



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/88962098471?pwd=tUIEr2YCTI5twltd8mgsAnQheYx9p.1>

Ladies and Gentlemen:

The regular meeting was held on Wednesday, August 20, 2025, at 6:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Mayor Jeff Caggiano, Chair, called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

b. Attendance

Members Present:

Jeffrey Caggiano, Chair
Robert Fiorito, Vice Chair
Cynthia Donovan, Commissioner
Jon Fitzgerald, Commissioner
Cecilia Garay, Commissioner
Leonard Lamothe, Commissioner
Jacqueline Olsen, City Council Liaison
Joshua Medeiros, Superintendent
Stephen Bynum, Youth and Community
Services Supervisor
Aubrey Minkler, Community Services
Coordinator
Erica Ussery, Community Engagement
Coordinator

Absent:

Aaron Weber, Commissioner
Sarah Larson, Deputy Superintendent

2. Approval of Minutes

a. Approval of Minutes - July 16, 2025, Regular Meeting Minutes

MOTION: Made by Vice Chair Fiorito to Approve the July 16, 2025, Regular Meeting Minutes.

Seconded by Commissioner Lamothe, all in favor; motion carried.

3. Public Participation

None.

4. Superintendent's Report

a. Division Supervisor's Report

Superintendent Joshua Medeiros presented the Division Supervisor's report; discussion followed.

b. Project Updates

Superintendent Joshua Medeiros presented the project updates. The Federal Hill Green playground is expected to begin and expected to be completed in September. Page Park construction is on a slight pause and will continue in the fall. The Parks Department is expecting to have an MOU for the Rockwell Park Revitalization project by the end of August. Also, the Perry J. Spinelli structural improvements are complete but will remained closed during construction; discussion followed.

c. Year to Date Financials

Superintendent Joshua Medeiros presented the Year-to-Date Financials; discussion followed.

d. Fiscal Year 2025 Year End Financial Report

Superintendent Joshua Medeiros presented the Fiscal Year 2025 Year End Financial Report. Superintendent Medeiros stated there were slight overages with our departments that include facilities, and the Bristol Parks & Recreation, Youth and Community Services Department ended Fiscal Year 2025 strong with a net return of \$118,615.00; discussion followed.

e. 2025–2027 Strategic Plan Update

Superintendent Joshua Medeiros presented the 2025-2027 Strategic Plan Updates; discussion followed.

5. Old Business

a. Update on the Pigeon Hill Preserve Wildflower Field Plan in association with the recently approved motion to support the creation of the Jim Cleveland Flower Field

Commissioner Cynthia Donovan presented the update on the Pigeon Hill Preserve Wildflower Field Plan in association with the recently approved motion to support the creation of the Jim Cleveland Flower Field. Commissioner Donovan has collaborating with Scott Heth from the Barnes Nature Center about the soil being tested and the possibility of using herbicides for the current state of the land; discussion followed.

b. By Commissioners

Commissioner Leonard Lamothe addressed some complaints he had received about Geese droppings on the new fitness track during the Rockwell Festival. Commissioner Lamothe suggested using the small sidewalk sweeper, owned by the Bristol Public Works Dept., prior to events.

6. New Business

a. Presentation from the Community Engagement Coordinator on the 501c3 National Park Foundation Training

- i. Website: www.the-napf.org
- ii. Membership and Resource Access: <https://www.the-napf.org/signin>
- iii. Establishing & Advancing a Park Foundation - Course Information Access: <https://secure.the-napf.org/login>

Community Engagement Coordinator Erica Ussery presented updates on the 501c3 National Park Foundation Training. Erica had presented the essential steps to a successful 501c3; Discussion followed.

MOTION: Made by Mayor Caggiano to move New Business Item I up on the agenda
Seconded by Commissioner Fitzgerald; all in favor; motion carried.

i. Request from Bristol resident Kristopher Salls for Holiday Light Displays in the Parks

Superintendent Josh Medeiros introduced Kris Salls' 2025 Holiday Light Display in Rockwell Park. Kris Salls is a private citizen who has been volunteering his time and resources for the Holiday Lights Display for the past 5 years at the Page Park pool. With the current construction under way in Page Park, Kris Salls discussed relocating the display to Rockwell Park for December 2025. The Commission discussed the risks of

vandalism and suggested Kris think of other spots in the park that would keep his display safe, and return to the next Board of Parks Commission meeting in September; discussion followed.

b. Presentation from the Superintendent on Addressing Homeless Encampments in Public Parks

Superintendent Josh Medeiros addressed the Homeless Encampments in the Public Parks. Superintendent Medeiros presented an overview of homelessness and communicated the department's current approach to addressing homelessness in Bristol's public parks. Superintendent Medeiros addresses the challenges that the department currently faces, mostly around the homeless encampment clean-up. The Youth and Community Services Supervisor Stephen Bynum and Community Engagement Coordinator Aubrey Minkler have been working alongside Superintendent Medeiros, Mayor Caggiano, and other departments on creating a formal protocol for future situations. Community Engagement Coordinator Minkler stated that the Youth and Community Services Department provides additional help by creating kits that include essential items for the Bristol Police Department to hand to those experiencing homelessness for short-term relief; discussion followed.

c. Approve the use of the Friends of Bristol Parks and Recreation Fund as the catalyst for Dennis Malone Aquatics Center scoreboard community fundraising

Superintendent Josh Medeiros presented the use of the Friends of Bristol Parks and Recreation Fund as a catalyst for the Dennis Malone Aquatics Center Scoreboard Community Fundraiser. Superintendent Medeiros stated that the cost of a new scoreboard would be \$55,000.00. Pool patrons will be allowed to conduct fundraising events to raise money for the new scoreboard. The Main Street Community Foundation would be a conduit for the funds; discussion followed.

MOTION: Made by Vice Chair Fiorito to approve the use of the Friends of Bristol Parks and Recreation as a catalyst for the Dennis Malone Aquatics Center Scoreboard Fundraising and regroup to discuss at the November 19, 2025, Board of Park Commissioners Meeting.
Seconded by Commissioner Fitzgerald; all in favor; motion carried.

d. Consider a matching donation from the Friends of Bristol Parks and Recreation Fund and discuss associated terms and conditions.

Superintendent Josh Medeiros presented the opportunity for the Board of Park Commissioners to consider a matching donation from the Friends of Bristol Parks and Recreation Fund and discuss associated terms and conditions; discussion followed.

MOTION: Made by Vice Chair Fiorito to approve the use of the Friends of Bristol Parks and Recreation Fund to donate \$10,000.00 to the Dennis Malone Aquatics Center Community Fundraiser for the new scoreboard.
Seconded by Commissioner Donovan; all in favor; motion carried.

e. Review a preliminary design proposal for the future downtown Riverside-North Main Pocket Park

Mayor Jeff Caggiano presented the preliminary design proposal for the future downtown Riverside-North Main Street Pocket Park; discussion followed.

f. Motion to accept the Perkins Street Land Acquisition- Assessors Map 60, Lots 11-Rear and Lot 12-5, Perkins Street, formerly P&B Properties, LLC into the care of the Parks Department

Mayor Caggiano presented the Perkins Street Land Acquisition — Assessors Map 60, Lots 11- Rear and Lot 12-5, Perkins Street, formally P&B Properties into the care of the Bristol Parks and Recreation, Youth and Community Services Department; discussion followed.

MOTION: Made by Vice Chair Fiorito to accept the Perkins Street Land Acquisition — Assessors Map 60, Lots 11- Rear and Lot 12-5, Perkins Street, formally P&B Properties into the care of the Bristol Parks and Recreation, Youth and Community Services Department.
Seconded by Commissioner Lamothe; all in favor; motion carried.

g. Motion to refer the Bristol Blues Baseball Contract Negotiations to the Finance Committee for meeting scheduling

Mayor Caggiano presented the Bristol Blues Baseball Contract Negotiations to the Finance Committee for meeting scheduling; discussion followed.

MOTION: Made by Vice Chair Fiorito to refer the Bristol Blues Baseball Contract Negotiations to the Finance Committee for meeting scheduling.
Seconded by Commissioner Donovan; all in favor; motion carried.

h. Approval of the 26-27 Internal Budget Process and Timeline

Mayor Caggiano presented the 26–27 Bristol Parks and Recreation, Youth and Community Services internal budget process and timeline; discussion followed.

MOTION: Made by Vice Chair Fiorito to approve the 26–27 Bristol Parks and Recreation, Youth and Community Services internal budget process and timeline.
Seconded by Commissioner Lamothe; all in favor; motion carried.

j. By Commissioners

None.

7. Reports and Committee Reports

a. Fund Development & Advocacy Committee

None.

b. Policy & Strategy Committee

None.

c. Finance Committee

None.

d. City Council Liaison Update

None.

8. Adjournment

MOTION: Made by Vice Chair Fiorito to adjourn at 8:01 p.m.
Seconded by Commissioner Lamothe; all in favor; motion carried.

Respectfully Submitted,
Amaris Estrada
Recording Secretary,
Board of Parks Commissioners