



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/83273071199?pwd=GBcIP4rC65fJuRusznzi0cRC9WnHtW.1>

Ladies and Gentlemen:

The Policy & Strategy Special Meeting was held on Wednesday, September 24, 2025 at 5:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Chair Cynthia Donovan called the meeting to order at 5:00 p.m.

a. Pledge of Allegiance

Members Present:

Chair Cynthia Donovan
Commissioner Jon Fitzgerald
Commissioner Leonard Lamothe
Superintendent Joshua Medeiros
Deputy Superintendent Sarah Larson

Absent:

2. Approval of Minutes

a. Approval of Minutes: March 19, 2025, Special Meeting Minutes

MOTION: Made by Commissioner Lamothe to approve the March 19, 2025, Regular Meeting Minutes

Seconded by Commissioner Fitzgerald, all in favor, motion carried.

3. Public Participation

None.

4. New Business

a. Annual review of the BPRYCS Policy Manual

Superintendent Joshua Medeiros presented the Annual Review of the BPRYCS Policy Manual. Superintendent Medeiros explained that this is an annual comprehensive review of the Policy Manual. The review will continue for the next couple of months. Any updates to the manual will then be presented to the Board of Park Commissioners; discussion followed.

MOTION: Made by Chair Donovan to accept the Annual Review of the BPRYCS Policy Manual.

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

b. 2025 Parks Satisfaction Survey Results

Superintendent Joshua Medeiros presented the 2025 Parks Satisfaction Survey Results. The Parks Satisfaction Survey was launched during the summer and had a response rate of 173 completed surveys. This is the first survey that has come out and this will serve as the baseline data on the parks. Superintendent Medeiros gave a shout-out to the Community Engagement Coordinator, Erica Ussery, on her hard work getting the survey information throughout the city; discussion followed.

c. Review the updated BPRYCS 2025-2027 Strategic Plan Workbook and determine priority activities based on the baseline data.

Superintendent Joshua Medeiros presented the Review of the updated BPRYCS 2025-2027 Strategic Plan Workbook and determined the priority activities based on the baseline data. Superintendent Medeiros went through each objective with the committee to rate if the activity was a priority in 2025/2026 or 2027; discussion followed.

5. Adjournment

MOTION: Made by Chair Donovan to adjourn at 5:49 p.m.

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

Respectfully Submitted,
Amaris Estrada
Recording Secretary
Board of Park Commissioners