



MINUTES

PUBLIC WORKS, PLANNING & DEVELOPMENT STANDING COMMITTEE OF THE RTM

Special Meeting

Waterford Town Hall – Louise Appleby Room

June 15, 2022

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TOWN CLERK

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

Jordan Area

| <u>Number</u> | <u>Street</u>           | <u>Mailbox</u> | <u>Pole</u> | <u>Comments</u>                        |
|---------------|-------------------------|----------------|-------------|----------------------------------------|
|               | Avery Lane              |                |             | pole in sidewalk                       |
|               | Boston Post Rd at Ocean |                |             | cross walk signal and post in sidewalk |
|               | State                   |                |             | resident stonewall edge of sidewalk    |
| 41            | Boston Post Rd          |                |             | resident stonewall edge of sidewalk    |
| 61            | Boston Post Rd          |                |             | resident stonewall edge of sidewalk    |
| 43            | Fog Plain Rd            |                |             | hydrant edge of sidewalk               |
| 68            | Fog Plain Rd            |                |             | hydrant edge of sidewalk               |

TOTAL 6

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# Oswegatchie Area

| <u>Number</u>                                                       | <u>Street</u>                                         | <u>Mailbox</u> | <u>Pole</u> | <u>Comments</u>                                                                   |
|---------------------------------------------------------------------|-------------------------------------------------------|----------------|-------------|-----------------------------------------------------------------------------------|
| 1593,1592,1591,<br>1590,1589,1588,<br>1587,1586,1585,<br>1584,1582, | Daniels Ave                                           |                |             | Goshen area                                                                       |
|                                                                     | Greatneck Rd                                          |                |             | 281 with electrical box on pole as well                                           |
| 6348,6344,6343,<br>6342,6325,6324,<br>6323,6322,6321,               | Nlantic River Rd                                      |                |             | hydrant #504, 6319, 6318, 6317,<br>6316, 6314, 6313, 6271, 502, 491,<br>6320, 490 |
| 1094,1095,1096,<br>2393,2394,1094,<br>1551, 1550                    | Shore Rd<br>24 Spithead Rd<br>Spithead Rd at Stone St |                |             | hydrant #790<br>750 hydrant #730 plus cable anchor                                |
| <u>TOTAL</u>                                                        |                                                       |                |             | 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        |             |                          |
| <b>TOTAL</b>  |                 |                | <b>10</b>   |                          |

# 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, 43C8  |                                   |
|               | 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 |
|               |                              |                | 3368 #539   |                                   |
| 6             | Pilgrim Road                 | mailbox        |             | mailbox in sidewalk               |
| 65            | Scotch Cap Rd                | mailbox        |             | mailbox in sidewalk               |
| <u>TOTAL</u>  |                              | 10             |             |                                   |



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:

|                                           |          |
|-------------------------------------------|----------|
| <b>Prepare the Data</b>                   | \$4,000  |
| <b>Collect Data in Field (\$335/mile)</b> | 11,000   |
| <b>Perform Analysis</b>                   | 3,800    |
| <b>Total</b>                              | \$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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Engineers | Scientists | Planners | Designers

100 Great Meadow Road, Suite 200, Wethersfield, Connecticut 06109

P 860.807.4300 F 860.372.4570 www.vhb.com

## 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*