



Board of Park Commissioners

Wednesday, September 14, 2022 at 6:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Minutes

1. Call to order

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

Present: Mayor Jeffrey Caggiano, Chair
Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner
Emily Michaud, Commissioner
Andrew Howe, City Council Liaison

Erica Benoit, Community Engagement Coordinator
Dr. Joshua Medeiros, Superintendent
Sarah Larson, Deputy Superintendent

Absent: Marie O'Brien, Board of Finance Liaison

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Vice Chair Fiorito to accept the July 20, 2022 Regular Meeting Minutes and July 28, 2022 Special Meeting Minutes.
Seconded by: Commissioner Donovan, all in favor; motion carried.

3. Public participation

- a. **MOTION:** Made by Vice Chair Fiorito to move up New Business Items 6a. and 6fi.
Seconded by Commissioner Donovan, all in favor; motion carried.

6a. Brian Avery of American Legion Post #209 provided update on the Quinlan Park Bell and made a request for approval from the board for a brick fundraiser to raise funds to purchase the elements for the vision of the space. Discussion followed.

MOTION: Made by Commissioner Donovan to table for the November meeting, with the expectation Mr. Avery return with a rendering of the vision for Bell and the Quinlan Park space as well as an itemization as to how funds raised will be spent.

Seconded by: Vice Chair Fiorito, all in favor; motion carried.

6fi. Dave Carello, Tim Gamache, and Bruce Barton of Veterans Council all spoke on behalf of amending the Celebrating a Life Memorial Tree & Bench Program in removing Veterans Memorial Boulevard as one of its approved listed park spaces. Discussion followed.

MOTION: Made by Vice Chair Fiorito to amend the Celebrating a Life Memorial Tree & Bench Program removing Veterans Memorial Boulevard from the list of approved park spaces.

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

MOTION: Made by Vice Chair Fiorito to remove the existing plaques in Veterans Memorial Boulevard and work with the families on relocating them to different park locations.

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

- b. **MOTION:** Made by Commissioner Bogdanski to move up New Business Item 6b.

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

6b. Ryan Chmielewski and Jonathan Tunsy from Weston & Sampson presented on the Page Park Revitalization updates. Discussion Followed.

4. Superintendent's Report

- a. Superintendent Medeiros presented the Monthly Division Updates. Discussion followed.
- b. Superintendent Medeiros presented the Project Updates. Discussion followed.
- c. Superintendent Medeiros reviewed the Department Financials. Discussion followed.
- d. Superintendent Medeiros reviewed the End of the Year 2022 Financial Report Overview. Discussion followed.
- e. Community Engagement Coordinator Erica Benoit presented the Park Ambassador Report. Discussion followed.
- f. **MOTION:** Made by Vice Chair Fiorito to accept and place the Superintendent's Report on file. Seconded by: Commissioner Donovan, all in favor; motion carried.

5. Old business

- a. By Commissioners:
 - i. Commissioner Donovan inquired about retrieving Veterans Council fundraising accounting records from years past. Council Liaison Howe will look into it.
 - ii. Chair Mayor Caggiano inquired about the Pigeon Hill Memorandum, requesting to see it.
 - iii. Vice Chair Fiorito provided updates on the Ed Swicklas monument.
 - iv. Commissioner Lamothe provided updates on the Veterans Memorial Boulevard canon. Inquired about Page Pool losing water. The status of the QR Codes project and the Veterans Memorial Boulevard sign damage.

6. New business

- c. **MOTION:** Made by Vice Chair Fiorito to place the Emergency Action Plan for Page Park Pond Dam on file and send to DEEP. Seconded by: Commissioner Donovan, all in favor; motion carried.
- d. **MOTION:** Made by Vice Chair Fiorito to table the request from City Council to designate Pigeon Hill Preserve as an official park to be co-managed by the Parks and Environmental Learning Centers of CT until the MOU is received and reviewed by this board. Seconded by: Commissioner Lawson, all in favor; motion carried.
- e. Superintendent Medeiros presented the Policies & Procedures Manual 22-23 Draft.
- f. Approve of the Policy Committee policy recommendations:
 - ii. **MOTION:** Made by Commissioner Bogdanski to approve the Risk Management Policy. Seconded by: Vice Chair Fiorito, all in favor; motion carried.
 - iii. **MOTION:** Made by Commissioner Bogdanski to approve the Banner Hanging Policy. Seconded by: Vice Chair Fiorito, all in favor; motion carried.
- g. By Commissioners: None.

7. Committee reports

- a. Fund Development Committee: Chair Donovan provided updates that fundraising logistics for the 2nd Annual Dinner on the Diamond have commenced and the Committee has also begun to outline

their Marketing and Communications Plan.

- b. Policy Committee: All items discussed were voted on above.
- c. Finance Committee: Chair Fiorito provided updates that review of the Bristol Blues Contract continues, Year End FY22 Financials were reviewed, and the Annual Review of Fee Schedules will be discussed next meeting.
- d. City Council Liaison updates: None.

8. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:59 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners