



City of Bristol
BRISTOL, CONNECTICUT 06010

**BRISTOL REAL ESTATE COMMITTEE
MINUTES
MEETING OF TUESDAY, AUGUST 19, 2025**

1. CALL TO ORDER:

By: Chairwoman Tyler

Time: 5:00 pm

Place: City Hall
111 North Main Street
Meeting Room 1-1

	NAME	PRESENT	ABSENT
MEMBERS	Councilwoman Susan Tyler, Chairperson	X	
	Councilman Erick Rosengren	X	
	Councilman Mark Dickau		X
STAFF	Attorney Jeffrey R. Steeg, Asst. Corp. Counsel	X	
	Noelle Bates, Corporation Counsel's Office	X	

The meeting started with the standing for the Pledge of Allegiance.

ADMINISTRATIVE MATTERS:

1. Approval of Minutes – 7/15/25 Regular Meeting.

MOTION: To approve the minutes of the Regular Meeting of July 15, 2025.

BY: Councilman Rosengren

Seconded: Chairwoman Tyler

For: All in favor
Against: None
Abstained: None

PUBLIC PARTICIPATION:

None.

NEW BUSINESS:

None.

OLD BUSINESS

1. City Owned Property Lot #420-1A/420-1 Burlington Avenue

The Committee discussed whether to list this property with the Realtor or go out to RFP. Chairwoman Tyler asked if someone approached to RE Committee about this? Attorney Steeg stated that the adjacent property owner came to the last meeting expressing an interest as teenagers were congregating there.

Attorney Steeg informed the Committee that this property was in foreclosure by sale and once the Judge learned that it was a landlocked piece of land, he changed it to a Strict Foreclosure.

The Committee agreed that it should go out for an RFP but they didn't like the language of a "minimum" bid. There was discussion on how they would change it to asking price, or listing price vs. a minimum bid.

MOTION: To refer this matter to the Purchasing Agent to send for an RFP.

BY: Councilman Rosengren

Seconded: Councilman Dickau

For: All in favor

Against: None

Abstained: None

2. 11 Divinity Street (Lot #16)

Chairman Tyler reported that this property has been sent to our Realtor, Bottom Line Realty and has been listed. It has been on the MLS for 4 days and there has been an offer on the property. She suggested that we wait to see if any more offers come in and she can conduct a Special Meeting to discuss the offers in an Executive Session.

She also asked Corporation Counsel to contact Ray Rogozinski to have him send a crew to get rid of the tall grass.

MOTION: No action taken

3. Discuss policy of RFP vs. Real Estate Agents for sale of City owned property.

The Committee discussed this matter and wanted to review the Real Estate Guidelines that was drafted by the previous Purchasing Agent, Roger Rousseau. There was discussion about the minimum bid and who determines that? Attorney Steeg stated that Assessors calculates the value of the property and the Purchasing

Agent in the Guidelines recommended only accepting bids that were over half the value of the property, also known as the “minimum bid”. The Committee rewrote the language and would like to send it to the City Council for approval.

MOTION: To refer this matter to the City Council to approve the policy of disposing of City owned Real Estate.

BY: Councilman Rosengren

Seconded: Chairwoman Tyler

For: All in favor

Against: None

Abstained: None

4. Request to acquire 5,892 square feet of property located between 201 Pine Street and Emmett Street

Attorney Steeg read an email into the record from D’Amato Realty rescinding their offer to acquire the property.

No action taken.

5. List of Encroaching Property Owners

Attorney Steeg stated that he discussed these properties with Ryan Heller, the City Surveyor and he stated that most of the properties in the Aldbourne/Treble Road are encroaching on City owned property in some way or another. Some might have structures, like sheds and basketball courts and others may have non-structural items such as wood piles, etc.

Mayor Caggiano, through Zoom, stated that there were 3 properties in particular that were encroaching.

Councilman Rosengren suggested sending letters to the owners that are encroaching and invite them to the next RE Committee meeting for discussion.

No action taken.

6. List of Properties for Sale/Not for Sale

Attorney Steeg stated that Deputy Assessor, John DiGiovanni is going through the list of City owned properties and he will report back at the next meeting.

No action taken.

7. Candlewood Drive properties

Attorney Steeg stated that he sent the homeowners a letter reminding them to remove the structures from the City owned property and that Public Works would be coming out the first week in September to see if anything was still remaining on City owned property.

No action taken.

8. 127 Daisy Circle

The same letter as above when out to the owners of Daisy Circle.

No action taken.

ADJOURNMENT

MOTION: To adjourn at 5:44 P.M.

BY: Councilman Rosengren

Seconded: Chairwoman Tyler

For: All in favor

Against: None.

Abstained: None.

This meeting was recorded via Zoom.

Respectfully submitted,

Noelle Bates

Recording Secretary