



*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, September 24, 2025, at 6:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Vice Chair Fiorito called the meeting to order at 5:59 p.m.

a. Pledge of Allegiance

b. Attendance

Members Present:

Robert Fiorito, Vice Chair
Cynthia Donovan, Commissioner
Jon Fitzgerald, Commissioner
Cecilia Garay, Commissioner
Leonard Lamothe, Commissioner
Aaron Weber, Commissioner
Jaqueline Olsen, City Council Liaison

Absent:

Dr. Joshua Medeiros, Superintendent
Sarah Larson, Deputy Superintendent
Mayor Jeffrey Caggiano, Chair

2. Approval of Minutes

a. Approval of Minutes: August 20, 2025, Regular Meeting Minutes

MOTION: Made by Commissioner Lamothe to approve the August 20, 2025, Regular Meeting Minutes.

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

3. Public Participation

None.

4. Superintendent's Report

a. Division Supervisors Report

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

b. Project Updates

Superintendent Joshua Medeiros presented the Project Updates. Superintendent Medeiros updated the commissioners on the status of the lights at Page Park, the M.O.U. for Rockwell Park, Phase 2 of the Rockwell Maintenance Building, and the Dennis Malone Aquatic Center's diving boards and starting blocks; discussion followed.

c. Year to Date Financials

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

Superintendent Joshua Medeiros presented a donation from the nonprofit organization Take a Ball, Leave a Ball, Save the Planet. This will be installed at the Bristol Dog Park at Rockwell Park and maintained by the organization as well.

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

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 did not have a new update in regard to the Pigeon Hill Preserve wildflower field plan. Commissioner Donovan stated that she has not heard back from them on the next steps as of today.

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

Superintendent Joshua Medeiros presented the Request from Bristol Resident Kristopher Salls for the Holiday Light Displays in the Parks. Mr. Salls had returned to consider alternative venues for the Holiday Lights Display; discussion followed. It was suggested

that the Holiday Lights Display could be a weekend on the Federal Hill Green. Mr. Salls is going to look into the electrical supply that is on the Federal Hill Green and return with his findings.

6. New Business

a. Consider a request from Hunter Michaud to engage in an Eagle Scout Project that would enhance the low mow parcels at Page Park with wildflower seed.

Hunter Michaud, from Troop 425, presented the request to engage in the Eagle Scout Project that would enhance the low mow parcels at Page Park with wildflower seed. The wildflowers would be planted along the low mow line by the pool and by the orchard area, with educational signage, which would encourage wildlife like hummingbirds and butterflies. He would like to fundraise for the entire project to cover costs. Mr. Michaud would preferably start right away as wildflower seeds require planting in October/Early November; discussion followed.

MOTION: Made by Vice Chair Fiorito to accept the request from Hunter Michaud to engage in the Eagle Scout Project that would enhance the low-mowed parcels at Page Park with wildflower seed.

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

b. Presentation on the BPRYCS Office Relocation and Renovation of City Hall

Superintendent Joshua Medeiros presented the BPRYCS Office Relocation and Renovation of City Hall. This is the final rendering of the floor plan before the project goes out to bid; discussion followed.

c. Approve contract extensions for 1-year Doda's Ice Cream and Darren's Ice Cream in the amounts of \$3,000.02 and \$851.01, respectively.

Superintendent Joshua Medeiros presented the contract extensions for 1 year for Doda's Ice Cream and Darren's Ice Cream in the amounts of \$3000.02 and \$851.01, respectively. They have been the consistent ice cream vendors for the parks and opened the discussion up to the commissioners for any comments or concerns; discussion followed.

MOTION: Made by Commissioner Weber to approve the contract extensions for 1 year for Doda's Ice Cream and Darren's Ice Cream in the amounts of \$3000.02 and \$851.01, respectively.

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

d. 2025 Parks Satisfaction Survey Results

Superintendent Joshua Medeiros presented the 2025 Parks Satisfaction Survey Results. The survey was launched during the summer. The Policy and Strategy Committee has recently reviewed the survey results. The survey provides baseline data on the public's perception of the parks; discussion followed.

e. Annual Review of the BPRYCS Policy Manual

Superintendent Joshua Medeiros presented the Annual Review of the BPRYCS Policy Manual. Superintendent Medeiros requested the commissioners to review the policy manual and email him and Commissioner Donovan for the next Policy & Strategy meeting for review; discussion followed.

7. Reports and Committee Reports

a. Fund Development and Advocacy Committee

Commissioner Aaron Weber presented that he is the new Chair of the Fund Development and Advocacy Committee. They will have a meeting in October to start getting set up for 2026 and establishing the 501c3; discussion followed.

b. Policy & Strategy Committee

Commissioner Donovan presented the update from the Policy & Strategy Committee. Commissioner Donovan stated that Parks Security is going to be a priority on the list.

c. Finance Committee

None.

d. City Council Liaison Update

City Council Liaison Jacqueline Olsen presented the City Council Update. Liaison Olsen stated that leaf bag pick-up will begin in Mid-October, the Hope Street Parking Garage elevator has been installed with an anticipated completion date of November 15, and an update on the CMAQ Traffic Signal Project. Discussion followed.

Commissioner Lamothe inquired about an update on the signage from the state for the "No Trucks Allowed" on the Veteran's Memorial Boulevard; discussion followed.

Commissioner Lamothe was concerned about the gazebo on Riverside Ave, and asked if it could be cleaned, as well as sweeping the sidewalks for Veterans Day; discussion followed.

Commissioner Lamothe inquired about the status of the "Locks at Stocks" project; discussion followed.

Commissioner Donovan inquired about the parcel for sale next to the Hopper's/Birge Pond; discussion followed.

8. Adjournment

MOTION: Made by Commissioner Donovan to adjourn at 6:54 p.m.
Seconded by Commissioner Lamothe; all in favor; motion carried.

Respectfully Submitted,
Amaris Estrada
Recording Secretary
Board of Park Commission