



Board of Park Commissioners
Wednesday, January 19th, 2022 at 6:00 p.m.
Youth and Community Services – 51 High Street
Regular Meeting Minutes

1. Call to order

- a. Chairman Jeffrey Caggiano called the meeting to order at 6:01 p.m.
- b. Attendance

Present: Mayor Jeffrey Caggiano, Chairman
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Andrew Howe, City Council Liaison
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner
Marie O'Brien, Board of Finance Liaison
Paula O'Keefe, Commissioner

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Robert Fiorito, Vice Chairman

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Donovan to accept the December 15th, 2021 Regular Meeting Minutes with the addition of Leonard Lamothe as a guest.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

3. Public participation

- a. Mary Rydingsward of the Kern Park Association expressed gratitude towards the board and present to both support and represent Kern Park in Section B. of New Business.

4. Employee/Volunteer Recognition & Positive Correspondence

- a. January Employee Spotlight:
 - i. Superintendent Medeiros recognized Stephen Bynum, Youth and Community Services Supervisor for his integral part in coordinating the Administrative team moving to 51 High Street over the past year. Supervisor Bynum is a detailed thinker making sure the youth and community services needs and our administrative teams' needs are met as best as possible, reviewing and providing on-going feedback into office assignments/business flow, and much more. Supervisor Bynum has been a solution based problem solver and I appreciate his leadership to help ensure a smooth transition for all parties.
 - ii. Next, Superintendent Medeiros recognized Jazzya Coakley, Assistant to the Superintendent for consistently going above and beyond tackling a variety of projects and always jumping on opportunities to do more including serving as the department's new Arts & Culture Commission recording secretary (in addition to Parks & Youth). Assistant Coakley's attention to detail and quality of work has been acknowledged by not only members of the department but in other departments as

well including Human Resources, Comptrollers and Payroll. Assistant Coakley has also been a tremendous help with our Administrative team's transition to 51 High Street assisting with various move logistics and the all-important document retention and destruction program.

- b. Superintendent Medeiros acknowledged Steven Schriver, Landscape Gardener for passing his probationary period.
- c. Superintendent Medeiros presented Positive Correspondence to the board. Discussion followed.

5. Superintendent's Report

- a. **MOTION:** Made by Commissioner Donovan to accept and place the Superintendent's Report on file.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

6. Old business

- a. By Commissioners

7. New business

- a. **MOTION:** Made by Commissioner Donovan to add New Business item to the agenda.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- b. Department seeking endorsement from the board for CT Urban Forestry Council Climate Change Grant opportunity to remove the tennis courts from Veterans Memorial Boulevard and replace with an urban garden. Presentation from Deputy Superintendent Larson. Discussion followed.
- c. **MOTION:** Made by Commissioner Donovan to endorse CT Urban Forestry Council Climate Change Grant opportunity.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- d. Superintendent Medeiros presented the MBIAMS Exterior Building Signs documents. The board reviewed and discussion followed.
MOTION: Made by Commissioner Donovan to place the MBIAMS Exterior Building Signs on file.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- e. Superintendent Medeiros present proposed ARPA project requests. Discussion followed. The proposed ARPA project requests decided upon were: Pine Lake, Kern Park, Hoppers-Birge Pond/Roberts, Veterans Memorial Boulevard, Rockwell Park, and Bike Connectivity Study.
MOTION: Made by Commissioner Lamothe to approve submission of proposed ARPA project requests.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- f. Superintendent Medeiros reviewed the 2022 Subcommittees and Assignments. Discussion followed.
- g. Superintendent Medeiros discussed the Annual Review of Board Member Roles & Responsibilities. Discussion followed.
- h. Superintendent Medeiros presented the Seasonal Programming Report (Fall 2021). Discussion followed.
- i. Deputy Superintendent Larson conducted Annual CAPRA Presentation. Discussion followed.
- j. By Commissioners:
 - i. Commissioner Lamothe inquired about for buildup in river behind Rockwell Maintenance Building and the structural condition of the 3rd base locker rooms at Muzzy Field.
 - ii. Commissioner Donovan inquired on the status of security cameras/systems at the parks.

iii. Chairman Caggiano informed the department of an upcoming potential grant opportunity.

8. Committee reports

- a. Fund Development Committee: None
- b. Policy Committee: None
- c. Finance Committee: None
- d. City Council Liaison updates: None

9. Adjourn

- a. **MOTION:** Made by Chairman Caggiano to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

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