



City of Bristol
City Council

REVISED AGENDA

Join Zoom Meeting:

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[gov.zoom.us/j/83756772336?pwd=LzOF7rbkwiT3ytO6avQMoKmeOssFDK.1](https://bristolct-gov.zoom.us/j/83756772336?pwd=LzOF7rbkwiT3ytO6avQMoKmeOssFDK.1)

Meeting ID: 837 5677 2336 Passcode: 123456

Dial by your Location: +19292056099 (New York)

The regular City Council Meeting will be held on Tuesday, July 14, 2026, at 7:00 PM. in Council Chambers 111 N Main Street, Bristol, CT 06010.

1. Call to Order
 - a. Presentation of Proclamation
2. Approval of Minutes
 - a. Approval of minutes of the regular City Council meeting held on June 9, 2026 and the special City Council meeting held on June 30, 2026.
3. Public Participation
4. Announcements
 - a. Correspondence
5. Consent Agenda
 - a. To place on file the New Hire Report for June, 2026.
 - b. To approve Tax Refunds dated July 1, 2026.
 - c. To approve Bristol Senior Center / Department of Aging Services revised Policies and Procedures Manual.
 - d. To authorize the Mayor or Acting Mayor to execute a contract amendment with BL Companies in the amount of \$87,310 for additional engineering services associated with Municipal Separate Storm Sewer System (MS4) permit compliance, including

illicit discharge detection and stormwater outfall testing required under the City's MS4 Permit and the U.S. Environmental Protection Agency (EPA) Administrative Order.

- e. To authorize the Mayor to execute an amendment to Contract 2C26-002, Renovation at the Beals Community Center – Bristol-Burlington Health District Space, with Orlando Annulli & Sons, Inc., in the amount of \$42,495. This amendment will increase the total contract amount from \$2,158,000 to \$2,200,495.
- f. To authorize the Mayor to execute any and all documents necessary to establish and formalize a utility easement with Eversource Energy on the city-owned property formerly known as Fire House No. 3, located at 81 Church Street, Map 43, Lot 22; and to refer this matter to the Corporation Counsel's Office to review and/or prepare any and all documents to effectuate the same.
- g. To place on file a positive referral from the Planning Commission for a C.G.S. Section 8-24 review of the Centre Square North Main Street property located on North Main Street, Map 30, Lot 3, for its sale and redevelopment.
- h. To award Contract 2026-071 NRES Project for Bristol Central and Eastern High Schools to Greenskies Clean Energy LLC, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.

6. Reports and Committee Reports

- a. **Ordinance Committee** - To introduce the following amendments to Chapter 23 Ordinance Enforcement By Citation Officers, Section 23-5 Penalties for Offenses, of the Bristol Code of Ordinances; to set Tuesday, August 4, 2026 at 4:55 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut for the holding of a Public Hearing by the Ordinance Committee; that the City Clerk publish notice of said Public Hearing and the proposed amendments to the Code of Ordinances as required by City Charter; and to waive the reading of the proposed amendments to the Code of Ordinances to be introduced this date.
- b. **Ordinance Committee** - To adopt amendments to Chapter 4 Animals and Fowl, Section 4-8 Roosters - Penalty, of the Bristol Code of Ordinances, to read as follows; that the City Clerk publish said amendments to the Code of Ordinances, and that they become effective upon the expiration of 14 days from the date of their publication in a newspaper of general circulation in the City of Bristol; and to waive the reading of said ordinance.
- c. **Salary Committee** - To approve, effective and retroactive to July 1, 2026, a three percent (3.00%) salary increase in the Fiscal Year 2026/2027 Non-Bargaining salary schedule including steps and classifications for all regular part-time, appointed, and non-union full-time positions including grant-funded positions not indicated on the salary schedule; excluding Police and Fire Chief, and refer to the Board of Finance.

7. Old Business
 - a. Update on Chippanee Golf Course
 - b. Update on Vape Shop Referral to Zoning Commission
8. New Business
9. Resignations
10. Appointments
 - a. Board and Commission Appointments
11. Contracts
 - a. To award Contract 2P26-066 Inspection Services for Shrub Road Sidewalk Project to Wengell, McDonnell & Costello Inc. in the amount of \$226,494.73, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.
 - b. To award Contract 2P26-075 Leasing of Computer Equipment to First American Commercial Bancorp Inc. dba First American Equipment Finance and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.
 - c. To award Contract 2P26-073 Concessions Services at Rockwell Theater to Legacy Hospitality and Entertainment Group, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract amendment.
 - d. To approve the funding for a tentative agreement reached between the City of Bristol and Bristol Professionals & Supervisors Association of Nutmeg Independent Labor for a three-year contract from July 1, 2026 through June 30, 2029, and to refer said agreement to the Board of Finance.
12. Data Center
 - a. The Bristol City Council formally requests that the Bristol Zoning Commission initiate and consider a text amendment to the Bristol Zoning Regulations to reduce the maximum permitted gross floor area of data centers within the Industrial (I) and Industrial Park (IP) Zoning Districts.
13. Any other matter to come before said meeting
14. Adjournment

Erica Cabiya
Town & City Clerk

JUNE 9, 2026

The regular meeting of the City Council was held on Tuesday, June 9, 2026 in the City Hall Council Chambers, 111 North Main Street at 7:02 p.m. Present: Mayor Zoppo-Sassu; Council Members Dickau, Hahn, Kelley, Rosengren, Seymour, and Tyler.

1. CALL TO ORDER

- a. Marcus Patton, Interim Chairman of the Diversity Council, presented a mosaic clock to the City. It was created using pictures of many people, places, and things that represent Bristol's diverse community.
- b. In acknowledgment of Pride Month, Corey Nagle, President of Bristol Pride, spoke about the nonprofit's goal of building understanding between people.
- c. Participants in the Citizen's Academy were acknowledged for the time they spent learning about the roles and processes of various City departments.

2. APPROVAL OF MINUTES

On motion of Council Member Dickau and seconded by Council Member Rosengren, it was unanimously voted: To approve the minutes of the regular City Council meeting held on May 12, 2026.

3. PUBLIC PARTICIPATION

Mathew Biadun, 53 Buff Road – Mr. Biadun spoke in opposition of speed cameras being included in the Automated Traffic Enforcement Safety Devices ordinance. He provided examples of issues with automatic license plate readers.

Cheryl Thibeault, 73 Yarde Drive – Ms. Thibeault stated that she would like the results of the police commission's research on red light cameras and that the speed cameras be removed from the Automated Traffic Enforcement Safety Devices ordinance.

4. ANNOUNCEMENTS

Council members reported on committees, activities, and events.

Mayor Zoppo-Sassu explained the fiscal controls of Purchase Card (P-Card) usage and tuition reimbursement. She also stated that there has been no severance for the previous four mayors, but explained that healthcare coverage is extended six weeks for the outgoing mayor and his or her staff to carry them to the January enrollment elsewhere.

5. ADOPTION OF CONSENT CALENDAR

On motion of Council Member Hahn and seconded by Council Member Tyler, it was unanimously voted: To adopt 11 items (a. – k.) as part of the Consent Calendar.

- a. **New Hire Report for May 2026**

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Communication received from the Human Resources Department.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To place on file the New Hire Report for the month of May, 2026.

b. Tax Refunds in the Amount of \$7,513.59

Request presented from Deputy Tax Collector Cole.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To approve the Tax Refunds as follows –

Motor Vehicle	\$ 5,804.68
Personal Property	272.51
Real Estate	<u>+ 1,436.40</u>
Total	\$7,513.59

c. Positive Referral – Stafford Avenue, Map 45, Lot 37-2

Communication received from the Bristol Planning Commission.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To place on file a positive referral from the Planning Commission for a C.G.S. Section 8-24 review of Stafford Avenue, Map 45, Lot 37-2 to sell the property.

d. Positive Referral – 81 Church Avenue, Map 43, Lot 22

Communication received from the Bristol Planning Commission.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To place on file a positive referral from the Planning Commission for a C.G.S. Section 8-24 review of 81 Church Avenue, Map 43, Lot 22 for a gas distribution easement for Eversource.

e. Contract 2P24-001 Amendment for Broad Street Retaining Wall

Communication received from Public Works Director Rogozinski.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To authorize the Mayor or Acting Mayor to execute an amendment to Contract 2P24-001 in the amount of \$44,716.97 with WMC Consulting Engineers for construction engineering and inspection services associated with the Broad Street retaining wall project.

f. Acceptance of Funding from the Bill & Janet Brownstein Charitable Fund

Communication received from Bristol Early Childhood Collaborative Liaison Osuch.

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As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To accept funding from the Bill & Janet Brownstein Charitable Fund from the Main Street Community Foundation in the amount of \$410 to support Family Fun Day on June 27, 2026; and to refer to the Board of Finance for necessary action.

g. Acceptance of Grant from Bike Bus World

Communication received from Bristol Early Childhood Collaborative Liaison Osuch.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To accept a grant from Bike Bus World in the amount of \$250 to purchase several tricycles for preschool-aged children; and to refer to the Board of Finance for any necessary action.

h. Acceptance of Funding from Shine Early Learning

Communication received from Bristol Early Childhood Collaborative Liaison Osuch.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To accept additional funding from Shine Early Learning in the amount of \$475 to support Bristol Parent Ambassadors working for the Bristol Early Childhood Collaborative through June 30, 2027; and to refer to the Board of Finance for any necessary action.

i. Extension of License Agreement with Eversource for 780 Willis Street

Communication received from Corporation Counsel, Atty. Clift.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To approve a five-year extension of the City's existing License Agreement with Eversource for property known as 780 Willis Street, Bristol, CT. The new term will be from February 1, 2024 through January 31, 2029 at no cost to the City.

j. DCF JRB/YDT Support and Enhancement Grant

Communication received from PRYCS Deputy Superintendent Larson.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To approve the submission by the Parks, Recreation, Youth & Community Services Department for a DCF JRB/YDT Support and Enhancement Grant and to authorize the Mayor or Acting Mayor to execute any necessary documents to effectuate said grant.

k. Amplify Underage Nicotine Prevention Program (UNPP) – Community Mini Grant

Communication received from PRYCS Deputy Superintendent Larson.

As part of the Consent Calendar adoption and on motion of Council Member Hahn and seconded, it was unanimously voted: To accept grant funds from Amplify's Underage Nicotine

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Prevention Program and to authorize the Mayor or Acting Mayor to execute any necessary documents associated with the award.

I. 2023 Neighborhood Assistance Act Extension

Communication received from Grants Administrator Leger.

On motion of Council Member Tyler and seconded by Council Member Rosengren, it was voted: To remove this item from the Consent Agenda.

On motion of Council Member Dickau and seconded by Council Member Seymour, it was voted: To approve the proposed amendment to the 2023 Neighborhood Assistance Act agreement for the Bristol Historical Society, from September 30, 2024 to September 30, 2025, to allow for the inclusion of expenses related to repair of the existing furnace system, and to forward this request to the Department of Revenue Services for action. *(Mayor Zoppo-Sassu recused herself from the vote on this item.)*

6. REPORTS AND COMMITTEE REPORTS

a. Code Enforcement Committee

On recommendation of the Code Enforcement Committee and on motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: That the Procedures Concerning the Removal of Abandoned Motor Vehicles be approved by the Bristol City Council. These procedures will enable the Building Department and Code Enforcement to remove abandoned motor vehicles off of privately owned property in accordance with Connecticut General Statute Section 14-150a. It was further moved that this matter be referred to the Corporation Counsel's Office to effectuate this motion.

Mayor Zoppo-Sassu explained that there has been issues with vehicles left on abandoned and investment properties.

b. Code Enforcement Committee

On recommendation of the Code Enforcement Committee and on motion of Council Member Hahn and seconded by Council Member Tyler, it was unanimously voted: That the matter regarding citation fines be referred to the Ordinance Committee to review increasing the Municipally-Assessed Civil Penalties the city can impose under Connecticut General Statute Section 7-148.

c. Code Enforcement Committee

On recommendation of the Code Enforcement Committee and on motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: That the Citation Hearing Officers, who hear and decide appeals on citation tickets, each be compensated on a fixed stipend of \$208.33 per conducted hearing instead of receiving a flat fee of \$2,500 per year per hearing officer. This change in compensation to the Citation Hearing Officers shall result in cost savings in the Code Enforcement budget. This change shall be in effect for the new fiscal year commencing on July 1, 2026. It was further moved that this matter be referred to the Board of Finance, the Comptroller's Office and the Corporation Counsel's Office to effectuate this motion.

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d. Ordinance Committee

On recommendation of the Ordinance Committee and on motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: In accordance with Section 41(f) of the Charter of the City of Bristol, to waive the reading of the proposed amendments to Chapter 21 of the Code of Ordinances being introduced this date.

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To introduce the following amendments to Chapter 4 Animals and Fowl, Section 4-8 Roosters – Penalty, of the Bristol Code of Ordinances; to set Tuesday, July 7, 2026 at 4:50 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut for the holding of a Public Hearing by the Ordinance Committee; that the City Clerk publish notice of said Public Hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Council Member Hahn asked for a summary of reasons for the proposed changes. Council Member Dickau explained about crowing waking the neighbors at various hours, and Council Member Tyler spoke to this change in the ordinance being more humane.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 4-8. Roosters—Penalty.

(a) If a valid and verified noise complaint is received by the [city] Zoning Enforcement Officer, Code Enforcement Officer, Animal Control Officer or police officer regarding any rooster, the city will require [the rooster to wear a noise reduction collar, vocal constriction collar or other noise reduction device or method] removal of the rooster by the property owner.

(b) Any person required to [place a noise reduction collar, vocal constriction collar or other noise reduction device or method on the rooster] remove the rooster who fails to do so after a ten-day period shall be guilty of an infraction and fined fifty dollars (\$50.00) for each day [any rooster is without said noise reduction collar, vocal constriction collar or other noise reduction device or method] a rooster exists on the property.

(c) [If more than three (3) complaints are received by the city regarding the same rooster the city may require removal of that rooster.

(d)] The provisions of this section shall not apply to roosters owned and maintained on premises owned or leased by any farm, charitable, eleemosynary or educational organization.

e. Ordinance Committee

On recommendation of the Ordinance Committee and on motion of Council Member Dickau and seconded by Council Member Seymour, it was unanimously voted: To adopt additions to Chapter 13 Licenses and Miscellaneous Business Regulations, Article IX Vape Products and Retailers, Sections 13-135 through 13-150 of the Bristol Code of Ordinances to read as follows; that the City Clerk publish said additions to the Code of Ordinances, and that they become effective upon the expiration of 14 days from the date of their publication in a newspaper of general circulation in the City of Bristol; and to waive the reading of said ordinance.

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Council Member Dickau provided a summary of the ordinance. Council Member Hahn reiterated that if a vape retailer did not comply with the ordinance, that their license could be revoked. Mayor Zoppo-Sassu explained that this topic is also being discussed by the Zoning Commission and the legislature has also created protections from a public health standpoint.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 13-135. Definitions.

For the purposes of this chapter, the following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant: Any person, firm, corporation, or other entity that files an application under this chapter as a retailer.

Board of Health: Bristol-Burlington Health District.

Chief of Police: The Chief of Police of the City of Bristol, or their designee.

City Clerk: The City Clerk of the City of Bristol, or their designee.

Director of Health: The Director of Health of the Bristol-Burlington Health District.

Retailer: Any person, firm, corporation, or other entity that owns, operates, or manages any place at which vape products are sold. "Retailer" also includes any person, firm, corporation, or other entity that is required to secure a dealer's license under Connecticut General Statutes §12-287, as amended from time to time.

Sale, Sell, or Sold: Selling, giving, bartering, exchanging, delivering, or otherwise distributing tobacco products or vape products, unless the person is delivering or accepting delivery in such person's capacity as a salesperson. "Sale" or "sell" also includes any offer to sell, barter, or exchange.

Salesperson: Any person who sells vape products for a retailer.

Vape Products: Any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may include nicotine or cannabis and is inhaled by the user of such product. "Vape product" does not include a medicinal or therapeutic product that is A) used by a licensed health care provider to treat a patient in a health care setting, B) used by a patient, as prescribed or directed by a licensed health care provider in any setting, or C) a drug or device, as defined in the federal law, as amended from time to time.

§ 13-136. License required.

It shall be unlawful for any person, firm, corporation, or other entity to sell vape products in the City of Bristol without first having obtained a license to do so from the City Clerk.

§ 13-137. Filing of application; filing fee.

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For vape product retailers in existence and operating within the City of Bristol prior to September 1, 2026 no application fee shall be due. After September 1, 2026, any and all vape product retailers in existence and operating within the City of Bristol shall file an application with the City Clerk and Chief of Police and pay a filing fee of \$250.00. Such fee is due and payable at the time of filing the application and is not refundable. Licenses to sell vape products shall be valid for one year.

§ 13-138. Contents of application; information required.

The application for a license to sell vape products shall a) be in a form prescribed by the City Clerk, b) be signed and sworn by the applicant, and c) include the following information:

A. If the applicant is a natural person, then they shall provide their name, residential address, business address and date of birth. If the applicant is not a natural person, then it shall provide the names, residential addresses, business addresses and date of birth of each shareholder, director, officer, member, or partner of the applicant.

B. If the applicant is a natural person, then they shall provide two portrait photographs of themselves, at least two inches by two inches, and a complete set of their fingerprints. If the applicant is not a natural person, the application shall include two portrait photographs and a complete set of fingerprints of each shareholder, director, officer, member, or partner of the applicant. Said fingerprints shall be taken by the Chief of Police or their designee, who shall also conduct a criminal background check.

C. If the applicant is a natural person, then they shall provide a list of all criminal convictions, except minor traffic violations. If the applicant is not a natural person, then it shall provide a list of all criminal convictions, except for minor traffic violations, of each shareholder, director, officer, member, or partner of the applicant.

D. The location of the establishment where vape products are to be sold.

E. Plans for the physical layout of the establishment.

F. A list of the type of vape products to be sold.

G. Copies of all required certificates, permits and licenses, showing proper compliance with all applicable rules, regulations, ordinances, and statutes, including zoning, building and health laws and regulations.

H. A written statement that the applicant has or will provide training to all the applicant's salespersons on the sale of vape products, including:

(1) That the sale of vape products to a person under the age of 21 years of age is illegal;

(2) What proof of age is legally acceptable; and

(3) That a sale to a person under 21 years of age can subject the retailer to a monetary fine and suspension of the license to sell vape products.

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I. Such other information the City Clerk shall deem necessary to determine whether the applicant is eligible for a license under this chapter.

§ 13-139. New Applications; notification of denial.

A new vape product retailer shall submit an application for a license to sell vape products at least 60 days before the proposed opening of its establishment. Application and permit fees shall not be pro-rated. A copy of the application shall be simultaneously submitted to the Chief of Police and the City Clerk. Any license issued under this chapter shall be valid until the next renewal date unless suspended or revoked. Upon denial of an application, the City Clerk shall notify the applicant in writing not less than 30 days after receipt. The denial shall include the facts and specific sections of this chapter upon which the determination was made. Notification shall be sent by certified mail to the applicant's residence or place of business as stated in the application. Said notification shall be deemed complete seven days following the date of mailing.

§ 13-140. Issuance of license.

A. The City Clerk shall issue a license to sell vape products within 45 days following receipt of the application, provided the application complies with the provisions of this chapter and upon finding:

(1) All requirements concerning operations and facilities described in this chapter will be complied with as of the effective date of the permit.

(2) Compliance with all other statutes, codes or ordinances, including health, zoning, building, fire and safety requirements of the City and the State of Connecticut as of the effective date of the license.

(3) The applicant/retailer has not had two or more violations of any provision of the Code of Ordinances of the City of Bristol within the last 24 months.

(4) The applicant/retailer has no outstanding violations of any provision of the Code of Ordinances of the City of Bristol.

(5) Neither the applicant, if a natural person, nor any shareholder, director, officer, member, or partner of the applicant, if the applicant is not a natural person, has been convicted of any felony.

(6) The applicant is at least 21 years of age.

(7) The applicant has paid all City of Bristol taxes which are due and payable.

B. Upon issuance, the license shall be valid for a period of one year from the date of its issuance. It shall be the applicant's responsibility to renew its license each year, without prior notification by the City Clerk or any other City entity, unless sooner suspended or revoked in accordance with this chapter, or unless the retailer to whom it was issued discontinues the business. In either case, the holder of the license shall immediately return it to the City Clerk.

§ 13-141. Retailer's requirement to display license.

A retailer's license shall be visible to the public inside the retailer's establishment at all times. In the event of mutilation or destruction of such license, a duplicate copy, marked as such, shall be issued

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by the City Clerk, upon application accompanied by the mutilated license or, if the license has been destroyed, an affidavit signed and sworn by the retailer attesting to such fact and the circumstances of such destruction. A fee for such duplicate license shall be \$25.00.

§ 13-142. Renewal of license.

A license to sell vape products may be renewed in accordance with the following:

A. Applications for renewal shall be made at least 90 days before expiration and shall be in the form prescribed by the City Clerk and signed and sworn by the applicant.

B. Each application for renewal of a license shall be accompanied by a nonrefundable fee in the amount of at least \$250.00 or as otherwise set by the City Council. Such fee is due and payable at the time of the application for renewal.

C. The City Clerk shall renew each license upon making the findings required for issuance of the original license.

D. No license shall be renewed if:

(1) The applicant/retailer is in violation of any provision of this chapter;

(2) The applicant has supplied insufficient funds for the license fee;

(3) The applicant/retailer has any outstanding violations or fines pursuant to any Code of Ordinances of the City of Bristol provision;

(4) The applicant/retailer has any outstanding taxes due to the City of Bristol;

(5) The applicant/retailer has two or more violations of any provision of the Code of Ordinances of the City of Bristol within the last 24 months; or

(6) The current license of the applicant/retailer has been suspended or revoked.

E. A license shall not be transferable, including from one retailer to another retailer or from one location to another location; provided, however, that in the case of a natural person, upon the proven death or incapacity of the retailer who obtained the license, the establishment may continue in business for a period not to exceed 60 days to allow for an orderly transfer of the business to a successor licensee. During this period, the successor must complete all the steps required under this chapter for obtaining an initial license.

F. If renewal of the license is denied, the City Clerk shall notify the applicant/retailer in writing not less than 30 days before expiration of the license including the facts and specific section or sections of this chapter upon which this determination was made. Notification shall be sent by certified mail to the applicant/retailer's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.

§ 13-143. Sales to minors prohibited.

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A. No retailer or salesperson shall sell any vape product to any person under the age of 21 years of age.

B. The retailer or salesperson selling any vape products must request and examine the identification card issued in accordance with the provisions of the Connecticut General Statutes, as amended from time to time, for anyone who appears to be under the age of 30 and verify proof of age demonstrating the recipient is at least 21 years of age before selling any vape products.

C. That a person appeared to be over the age of 21 shall not constitute a defense to a violation of this section. If a person fails to provide such proof of age, such retailer or salesperson shall not sell any vape products to the person.

§ 13-144. Signage.

"The Sale of Vape Products to Persons Under 21 is Prohibited" signs shall be legibly printed in letters at least 2 inches high and shall be posted clearly and conspicuously in every location where the products are available for purchase. Signage shall be in multiple languages, including, but not limited to, Spanish, Farsi and Hindustani, as needed, to be consistent with other facility postings.

§ 13-145. Inspections.

The Chief of Police, or their designee may, from time to time, make an inspection of each retailer operating within the City for the purposes of determining compliance with the provisions of this chapter. Such inspections shall be at a reasonable time and in a reasonable manner. Inspections of a retailer's establishment shall include, but not be limited to, examination of products, records, advertising materials, signage, and the physical premises to ensure compliance with this chapter. It shall be a violation of this chapter for any person to fail or refuse to allow such inspection or to hinder such inspection in any manner.

§ 13-146. Penalties for offenses.

A. Violations.

(1) Any retailer who violates any of the provisions of this chapter shall be guilty of an infraction and subject to civil penalty fine, suspension, and/or revocation of the license. Each violation, and every day in which a violation occurs, shall constitute a separate and distinct infraction.

(2) In the event that a violation has occurred, the City Clerk shall have 30 days from the date of the violation to issue notice of said violation via written order to the retailer. The order shall specify the section of this chapter of which the retailer is in violation and shall specify the penalty for noncompliance. Notification shall be sent by certified mail to the applicant's residence or place of business as stated in this application. Said notification shall be deemed complete seven days following the date of mailing.

(3) A retailer shall be found in violation of this chapter if:

(a) The retailer or any salesperson sells vape products to any person under the age of 21 years.

(b) The retailer fails to post signage and license as required.

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(c) The retailer fails to pay any fines imposed in accordance this chapter.

(d) The retailer or any salesperson sells or uses on the premises any narcotic substance or any controlled drug as defined in § 21a-242 of the Connecticut General Statutes, as amended from time to time.

(e) The retailer fails to maintain standards prescribed by the Connecticut Department of Public Health or the Bristol-Burlington Health District, or their respective successors.

(f) The retailer or any salesperson refuses to submit to the City Clerk any reports or make available any records required in investigating the establishment for the purpose of ensuring compliance with this chapter.

(g) The retailer or any salesperson fails or refuses to submit to an investigation by persons authorized by law to conduct fire, building, health, or law enforcement related inspections.

(h) The retailer or any salesperson violates state or local vape products sales and use laws.

(i) The retailer or any salesperson violates any of the provisions of this chapter, or any rules and regulations established by the City Clerk, pursuant to this chapter.

(j) The retailer or any salesperson furnishes or makes any misleading or false statements or reports in relation to this chapter, including in connection with an application for an initial or renewal license or an inspection under this chapter.

(k) Upon suspension or revocation of a license, the retailer fails to remove all vape products from the premises.

B. Penalties.

(1) If the Chief of Police finds that a retailer is in violation of this chapter, it shall be punishable by a fine, suspension, and/or revocation of the license as follows:

(a) Upon the first violation of this chapter, the Chief of Police, or their respective designees, shall impose a fine of \$250, which shall be payable to the City of Bristol.

(b) If a second violation of this chapter is issued within a twelve-month period following the first violation, the retailer's license shall be suspended for six months by the City Clerk. Upon suspension of a license, all vape products shall be removed from the premises. Failure to remove shall constitute a separate violation for each and every day of noncompliance.

(c) If a third violation of this chapter is issued within a twenty-four-month period following the first violation, the retailer's license shall be revoked by the City

ARTICLE IV. Hearings

§ 13-147. Notification of revocation or suspension; hearing.

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The City Clerk may revoke or suspend any license issued pursuant with this chapter in accordance with the following procedure:

A. The City Clerk may revoke or suspend any license issued under this chapter by notifying the retailer in writing of such revocation or suspension, and the reasons therefor, and informing the retailer of their right to request a hearing before the Vape Retailer Hearings Officer and the procedure for such hearing, including all procedural deadlines.

B. Notice of revocation or suspension shall be sent to the retailer by certified mail to the retailer's residence or place of business as stated in this application. Said notification shall be deemed complete seven days following the date of mailing.

C. A request for hearing must be delivered to the City Clerk within 20 days following the date of mailing of the notice of revocation or suspension.

D. A hearing shall be scheduled to commence within 60 days following the date of actual receipt by the City Clerk of the request for a hearing.

E. The City Clerk shall schedule the hearing on behalf of the Vape Retailer Hearings Officer, and shall notify the retailer by certified mail addressed to the retailer's residence and business addresses as stated in this application, of the date, time and place of the hearing, not less than 20 days prior to the hearing.

F. At any hearing held under this section, the City Clerk and the retailer may present any pertinent and material written and testimonial evidence, and shall have the right to cross-examine all witnesses. Witnesses shall testify under oath or affirmation.

G. The City Clerk shall have the burden of proving the facts and circumstances that warrant the revocation or suspension of a license.

H. The Vape Retailer Hearings Officer shall render a written decision on the appeal within 20 days following the conclusion of the hearing. Said decision shall state whether the appeal is dismissed or sustained, the facts and circumstances found to support the decision, and shall state the relief ordered, if any.

I. A request for a hearing under this section shall stay any revocation or suspension until such time as a hearing has been held and a decision rendered thereon; provided, however, that if the Vape Retailer Hearings Officer finds that the public health, safety, or welfare requires emergency action and incorporates a finding to that effect in the notice of revocation or suspension, the retailer may be suspended immediately, pending a hearing thereon, which hearing shall be promptly instituted and all facts and issues promptly determined.

J. The criminal arrest for a felony, on or off the premises, of the retailer, if a natural person, or any shareholder, director, officer, member, or partner of the retailer, if the retailer is not a natural person, shall constitute an emergency requiring the immediate suspension of a license pending a hearing.

§ 13-148. Hearing on denial of license or renewal.

A. An applicant aggrieved by the denial of a license to operate an establishment that sells vape

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products or by the denial of renewal of such license may request, in writing, a hearing before the Vape Retailer Hearings Officer, at which hearing such person shall be afforded the opportunity to present evidence and argument on all facts or issues involved.

B. The City Clerk shall, upon receiving a request for a hearing under this section, schedule a hearing not later than 60 days from the date of actual receipt of the request and shall notify all parties of the time and place thereof.

C. The applicant shall have the burden of proving that the requirements for the issuance of a license has been met.

D. The Vape Retailer Hearings Officer shall be appointed by the City Council and shall serve without pay to conduct such appeals of revocations or suspensions or other violations in accordance with this section. Said Vape Retailer Hearings Officer shall not be a police officer or work for the City of Bristol. No person shall be appointed to the position of Vape Retailer Hearings Officer unless such person is:

(a) At least eighteen (18) years of age, and

(b) In the opinion of the City Council, a person capable of fairly administering the applicable provisions of this ordinance based upon such person's background and experience, including, but not limited to, the person's education, special skill and training.

Any appointed hearing officer whose personal interests do or may give the appearance of conflict with the Hearings Officer official responsibilities herein enumerated shall remove themselves from presiding over any such hearing, and in such case the City Council shall appoint a substitute hearing officer for the hearing. Any Hearings Officer appointed under this section may be removed at any time by the City Council for whatever reason the City Council deems sufficient.

E. The Vape Retailer Hearings Officer shall render a decision within 35 days of the date of said hearing and shall notify the applicant party and the City Clerk by certified mail.

§ 13-149. Appeal.

Any person aggrieved by any order or decision under this chapter may, within 10 days of such order or decision, appeal therefrom to the Superior Court judicial district at New Britain.

§ 13-150. Effective date.

The provisions of this section shall become effective on September 1, 2026. If any provision or portion of the foregoing is deemed by a Court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the fullest extent permitted by law.

f. Ordinance Committee

On recommendation of the Ordinance Committee and on motion of Council Member Dickau and seconded by Council Member Hahn, it was voted 5 - 2: To adopt additions to Chapter 14 Motor Vehicles and Traffic, Article IV Moving Vehicle Violations, Division 1. Automated Traffic Enforcement Safety Devices, Sections 14-76 through 14-88 of the Bristol Code of Ordinances to read as follows; that the City Clerk publish said additions to the Code of

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Ordinances, and that they become effective upon the expiration of 14 days from the date of their publication in a newspaper of general circulation in the City of Bristol; and to waive the reading of said ordinance. (*Council Members Rosengren and Tyler voted "No."*)

Council Member Hahn commented that the speed camera language is in there to be inclusive of anything that may come in the future and that speed cameras would have to pass the Police Commission and City Council before being implemented in the City. Mayor Zoppo-Sassu explained the process of installing red light cameras from choosing a vendor to determining their locations and the use of signage. Council Member Tyler explained her opposition to the speed camera language in the ordinance. Council Member Rosengren explained that he voted no on behalf of his constituents who want the speed camera language removed.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

ORDINANCE AUTHORIZING THE USE OF AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICES.

ARTICLE IV. MOVING VIOLATIONS

Division 1. Automated Traffic Enforcement Safety Devices.

Sec. 14-76. Use of automated traffic enforcement safety devices.

Pursuant to the authority granted in Public Act 116 of the 2023 session of the Connecticut General Assembly (the "Public Act"), the City of Bristol (the "City") hereby authorizes the use of Automated Traffic Enforcement Safety Devices at locations within school zones, pedestrian safety zones, and other places within the boundaries of Bristol, Connecticut, provided that the locations of such devices will be identified in a plan and as approved by the Board of Police Commissioners and submitted to and approved by the Connecticut Department of Transportation.

Sec. 14.77. Definitions.

The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Automated Traffic Enforcement Safety Device shall mean a device designed to detect and collect evidence of alleged traffic violations by recording images that capture the number plate, date, time, and location of a motor vehicle that (A) exceeds the posted speed limit by ten or more miles per hour, or (B) fails to stop such vehicle when facing a steady red signal on a traffic control signal. Automated traffic control safety devices shall be used solely for identifying violations of this ordinance.

Automated Traffic Enforcement Safety Device Operator shall mean a person who is trained and certified to operate an Automated Traffic Safety Device.

Number Plate shall mean any sign or marker furnished by the Commissioner of Motor Vehicles on which is displayed the registration number assigned to a motor vehicle by the Commissioner.

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Owner shall mean any person holding title to a motor vehicle, or having the legal right to register the same.

Pedestrian Safety Zone shall mean an area designated by the Office of State Traffic Administration or the Traffic Authority of the City pursuant to Connecticut General Statutes §14-307a.

Personally Identifiable Information shall mean information created or maintained by the City or a Vendor that identifies an Owner and includes, but need not be limited to, the Owner's address, telephone number, number plate, photograph, bank account information, credit card number, debit card number, or the date, time, location, or direction of travel on a highway.

School Zone shall mean an area designated by the Office of the State Traffic Administration or the Traffic Authority of the City pursuant to Connecticut General Statutes §14-212b.

Traffic Authority, Traffic Control Sign, and Control Signal shall all have the same meanings as provided in Connecticut General Statutes §14-297.

Vendor shall mean a person who provides services to the City under this ordinance; operates, maintains, leases, or licenses an Automated Traffic Enforcement Safety Device; or is authorized to review and assemble the recorded images captured by an Automated Traffic Enforcement Safety Device and forward such recorded images to the City.

Sec. 14.78. Vendors.

The City may enter into agreements with Vendors for the design, installation, operation, or maintenance, or any combination thereof, of Automated Traffic Enforcement Safety Devices. If a Vendor designs, installs, operates, or maintains an Automate Traffic Enforcement Safety Device, the Vendor's fees may not be contingent on the number of citations issued or fines paid pursuant to this ordinance.

Sec. 14-79. Operation and use of Automated Traffic Enforcement Safety Device.

All Automated Traffic Enforcement Safety Devices shall be operated by an Automated Traffic Enforcement Safety Device Operator, and shall be used solely for identifying violations of this ordinance.

Sec. 14-80. Violation.

- (a) The Owner of a motor vehicle commits a violation of this ordinance if the person operating such motor vehicle:
 - (i) Fails to stop such motor vehicle when facing a steady red signal on a Traffic Control Signal and such failure is detected by an Automated Traffic Enforcement Safety Device.
- (b) For the first thirty (30) days after a location is equipped with an operational Automated Traffic Enforcement Safety Device, the Owner of a motor vehicle that allegedly violates this ordinance that is detected by such device shall receive a written warning instead of a citation.

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Sec. 14-81. Penalty for Violation.

(a) Whenever an Automated Traffic Enforcement Safety Device detects and produces recorded images of a motor vehicle allegedly committing a violation of this ordinance, a sworn member or employee of the City's Police Department shall review and approve the recorded images provided by such device. If, after such review, the member or employee determines that there are reasonable grounds to believe that a violation occurred, the Vendor or such member or employee may issue by first class mail a citation to the Owner of such motor vehicle.

(b) A citation under this ordinance shall include the following:

- (i) The name and address of the Owner of the motor vehicle;
 - (ii) The number plate of the motor vehicle;
 - (iii) The violation charges;
 - (iv) The location of the Automated Traffic Enforcement Safety Device and the date and time of the violation.
 - (v) A copy of or information on how to view, through electronic means, the recorded images that captured the alleged violation.
 - (vi) A statement or electronically generated affirmation by the member or employee who viewed the recorded images and determined that a violation occurred.
 - (vii) Verification that the Automated Traffic Enforcement Safety Device was operating correctly at the time of the alleged violation and the date of the most recent calibration check performed pursuant to the Public Act.
 - (viii) The amount of the fine imposed and how to pay such fine; and
 - (ix) The right to contest the violation and request a hearing pursuant to Connecticut General Statutes §7-152c.
- (c) A member or employee of the Police Department shall apply to the Citation Clerk for a judgment assessing monetary penalties as set forth in Section 14-82 against the Owner.
- (d) In the case of an alleged violation involving a motor vehicle registered in Connecticut, the citation shall be sent by first class mail not later than thirty (30) days after the identity of the Owner is determined and shall be mailed to the address of the Owner that is in the records of the Department of Motor Vehicles. In the case of an alleged violation involving a motor vehicle registered in another jurisdiction, the citation shall be sent by first class mail not later than thirty (30) days after the identity of the Owner is determined and shall be mailed to the address of the Owner that is in the records of the official in the other jurisdiction issuing such registration.
- (e) A citation shall be invalid unless mailed to an Owner not later than sixty (60) days after the alleged violation.

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(f) A manual or automated records of mailing prepared by the police department shall be prima facie evidence of mailing and shall be admissible in any hearing conducted pursuant to the Connecticut General Statutes as to the facts contained in the citation.

Sec. 14-82. Fine for violation.

(a) The City shall impose a fine against the Owner of a motor vehicle that commits a violation of this ordinance.

(b) The fine for a first violation of this ordinance shall be fifty dollars (\$50.00). The fine for each subsequent violation of this ordinance shall be seventy-five dollars (\$75.00). These fines shall be imposed against the Owner of the motor vehicle committing a violation of this ordinance.

(c) Payment of a fine and any associated fees may be made by electronic means.

(d) A reasonable fee, not to exceed fifteen dollars (\$15.00), may be imposed for the costs associated with the electronic processing of the payment of a fine.

(e) Any funds received by the City from fines imposed pursuant to this ordinance shall be used for the purposes of improving transportation mobility, investing in transportation infrastructure improvements, or paying the costs associated with the use of Automated Traffic Enforcement Safety Devices within Bristol, Connecticut.

Sec. 14-83. Appeal.

(a) Any Owner issued a fine for violating the provisions of this ordinance may, within ten (10) days of the receipt of the fine, appeal in writing to the Citation Clerk in accordance with Connecticut General Statutes §7-152c.

(b) Citation hearings shall be conducted by citation hearing officers appointed by the City Council. The City Council shall appoint one (1) more citation hearing officer, all of whom shall serve without pay, to conduct citation hearings in accordance with this subsection. Said citation hearing officers shall not be police officers or work for the City of Bristol Police Department. No person shall be appointed to the position of hearing officer unless such person is:

(a) At least eighteen (18) years of age, and

(b) In the opinion of the City Council, a person capable of fairly administering the applicable provisions of law based on such person's background and experience, including, but not limited to, the person's education, special skill and training.

Any appointed hearing officer whose personal interests do or may give the appearance of conflict with the hearing officer's official responsibilities herein enumerated shall remove themselves from presiding over any such hearing, and in such case the City Council shall appoint a substitute hearing officer for the hearing. Any hearing officer may be removed at any time by the City Council for whatever reason the City Council deems sufficient.

(c) If the cited person does not demand a hearing, judgment shall be entered against him/her without further notice and the cited person shall be deemed to have admitted liability.

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(d) The citation hearing shall be held not less than fifteen (15) days nor more than thirty (30) days from the date of the mailing of the notice wherein all testimony is to be given under oath or affirmation in a fair and appropriate forum. The decision of the citation officer shall be rendered upon the end of the hearing.

(e) If the determination is made that the person cited is not liable, the matter shall be dismissed.

(f) If the determination is made that the person cited is liable for the citation, the citation officer shall assess fines, penalties, costs, and fees in accordance with Sec. 14-82.

(g) If the cited person fails to appear at the requested citation hearing, the hearing officer may enter an assessment by default against him.

Sec. 14-84. Defenses.

The defense available to the Owner of a motor vehicle that is alleged to have committed a violation of this ordinance shall include, but are not limited to, any one or more of the following:

(a) The operator was driving an emergency vehicle in accordance with the applicable provisions of Connecticut General Statutes §14-283.

(b) The Traffic Control Signal was inoperative, which is observed on the recorded images.

(c) The violation was necessary for the operator to comply with an order or direction from a law enforcement officer, which is observable on the recorded images.

(d) The violation was necessary to allow the passage of an authorized emergency vehicle, which is observable on the recorded images.

(e) The violation took place during a period of time in which the motor vehicle had been reported as being stolen to a law enforcement unit, as defined in Connecticut General Statutes §7-294a, and had not yet been recovered prior to the time of the violation.

(f) The Automated Traffic Enforcement Safety Device was not in compliance with the calibration check required pursuant to the applicable provisions of the Public Act.

Sec. 14-85. Disclosure of personally identifiable information.

(a) No Personally Identifiable Information shall be disclosed by the City or its Vendor to any person or entity, including to any law enforcement unit, except where the disclosure is made in connection with the charging, collection, and enforcement of the fines imposed pursuant to this ordinance.

(b) No Personally Identifiable Information shall be stored or retained by the City or its Vendor unless such information is necessary for the charging, collection, and enforcement of the fines imposed pursuant to this ordinance.

(c) The City or its Vendor shall destroy all Personally identifiable Information and other data that specifically identifies a motor vehicle and relates to a violation of this ordinance not later than thirty

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(30) days after any fine is collected or the resolution of a hearing conducted for the alleged commission of such violation, whichever is later.

d) Any information and other data gathered from Automated Traffic Enforcement Safety Devices shall be subject to disclosure under the Freedom of Information Act, as defined in Connecticut General Statutes §1-200, except that no Personally Identifiable Information may be disclosed.

Sec. 14-86. The Public Act.

To the extent of applicability, the provisions in the Public Act that are necessary to further and/or effectuate this ordinance are hereby incorporated and adopted into, herein.

Sec. 14-87. Severability.

If any subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by any decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Sec. 14-88. Repealer.

All ordinances, bylaws, orders, resolutions, or part thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinances bylaws, orders, resolutions, or parts thereof, heretofore repealed.

Council members reported on other committees, activities, and events.

7. **OLD BUSINESS** – None.

8. **NEW BUSINESS**

On motion of Council Member Tyler and seconded by Council Member Rosengren, it was unanimously voted: To bring Councilman Kelley's motion for an agreement with BusPatrol America, LLC, to the table.

On motion of Council Member Kelley and seconded by Council Member Hahn, it was unanimously voted: That the School Bus Stop Arm Program agreement between the City of Bristol, the Bristol Board of Education and BusPatrol America, LLC, be approved subject to review by the Corporation Counsel, and that the Mayor or Acting Mayor be authorized to execute the agreement on behalf of the City of Bristol.

On motion of Council Member Rosengren and seconded by Council Member Dickau, it was unanimously voted: To bring a motion from the Economic & Community Development Department to the table.

On motion of Council Member Tyler and seconded by Council Member Rosengren, it was unanimously voted: To waive the reading of the letter from Economic & Community Development Director to Assistant Corporation Counsel Steeg.

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On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To refer the sale of municipally owned property known as North Main Street, Parcel 30-3, to the Planning Commission for completion of a C.G.S. 8-24 Report; and to the City Council Real Estate Committee for completion of a C.G.S. 7-163e Public Hearing for the sale of municipally owned property.

Council Member Hahn reported that the offer for Firehouse 3 was rescinded.

9. RESIGNATIONS

Maria Pirro Simmons – Board of Education

Jason Broyles – Bristol Parking Authority

Jennifer St. John – Bristol Historic District Commission

On motion of Council Member Rosengren and seconded by Council Member Hahn, it was unanimously voted: To accept the resignations and send letters of thanks.

10. Appointments

a. The following appointments were presented:

Commission for Persons w/Disabilities

Diane Salmoiraghi – Reappointment - term to 6/29.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Gloria Ewings – Reappointment - term to 6/29.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Deborah Reed – Reappointment - term to 6/29.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Fair Rent Commission

Kimberly Ploszaj – Appointment as alternate, representing “Homeowners” – term to 5/29.

Replaced Brian Brady.

Confirming motion by Council Member Rosengren.

Motion passed in voice vote.

Board of Finance

David Maikowski – Reappointment – term to 6/30.

Confirming motion by Council Member Rosengren.

Motion passed in voice vote.

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Bristol Historic District Commission

Jodi Maro – Appointment as alternate – term to 8/29.

Replaced Keith Elder.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Board of Park Commissioners

Stacey Rudnick – Appointment – term to 12/28.

Replaced Robert Parenti.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Zoning Commission

Richard Goodwin – Reappointment – term to 6/29.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Sara Mangiafico – Reappointment – term to 6/29.

Confirming motion by Council Member Seymour.

Motion passed in voice vote.

Board of Education

Jennifer Tagariello – Appointment – term to 11/27

Replaced Maria Pirro Simmons.

Confirming motion by Council Member Hahn.

Motion passed in voice vote.

It was noted that Ms. Tagariello cannot run for election in 2027 per Charter Sec. 54.

11. CONTRACTS**a. Contract 2C26-063 Shrub Road Sidewalks**

Communication received from Purchasing Agent Haynes.

On motion of Council Member Hahn and seconded by Council Member Dickau, it was unanimously voted: To award Contract 2C26-063 Shrub Road Sidewalks to Martin Laviero Contractor, Inc., in the amount of \$2,660,140.80, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.

b. Contract 2P26-067 Phone System Replacement

Communication received from Purchasing Agent Haynes.

On motion of Council Member Seymour and seconded by Council Member Dickau, it was unanimously voted: To approve a Letter of Intent for Contract 2P26-067 Phone System Replacement to BlackHawk Data LLC in the amount of \$639,603.91, to approve contract award effective July 1, 2026, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

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c. Contract 2P26-060 CMr for Edgewood Pre-K Academy

Communication received from Purchasing Agent Haynes.

On motion of Council Member Rosengren and seconded by Council Member Seymour, it was unanimously voted: To amend the motion previously adopted at the May 12, 2026 meeting to correct the contract number and name by substituting "Contract 2P26-060 CMr for Edgewood Pre-K Academy" for "Contract 2P26-051 Construction Management at Risk for the Renovation of Edgewood Pre-K Academy" so that it will read: To award Contract 2P26-060 CMr for Edgewood Pre-K Academy to D'Amato+Downes Joint Venture in the amount of \$1,655,394.88, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.

d. Resolution

Communication received from Chief Information Officer Evans.

On motion of Council Member Hahn and seconded by Council Member Dickau, it was unanimously voted: To approve a resolution authorizing the Mayor of the City of Bristol to execute a lease agreement with PNC Bank, National Association on behalf of the Board of Education for data storage; and to waive the reading of said resolution.

The Resolution reads as follows –

WHEREAS, the Customer is a political subdivision of the State in which the Customer is located (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State;

WHEREAS, pursuant to applicable law, the governing body of the Customer (“Governing Body”) is authorized to purchase, acquire and lease personal property for the benefit of the Customer and to enter into contracts with respect thereto necessary to the functions or operations of the Customer;

WHEREAS, the Customer desires to purchase, acquire, finance and lease certain property with a cost not to exceed the amount set forth above constituting personal property necessary for the Customer to perform essential governmental functions (the “Products”);

WHEREAS, the Customer has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, the Customer proposes to enter into that certain Installment Purchase Agreement (the “Agreement”), with PNC Bank, National Association, the form of which has been available for review by the governing body of the Customer prior to this meeting.

NOW, THEREFORE, Be It Ordained by the Governing Body of the Customer:

Section 1. The Mayor or Acting Mayor of the City of Bristol (each an “Authorized Representative”), acting on behalf of the Customer, is hereby authorized to negotiate, enter into, execute, and deliver the IPA. Each Authorized Representative acting on behalf of the Customer is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the IPA as the Authorized Representative deems necessary and appropriate in connection with the foregoing. All other related contracts and agreements necessary and incidental to the IPA are hereby authorized.

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Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Customer to execute and deliver agreements and documents relating to the IPA on behalf of the Customer.

Section 3. The aggregate original principal amount of the IPA shall not exceed the amount stated above and shall bear interest as set forth in the IPA and the IPA shall contain such options to prepay or purchase by the Customer as set forth therein.

Section 4. The Customer's obligations under the IPA shall be subject to annual appropriation or renewal by the Governing Body as set forth in IPA and the Customer's obligations under the IPA shall not constitute general obligations of the Customer or indebtedness under the Constitution or laws of the State.

Section 5. This resolution shall take effect immediately upon its adoption and approval.

A roll call vote was taken.

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member Dickau		
" " Hahn		
" " Kelley		
" " Rosengren		
" " Seymour		
" " Tyler		
Mayor Zoppo-Sassu		

RESOLUTION ADOPTED: YES – 7; NO – 0; ABSTAIN – 0.

12. **OTHER BUSINESS** – None.

13. **ADJOURNMENT**

At 8:17 p.m., on motion of Council Member Rosengren and seconded by Council Member Seymour, it was unanimously voted: To adjourn.

ATTEST: _____
Erica Cabiya
Town & City Clerk

JUNE 30, 2026

The special meeting of the City Council was held on Tuesday, June 30, 2026 in Conference Room 3-1, 111 North Main Street at 12:00 p.m. Present: Mayor Zoppo-Sassu; Council Members Dickau and Kelley. Present by videoconference: Council Members Hahn, Rosengren, and Tyler. Absent: Council Member Seymour.

1. CALL TO ORDER

Mayor Zoppo-Sassu called the special council meeting to order at 12:00 p.m.

2. PUBLIC PARTICIPATION – None.

3. AUTHORIZATIONS

a. Greenskies Clean Energy LLC – Letter of Intent

Communication received from Purchasing Agent Haynes.

On motion of Council Member Dickau and seconded by Council Member Kelley, it was voted: To authorize the Mayor or Acting Mayor to execute a Letter of Intent with Greenskies Clean Energy LLC as a solar development partner to enter into a non-residential renewable energy solutions ("NRES") revenue sharing agreement with the City of Bristol.

Discussion: Adam Teff of Titan Energy (present by videoconference) provided an overview of the non-residential renewable energy solutions (NRES) revenue sharing program. Purchasing Agent Nancy Haynes stated that the Letter of Intent with Greenskies Clean Energy LLC will put the city in a position to gain about \$23,000 in revenue annually. In response to questions from the Energy Commission Chairman, Council Members, and Mayor Zoppo-Sassu, Mr. Teff explained the following: the qualifications required to participate in the revenue sharing program; none of the solar farms used for the program are located in the city; there are three current projects that are expected to generate approximately \$35,000 in revenue annually for the next twenty years; and, that the city will receive a payment quarterly for the next twenty years. Sean Dunn, Energy Commission Chairman, spoke about the use of the revenue that is generated by the NRES revenue sharing program.

b. RLE Audit

Communication received from Purchasing Agent Haynes.

On motion of Council Member Dickau and seconded by Council Member Kelley, it was voted: To authorize RLE to begin conducting no-cost site audits for Phase 2 measures with the goal of increasing the incentive Eversource will be paying on the lighting project.

Discussion: Garrett Cudgma of RLE (present by videoconference) provided a summary of the current lighting project for Bristol Public Schools, which is classified as Eversource's Tier 1 incentive. He stated that the implementation of a Phase 2 project could generate a bonus in excess of \$500,000 and further described the cost savings and benefits to the Bristol schools. Mr. Cudgma also explained the time sensitivity of Phase 2. City Treasurer and School Building Committee Representative, John Lodovico, posed questions about the ramifications of any delays in

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construction. Mayor Zoppo-Sassu emphasized the need for Edgewood Pre-K to be first in line for Phase 2 audits due to its strict renovation timeline.

4. ADJOURNMENT

At 12:30 p.m., on motion of Council Member Dickau and seconded by Council Member Kelley, it was unanimously voted: To adjourn.

ATTEST: _____
Erica Cabiya
Town & City Clerk

UNAPPROVED



Mayor Ellen Zoppo-Sassu
City of Bristol
111 North Main Street
Bristol, CT 06010

Eijsden-Margraten: 17th June 2026

Subject: Letter of thanks

Dear Mayor Zoppo-Sassu,

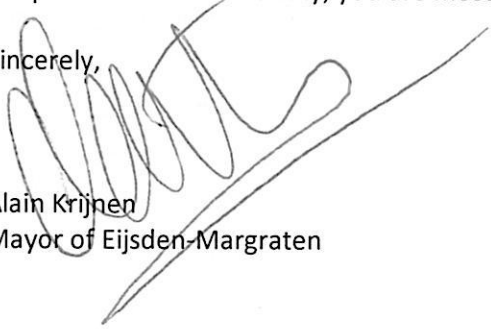
Following up on your letter, I first of all send back warm greetings on behalf of our municipality Eijsden-Margraten in Limburg.

Your letter, the proclamation and the tokens have been received in good order via Ms. Catherine Macias and are greatly appreciated. We will gladly convey your appreciation to the American Cemetery Adoption Grave Foundation and all associated adopters.

I fully agree with you that the adoption program, which has lasted for more than eighty years, is of great significance for honoring and commemorating the soldiers who gave their lives for our freedom, and that this legacy is passed on to future generations.

Should you have the opportunity to visit the grave of Sgt John Quinto, I will receive you and the adopter Arthur Paes warmly, you are most welcome.

Sincerely,



Alain Krijnen
Mayor of Eijsden-Margraten

WATER DEPARTMENT

5a

NEW HIRE REPORT

6/1/2026 TO 6/30/2026

RECEIVED

LAST NAME	FIRST NAME	CITY	HIRE DATE	SALARY		UNION	STATUS	DEPARTMENT	JOB TITLE
YURCHICK	CRYSTAL	TERRYVILLE	06/22/2026	\$ 28.61	PER HOUR	LOCAL 233	FT	WATER DEPARTMENT	UTILITY CUST SERVICE REP

2026 JUL -8 PM 2:54
TOWN AND CITY CLERK
BRISTOL, CT

TOTAL: 1

NEW HIRE REPORT

6/1/2026 TO 6/30/2026

LAST NAME	FIRST NAME	CITY	HIRE DATE	SALARY		UNION	STATUS	DEPARTMENT	JOB TITLE
HART	RICHARD	SOUTHINGTON	06/29/2026	\$ 40.79	PER HOUR	LOCAL 233	FT	BUILDING DEPT	CODE ENFRMNT OFR/ASST BLDG INP
WOLF	KENNETH	BRISTOL	06/08/2026	\$ 28.64	PER HOUR	LOCAL 1338	FT	PUBLIC WORKS	MECH.HELPER/LT.EQUIP.REPAIRER
KENNEY	EMILY	BRISTOL	06/25/2026	\$ 45.99	PER HOUR	NON-BARG	OC	POLICE COMMUNICATION	PER DIEM DISPATCHER
WENDELL	JOSHUA	HARWINTON	06/23/2026	\$ 45.99	PER HOUR	NON-BARG	OC	POLICE COMMUNICATION	PER DIEM DISPATCHER
CASAROLA	SAMUEL	BRISTOL	06/22/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
CORDERO	VICTORIA	BRISTOL	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
DINA	PETER	BURLINGTON	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
HASLAM	CHLOE	CROMWELL	06/28/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
KIRK	EMALYN	BRISTOL	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
LESZCZYK	VANESSA	BRISTOL	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
NASH	SARAH	BRISTOL	06/29/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
PETLIK	MARIA	BRISTOL	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
POPIELARZ	NATALIA	BRISTOL	06/29/2026	\$ 19.34	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	WATER SAFETY INSTRUCTOR
TARTARELLI	BRENDAN	BRISTOL	06/22/2026	\$ 18.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD

Copy: Local #233, #1338, BPSA, Police, Fire

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>CITY</u>	<u>HIRE DATE</u>	<u>SALARY</u>		<u>UNION</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>
THOMPSON	ABIGAIL	BRISTOL	06/29/2026	\$ 17.59	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	LIFEGUARD
WHITNEY	HANNAH	BRISTOL	06/01/2026	\$ 17.34	PER HOUR	NON-BARG	PT	PARK DEPARTMENT	ATTENDANT
APARO	LEAH	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
BAILEY	OWEN	BRISTOL	06/22/2026	\$ 16.94	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	APPRENTICE
BOUTOTE	JACOB	BRISTOL	06/01/2026	\$ 21.59	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	SUMMER CAMP DIRECTOR ASST
BRADLEY	SOPHIA	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
CARMELICH	BENJAMIN	PLYMOUTH	06/01/2026	\$ 21.59	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	SUMMER CAMP DIRECTOR ASST
CREAMER	MEREDITH	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
CRESPAN	ANTHONY	NEW HAVEN	06/29/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
CROSS	JOSHUA	OAKVILLE	06/29/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
DELVALLE	JEREMY	BRISTOL	06/29/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
DEMERS	MICHAEL	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
DINICE	EDWARD	TERRYVILLE	06/15/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	LABORER PARK SEASONAL
DUBE	GAVIN	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
DUPLESSIS	KAYLA	NEW BRITAIN	06/29/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
HARTLEY	JACK	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
KALANQUIN	XAVIER	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
KARMELOWICZ	PAULINE	AVON	06/07/2026	\$ 35.00	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	FACILITATOR
KOVACS	AVERY	PLYMOUTH	06/27/2026	\$ 17.59	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	LIFEGUARD
KRUEGER	COLE	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
LABRECQUE	KYLEIGH	BRISTOL	06/07/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
LACHANCE	NICK	BRISTOL	06/15/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	LABORER PARK SEASONAL

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>CITY</u>	<u>HIRE DATE</u>	<u>SALARY</u>		<u>UNION</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>
LAPOINTE	KAYLYNN	NEWINGTON	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
LAWSON	ALAYNA	BRISTOL	06/01/2026	\$ 21.59	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	SUMMER CAMP DIRECTOR ASST
LENTINI	TINA MARIE	BRISTOL	06/29/2026	\$ 22.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
LUIS FUENTES	HEIDY	EAST HARTFORD	06/01/2026	\$ 21.00	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	SUMMER CAMP DIRECTOR ASST
MALONE HILL	MACKENZIE	BRISTOL	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
MAZZONE	EMMA	BURLINGTON	06/04/2026	\$ 25.00	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION PROGRAM INSTRUCTOR
MCBREAIRTY	STEFANIE	BRISTOL	06/20/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
MCINTOSH	AKANNI	BRISTOL	06/20/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
MORNEAULT	LAUREN	BRISTOL	06/20/2026	\$ 21.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
NEWTON	ADAM	BRISTOL	06/07/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
NIEVES	SERENITY	BRISTOL	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
NIEVES	TRINITY	BRISTOL	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
OLMSTEAD	BRYLEE	BRISTOL	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
ORTIZ	DAMIAN	WATERBURY	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
OUELLETTE	ZACHARY	BRISTOL	06/26/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	LABORER PARK SEASONAL
OUELLETTE	KIANA	BRISTOL	06/29/2026	\$ 22.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
PAOLINO	MATTHEW	THOMASTON	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
POTTER	LEAH	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
PRELESKI	JONATHAN	MANCHESTER	06/01/2026	\$ 22.59	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	SUMMER CAMP DIRECTOR ASST
RAY	JACKSON	BRISTOL	06/20/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
RIVERA	SONAYLIZ	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
SALGADO	JOHN	CHESHIRE	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>CITY</u>	<u>HIRE DATE</u>	<u>SALARY</u>		<u>UNION</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>
SPINA	RYAN	BRISTOL	06/29/2026	\$ 18.54	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
STAFFORD	OLIVIA	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
STEINER	MYAH	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
WALKER	NERIAH	BRISTOL	06/20/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER
WHALEN	RENEE	BRISTOL	06/29/2026	\$ 22.09	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	PARAPROFESSIONAL RECREATION
WIJDAN	SOPHIA	BRISTOL	06/07/2026	\$ 17.34	PER HOUR	NON-BARG	SE	PARK DEPARTMENT	RECREATION LEADER

TOTAL: 64



RECEIVED

2026 JUL -1 AM 9:43

TOWN AND CITY CLERK
BRISTOL, CT

DATE: JULY 1, 2026

Tax Collector's Office | 860.584.6270

TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

I hereby request refunds to the following tax accounts listed below for the reasons stated.

<u>PRIOR LIST YEAR</u> <u>NAME</u>	<u>LIST NUMBER</u>	<u>MOTOR VEHICLE</u>		<u>FEES</u>	<u>TOTAL</u>	
		<u>TAX</u>	<u>INT</u>			
ARI FLEET LT LTD	2024-03-0301639	\$ 306.10		\$	306.10	VEHICLE SOLD
HONDA LEASE TRUST	2024-03-0320937	\$ 361.15		\$	361.15	VEHICLE SOLD
NISSAN NORTH AMERICA INC	2024-03-0333298	\$ 146.88		\$	146.88	TURN IN LEASE
TESLA LEASE TRUST	2024-03-0345736	\$ 680.68		\$	680.68	VEHICLE SOLD
TOYOTA LEASE TRUST	2024-03-0346750	\$ 415.06		\$	415.06	VEHICLE SOLD
TOYOTA LEASE TRUST	2024-03-0346839	\$ 324.93		\$	324.93	VEHICLE SOLD
TOYOTA LEASE TRUST	2023-03-0347641	\$ 433.99		\$	433.99	LEASE BUY OUT
TOTAL		\$ 2,668.79	\$ -	\$ -	\$ 2,668.79	

TOTAL ALL MOTOR VEHICLE
TOTAL PERSONAL PROPERTY
TOTAL ALL REAL ESTATE
GRAND TOTAL ALL COLLECTIONS

\$ 2,668.79
\$ -
\$ -
\$ 2,668.79

RESPECTFULLY,

ANN V BEDNAZ, CCMC
TAX COLLECTOR
KG

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

BRISTOL SENIOR CENTER

**Department of Aging
Services**

**240 Stafford Avenue
Bristol, Ct. 06010**

POLICIES AND PROCEDURES MANUAL

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

BRISTOL SENIOR CENTER
Department of Aging
240 Stafford Ave
Bristol, CT. 06010 860-584-7895

- 1. ATTENDANCE REPORT POLICY**
- 2. BILLIARDS PARLOR USAGE POLICY & PROCEDURES**
- 3. BINGO PLAYING PROCEDURES**
- 4. BUILDING SECURITY, PERSONAL SECURITY & HANDLING OF MONEY**
- 5. CARD & GAME ROOM POLICY & PROCEDURES**
- 6. CLASS INSTRUCTOR'S POLICY & PROCEDURES**
- 7. BOUTIQUE POLICY & PROCEDURES**
- 8. MEALS PROGRAMS AT THE SENIOR CENTER**
- 9. MEMBERSHIP RULES & REGULATIONS**
- 10. PURCHASING PROCEDURES FOR SENIOR CENTER**
- 11. SCHEDULED APPOINTMENT POLICY**
- 12. SENIOR TIMES NEWSLETTER POLICY & PRODUCTION PROCEDURES**
- 13. SNOW DAYS CANCELLATION POLICY**
- 14. SUSPENSION OF MEMBERS**
- 15. TRIPS & TOURS POLICY & PROCEDURES**
- 16. WALLHANGING & POSTER HANGING POLICY**
- 17. WOODSHOP RULES & REGULATIONS**
- 18. SILVER FOX FITNESS ROOM**
- 19. COFFEE SHOP**
- 20. HARRASSMENT**

BRISTOL SENIOR CENTER
Department of Aging
240 Stafford Ave
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1. ATTENDANCE REPORTS POLICY

Attendance Reports must be turned in for every activity taking place at the Bristol Senior Center. If you are in an activity where there is no instructor or Group Leader, you must see to it that you swipe in on the computer for each activity in which you participate. This relates to all activities within the Bristol Senior Center.

Why is attendance so important?

Here's why:

1. Attendance figures tell us whether there is sufficient interest in an activity to justify continuing it.
2. Attendance reports provide valuable data to such bodies as the Commission on Aging, City Council and Board of Finance, as an indication of the level of activity actually occurring at the Bristol Senior Center. Funding decisions can sometimes be based upon attendance decisions.

Therefore, even though signing in may seem to be a nuisance, it is an obligation you should want to fulfill as a member in order to do your share in helping us to compile our monthly attendance reports.

PLEASE SIGN IN... and remind each member of your group to do the same

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

BRISTOL SENIOR CENTER
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2. Billiards Parlor Usage Policy for the Bristol Senior Center

The Billiards Parlor is open weekdays from 8:30 a.m. – 5:00 p.m.

All participants of the Billiards parlor will be required to become a member of the billiards parlor and pay an annual fee of \$20.00.

1. Billiards Parlor Committee will consist of:

A. Billiards Parlor committee Chairman

- Responsible for chairing meetings as needed
- Advisor
- All committee members must be active members of billiards

2. Billiards Parlor Rules

- Any paid member has the right to ask you for your membership card. Failure to be a member or a signed in guest – you will be asked to leave the parlor
- All participants must be a paid member or signed in in the main office as a paying guest to play
- Do not sit on pool tables
- Do not flip a coin larger than a penny on the tables
- No talcum powder is to be used in the pool room
- No jumping the cue ball to make a ball
- No refreshments are allowed to be placed on the tables
- \$20.00 annual membership fee to play
- All guests must go to the main office, receive a pass, and pay \$2.00 for a daily visit, or become a member for \$20.00
- All participants must comply with all rules and regulations of the Bristol Senior Center
- Violations of any of these rules may result in actions by the Commission On Aging

Reviewed by Commission on Aging: 4/16/2026

Accepted by Commission on Aging: 6/18/2026

Accepted by Mayor & City Council:

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Department of Aging
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3. Bingo Playing Procedures

Depending on how many people play and how much money collected determines the number of games they can play.

Person in charge has 20 envelopes. The money taken in is split into the 20 envelopes with a larger amount in every special game envelope. The amount paid for each game is stated at the start of each game and depends on how many people are playing.

Depending on how many winners for that particular game, determines how much money they win. They could win the entire amount or have to split with the # of winners.

Before tabulating any money taken in, \$5.00 is removed as a donation to the Senior Center.

The Bingo person also keeps a tracking record of games played, how much money was taken in and how much money was paid out.

The permit which is issued by the Bristol Police is on digital file in the office.

Reviewed by Commission on Aging: 4/16/2026

Accepted by Commission on Aging: 6/18/2026

Accepted by Mayor & City Council:

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4. BUILDING SECURITY:

1. Lock the door behind you when you leave an office or classroom unattended, *even for a short while*.
This Policy applies also to maintenance supply closets, storage cabinets and other areas, which may contain articles or equipment of some value.
Group leaders and class instructors are responsible for properly securing their respective areas in an appropriate manner, including the closing and locking of windows.
2. Be alert to any unfamiliar individuals wandering through the Center's hallways or loitering in the parking lots. If they appear to be acting in a suspicious manner, report to Main Office and then dial 911 if necessary.

PERSONAL SECURITY:

1. Keep your pocketbook, wallet or other personal items of value in a locked cabinet or drawer at all times. Do not leave any such items on your desk, work area, or any other unsecured areas at any time.
2. Be sure that your motor vehicle remains **locked at all times** while parked in any of the Center's public lots. Do not leave any packages, briefcases, or other items of value in full view inside your vehicle.
3. If you have been victimized, please report this to the Main Office immediately. Depending on the value of the loss, the Executive Director may file an incident report with the Police Department. Main office will record date and time of occurrence on its incident log. **The Senior Center cannot make a claim on behalf of individual victims, and is in no way responsible for the loss of personal property.** However, if you have been victimized, you should file your own claim with the Police Department.

HANDLING OF MONEY:

1. Do not leave any sums of cash, or even pocket change in desk drawers, canisters or other unsecured locations.
2. All Group Leaders and Class Instructors must turn in all sums of money collected to the Main Office when the activity has been concluded for the day.

Reviewed by Commission on Aging: 4/16/2026

Accepted by Commission on Aging: 6/18/2026

Accepted by Mayor & City Council:

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5. Card & Game Room Policy & Procedures

Card Room #106 is open Monday through Friday 8:30 a.m. to 8:30p.m. Evenings are available, but request must be made at the Main Office.

All types of card games or other board games are allowed.

HIGH STAKES GAMBLING IS NOT ALLOWED!

Any games wishing to have entrant fees must be approved by the Executive Director.
All entrant fees must be paid out to the winners.

Some scheduled games with entrant fees are:

1. Setback Tournament – Mondays 6:00 – 8:30 p.m. Entry fee \$3.00
2. Charlemagne – Tuesdays 6:00-8:30pm. Entry Fee is \$5.00
3. Setback Tournament – Friday afternoons 12:45 p.m. Entry Fee \$3.00
4. Texas Hold'em – Tuesday 9:00-11:00am & Wednesday 6:00-8:30pm. Entry Fee is \$5.00

All other games and activities must be on file in the main office.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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6. POLICY AND PROCEDURES FOR
CLASS INSTRUCTORS OF THE SENIOR CENTER

1. You must pick up your class attendance roster and any other notices or announcements that will be on your clipboard in the Main Office before the start of each class.
2. ATTENDANCE MUST BE TAKEN AT EACH AND EVERY CLASS. The Center's own attendance sheets are provided to you on a clipboard and must be used for all senior Center classes. Participants should also sign in on the computer kiosks.
3. All persons must register for class. Any person in your class who is not logged in on your roster should be approved by the main office before participation. Any changes in the roster must also be approved by the main office.
4. Punctuality is expected of all instructors; please notify the Senior Center if you cannot be here on time.
5. If you know you will be unable to teach any of your scheduled sessions, please notify the Main Office (and your students) as early as possible.
6. In the event your class must be cancelled due to illness or an emergency, please call the Center at 584-7895 by 8:45 a.m.
7. SNOW CANCELLATION POLICY: If Bristol Schools are closed, "The Bristol Senior Center will cancel all activities. If there is a DELAY in opening schools in Bristol, the Center will run all activities as scheduled beginning at 9:30 a.m.. Members should watch Channel 3 – WFSB, Channel 30 – WVIT, or Channel 61 – FOX, for closing announcements for the Bristol Senior Center. Naturally, with any adverse weather it is advisable to stay at home for your own safety, rather than risk a trip to the Senior Center."
8. If you encounter problems with the class, students, etc., please notify the office at once. Good communication is essential to maintain top quality classes for Bristol's Senior Citizens.
9. Solicitation shall be governed by City of Bristol Work Rules that are posted in the Main Office, specifically #7 "There shall be no unauthorized selling, soliciting or canvassing by instructors".
10. Instructors conducting classes in the gymnasium must remind their students to wear flat or low-heeled shoes, preferable with soft soles.
11. Instructors wishing to schedule events for their students, or any other out-of-center excursions, must inform the Senior Center Main Office, prior to the scheduling of the trip.

BRISTOL SENIOR CENTER
Department of Aging
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12. Any Equipment or supplies needed must be submitted to the Assistant Director or Director for review, approval and purchase prior to the start of any class session.
13. Drop-in classes must be submitted using the appropriate form and approved in advance by the Assistant Director or Director. Drop-ins are not allowed in regularly scheduled classes without permission from the office.

Your cooperation in observing these procedures throughout the year is greatly appreciated.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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7. BOUTIQUE – POLICIES AND PROCEDURES

1. The Boutique is a project of the Bristol Senior Center, and is under the management of the Boutique Manager of the Bristol Senior Center.
2. All Boutique sales are to be made directly to Boutique workers.
3. When making a sale from the Boutique, we ask that the Volunteer mark item sold on the Boutique form and issue a Senior Center receipt to the individual and keep the copy with the form and place money in an envelope in the Boutique money box.
4. The money box must be picked up from the office before opening, and returned to the office upon closing.

Reviewed by Commission on Aging: 4/16/26

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Accepted by Mayor & City Council:

BRISTOL SENIOR CENTER
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8. Meal Programs at the Senior Center
Elderly Nutrition Program - Congregate Meals

The Elderly Nutrition Program is providing a noontime meal Monday through Friday (except holidays) at the Bristol Senior Center. The meal service is available to anyone age 60 years and over and spouse, regardless of age. The meals are prepared as a no added salt diet. Those who have a special diet should check the menu prior to signing up for meals. Any person under age 60 (except spouse of member) is a guest and must pay guest price.

Reservation must be made 48 hours in advance at the Bristol Senior Center by signing in at the dining room desk. You may also call the site manager at 584-7895 ext.7114 to reserve a meal. Please make your reservation between 10:00 A.M. and 12:30 P.M.

Cancel your meal reservation immediately if your plan changes.

Meals are served at 12:00 noon. Please plan to arrive a few minutes before, for your own convenience. Your meal will be held for 30 minutes. The full cost of the meal is over \$10.00. However, the suggested donation is \$3.00, or whatever you choose to donate. No one will be denied a meal. All guests are required to pay the guest as determined by RW Resources.

The Elderly Nutrition Program is federally funded through the Older Americans Act Title III C and sponsored by the North Central Area Agency on Aging.

Home Delivered Meals

Home delivered meals are also available under this program for individuals who are 60 years of age and older and assessed as being homebound.

To arrange a home delivered meal, please contact our Home Delivery Coordinator between 10:00 A.M. and 2:00 P.M. at 584-7895 ext 7116. The meals consist of one hot lunch and one cold supper meal. The program provides therapeutic diets i.e., diabetic, low cholesterol, low sodium, and can provide items which have been cut up or ground. The full cost of the home delivered meal is over \$10.00. The suggested donation is determined by RW Resources.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

BRISTOL SENIOR CENTER
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9. MEMBERSHIP RULES AND REGULATIONS

1. Eligibility requirements for membership in the Bristol Senior Center shall be as follows:
 - A. At least fifty-five (55) years of age (City Council 4/12/05)
 - B. Resident of the City of Bristol
 - C. Completion of Membership Application and receipt of Membership Card.
 - D. Individuals that are deemed disabled and are at least 50 years of age or older.
 - E. Non-residents of Bristol who meet the age requirements will be permitted by the Executive Director to become members of the Bristol Senior Center upon approval of written application and subsequent payment of the \$40.00 non-resident fee. A husband and wife non-residents shall be required to pay a combined fee of \$60.00 per year.

A member who *moves outside of Bristol* shall be *exempt* from any non-resident fee until the end of the current calendar year.

- F. Members must be mentally & physically able to care for self or have own assistance when attending the Senior Center. Caretakers do not require an individual membership, and may participate under certain circumstances with the Director's approval.
2. Hours of operation for the Bristol Senior Center shall be the same as the office hours 8:30 a.m. – 8:30 p.m. All center activities scheduled outside of those hours must be approved by the Executive Director under the direction of the Commission on Aging
3. Gambling of any kind is not permitted within the Bristol Senior Center or on the premises. Fundraisers must have prior approval of the Commission on Aging.
4. Alcoholic beverages are not permitted.
5. Persons under the influence of illicit drugs or alcohol are not allowed in the building.
6. Smoking is not permitted anywhere within the Bristol Senior Center including 25' from all entrances.
7. Profanity, abusive or defamatory language directed towards any member or staff member, or personal arguments, will not be tolerated.
8. Any person creating a disturbance may be asked to leave the center.
(See separate policy "Suspension of a Senior Center Member").

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9. Appropriate attire is required.
10. All organized events shall be non-partisan. Participation in all activities, classes, lectures, and events must be done in a respectful way. Any members engaged in competitions including leagues and travel teams must exhibit good sportsmanship at all times.
11. Proper personal hygiene is expected from all members, i.e., daily bathing and clean clothing for health purposes and common courtesy for all members and guests.
12. There shall be no solicitation of any kind within the Bristol Senior Center, except with the approval of the Executive Director, in accordance with any policies of the City of Bristol.
13. Guests must first register with the main office. Subsequent visits will require a membership. Guests may participate in day to day activities with the exclusion of the Fitness Room, Billiards Room (unless \$2.00 is paid), or special events.
14. Sexual harassment is forbidden (see Sexual Harassment Policy of the City of Bristol, or the Harassment/Discipline policy for the Bristol Senior Center). Any form of harassment will not be tolerated.
15. Pets or animals are not permitted within the Bristol Senior Center unless recognized as an ADA service animal.
16. Any member who wishes to complain about any matter, including but not limited to Senior Center policy, procedures, and rules, must first discuss the issue with the immediate supervisor of the activity in question. If the member is not satisfied at this point, he or she must then discuss problem with the center's director. If the problem still has not been resolved with director, member may then appeal to the Commission on Aging for resolution.
17. The failure to abide by any of the above Rules and Regulations may result in member's temporary suspension or permanent expulsion. All rules and regulations will be enforced by the Center's staff. (See separate policy statement "Suspension of a Senior Center Member").

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by the Mayor & City Council

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10. Purchasing Procedure for the Senior Center

The Purchasing Procedure for the Senior Center is governed by and subject to the City of Bristol Purchasing Manual. All purchases must be in compliance with the City of Bristol Purchasing Manual and any other requirements promulgated by the Board of Finance pursuant to Section 25 of the Charter of the City of Bristol. The Senior Center also utilizes a revolving account to support its programs and activities. The account is managed by the City of Bristol. Payments are made with a Purchase Order, or with the Beals Center procurement card.

This includes all programs and activities of the Senior Center, but is not limited to:

Special Events

Bingo Program

Card Players

Coffee Shop

Senior Nutrition Program

Senior Wellness Center

Tuesday Refreshments Program

Library

Woodshop

Billiards Room

Fitness Center

Competitions and Leagues

Review by Commission on Aging: 4/16/2026

Approved by Commission on Aging: 6/18/2026

Accepted by Mayor & City Council

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11. INDIVIDUAL APPOINTMENTS
SCHEDULED APPOINTMENT POLICY

The following services require Main Office Scheduled Appointments:

SENIOR CENTER - MAIN OFFICE.....584-7895

Medicare/Medicaid

Food Stamps

Lectures

Reflexology

Fitness Room Training

Mature Driver Program

Tech Help

Health Screenings

Tax Help

ELDERLY WELLNESS/FOOT

CLINIC.....860-584-7895 ext7111

WELLNESS DENTAL CLINIC.....860-584-7128

**IF YOU ARE UNABLE TO MAKE AN APPOINTMENT - We ask that you call one of the
above phone numbers THREE (3) HOURS BEFORE YOUR SCHEDULED
APPOINTMENT.**

See the "Senior Times" for more detailed information regarding the above listed programs.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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12. SENIOR TIMES NEWSLETTER - PRODUCTION
PROCEDURES

1. Main office of Bristol Senior Center maintains responsibility for overall coordination of newsletter typing, layout and editing functions.
2. Deadline for submission of typed, camera-ready articles and other items for newsletter is the 13th of each month. No submissions will be accepted later than this date, except due to special circumstances.
3. Newsletter is sent to LPI for publication no later than the 17th of each month.
4. Once the Newsletter is received, the Friends Office is notified to arrange for those on the mailing list.
5. Senior Center staff has volunteers distribute the newsletter to offsite agencies.

Reviewed by Commission on Aging: 4/16/26

Approved by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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13. BRISTOL SENIOR CENTER **INCLEMENT WEATHER POLICY**

If the Bristol Public Schools are closed, the Bristol Senior Center will cancel all activities, classes and meals.

If the Bristol Public Schools have a delay, the Senior Center will open at 9:30 a.m. for a regular day of activities.

Members should watch Channel 3 - WFSB, Channel 61 – FOX, or channel 30 – WVIT, or Channel 8 - WTNH for announcements regarding the Bristol Senior Center.

If the Bristol Public Schools have an early dismissal, all activities and programs are canceled for the rest of the day after lunch.

Naturally, with any adverse weather it is advisable to stay at home for your own safety, rather than risk a trip to the Senior Center.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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14. Suspension of a Senior Center Member

The following guidelines are to be used when a Senior Center patron has violated the Membership Rules and Regulations as adopted by the Commission on Aging sufficiently to be banned from the Senior Center property.

1. When an incident occurs and it is brought to the Director, the first offense is a sit-down with the director to discuss the behavior and why it is not accepted at the Senior Center. This will happen under most circumstances unless the violation is egregious which may escalate the consequence. This meeting will be properly documented.
2. A second incident will require another sit-down with the Director and the family if available to discuss the behavior and how to properly act at the Senior Center. This is the patron's final warning before a suspension will take place. An egregious rule infraction could escalate the punishment automatically to the next step. This meeting will be properly documented.
3. A third incident escalates to a suspension. The length of the suspension will be determined by the severity of the offense. At this time the director will hand a written letter to the patron explaining what they have done and what the length of the suspension will be. The patron will also be offered a hearing if requested within 10 days of the offense to be conducted by the Commission on Aging in a fair manner. In an Executive session, the patron will be given ample opportunity to rebut any charge made. At the conclusion of the hearing the Commission on Aging will make their recommendation which will be final.
4. For suspensions with an end date, The patron must again meet with the Director to determine if the person is able to return. In some cases there may be stipulations to have a patron return.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by Mayor & City Council:

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15. TRIPS AND TOURS POLICY & PROCEDURE

1. Upcoming trips will be announced in the monthly "Bristol Senior Times" Newsletter and will be posted on the "Trips and Special Events" bulletin board. Additional information may be obtained in the main office weekdays between 8:30 a.m. and 8:30 p.m.
2. All trips will be sold on a first-come, first-paid basis. Individuals registering for a trip should report any medical conditions or life-sustaining medication that they take and this information should also be on their person when they are on the trip. The Trips Coordinator must obtain records of all emergency contact telephone numbers. Telephone reservations will not be accepted. Seats will only be reserved with a deposit or full payment. Trips may be purchased in the Bristol Senior Center office from the trip coordinator, Monday through Friday, 9:30 a.m. to 2:30 p.m.
3. Checks must be made payable to: Bristol Senior Center, except in instances where certain tour companies require that checks be made payable to them. A receipt will be given for all payments. No credit card payments will be accepted.
4. Seats will be assigned. Persons must board the bus fifteen minutes prior to departure. Assigned seating will remain in effect for the duration of the trip.
5. Smoking is prohibited.
6. Trips are not transferable.
7. Once final payments are made, no refunds will be granted for any reason, unless a replacement is found to take your place. Trip participants are strongly encouraged to purchase optional travel insurance, usually available through the tour company.
8. Trip departures are from the Bristol Senior Center
9. Departure times will be strictly enforced. Buses will not wait. It is your responsibility to be at the bus at least (15) minutes prior to departure.
10. You are expected to cooperate fully with your trip captain at all times. When your trip captain is giving you instructions, please give this person your undivided attention. If you miss information because you were talking or not paying attention, you may miss the bus for the return trip. If a person misses their bus, they are responsible to get themselves home. You must show up on time when the bus is scheduled for the return trip and must be punctual for other scheduled events and activities during the trip. Captains are instructed to report any instances of uncooperative or otherwise disruptive behavior to the Bristol Senior Center's Main Office.
11. DISCLAIMER: The Bristol Senior Center, the Bristol Department of Aging Services, and the City of Bristol act only as an agent for the trip participant for purposes of arranging any trips and tours for the trip participant, and therefore, are not responsible in whole or in part to the trip participant for any loss, damage, injury or financial loss to persons or property in connection with such trips and tours.
12. Failure to comply with these rules will result in revocation of future trip privileges.

Reviewed by the Commission on Aging: 4/16/26

Accepted by Commission: 6/18/26

Accepted by Mayor & City Council:

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16. Wall Hanging & Poster Policy

Any wall hangings, posters, drawings, artwork, notices, etc. or additional boards must first be approved by the Director of the Bristol Senior Center **before they are posted**. Senior Center staff only will post items. Items must be submitted to the main office during operation hours.

Reviewed by the Commission: 4/16/26

Accepted by the Commission: 6/18/26

Accepted by the Mayor & City Council:

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17. WOODWORKING SHOP - RULES AND REGULATIONS

1. Only Bristol Senior Center members in good standing may sign up to use the Woodshop. (Herein after referred to as Shop.) They should register at the Wood Shop with the Shop Supervisor.
2. For safety and liability reasons, ***“no more than 10 people should be working in the woodshop at a given time. All persons must check in with the shop supervisor and”*** no one except for those persons listed on the official attendance roster for the day shall be in the shop area.
3. The Shop Supervisor, or a qualified replacement, shall open and be present during the entire work period and determine the acceptable level of persons using the shop at any one time. If few are in attendance, Shop Supervisor may give permission to a member or members to work in the woodshop.
4. The Shop does not accept work requests on behalf of outside individuals, organizations, or businesses.
5. The purpose of this shop is to allow members to work on projects for their own personal or home use. They are expected to provide their own materials and/or supplies, or pay for such already available in the shop. The Shop Supervisor may require a small fee to cover these costs, payable either weekly or in one lump sum. This workshop is not for those who are engaged in ventures of a personal business or profitable nature. Members must not use any area of the Shop for storage of their own spare material. The project they are working on can be stored in a non-active area designated by the Shop Supervisor. No more than one project may be stored at a time. ***“It is strongly recommended that anyone using the tools in the woodshop give back to the Senior Center by producing an item to be sold at our annual Craft Fair”***
6. Shop members who work on projects or fundraisers for the Bristol Senior Center shall not be assessed any fees for such materials, and shall receive credit for hours contributed. All volunteer hours should be recorded in the volunteer log.
7. Suggestions for new tools, equipment or ideas for improving the shop are encouraged and should be made to the Shop Supervisor.
8. No member or group from the Shop may purchase and bill for supplies and/or equipment on their own, unless specifically authorized in advance by the Shop Supervisor. (SEE PURCHASING PROCEDURE).
9. Power equipment may not be used unless a Shop Supervisor is on duty and present in the area. No one is allowed to work alone in the shop and use power equipment.
10. No one shall use any power equipment or machinery without having reviewed its operation and safety features with the Shop Supervisor.
11. Individuals must notify Shop Supervisor as soon as possible of dull, defective, broken, and/or missing tools and equipment. Electrical equipment with loose or defective wiring should not be used until repaired and approved as safe to use again by the Shop Supervisor.

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12. Do not leave machine running or tied-up when you leave it. When you are finished, remove your tools, work and clean up the machine area.
13. Each Shop member is responsible for returning tools and equipment to their proper place, cleaning of the machine(s) they have used, and the area in which he or she may have been working; also, participating in the daily clean-up of all machines and shop areas. (Usually from about 11:15 to 11:30.) Vacuum systems, scrap wood and trash barrels shall be checked for contents and emptied as necessary into the dumpster. At specified times, members may be requested to participate in a general clean-up of the Shop which will include ceilings, walls, cabinets and other areas not normally receiving a daily clean-up. This clean-up will hopefully not always have same persons included.
14. All woodshop power equipment has been acquired specifically for use in this shop and is on the City of Bristol's Grand List. None may be disposed of, replaced, or sold before receiving proper authorization from the Executive Director of the Bristol Senior Center and said disposal, replacement or sale must be in compliance with the City of Bristol's Purchasing Procedures.
15. **Woodworkers are expected to operate equipment with extreme caution and exercise good judgment at all times.** Participants should be in reasonably sound mental and physical condition. If any member has reason to believe that unsafe situations are occurring, they should bring it to the attention of the Supervisor and corrective action will be taken to prevent additional dangerous situations. If unsafe actions continue to occur, the Shop Supervisor should then have this situation and/or individual brought before the Executive Director, and if no satisfaction is realized, then to the Commission on Aging. If the individual is asked to leave as a result of his/her actions, the individual must make a written request or have a personal meeting with the Executive Director in order to return to the Woodshop.
16. Any injuries or mishaps shall be reported immediately to the Shop Supervisor and the main office. In all cases, an accident report must be filed in the Main Office and reviewed by the Executive Director.
17. The Shop Supervisor is responsible for the enforcement of all rules and regulations, which are designed to protect the health and safety of Shop members, as well as to protect the City of Bristol against liability claims resulting from negligence and/or lax enforcement of safety procedures.
18. If a shop member has a conflict of opinion with the Supervisor, he must first bring it to the Shop supervisor. If a problem still exists, he may take his complaint to the Executive Director, and then to the Commission on Aging, if no satisfaction is realized.
19. SHOP MEMBERS SHALL OBSERVE THE FOLLOWING AND ALL OTHER APPROPRIATE SAFETY PRECAUTIONS AT ALL TIMES IN THE WOODWORKING SHOP:
 - The use of proper guards on machines at all times is required:
 - Do not remove any guards from machines unless authorized by the Shop Supervisor, and replace them immediately when the operation that required their removal is finished.

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- Wear safety glasses or goggles over glasses at all times
- The use of ear plugs and dust/allergy masks that cover the nose and mouth is encouraged in the shop area.
- Do not wear long or loose clothing, especially cuffs on sleeves.
- **Do not talk to anyone while operating power equipment. PAY STRICT ATTENTION TO WHAT YOU ARE DOING.**
- Know where your fingers are at all times.
- Set table saw blade 1/4" above stock being cut.
- Use push sticks for narrow stock and small pieces.
- **Always remove pieces near saw blade after cutting to prevent flyback.**
- Do not cross your arms when cutting through stock with radial saw and mitre saw.
- Cut only clean stock on jointer or thickness planers.
- Do not run short pieces through planers or on jointer.
- Do not operate the 12" planer with material 24" or longer without an assistant.
- Do not start machine with work under blades.
- Do not start saw with workpiece in the Red area.
- Do not hesitate or be afraid to ask for help.
- Do not attempt to handle large and/or heavy pieces alone.

ANYONE FAILING TO OBSERVE THESE RULES AND REGULATIONS WILL BE ASKED TO LEAVE THE SHOP! Each registrant should, with Shop Supervisor, read and understand these rules and regulations. Registrant is required to initial and date the master copy indicating such.

Reviewed by Commission on Aging: 4/16/26

Accepted by Commission on Aging: 6/18/26

Accepted by the Mayor & City Council

BRISTOL SENIOR CENTER
Department of Aging
240 Stafford Ave
Bristol, CT. 06010 860-584-7895



18. The Silver Fox Fitness Center
Membership Policies

1. The Silver Fox Fitness Center membership is open to members of the Bristol Senior Center.
2. Participants of the Silver Fox Fitness Center must have a signed doctor's permission form on file.
3. Participants will be required to update their doctor's permission form each year.
4. Individuals will be required to attend an orientation prior to being allowed to utilize the fitness equipment (treadmill, recumbent bike, NuStep & cross trainer).
5. Individuals must follow the safety rules as explained in their orientation. A refresher course is available upon request.
6. Silver Fox Center Members must wear sneakers or rubber-soled shoes while using the fitness equipment.
7. Members must wipe down the equipment after each use.
8. There is a 30-minutes time limit for using each piece of equipment unless no one else is waiting.
9. Individuals who wish to put their membership "on hold" may do so with a written letter from their physician.
10. The fitness center is open from 6:30am-8:30pm Mondays through Fridays. Members should swipe in at the computer and sign in at the fitness monitor desk with the time they are coming in.
11. Volunteers cannot provide assistance with the equipment. See Jason or Taylor for assistance.
12. The Senior Center does not have a personal trainer available for consultation. If consultation is needed, please see your doctor.
13. The Bristol Senior Center reserves the right to revoke membership of the Silver Fox Fitness Center at any time if it is determined that the continuation of participation is detrimental to the well-being of the participant or other fitness center members or if the participant is not following safety policies and Fitness Center Rules.
14. Individuals must understand and sign a liability release form before being certified to use the Silver Fox Fitness Center.

Reviewed by the Commission on Aging: 4/16/26
Accepted by the Commission on Aging: 6/18/26
Accepted by the Mayor and City Council:

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Department of Aging
240 Stafford Ave
Bristol, CT. 06010 860-584-7895

19. COFFEE SHOP PROCEDURE

Regular Hours of operation: All Year Round

Mondays – Friday 9:00 a.m. – 1:00 p.m. (providing volunteers are available – otherwise closed.)

- It is recommended by the Health Department that a manager be in charge to oversee daily routines to ensure workers are meeting all Public Health code requirements and avoid food-borne illness.
- Volunteers must log worked hours in the check in stations daily.
- All Guidelines for coffee shop should be adhered to by all who work. (see guidelines attached)

Absences: Coffee shop volunteer is required to report absence to the main office or to the Coffee Shop Supervisor. A calling tree for volunteers should be established for replacement if they are unable to work.

Special Events: Check the monthly calendar of special events where coffee shop is required to make coffee.

Inventory: Coffee Shop supervisor will be responsible for inventory of stock and create list to submit to the front office weekly.

Shopping: Bulk Shopping Monthly – list collected by the coffee shop supervisor.
Cold cuts, veggies, small items – weekly by coffee shop manager.

Coffee Shop Manager is responsible to report directly to the director of the Senior Center.

Reviewed by Commission on Aging:

Accepted by Commission on Aging:

Accepted by Mayor & City Council:

BRISTOL SENIOR CENTER
Department of Aging
240 Stafford Ave
Bristol, CT. 06010 860-584-7895

20. Harassment/Discrimination Policy for Bristol Senior Center

It is the goal of the Bristol Senior Center to meet the social, recreational and educational needs of members in a fun, safe, inclusive and courteous environment. Opportunity for membership is open to individuals regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, or sex. Therefore, the Bristol Senior Center maintains this Harassment/Discrimination Policy.

The Bristol Senior Center does not allow sexual harassment of a staff member or member, either verbal, written or physical in nature; obscene or profane language, gestures or verbal abuse; intentionally causing or attempting to cause physical injury to another; possession of dangerous objects, firearms, knives or anything that would or could be used to cause another to feel threatened in any way; making disparaging remarks to another regarding their religion, national origin, sex, race, etc.; making unauthorized physical contact with another member of staff member.

It is the responsibility of every member to know and follow this policy and to treat every other member with dignity and respect. Members may choose to address issues directed toward them when they feel comfortable and safe to do so. Otherwise, violations should be immediately reported to the Executive Director or Assistant and information will be kept confidential where possible. In the event of immediate threat or emergency, please call the Bristol Police at 911.

Persons found to be in violation of this policy may be removed from the premises and subject to termination of membership.

If you have any questions about this policy, please contact the Executive Director, or Assistant Director at (860) 584-7895.

Reviewed by Commission on Aging: 4/16/26
Accepted by Commission on Aging: 6/18/26
Accepted by Mayor & City Council



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 30, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council

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

RE: **Authorization of Contract Amendment for Additional MS4 Permit Services – BL Companies (PO 22603121)**

RECEIVED
2026 JUL -1 PM 3:46
TOWN AND CITY CLERK
BRISTOL, CT

The Board of Public Works voted at its June 18, 2026 meeting voted to request the following City Council action:

Authorize the Mayor to execute a contract amendment with BL Companies (PO 22603121) in the amount of \$87,310 for additional engineering services associated with Municipal Separate Storm Sewer System (MS4) permit compliance, including illicit discharge detection and stormwater outfall testing required under the City's MS4 Permit and the U.S. Environmental Protection Agency (EPA) Administrative Order.

BL Companies currently provides engineering services to assist the Department of Public Works with implementation of the City's MS4 Permit. The proposed contract amendment will expand the scope of work to include the additional testing, investigations, and compliance activities necessary to satisfy the requirements of the EPA Administrative Order.

Please feel free to contact me at 860-584-6113 with any questions or concerns.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 30, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council

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

RE: **Contract Amendment 2C26-002 – Renovations at Beals Comm Center Bristol Burlington Health Department Space (Orlando Annulli & Sons Inc.)**

RECEIVED
2026 JUL -1 PM 3:45
TOWN AND CITY CLERK
BRISTOL, CT

The renovation of the new Bristol-Burlington Health District (BBHD) space at the Beals Senior Community Center is progressing well. During construction, several unforeseen conditions were identified that required change orders to complete the project safely and in accordance with applicable building codes. A summary of these City-funded change orders is provided below:

1. Modifications and additions to the front entrance ADA-accessible door system.
2. Replacement of deteriorated, non-code-compliant wiring serving the primary electrical panel.
3. Reconnection of the Building Maintenance monitoring system.
4. Relocation of a fire sprinkler head due to a conflict with the proposed wall layout.

The total cost of these City-funded change orders is **\$42,495**.

To process these change orders, the Department of Public Works requests the following City Council action:

Authorize the Mayor to execute an amendment to Contract 2C26-002, Renovation at the Beals Community Center – Bristol-Burlington Health District Space, with Orlando Annulli & Sons, Inc., in the amount of \$42,495. This amendment will increase the total contract amount from \$2,158,000 to \$2,200,495.

The current project budget contains sufficient funding to cover this contract amendment; therefore, no additional Board of Finance action is required.

Any future change orders related to BBHD-requested office modifications or aesthetic improvements will be the financial responsibility of the Bristol-Burlington Health District.

Please feel free to contact me at 860-584-6113 if you have any questions or require additional information.



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: June 30, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council

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

RE: **Authorization for Mayor to Execute Easement Agreement – Eversource Gas (81 Church Street, Map 43, Lot 22)**

RECEIVED
2026 JUL - 1 PM 3:45
TOWN AND CITY CLERK
BRISTOL, CT

The former Fire Department Fire House No. 3, located at 81 Church Street, currently has an existing Eversource gas line located along the east side of the building. In order to formalize an easement for this existing gas line, the Department of Public Works requests the following City Council action:

Authorize the Mayor to execute any and all documents necessary to establish and formalize a utility easement with Eversource Energy on the City-owned property formerly known as Fire House No. 3, located at 81 Church Street (Map 43, Lot 22).

Please note that the City Planning Commission approved this action pursuant to Connecticut General Statutes § 8-24.

Feel free to contact me at (860) 584-6113 if you have any questions or require additional information.



City of Bristol

BRISTOL, CONNECTICUT 06010

Planning Commission

5g.
RECEIVED

2026 JUL -2 AM 10:29

TOWN AND CITY CLERK
BRISTOL, CT

DATE: June 23, 2026

TO: City Council (c/o Erica Cabiya, Town and City Clerk)

FROM: Bristol Planning Commission

Re: C.G.S. 8-24 Referral:
North Main Street — Map 30, Lot 3

The Bristol Planning Commission, at its meeting of June 22, 2026, approved the following motion with respect to the above captioned item:

"To send a positive referral to the City Council for the C.G.S. 8-24 referral for: North Main Street – Map 30, Lot 3. The Planning Commission finds that the C.G.S. 8-24 referral for the sale and redevelopment of the Centre Square North Main Street property, Map 30, Lot 3, is generally consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018."

For questions or additional information, please contact:

City Planner – Robert M. Flanagan, AICP – City of Bristol Land Use Office at 860-584-6225.

Cc: Jeffrey Steeg (via email)



Purchasing Department | Tel. 860.584.6195

MEMORANDUM

To: Erica Cabiya, City Clerk
 Cc: Office of Corporation Counsel
 Mayor Ellen Zoppo-Sassu
 Tara Landon, BOE Schools Project Manager
 From: Nancy P. Haynes, Purchasing Agent
 Date: July 8, 2026

Re: **Contract 2026-071 NRES Project For Bristol Central And Eastern High Schools**

RECEIVED
 2026 JUL -9 AM 11:10
 TOWN AND CITY CLERK
 BRISTOL, CT

On behalf of the Board of Education, the Purchasing Department solicited and received proposals for the development of solar arrays at the Central and Eastern High School parking lots and rooftops to be wholly owned, operated and maintained by the chosen developer. It is expected that the projects will qualify for the NRES program.

Greenskies Clean Energy LLC submitted the sole proposal. The firm's qualifications have been sufficiently and successfully reviewed by Purchasing and BOE staff, and by CCM's energy advisor (TitanGen LLC). In the spirit of full transparency, the City and CCM do not compensate TitanGen for its services directly; they are compensated for their services by the Developer (Greenskies) at a rate specified in the RFP. The Board of Education recommended contract award to Greenskies Clean Energy LLC at its July 8, 2026 meeting.

I therefore respectfully request that you include the following motions on the agenda for the next meeting of the City Council:

To award **Contract 2026-071 NRES Project For Bristol Central And Eastern High Schools to Greenskies Clean Energy LLC**, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

Thank you for considering this request.

City of Bristol
 111 North Main Street
 Bristol, CT 06010
www.bristolct.gov

COUNCILMAN MARK DICKAU,
CHAIR, ORDINANCE COMMITTEE

**PROPOSED AMENDMENTS CHAPTER 23, ORDINANCE ENFORCEMENT BY
CITATION OFFICERS, SECTION 23-5 PENALTIES FOR OFFENSES**

MOTION TO WAIVE READING

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 23-5 BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, August 4, 2026 at 4:55 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 23-5. Penalties for offenses.

Unless otherwise provided, any violation enforceable by citation shall be punishable by a fine of [ninety dollars (\$90.00)] one hundred twenty dollars (\$120.00). Each day a violation continues shall constitute a separate offense. In addition to the fines set forth in this subsection, an additional administrative fee of two dollars (\$2.00) per ten dollars (\$10.00) of the amount of the fine(s) payable hereunder, or any fraction thereof, shall be payable to the city by each person to whom a citation is issued. The initial penalty for any citation not paid or under appeal shall double after fifteen (15) days and triple after thirty (30) days.

(Amend. eff. 11-29-19)

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COUNCILMAN DICKAU
CHAIR, ORDINANCE COMMITTEE

**ADOPTION OF ORDINANCE
CHAPTER 4, ANIMALS AND FOWL,
SECTION 4-8 ROOSTERS - PENALTY**

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MOTION: I hereby MOVE that Sec. 4-8, Roosters – Penalty of the Code of Ordinances of the City of Bristol, Connecticut, is hereby amended to read as follows. I FURTHER MOVE that the City Clerk publish said amendments and additions to the Code of Ordinances, and that they become effective upon the expiration of 14 days from the date of their publication in a newspaper of general circulation in the City of Bristol. (Additions are underlined and deletions are bracketed.)

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 4-8. Roosters—Penalty.

- (a) If a valid and verified noise complaint is received by the [city] Zoning Enforcement Officer, Code Enforcement Officer, Animal Control Officer or police officer regarding any rooster, the city will require [the rooster to wear a noise reduction collar, vocal constriction collar or other noise reduction device or method] removal of the rooster by the property owner. If more than three (3) complaints are received by the city regarding the same rooster the city shall require removal of that rooster.
- (b) Any person required to [place a noise reduction collar, vocal constriction collar or other noise reduction device or method on the rooster] remove the rooster who fails to do so after a ten-day period shall be guilty of an infraction and fined fifty dollars (\$50.00) for each day [any rooster is without said noise reduction collar, vocal constriction collar or other noise reduction device or method] a rooster exists on the property.
- (c) [If more than three (3) complaints are received by the city regarding the same rooster the city may require removal of that rooster.
- (d)] The provisions of this section shall not apply to roosters owned and maintained on premises owned or leased by any farm, charitable, eleemosynary or educational organization.

60c

Memorandum

To: City Council
From: H. James Haselkamp, Jr., Director of Human Resources
Date: July 7, 2026
Re: Proposed 3% Salary Adjustment for Non-Bargaining Employees
CC: Mayor Zoppo-Sassu

I am requesting your support for the motion to adjust non-union employee salaries by 3.0% for the 2026/2027 fiscal year.

This request covers 16 full-time non-union employees (out of 510 total full-time city employees) and six part-time non-union employees within the Mayor's and Corporation Counsel's offices, including grant-funded positions.

The specific full-time positions covered under this adjustment include:

- Department Heads (DPW, HR, Comptroller)
- Superintendent of Water/Sewer
- Assistant Corporation Counsel
- Town and City Clerk
- HR Generalist & HR Analyst
- Administrative Assistant to the Police Chief
- Executive Assistant to the Mayor
- Assistant to the Comptroller
- Police Deputy Chief

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Historical and Comparative General Wage Increases (GWI)

Bargaining Group	FY 25/26	FY 26/27	Two-Year Total
Local 233	2.75%	3.00%	5.75%
Local 1338	2.50%	3.00%	5.50%
BPSA	2.00%	3.00%	5.00%
Fire	3.00%	3.00%	6.00%
Police	4.20%	2.50%	6.70%
Non-Union (Proposed)	2.00%	3.00%	5.00%

As shown above, the non-union group received a 2.0% adjustment last fiscal year. This was lower than all unionized groups except for BPSA members.

The proposed 3.0% adjustment aligns exactly with the increases being received this July by Local 233, Local 1338, BPSA, and Fire. While the Police union is receiving 2.5%

this year, their two-year total (6.7%) remains significantly higher due to a 4.2% increase last year. Over a two-year period, the non-union total (5.0%) matches the lowest bargaining unit increase (BPSA).

The current year-over-year CPI-U inflation rate for the **Northeast region is 5.0%**, while the **New England division (which specifically includes Connecticut) sits at 4.6%**, according to the latest Bureau of Labor Statistics (BLS) Consumer Price Index report.

This data provides strong justification for your proposed 3.0% salary adjustment, as local inflation is significantly outpacing the requested non-union wage increase.

This requested adjustment is within the approved 2026 budget.

Based on the union comparables and current inflation measures, we believe this 3.0% adjustment is critical for equity and retention. Thank you for your time and consideration of this motion.

JULY 2026 APPOINTMENTS (AS OF 7/9/26)

Resignations:

Ryan Carrier – Fair Rent Commission, Sec. 2-9

Connie Cohen – Fair Rent Commission

Sean Moore – Fire Commission – deceased

Continuing Vacancies:

Fair Rent Commission

1 alternate position representing Landlords, to replace C. Cohen, term to 5/28

Fire Commission

1 regular position to replace Sean Moore, term to 2/28

Historic District Commission

1 regular position to replace J. St. John, term to 1/30

Retirement Board

1 regular position as citizen representative to replace W. Veits, term to 7/28

NEW APPOINTMENTS FOR JULY:

Acting Mayor

Councilwoman Susan Tyler until November 2026

Bristol Burlington Health District Commission

Appoint Thomas O'Brien (D) to replace Robert Wetmore (D), term to 7/29

Announcement: Burlington has appointed 1st Selectman Douglas Thompson (R) as their rep., term to 6/30/28

Fair Rent Commission

Appoint Debra Schur (D) representing Landlords, to replace R. Carrier, (R) Sec 2-9 term to 5/29 (not confirmed yet)

Board of Finance

Reappoint Marie O'Brien (D), term to 6/30

Parking Authority

Eric Bonaiuto (U) to replace J. Broyles (R), resigned, term to 4/28

Planning Commission

Reappoint Tracey Bacchus (D), term to 7/31

Zoning Board of Appeals

Reappoint Liza Salgado-Sirko (D), term to 7/29

Reappoint Alfred Radke (D), term to 7/29

Reappoint Rory Ghio (U), term to 7/29

Reappoint David Pecevich (U), term to 7/29

Zoning Commission

Reappoint Peter Caruso (R), alternate member, term to 6/29



Purchasing Department | Tel. 860.584.6195

MEMORANDUM

(Revised)

To: Erica Cabiya, City Clerk
 Cc: Office of Corporation Counsel
 Mayor Ellen Zoppo-Sassu
 Raymond Rogozinski, Public Works Director
 From: Nancy P. Haynes, Purchasing Agent
 Date: July 13, 2026

RECEIVED
 2026 JUL 13 PM 12:06
 TOWN AND CITY CLERK
 BRISTOL, CT

Re: Contract 2P26-066 Inspection Services for Shrub Road Sidewalks Project

The Purchasing Department received proposals for qualified consultants to conduct inspections services related to the installation of sidewalks on Shrub Road. The lowest responsive and responsible bidder was **Wengell, McDonnell & Costello, Inc.**; the firm's qualifications have been sufficiently and successfully reviewed by Purchasing and Public Works staff.

I therefore respectfully request that you include the following motion on the agenda for the July 14, 2026 meeting of the City Council:

To award **Contract 2P26-066 Inspection Services for Shrub Road Sidewalk Project** s to **Wengell, McDonnell & Costello Inc.** in the amount of **\$226,494.73**, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

Thank you for consideration of this request.

City of Bristol
 111 North Main Street
 Bristol, CT 06010
www.bristolct.gov



Purchasing Department | Tel (860) 584-6195

MEMORANDUM

To: Erica Cabiya, City Clerk
Cc: Mayor Ellen Zoppo-Sassu
Office of Corporation Counsel
Eric Evans, Chief Information Officer
Lynn Boisvert, BOE Finance Director
Diane Waldron, Comptroller
From: Nancy P. Haynes, Purchasing Agent
Date: July 8, 2026

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BRISTOL, CT

Re: Contract 2P26-075 Leasing of Computer Equipment

The Purchasing Department solicited and received proposals for leasing computer equipment; this contract replaces an existing master lease agreement for equipment used by the City and the Board of Education. The lowest set of rates received was from **First American Commercial Bancorp Inc. dba First American Equipment Finance**. The firm's qualifications have been reviewed and found to be sufficient and successful by Purchasing and IT staff. I therefore respectfully request that you include the following motion on the agenda for the next meeting of the City Council:

To award **Contract 2P26-075 Leasing of Computer Equipment to First American Commercial Bancorp Inc. dba First American Equipment Finance** and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract.

Please let me know if I can provide any further information regarding this contract.

Thank you for your assistance.

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



Purchasing Department | Tel (860) 584-6195

MEMORANDUM

To: Erica Cabiya, City Clerk
Cc: Mayor Ellen Zoppo-Sassu
Josh Medeiros, Parks Superintendent
Arianna Therriault, Arts & Culture Supervisor
Office of Corporation Counsel
From: Nancy P. Haynes, Purchasing Agent
Date: July 8, 2026

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BRISTOL, CT

RE: Contract 2P26-073 Concessions Services at Rockwell Theater

The Purchasing Department solicited and received proposals for Concessions Services at Rockwell Theater. The responsible bidder chosen was Legacy Hospitality and Entertainment Group; the firm's qualifications have been sufficiently and successfully reviewed by Purchasing and Parks staff. Compensation will be made by the concessionaire to compensate the City, the greater of 20% of event gross revenue or \$450 per event per show.

Please include the following motion on the agenda for the next meeting of the City Council:

To award Contract 2P26-073 Concessions Services at Rockwell Theater with Legacy Hospitality and Entertainment Group, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate said contract amendment.

Please let me know if I can provide any further information regarding this contract; thank you for your assistance.

City of Bristol
111 North Main Street
Bristol, CT 06010
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11d

RECEIVED
2026 JUL -8 PM 4:22
TOWN AND CITY CLERK
BRISTOL, CT

Memorandum

TO: City Council
FROM: H. James Haselkamp, Jr. Director of Human Resources
RE: Tentative Agreement with Bristol Professionals & Supervisors Association (BPSA)
DATE: July 6, 2026
CC: Mayor Zoppo-Sassu

We are respectfully requesting approval of the funding for a three-year agreement between the City of Bristol and the Bristol Professionals & Supervisors Association (BPSA).

Financial Terms Summary

Wages

- **Effective 7/1/2026:** 3.00% increase
- **Effective 7/1/2027:** 2.75% increase
- **Effective 7/1/2028:** 3.00% increase

Health Insurance

- **Cost Share:** Effective 7/1/2028, the employee cost share shall be increased from 10.5% to 11.5%.
- **Plan Design Changes (Effective as soon as administratively feasible):**
 - The out-of-pocket maximum shall be increased from \$2,000/\$4,000 (single/family) to \$2,250/\$4,500.
 - Pharmacy copays after satisfying the deductible shall be modified from the current \$0 copay to a tiered structure of \$10, \$25, and \$40.
- **Wellness Program:** The current employee wellness program will end on 12/31/2026 and be replaced with a new program effective 7/1/2027.
- **Cost Controls:** Add a utilization review of GLP-1 weight loss drugs immediately.

Promotion Step Placement

Upon promotion, employees shall receive a step placement that provides at least a **5% increase** above their current base pay. This replaces the current requirement of a flat increase of at least \$2,000.

On-Call Pay

When the Water/Sewer department changes to a one-shift operation, every week a BPSA supervisor will be designated as "on call" and will receive a weekly on-call pay of \$800.

 Comparative Data & Budget Impact

Projected Wage Settlement Costs

The total estimated increases in salary costs over the three-year period are:

- **Year 1 (FY 26-27):** ~\$170,000
- **Year 2 (FY 27-28):** ~\$160,000
- **Year 3 (FY 28-29):** ~\$180,000

Internal Comparison: City of Bristol Settlements

The proposed wages align well with recent internal union wage settlements:

Union / Group	7/1/2026	7/1/2027
BPSA (Proposed)	3.00%	2.75%
AFSCME Local 233	3.00%	3.25%
Local 1338	3.00%	3.25%
Fire	3.00%	2.50%
Police	2.50%	Open

External Comparison: CCM Regional Data

According to Connecticut Conference of Municipalities (CCM) data, the average wage increases for negotiated settlements are:

- **FY 26:** 2.79%
- **FY 27:** 2.84%
- **FY 28:** 2.90%
- **Total 3-Year Cumulative:** 8.53% *(Compared to BPSA's cumulative 8.75%)*

- **Recent Inflation:** The 3.00% bump in Year 1 acknowledges a recent spike in headline inflation, which hit **4.2%** due to global energy market shocks.
-

Conclusion

In conclusion, we believe this agreement reflects a fair and equitable settlement for both the City and the employees. We respectfully request approval of the motion to fund this contract.

Erica Cabiya

From: Erica Cabiya
Sent: Friday, July 10, 2026 10:28 AM
To: Jennifer Broderick
Subject: Agenda Item #12 FW: Data Center Zoning Text Amendment to Reduce Allowable Size

Hi Jenn,
 Please scan this as item #12 for the Council agenda.
 Thank you,
 Erica

From: Ellen Zoppo-Sassu <EllenZoppo@bristolct.gov>
Sent: Thursday, July 2, 2026 8:36 AM
To: Erica Cabiya <EricaCabiya@bristolct.gov>
Subject: FW: Data Center Zoning Text Amendment to Reduce Allowable Size

Good Morning,
 July 14 – Motion to Zoning Commission to restrict data centers by amending the current Zoning regulations.

I move that the Bristol City Council formally request that the Bristol Zoning Commission initiate and consider a text amendment to the Bristol Zoning Regulations to reduce the maximum permitted gross floor area of data centers within the Industrial (I) and Industrial Park (IP) Zoning Districts.

The purpose of the requested text amendment is to evaluate whether the current maximum permitted building size of 250,000 square feet remains appropriate and to determine an alternative maximum building size that is consistent with the City's goals for land use, economic development, infrastructure capacity, community well-being, compatibility with surrounding development and the City Plan of Development.

Thanks,
 Ellen