommend the Board of Public Works keep the fee schedule for bulk pickup as is. Motion passed.

4C.3 Winter Snow & Ice Control Operations; review of policy, materials and methods in light of budget, other economic factors and necessary alterations to the City Yard site.

Motion made by Commissioner Stawski and seconded to have staff calculate the actual cost of adopting "green" salt for winter operations city-wide and refer to the Board of Public Works. Motion passed.

4C.4 Fuel Management Policy

Motion made by Commissioner Stawski and seconded to recommend the Board of

Public Works accept the Fuel Management Policy. Motion passed.

4C.5 Recycling for Boys & Girls Club

Item tabled. Staff will provide the committee with a list of non-profit organizations in Bristol to weigh potential impact.

4C.6 Tractor Trailers parking at Depot Square

Staff will draft a policy to prohibit overnight parking at Depot Square.

Other items: The committee was informed that Public Works supply of yard waste barrels has been depleted and there would be no more barrel sales for this calendar year.

Meeting adjourned at 5:33 p.m.

Respectfully submitted,

Sheree Gorneault
Public Works Analyst

MOTION: was made by Councilman Minor to approve the report as read and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0.

5. **CORRESPONDENCE**

A. Application for permission to close King Street

Eden Abrams of 510 Farmington Avenue was present and stated that she has gotten approval letters to close the street from all businesses and tenants in the area of Bobs Chalet Ski Shop. Yankee Harley and Country Manor Real Estate will allow her customers to use their parking areas. Bell City Construction will do all the pickup and delivery of snow. Most businesses in the immediate area will be closed by the time her event occurs.

MOTION: was made by Councilman Minor to approve the application for permission to close King Street and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0.

B. Sewer charges for 416 South Street

MOTION: was made by Commissioner Padlo to send the matter to the Sewer Committee and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0.

C. Sewer charges for 66 Lynn Road

MOTION: was made by Commissioner Padlo to send the matter to the Sewer Committee and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

D. Waiver of sidewalks on Dorothy Road

MOTION: was made by Councilman McCauley to send the matter to the Streets Committee and was seconded by Commissioner Padlo.

VOTE: The motion carried 6-0.

Commissioner Padlo would like to see a plan of what will be built on the referenced lots.

6. WRITTEN MONTHLY REPORTS

A. Administration Division Report

B. Operations Division Summary Report

1. Building Maintenance Report
2. Solid Waste Division Report
3. Streets Division Report
4. Garage Division Report

C. Engineering Division Report

D. Land Use Division Report

E. Water pollution Control Division Report

F. Public Works Project List

MOTION: was made by Commissioner Padlo to approve all reports as presented and was seconded by Councilman Rimcoski.

Concerning the Land Use Division Report Commissioner Padlo questioned the six hours of overtime to maintain the minutes. The report stated that there were no meetings last month. Director Veselka informed him that there was a Zoning Meeting and also a meeting of the West End Study Committee.

Concerning the Solid Waste Division Report Commissioner Stawski questioned the percentage of overtime when there was a lack of operable trucks. He would like to see more of a reign on the overtime. Mayor Ward said that Director Veselka gives him a projection for overtime which they both go over on a monthly basis.

7. **DIRECTOR'S VERBAL REPORT**

Director Veselka reported the following:

There will be a hazardous waste collection in Bristol on October 4 at the City Yard and we will be reimbursed for our expenses by TROC.

Leaf collection operation starts on October 20. All vehicles have been gone through and are ready for the operation.

The summer pavement maintenance program has been frustrating because Tilcon did not meet the schedule. Director Veselka sent a letter to them stating his frustration. There has been a lot of unanticipated patching with a problem area being Allentown Road. A binder was placed on that last week and curbing occurred today. Redstone Hill Road will be paved tomorrow. Tilcon will stay on until the work is complete. The State did not come in on time so there is a 3 ½ week gap. Prospect Place, Summer Street and Willis Street are all waiting to be paved. A water service lateral was being put in on Summer Street so the paving in that area was pushed back.

There have been some utility conflicts on North Main Street. The sewer main will be relocated and one area of the water main will be changed. The project is moving forward but utility relocations are currently being done. It hasn't changed much and is still on schedule for fall work.

The repaving of the City Hall parking lot is broken up into two phases. Laurel Street parking lot is to be paved next week.

Councilman Rimcoski asked Director Veselka when the tree cutting will begin on Sonstrom Road and he replied that they are waiting for one more easement.

Councilman Minor wants to know when the striping on West Washington Street will be done and Director Veselka informed him that there are only 300 yards of lines to paint and is not enough for the painter to come in to the City. Councilman Minor is not pleased that it is not being done because it is not cost effective. Director Veselka will get with the Engineering Department to get the street marked until the contractor can come in to the City to paint the lines in three weeks or so.

Councilman Rimcoski spoke of a constituent who walks along Elm and High Streets and complained of branches over the sidewalk. Director Veselka will have the Assistant Superintendent of Streets talk to the property owners.

MOTION: was made by Commissioner Stawski to approve the Director's Report as read and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0

8. REVIEW OF THE PUBLIC WORKS BUDGET

MOTION: was made by Commissioner Stawski to approve the Public Works Budget report as presented and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0

9. UNFINISHED BUSINESS

A. Board Monthly Calendar

MOTION: was made by Commissioner Padlo to approve the Board Monthly Calendar and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

B. CL&P Line extension (Original request was for James P. Casey Road, now will be Minor Road)

Director Veselka said that this matter came before the City Council who said it can be done if the City allows them to use that right of way. The City still has jurisdiction and the right of way there. He requests that the Board submit a

recommendation to the City Council that they allow the use of the right of way.

MOTION: was made by Commissioner Padlo to send a recommendation to the City Council to allow CL&P to use the rite of way and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

10. NEW BUSINESS

A. Trending actual energy use instead of cost

Director Veselka said that the Board asked the Public Works Department to look at the actual cost but there were a couple of problems with how it is billed to the City because it is not billed on the same actual day every month. Councilman Minor said that maybe the City could compare quarters. Mayor Ward would like to start from July 2008 to September 2008 and compare it to last year's figures.

MOTION: was made by Councilman Minor to place on file and was seconded by Councilman Rimcoski.

VOTE: The motion carried 6-0

11. OLD BUSINESS

Commissioner Stawski is concerned with the rise in the cost of yard waste collection.

There was a discussion about soliciting bids from outside contractors to pick up residential yard waste but Director Veselka stated that the Purchasing Agent cannot solicit bids unless there is an appropriation to pay for the service. Mayor Ward said that setting the fees is currently before Corporation Counsel. Director Veselka said that the proper motion should be that the Board request that Mayor Ward consider asking the Purchasing Agent to handle the process. No motion was made because it was decided that Mayor Ward would handle it.

Councilman Rimcoski said that AT&T has to notify the City when it comes in to check on their utility boxes.

12. ADDENDUM

A. Sewer accounts affected by the Water Department redistricting

MOTION: was made by Councilman McCauley to place on file and was seconded by Commissioner Padlo.

VOTE: The motion carried 6-0

B. Board of Finance request transfer for the reconstruction of Waterbury Road

Director Veselka said that this project was under budgeted so they took from other project accounts for the funds.

MOTION: was made by Councilman McCauley to approve and forward to the Board of Finance and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

C. Board of Finance request transfer from other PW accounts to fund newly created line items in the FY 08-09 budget

Director Veselka said that this will help to assist in tracking expenditures.

MOTION: was made by Commissioner Stawski to approve and forward to the Board of Finance and was seconded by Commissioner Padlo.

VOTE: The motion carried 6-0

D. Electronics Recycling/Cost Savings Proposal

Director Veselka is asking the Commission to take no action and place this matter on file. He was still working on matters with the Staff hoping to get something more permanent put together before this meeting but it did not happen.

MOTION: was made by Commissioner Padlo to place on file and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

E. Todd Street forcemain

Director Veselka said that he met with Brian Fowkes, the State and the contractor to get a price proposal which will first go to the Board of Finance for a bid waiver and with the Boards concurrence give the Sewer Authority the authority to move forward to get it to the City Council to make the timeline to install it by winter.

The request is to forward a recommendation to the Board of Finance to approve a bid waiver to allow an amendment to the City's agreement with the State DOT to authorize the 24" forcemain to be installed as a change order to the State's existing construction contract with Manafort Brothers, Inc.

MOTION: was made by Councilman McCauley to authorize the request for a bid waiver and was seconded by Councilman Rimcoski.

VOTE: The motion carried 6-0

The request is to forward a recommendation to the City Council to approve an amendment to the City's agreement with the State DOT to include the installation of a 24" Forcemain to be installed within the State's RT 72 construction limits, as a change order to the States Route 72 Construction Contract with Manafort Brothers, Inc, and to authorize the Mayor or Acting Mayor to execute any and all necessary documents.

MOTION: was made by Commissioner Padlo to give the Sewer Commission the ability to move forward with sending the recommendation to the City Council and was seconded by Commissioner Stawski.

VOTE: The motion carried 6-0

MOTION: was made by Commissioner Stawski to approve the selection of the Consulting Firm of Camp Dresser and McKee and authorize the Public Works Staff to begin the negotiation and comprehensive project scope of service and fee structure and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0

Four Consultants submitted proposals for the East Bristol SSO Reduction Project in Forestville and the selection committee unanimously chose Camp Dresser and McKee, Inc.

F. Director Veselka has one more item that he would like to bring to the table.

MOTION: was made by Councilman McCauley to bring the Main Street Culvert to the table and was seconded by Commissioner Padlo.

VOTE: The motion carried 6-0

Director Veselka said that when they went to relocate the water main from under AT&T's duct bank they found two duct banks. One was above and the

other was below the culvert. The lower duct bank was not shown on any drawings. There is a proposal to move that water line which will be a fairly costly change.

Director Veselka said that Brian Fowkes has asked if they would consider increasing the size of the sanitary sewer underneath the culvert from 18 inches to 24 inches. They received an agreement from the contractor that the time and materials will not exceed \$12,000.

Director Veselka said that they have a price proposal from the contractor in the amount of \$18,000 to relocate the previously unknown lower duct bank. They are asking the board to authorize a change order in the amount of \$48,540 to the contract. Cost wise they are within the limits to do this work.

There was a discussion on the change order for \$48,540. Councilman Rimcoski does not want to see another change order on this matter because it would then go over \$50,000.

MOTION: was made by Commissioner Padlo to endorse the three changes and was seconded by Councilman McCauley.

VOTE: The motion carried 6-0

13. ADJOURNMENT

MOTION: was made by Councilman Rimcoski to adjourn and was seconded by Commissioner Padlo.

VOTE: The motion carried 6-0

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Walter E. Veselka PE
Director of Public Works

