

FIFTEEN ROPE FERRY ROAD
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AGENDA
PUBLIC WORKS, PLANNING & DEVELOPMENT STANDING COMMITTEE OF
THE RTM
Special Meeting
Wednesday, July 13, 2022
7:00 P.M. - Waterford Town Hall
Louise Appleby Room

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. To consider and act upon the minutes of the June 15, 2022 meeting.
6. Consideration and possible action on items referred to committee:
 - A. Short Term Rentals, RTC 12/06/21
7. Adjournment

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WATERFORD CT
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TOWN CLERK



MINUTES

PUBLIC WORKS, PLANNING & DEVELOPMENT STANDING COMMITTEE OF THE RTM

Special Meeting

Waterford Town Hall – Louise Appleby Room

June 15, 2022

2022 JUN 16 PM 4:36

RECEIVED TOWN OF WATERFORD

Public Works, Planning & Development Standing Committee Chair Michael Rocchetti called the June 15, 2022 Special Meeting to order at 7:02 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Ryan Healy, Michael Rocchetti, Greg Attanasio, Ted Olynciw.

ABSENT: Mike Bono

EX-OFFICIO MEMBERS PRESENT: RTM Member Susan Driscoll, RTM Member Danielle Steward-Gelinas

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Nicholas Kepple, Planning Director Abby Piersall, Public Works Director Gary Schneider.

ITEM 5 – February 22, 2022 Meeting Minutes.

MOTION by Olynciw, seconded by Healy, to approve the February 22, 2022 Meeting minutes.

MOTION PASSED: Unanimous

CALL ITEM 6A – Appraisal of Sidewalks ordinance and associated safety issues, RTC 02/01/21

Public Works Director Gary Schneider provided an update on the status of sidewalks identifying three items. The first was a brief discussion on what a sidewalk ordinance may look like. The second was the results of a windshield survey. This was a drive by survey, performed by the foreman, to identify any objects that may be obstructing the sidewalks in town. (See Attachment) The third was to consult with a vendor to do a site walk survey to analyze each section of sidewalk, identifying an order of importance in regard to maintenance. This would provide the town with a plan and a reason for a funding request. The estimated price for the survey was \$18,800. (See Attachment) Discussion ensued in regard to the liability of the town, how can utility poles be moved. Members felt that a side walk survey would give the town the direction it needed.

MOTION by Olynciw, seconded by Healy, to recommend to the RTM the issue of "Appraisal of sidewalks ordinance and associated safety issues, RTC 02/01/21" out of committee with no action taken because the committee was assured that Public Works has a plan to address sidewalk conditions throughout the Town of Waterford.

MOTION PASSED: Unanimous

CALL ITEM 6B – Short Term Rentals, RTC 12/06/21

Town Attorney Nicholas Kepple addressed the committee citing the national phenomenon of the issue.

In 2019 over 44,600 guests stayed in short term rentals with an estimate of over \$6,000,000 in revenue nationally. The town estimates that there are 60-80 of these units and that many communities are grappling with this situation. He recommended a development of a plan to engage the community on the issue, receiving input from both residents and owners of the short term rental properties. Also, examine how other towns are addressing the situation albeit through zoning regulations or ordinance and what seems to be having success. Attorney Kepple noted that the town needs to "do it one time and do it right". Planning Director Abby Piersall noted that the Planning and Zoning Commission was meeting later in the month on the same topic and that the results of that meeting may help to formulate the structure and timing of any community engagement.

The committee discussed future meeting dates and decided that July 13, 2022 at 7:00 P.M. should work.

MOTION by Attanasio, seconded by Olynciw, to adjourn at 8:25 P.M.

VOTING IN FAVOR: Unanimous

Respectfully Submitted,
Mike Rocchetti
Chair

Number Street

Avery Lane

Boston Post Rd at Ocean
State

Mailbox Pole

Jordan Area

Comments

pole in sidewalk

cross walk signal and post in
sidewalk

resident stonewall edge of
sidewalk

41 Boston Post Rd

61 Boston Post Rd

43 Fog Plain Rd

68 Fog Plain Rd

TOTAL

6

resident stonewall edge of
sidewalk

hydrant edge of sidewalk

hydrant edge of sidewalk

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Oswegatchie Area

<u>Number</u>	<u>Street</u>	<u>Mailbox</u>	<u>Pole</u>	<u>Comments</u>
		1593,1592,1591, 1590,1589,1588, 1587,1586,1585, 1584,1582, Goshen area		
	Daniels Ave			
	Greatneck Rd			281 with electrical box on pole as well
	Niantic River Rd		6348,6344,6343, hydrant #504, 6319, 6318, 6317, 6342,6325,6324, 6316, 6314, 6313, 6271, 502, 491, 6323,6322,6321, 6320, 490	
	Shore Rd		1094,1095,1096, 2393,2394,1094, hydrant #790	
	24 Spithead Rd		1551, 1550	
	Spithead Rd at Stone St			750 hydrant #730 plus cable anchor
	TOTAL		6	

COHANZIE AREA

<u>Number</u>	<u>Street</u>	<u>Mailbox</u>	<u>Pole</u>	<u>Comments</u>
	Dayton Rd		439,440,441	across from firehouse
	Dayton Rd			fire hydrant in sidewalk
132	Dayton Rd	mailbox		
109	Dayton Rd		2858	
25	Kenyon Rd		2858	
91	Phillips St			pole in sidewalk no #
629	Vauxhall St Ext		479	
679	Vauxhall St Ext		5357	
751	Vauxhall St Ext			electric box on pole
865	Vauxhall St Ext	mailbox		
TOTAL		10		

QUAKER HILL AREA

<u>Number</u>	<u>Street</u>	<u>Mailbox</u>	<u>Pole</u>	<u>Comments</u>
278	Bloomingdale Rd		5316	
29	Chapman Ave			no pole #
31	Chapman Ave		4349, 4348	
	Chapman Ave			hydrant #117
	Fitzgerald Ave			8305 stump of pole still in sidewalk
	Fitzgerald Ave			pole # at entrance of church
	Fitzgerald Ave			8335 with cable anchor
	Old Norwich Rd at Benham Ave			electric box on pole plus hydrant
	6 Pilgrim Road	mailbox	3368 #539	mailbox in sidewalk
	65 Scotch Cap Rd	mailbox		mailbox in sidewalk
<u>TOTAL</u>		<u>10</u>		



To: Gary Schneider
Director of Public Works
Town of Waterford
Public Works Department
Waterford, CT

Date: March 23, 2022

Memorandum

Project #: 80063.25

From: Angel Bisbee, Gordon Daring

Re: Sidewalk Assessment Scope and Fee

In reference to Waterford's request for a sidewalk and sidewalk ramp inventory and condition assessment, the following document outlines our proposed approach for the evaluation. In summary, we propose to use GIS and publicly available imagery of Waterford's road network to identify the location of sidewalks and sidewalk ramps, perform a field evaluation of the sidewalks and ramps in the field, and develop a summary report, listing, and map describing the findings of our evaluation.

Based on Waterford's 122 Town and approximately 17 State roadway miles together with the Town's estimate of 33 miles of existing sidewalks, we have developed the following rough estimate of costs associated with this effort:

Prepare the Data	\$4,000
Collect Data in Field (\$335/mile)	11,000
Perform Analysis	3,800
Total	\$18,800

Please note that the fee for the field data collection task would need to be increased (or decreased) based on the actual number of miles identified. Also, please note that for an additional fee, VHB could host the sidewalk data collected in the sidewalk module of our "SAM IS" asset management system, where it could be analyzed together with the pavement data in the pavement module of that same software that the Town currently has access to.

Below is an outline of our proposed approach to this project:

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Prepare the Data

Prepare the GIS Data

- › Offset pavement centerlines by $(\text{width of road}/2) + 6'$ on both sides of all roads. Clip and delete lines at each intersection.
- › Use aerial imagery and Google Streetview to estimate location of sidewalks
- › Split the offset centerlines at existing sidewalk locations. Lines where sidewalks do not exist to remain and be coded as "No Sidewalk" – these lines may be used for planning future additions to the sidewalk network to close "gaps" in the network.

Sidewalk fields typically collected

- › Material (Brick, HMA, Pavers, PCC, Slate, Other)
- › Condition (Excellent, Good, Fair, Poor)
- › Percent Repair
- › Width
- › Length (calculated from GIS)
- › Area (calculated in GIS)
- › Comment
- › Attaching a picture is possible but adds significant time and cost to the task

Ramp fields typically collected

- › Material (Brick, HMA, Pavers, PCC, Slate, Other)
- › Condition (Excellent, Good, Fair, Poor)
- › Has Detectable Warning Strip (Y/N)
- › Attaching a picture is possible but adds significant time and cost to the task

Collect Data in Field

- › Perform field evaluation of all sidewalks and ramps identified in previous task on 120 miles of Town maintained roads and 17 Miles of State maintained roads.
- › Perform field and in office data integrity checks to assure quality.

Perform Analysis

- › Estimate unit costs cost for sidewalk and ramp repair/replacement
- › Develop cost estimates of all maintenance and rehabilitation identified in field
- › Decide criteria and identify high priority sites. Use GIS to buffer to find high priority sidewalks and ramps near these locations. For instance, these might include:
 - Schools

- Churches
 - Commercial Zones
 - Parks
- › Prepare a brief written report, list (Excel file), and map to present the analysis results

(Optional Additional Scope) – Implement Sidewalk Management System

- › Host sidewalk data in SAM IS sidewalk module – allows viewing and planning for sidewalk projects alongside pavement improvements in the Town's existing pavement management system