



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/88962098471?pwd=tUIEr2YCTl5twlitd8mgsAnQheYx9p.1>

Ladies and Gentlemen:

The regular meeting was held on Wednesday, May 20, 2026, at 6:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

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

a. Pledge of Allegiance

b. Attendance

Members Present:

Mayor Ellen Zoppo-Sassu, Chair
Jonathan Bradley, Commissioner
Cynthia Donovan, Commissioner
Julie Metzroth, Commissioner
Aaron Weber, Commissioner
Mark Dickau, City Council Liaison
Sarah Larson, Deputy Superintendent,
Bristol Parks, Recreation, Youth and
Community Services

Absent:

Robert Fiorito, Vice Chair
Dr. Joshua Medeiros, Superintendent,
Bristol Parks, Recreation, Youth and
Community Services

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2. Approval of Minutes

a. Approval of Minutes: April 15, 2026, Regular Meeting Minutes

Mayor Ellen Zoppo-Sassu had a couple of questions from the April 15, 2026, Regular Meeting Minutes regarding the Page Park Project, the Strategic Plans around Public Safety, and the Bristol Little League's approval of the renovations at Peck Park; Discussion followed.

MOTION: Made by Commissioner Donovan to approve the April 15, 2026, Regular Meeting Minutes.

Seconded by Commissioner Bradley; all in favor; motion carried.

3. Public Participation

Nothing to report.

4. Superintendent's Report

a. Division Supervisor's Report

Mayor Ellen Zoppo-Sassu presented the Division Supervisor's Report. Mayor Zoppo-Sassu informed the commissioners of the arrival of the M.O.U. from the State of Connecticut for Rockwell Park. Discussion followed.

MOTION: Made by Commissioner Donovan to place the Division Supervisor's Report on file.

Seconded by Commissioner Metzroth; all in favor; motion carried.

MOTION: Made by Commissioner Donovan to move New Business Item 6a. Up on the agenda.

Seconded by Commissioner Weber; all in favor; motion carried.

6a. Consider a Request from the Bristol250 Committee to plant a Bristol 250 Tree and Garden at Memorial Boulevard and for an event on the Federal Hill Green on Sunday, June 14, 2026.

Liz Phelan of the Bristol America250 Committee, presented the proposal to plant a Bristol 250 Tree and Garden at Memorial Boulevard and for an event on the Federal Hill Green on Sunday June, 25, 2026. Deputy Superintendent Larson suggested the south-east side of the Veteran's Memorial Boulevard, right next to the Revolutionary War Monument. Discussion followed.

Mayor Ellen Zoppo-Sassu presented the request for the Bristol America250 Committee's event on June 14, 2026, on the Federal Hill Green, that includes a Militia reenactment. Discussion followed.

Mayor Ellen Zoppo-Sassu referred the request from the Bristol 250 Committee to plant a Tree at the Veteran's Memorial Boulevard to the Veteran's Council.

MOTION: Made by Commissioner Donovan to Approve the Celebrate America's 250 Event on the Federal Hill Green, including a Militia reenactment that includes open-fire. Seconded by Commissioner Weber; all in favor; motion carried.

b. Project Updates

Deputy Superintendent Sarah Larson presented the Project Updates. Deputy Superintendent Larson provided updates on the Page Park Revitalization Project, and the arrival of the M.O.U. for Rockwell Park. Discussion followed.

MOTION: Made by Commissioner Donovan to place the Project Updates on file. Seconded by Commissioner Bradley; all in favor; motion carried.

c. Year to Date Financials

Deputy Superintendent Sarah Larson presented the Year-to-Date Financials. Discussion followed.

MOTION: Made by Commissioner Donovan to place the Year-to-Date Financials on file. Seconded by Commissioner Bradley; all in favor; motion carried.

d. Strategic Plan Updates

Deputy Superintendent Sarah Larson presented the Strategic Plan Updates. Mayor Ellen Zoppo-Sassu inquired about a marketing plan for the Pine Lake Adventure Park. Discussion followed.

MOTION: Made by Commissioner Donovan to place the Strategic Plan Updates on file. Seconded by Commissioner Aaron; all in favor; motion carried.

5. Old Business

a. Approval of the location of the Poly Resin Heart Sculpture

Deputy Superintendent Larson presented the three (3) possible locations provided by the City Arts and Culture Commission, for the location of the Poly Resin Heart Sculpture on the Federal Hill Green. Discussion followed.

MOTION: Made by Commissioner Donovan to approve location one (1), for the Poly Resin Heart Sculpture. Seconded by Commissioner Bailey; all in favor; motion carried.

b. Update on the All-Heart Parks Advocate of the Year Award Presentation scheduled for May 27, 2026, at 3:00 p.m. at Pigeon Hill Preserve

Mayor Ellen Zoppo-Sassu presented the update on the All-Heart Parks Advocate of the Year Award Presentation scheduled for May 27, 2026, at 3:00 p.m. at Pigeon Hill Reserve. Mayor Zoppo-Sassu asked if any commissioners were able to attend and addressed any plans in case of inclement weather. Discussion followed.

c. By Commissioners

Commissioner Donovan inquired about the Veteran's Memorial Boulevard truck signage and if the water discharged from the pool was dechlorinated. Discussion followed.

6. New Business

b. Consider a Request from Bristol Youth Football and Cheer to renovate Casey Football Field per the 2023-2026 lease agreement.

Deputy Superintendent Sarah Larson presented the request from Bristol Youth Football and Cheer to renovate Casey Football Field per the 2023-2026 lease agreement. Over time, the field has suffered a bit in the quality of turf. They have worked with Winterberry Gardens to create a proposal to renovate the field. Winterberry Gardens has offered to complete this work for them, free of charge. Per the leasing agreement, all capital projects require approval from the Board of Park Commissioners. The commission discussed the possibility of adding management standards within the next lease agreement. Discussion followed.

MOTION: Made by Commissioner Donovan to approve the request from Bristol Youth Football and Cheer to renovate Casey Field per the 2023-2026 lease agreement. Seconded by Commissioner Weber; all in favor; motion carried.

c. Place on File the 2026 Employee Profile & Satisfaction Report

Deputy Superintendent Larson presented the results of the 2026 Employee Profile and Satisfaction Report as outlined in the Strategic Plan. This year has shown an overall increase in employee satisfaction in all categories. Discussion followed.

MOTION: Made by Commissioner Donovan to place the 2026 Employee Profile and Satisfaction Report on file. Seconded by Commissioner Metzroth; all in favor; motion carried.

d. Approval of the Rockwell Skate Park Rules

Mayor Ellen Zoppo-Sassu presented the Rockwell Skate Park Rules as presented. These are existing rules that are being put into policy format. There are already signs on site and this policy will be posted on the website. Discussion followed.

e. Approval of the Roberts Property Off-Leash Dog Park Rules

Mayor Ellen Zoppo-Sassu presented the Robert's Property Off-Leash Dog Park Rules as presented. These are existing rules that are being put into policy format. There are already signs on site and this policy will be posted on the website. Discussion followed.

f. Approval of the Rockwell B.A.R.K. Park Rules

Mayor Ellen Zoppo-Sassu presented the Rockwell B.A.R.K. Parks Rules as presented. These are existing rules that are being put into policy format. There are already signs on site and this policy will be posted on the website. Discussion followed.

MOTION: Made by Commissioner Donovan to approve New Business Items 6d. Rockwell Skate Park Rules, 6e. Robert's Property Off-Leash Dog Park Rules, and 6f. Rockwell B.A.R.K. Park Rules.

Second by Commissioner Weber; all in favor; motion carried.

g. Consider a Motion to cancel June and August Board of Park Commissioners Meetings in favor of Citizens Academy on June 3, 2026, and the Mayor's Back to School Pencil Hunt on August 19, 2026.

Mayor Ellen Zoppo-Sassu presented the motion to cancel the June and August Board of Park Commissioners Meetings in favor of the Citizens Academy on June 3, 2026, and the Mayor's Back to School Pencil Hunt on August 19, 2026. Discussion followed.

MOTION: Made by Commissioner Donovan to cancel the June and August Board of Park Commissioners Meetings in favor of the Citizens Academy on June 3, 2026, and the Mayor's Back to School Pencil Hunt on August 19, 2026

Seconded by Commissioner Metzroth; all in favor; motion carried.

h. By Commissioners

Nothing to report.

7. Reports and Committee Reports

a. Fund Development & Advocacy Committee

Nothing to report.

b. Policy & Strategy Committee

Nothing to report.

c. Finance Committee

Nothing to report.

d. City Council Liaison Report

City Council Liaison Mark Dickau shared that the Bristol Blues Season begins in two (2) weeks. City Council Liaison Dickau updated the commission on restricting vape shops through the Ordinance Committee to include yearly license fees and a referral was submitted to the Zoning Commission to create boundaries similar to what is in place for package stores. Discussion followed.

Deputy Superintendent Larson shared that the Fiscal Year 2027 budget has been approved. There were slight cuts made to the budget but nothing that should significantly impact services. Discussion followed.

Mayor Ellen Zoppo-Sassu stated that the city was able to buy the six (6) acres of the Hoppers-Birge Pond Core Forest back from HTH Developers with the use of the Capital Land Reserve account. Discussion followed.

Mayor Ellen Zoppo-Sassu updated the commission on the acquisition of the management rights that come with the West Cemetery. Discussion followed.

8. Adjournment

MOTION: Made by Commissioner Donovan to adjourn at 7:01 p.m.
Seconded by Commissioner Weber; all in favor; motion carried.

Respectfully Submitted,
Amaris Estrada
Recording Secretary
Board of Park Commissioners