



*City of Bristol
City Council*

Join Zoom Meeting:

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1

Meeting ID: 837 5677 2336 **Passcode:** 123456
Dial by your Location: +19292056099 (New York)

The regular City Council Meeting will be held on Tuesday, February 10, 2026, at 7:00 PM. in Council Chambers 111 N Main Street, Bristol, CT 06010.

1. Call to Order
 - a. Opening Ceremonies -
 - i. Recognition of Iwo Jima Survivor Joe Caminiti, attending the National Iwo Jima Remembrance.
 - ii. Veteran Strong Proclamation
2. Approval of Minutes
 - a. Approval of minutes of the regular City Council meeting held on January 13, 2026.
3. Public Participation
4. Resignations
 - a. Resignations: Camerin Crowal - Alternate Member to Fair Rent Commission (Sec 2-9 resignation), Russell Anderson - Board of Education.
5. Appointments
 - a. Board and Commission Appointments
6. Announcements
7. Consent Agenda

- a. To place on file the New Hire Report for January, 2026.
 - b. To approve the Tax Refunds dated February 2, 2026.
 - c. To authorize the Bristol Police Department, and accept if granted, the State of CT Department of Emergency Services and Public Protection Division of Statewide Emergency Telecommunications Grant for a total of \$25,903; the local match is \$12,951.50 or 50% of the grant total; and to authorize the Mayor or Acting Mayor to execute any documents necessary.
 - d. To approve the \$0.00 agreement with Cott Systems to transition to RECORD Hub, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate the agreement, as reviewed and approved by Corporation Counsel.
 - e. To place on file the Training Report for Land Use boards and commissions pursuant to C.G.S. Sec. 8-4c.
 - f. To adopt the policy pertaining to the Use of Artificial Intelligence (AI).
8. Reports and Committee Reports
- a. **Salary Committee** - To approve the salary increase for the Registrar of Voters from \$50,862/year to \$65,000/year effective January 6, 2027, and to refer to the Board of Finance.
 - b. **Salary Committee** - To approve an amendment to the Personnel Policies and Procedures, Appendix A of the Non-Bargaining Full-time Employee Supplement, to add a sick leave donation option.
 - c. **Real Estate Committee** - To refer to the Planning Commission for a C.G.S. Sec. 8-24 report for the city-owned property known as 81 Church Avenue, Lot 22 on Tax Assessor's Map 43, aka Fire House No. 3 Forestville; and to refer to the Tax Assessor and Purchasing Agent to conduct an appraisal to determine a Fair Market Value should this property be sold by an outside real estate agent or through the "RFP" (Request for Proposals) process. It is further moved that this matter be referred to Parks, Recreation, Youth & Community Services, Public Works and Bristol Water & Sewer to determine if any of the aforementioned departments have an interest in utilizing this property.
 - d. **Real Estate Committee** - To refer to the Planning Commission for a C.G.S. Sec. 8-24 report for the property known as 112 Ambler Road, Lot 220 on Tax Assessor's Map 20 specifically to address the Board of Park Commissioners possible interest in acquiring this property to help preserve the Hoppers-Birge Pond and to allow for a future indoor programming space and/or maintenance building to support the park.

- e. **Ordinance Committee** - To set a public hearing date and introduce amendments to the Bristol Code of Ordinances, Chapter 4 Animals and Fowl, Section 4-8. Roosters-Penalty.
- f. **Ordinance Committee** - To adopt amendments to the Bristol Code of Ordinances Chapter 18 Planning, Article XII. Bristol Transportation Commission, Sections 18-167 - 18-171.
- g. **Ordinance Committee** - To set a public hearing date and introduce amendments to the Bristol Code of Ordinances, Chapter 5, Streets, Building and Building Regulations, Article III Residential Construction, Section 5-22. Requirements for Residential Construction.
- h. **Ordinance Committee** - To set a public hearing date and introduce amendments to the Bristol Code of Ordinances, Chapter 21, Streets. Sidewalks and Public Places, Article II Sidewalks, Curbs and Driveways, Section 21-23. Ice and Snow to be removed by abutting owner.
- i. **Ordinance Committee** - To set a public hearing date and introduce amendments to the Bristol Code of Ordinances, Chapter 21, Streets. Sidewalks and Public Places, Article II Sidewalks, Curbs and Driveways, Section 21-24.5. Removal of obstruction and snow to eliminate vehicle sightline hazard.
- j. **Ordinance Committee** - To set a public hearing date and introduce amendments to the Bristol Code of Ordinances, Chapter 21, Streets. Sidewalks and Public Places, Article II Sidewalks, Curbs and Driveways, Section 21-31. Illicit discharges & illegal connections

9. Grants

- a. To approve the submission of a grant application for up to \$7,000 to the Main Street Community Foundation for the purchase of radios and accessory equipment for the Bristol Police Cadet Program, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer to the Board of Finance for any necessary action.
- b. To approve the submission of a grant application for \$25,000 to the AARP to support the renovation of the parking lot at the Douglas Beals Community-Senior Center, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer to the Board of Finance for any necessary action.
- c. To approve the submission of a grant application for \$5,000 to the Main Street Community Foundation to purchase personal care supplies for seniors in need, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer to the Board of Finance for any necessary action.
- d. To approve acceptance of grant funds from the Connecticut State Library for the Connecticut Library 2026 Summer Enrichment Grant Program, to authorize the

Mayor or Acting Mayor to execute any and all documents associated with the award, and to refer to the Board of Finance for any necessary action.

10. Resolutions

- a. To approve a resolution on a proposal to provide additional tax exemptions pursuant to C.G.S. Sec. 12-81, as amended for Military Veterans and their surviving spouses; and that the City Tax Assessor be authorized to take any and all actions to implement this policy on behalf of the City of Bristol and make such adjustments to the Grand List as are requested or required to this policy.

11. Old Business

12. New Business

13. Any other matter to come before said meeting

14. Adjournment

Merina Bigos
Acting Town & City Clerk

JANUARY 13, 2026

The regular meeting of the City Council was held on Tuesday, January 13, 2026 in the City Hall Council Chambers, 111 North Main Street at 7:02 p.m. Present: Mayor Zoppo-Sassu; Council Members Dickau, Kelley, Seymour, and Tyler. Absent: Council Members Hahn and Rosengren.

1. CALL TO ORDER

Fire Chief Hart led the Pledge of Allegiance.

Presentation of Proclamation to Lee McFadden of the Bristol America250 Committee. Ms. McFadden gave a brief overview of the committee's planned events.

A moment of silence was observed for the following people: Renee Good of Minneapolis, retired firefighter Christopher "Kit" Critchley, former Public Works Board Commissioner Donald Padlo, and Firefighter Technician Jay Kelly.

Fire Chief Hart spoke in remembrance of Jay Kelly.

2. APPROVAL OF MINUTES

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To approve the minutes of the regular City Council meeting held on December 9, 2025.

3. PUBLIC PARTICIPATION

Cheryl Thibeault, 73 Yarde Dr. – Ms. Thibeault urged City Council to vote "no" on item 6.g. which is to discharge the Animal Control Facility Building Committee. She explained the work the committee had done over the past two years and why she believes it should remain intact.

Morris Patton, 49 Field St. – Mr. Patton introduced his nonprofit organization called, "Dad's Up Front." He explained that he created it to help fathers remain in their children's lives and invited the public to its first event on January 31, 2026 at the Boys and Girls Club.

Kristen Giantonio, 275 Allentown Rd. – Ms. Giantonio urged the Council to approve agenda items 6.b. and 6.c. to approve an additional Parent Ambassador position and make the working hours more flexible.

Mathew Biadun, 53 Buff Rd. – Mr. Biadun stated that he understands that plans for the Animal Control Facility may have changed and regionalization may be necessary, however, he feels the current committee is knowledgeable and stayed on track so he would like the same committee to see the project through.

4. ANNOUNCEMENTS

Council members reported on committees, activities, and events.

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5. ADOPTION OF CONSENT CALENDAR

On motion of Council Member Tyler and seconded by Council Member Kelley, it was unanimously voted: To adopt three items as part of the Consent Calendar.

a. New Hire Report for December 2025

Communication received from the Human Resources Department.

As part of the Consent Calendar adoption and on motion of Council Member Tyler and seconded, it was unanimously voted: To place on file the New Hire Report for the month of December, 2025.

b. Tax Refunds in the Amount of \$25,973.83

Request presented from Tax Collector Bednaz.

As part of the Consent Calendar adoption and on motion of Council Member Tyler and seconded, it was unanimously voted: To approve the Tax Refunds as follows –

Motor Vehicle	\$20,131.42
Real Estate	+ 5,842.41
Total	\$25,973.83

c. Lot A-2 Prospect Street Fee Waiver

As part of the Consent Calendar adoption and on motion of Council Member Tyler and seconded, it was unanimously voted: To accept the waiver of fees and interest on the 2024 real estate Grand List for 30 days from the billing date in accordance with Connecticut General Statutes Sec. 12-145 for Lot A-2 Prospect Street – bill number 2024-01-0103092.

6. REPORTS AND COMMITTEE REPORTS**a. Salary Committee**

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To approve wage increases for part-time and seasonal positions based on current position value in the Parks, Recreation, Youth and Community Services Department effective Sunday, January 18, 2026, and to refer to the Board of Finance for informational purposes.

b. Salary Committee

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To approve one (1) additional position of Parent Ambassador, non-bargaining, grant funded with a two-year term at the rate of \$25.00 per hour, and refer to the Board Finance for informational purposes.

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c. Salary Committee

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To approve the change of the Parent Ambassador work schedule from “not to exceed 10 hours per month,” to “not to exceed 120 hours per fiscal year.”

d. Ordinance Committee

As recommended by the Ordinance Committee and on motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: In accordance with Section 41(f) of the Charter of the City of Bristol, to waive the reading of the proposed amendments to Chapter 18, Planning, Article XII Bristol Transportation Commission Sections 18-167 through 18-171 of the Code of Ordinances being introduced this date.

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: In accordance with Section 41(f) of the Charter of the City of Bristol, to introduce the following amendments to the Code of Ordinances; and that the time and place of Tuesday, February 3, 2026 at 4:55 p.m., in Meeting Room 1-1, City Hall, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee; and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Mayor Zoppo-Sassu and Council Member Dickau explained that the Ordinance Committee will also be creating an ordinance for the Property Tax Exemption For Veterans with a Permanent and Total Disability Rating, which would apply to a veteran’s home or motor vehicle tax, but not both. Council Member Dickau explained that, in accordance with legislation, the City may adopt this ordinance without a public hearing.

e. Real Estate Committee

On motion of Council Member Dickau and seconded by Council Member Tyler, it was unanimously voted: To authorize the Mayor or Acting Mayor to enter into a 6-month listing agreement with Bottom Line Realty to act as its real estate agent for the sale of city owned property known as 135 East Main Street, Map 41, Lot 10. The listing price is anticipated to be \$125,000.

It was further moved that the Mayor or Acting Mayor be authorized to sign any document necessary to effectuate this motion and that this matter be referred to the Corporation Counsel.

f. Real Estate Committee

On motion of Council Member Dickau and seconded by Council Member Seymour, it was unanimously voted: To amend the motion regarding the acceptance of an offer from Keith MacDonald, or his assigns, in response to RFP #2026-015 entitled, "Sale of Surplus Property at Burlington Avenue, Assessor's Map 21, Lot 420-1 and 420-1A" which was adopted by the City Council at its November 12, 2025 meeting, so that it would read: that the City Council accept the offer from Keith MacDonald, or his assigns, in response to RFP (Requests For Proposals) #2026-015 entitled, “Sale of Surplus Property at Burlington Avenue, Assessors Map 21, Lot 420-1 and 420-1A”. The terms of acceptance of this proposal are as follows:

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1. The purchase price shall be a cash transaction of \$5,000.00;
2. The purchaser shall merge it with his property known as 336 Burlington Avenue, Bristol, CT;
3. All costs associated with this transaction, including but not limited to, costs of surveys/maps, closing costs, publication notices, etc. shall be the responsibility of the purchaser. The City of Bristol shall incur no costs in this transaction nor does it make any representations to the purchaser of its allowable use of this lot.

It was further moved that the Mayor or Acting Mayor be authorized to sign any documents necessary to effectuate this motion and that this matter be referred to the Corporation Counsel.

g. Animal Control Facility Building Committee

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To discharge the current Animal Control Facility Committee due to new scope and direction as well as to reassign city employees who are not electors to liaison status.

Mayor Zoppo-Sassu explained that she would like the new committee to work towards a regional facility in order to receive a grant that would fund 100% of the project as opposed to spending the approximate \$6.5 million for the Cross Street property and construction.

7. OLD BUSINESS

Council Member Kelley made a statement offering condolences to Renee Good's family, friends, and the community of Minneapolis. He expressed concern of the action of ICE and stated that accountability is needed from the Department of Homeland Security and the federal government.

Mayor Ellen Zoppo-Sassu stated that the City is having discussions with the West Cemetery Association to strategize arrangements for the cemetery's long-term stability.

8. NEW BUSINESS

a. Cash Penny Rounding Standard

On motion of Council Member Kelley and seconded by Council Member Dickau, it was unanimously voted: To adopt the following cash penny rounding standard policy as proposed by the Government Finance Officers Association (GFOA) as follows:

- \$.01 and .02 are rounded down to \$.00
- .03 and .04 are rounded up to .05
- .06 and .07 are rounded down to .05
- .08 and .09 are rounded up to .10

It was further moved that in the event the federal government adopts a different rounding standard for commerce that differs from the City's standard, then, and upon the effective date of the federal government standard, said federal standard shall supersede this policy.

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b. Personal Property Tax Exemption

On motion of Council Member Dickau and seconded by Council Member Kelley, it was unanimously voted: To bring onto the table the matter of granting a personal property tax exemption to Better Molded Products, Inc. for assessment years 2022, 2023, and 2024.

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: That pursuant to Connecticut General Statutes Section 12-94e, the City Council grant a personal property tax exemption to Better Molded Products, Inc. for assessment years 2022, 2023, and 2024 for property as listed under unique ID# P0270881 based upon Better Molded Products, Inc. request to file its M-65 exemption pas the statutory deadline, and to further direct the City Assessor and City Tax Collector to make any adjustments to their lists which result from the granting of this exemption, including waiving any penalties for late filing.

c. Municipal Grant In Aid Certification

On motion of Council Member Seymour and seconded by Council Member Dickau, it was unanimously voted: To bring onto the table the matter of the Municipal Grant In Aid Certification for the Office of Policy and Management.

On motion of Council Member Seymour and seconded by Council Member Dickau, it was unanimously voted: To authorize the Mayor to sign any and all documents associated with the State of Connecticut, Office of Policy and Management, Municipal Grant In Aid Certification for Fiscal Year 2026 in the amount of \$4,856,624.00.

d. Mayor's Announcements

Mayor Zoppo-Sassu thanked the I.T. staff, specifically Eric Evans, Chris Soper, and Janet Little for working over the weekend to fix the equipment failure and protect all of our systems.

Mayor Zoppo-Sassu stated that the City Council in conjunction with Corporation Counsel have been speaking about the Chippabee Golf Course issue and whether acquiring the property for a municipal golf course would be a feasible option. There will be more meetings and discussions with various City departments.

9. RESIGNATIONS

Dave Haberfeld – Fair Rent Commission
Robert Powell – Bristol Parking Authority
Luke Veins – Youth Commission

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To accept the resignations and send letters of thanks.

10. APPOINTMENTS

a. The following appointments were presented:

Capital Improvement Committee
 Keith Godreau – Appointment – no term.

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Replaced John Smith.
Confirming motion by Council Member Dickau.
Motion passed in voice vote.

Bristol Early Childhood Collaborative

Cristina Gutierrez – Appointment as Parent Rep. – term to 8/26.
Confirming motion by Council Member Dickau.
Motion passed in voice vote.

Board of Fire Commissioners

Sandra Bogdanski – Appointment – term to 1/29.
Replaced Joyce Ptak.
Confirming motion by Council Member Dickau.
Motion passed in voice vote.

Bristol Historic District Commission

Alicia Jennings – Appointment as regular member – term to 1/31.
Replaced Patricia Philippon.
Confirming motion by Council Member Seymour.
Motion passed in voice vote.

Greg Hartmann – Appointment as alternate member – term to 8/29.
Replaced Alicia Jennings.
Confirming motion by Council Member Tyler.
Motion passed in voice vote.

Library Board

Valina Carpenter – Reappointment – term to 1/29.
Confirming motion by Council Member Tyler.
Motion passed in voice vote.

Andrea Kapchensky – Reappointment – term to 1/29.
Confirming motion by Council Member Tyler.
Motion passed in voice vote.

Nichola Jakubowski – Reappointment – term to 1/29.
Confirming motion by Council Member Tyler.
Motion passed in voice vote.

Board of Park Commissioners

Cynthia Donovan – Reappointment – term to 12/28.
Confirming motion by Council Member Tyler.
Motion passed in voice vote.

Bristol Parking Authority

Michael Petosa – Appointment – term to 4/28.
Replaced Robert Powell.
Confirming motion by Council Member Dickau.
Motion passed in voice vote.

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Retirement Board

Motion to correct the expiration term of Thomas Barnes to July 2030 by Council Member Tyler, and seconded by Council Member Dickau. Motion passed unanimously.

James Pelletier – Appointment as Police Union Rep. – term to 7/28.

Replaced Peter Dauphinais.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Transportation Commission

David Rooks – Reappointment – term to 1/29.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

David Calhoun – Appointment – term to 1/29.

Replaced Steve Coan.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Youth Commission

Cecilia Garay – Appointment – term to 1/29.

Replaced Lance Washington.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Alexander Parenti – Appointment as Under 21 Rep. – term to 5/27.

Replaced Luke Veins.

Confirming motion by Council Member Dickau.

Motion passed in voice vote.

Zoning Commission

Morris Patton – Appointment as an alternate member – term to 12/28.

Replaced Mike Deroehn.

Confirming motion by Council Member Seymour.

Motion passed in voice vote.

Jeffrey Hayden – Appointment as an alternate member– term to 12/28.

Replaced Sara Mangiafico.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Acting Town & City Clerk

Merina Bigos – Appointment effective January 26, 2026 – term to 3/26.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

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Animal Control Facility Building Committee

Lindsey Rivers – Reappointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Luis Lorenzo Ruiz – Reappointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Frank Stawski – Reappointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Chris Hayden – Reappointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Nancy Levesque – Appointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Lynn DellaBianca – Appointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Holly Goodwin – Appointment – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Ray Zagurski – Appointment as liaison – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Dave Oakes – Appointment as liaison – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

Deputy Police Chief Moskowitz – Appointment as liaison – no term.

Confirming motion by Council Member Tyler.

Motion passed in voice vote.

BBHD Project Liaison

David Hartley – Mayoral Appointment as liaison – no term.

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11. CONTRACTS**a. Contract 2C26-002 Renovations at Beals Community Center for Bristol-Burlington Health District**

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To award Contract 2C26-002 Renovations at Beals Community Center for Bristol-Burlington Health District to Orlando Annulli & Sons, Inc. in the amount of \$2,158,000 and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

b. Contract 2P26-028 Move Management Services for Northeast Middle School

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To award Contract 2P26-028 Move Management Services for Northeast Middle School to Arcadis U.S. Inc. in the amount of \$106,690.00, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

12. RESOLUTION**a. Resolution for Parks, Recreation, Youth & Community Services Department – DEEP Outdoor Recreation Legacy Partnership Grant**

Communication received from the Office of Corporation Counsel.

On motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To approve a resolution authorizing Mayor Ellen Zoppo-Sassu to sign and deliver any and all documents necessary and appropriate to carry out the terms of the State of Connecticut Department of Energy and Environmental Protection (DEEP) Outdoor Recreation Legacy Partnership grant on behalf of the City of Bristol.

The Resolution reads as follows –

WHEREAS, the City of Bristol Parks, Recreation, Youth and Community Services Department has applied for, and been awarded a matching grant in the amount of \$1,930,000.00 by the State of Connecticut Department of Energy and Environmental Protection (DEEP) Outdoor Recreation Legacy Partnership, and;

WHEREAS, the Bristol Board of Finance has approved the Bristol Parks, Recreation, Youth and Community Service Department's capital improvement budget request including the matching amount of \$1,930,000.00 for improvements to be made at Rockwell Park;

BE IT RESOLVED, that the City of Bristol, acting herein by its duly elected City Council, approves the City's matching amount of \$1,930,000.00, (total project costs \$3,860,000.00) for renovations and improvements to Rockwell Park.

BE IT FURTHER RESOLVED, that Mayor Ellen Zoppo-Sassu is authorized to sign and deliver any and all documents necessary and appropriate to carry out the terms of said grant on behalf of the City of Bristol.

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A roll call vote was taken.

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member Dickau		
“ ” Kelley		
“ ” Seymour		
“ ” Tyler		
Mayor Zoppo-Sassu		

RESOLUTION ADOPTED: YES – 5; NO – 0; ABSTAIN – 0.

13. OTHER BUSINESS – None.

14. ADJOURNMENT

At 8:10 p.m., on motion of Council Member Tyler and seconded by Council Member Dickau, it was unanimously voted: To adjourn.

ATTEST: _____
Erica Cabiya
Town & City Clerk

FEBRUARY 2026 APPOINTMENTS (AS OF 2/5/26)

RESIGNATIONS:

Camerin Crowal - Alt. member to Fair Rent Comm. (Sec 2-9 resignation)
Russell Anderson - BOE

Continuing Vacancies:

Fair Rent Commission

1 alternate position representing "Landlords" term to 5/28
1 alternate position representing "Tenants" term to 5/27

Board of Park Commissioners

1 Vacancy – term exp. 12/28

NEW APPOINTMENTS FOR FEBRUARY:

Bristol Historic District Commission

To reappoint or replace D. Delgado, alternate member - term to 2/31

Public Works Board

To reappoint Frank Stawski (D) – term to 2/29

Board of Education

Replace Russell Anderson (R) – term to 11/27

Bristol Early Childhood Collaborative

To appoint Zachary Maher – term to 8/26

Appointments for the BCHS Roof Replacement Building Committee

Ryan Broderick – Educational Staff
Kevin Gokey – Area Taxpayer
Daniel Micari – Area Taxpayer
Chris Fry – Community Taxpayer
John Freimuth – Professional Community
Eric Carlson – Professional Community

NEW HIRE REPORT

1/1/2026 TO 1/31/2026

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>CITY</u>	<u>HIRE DATE</u>	<u>SALARY</u>	<u>PER HOUR</u>	<u>UNION</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>
KOZIKOWSKI	ERIC	BRISTOL	01/22/2026	\$ 23.10	PER HOUR	LOCAL 233	FT	AGING SERVICES	CUSTODIAN/MAINTENANCE WORKER
LAPRISE	RYAN	BRISTOL	01/20/2026	\$ 23.10	PER HOUR	LOCAL 233	FT	LIBRARY - MAIN	CUSTODIAN/MAINTENANCE WORKER
BRAVO MARITZERDULCE		BRISTOL	01/15/2026	\$ 25.00	PER HOUR	NON-BARG	PT	MAYOR	PARENT AMBASSADOR
CHAPIS	TERAN	BRISTOL	01/26/2026	\$ 27.54	PER HOUR	NON-BARG	PT	MAYOR	ADMINISTRATIVE AIDE
DANIELE	STEPHANIE	BRISTOL	01/07/2026	\$ 25.00	PER HOUR	NON-BARG	PT	MAYOR	PARENT AMBASSADOR
GUTIERREZ	CRISTINA	BRISTOL	01/15/2026	\$ 25.00	PER HOUR	NON-BARG	PT	MAYOR	PARENT AMBASSADOR

TOTAL: 6

RECEIVED
2026 FEB -5 AM 8:12
TOWN AND CITY CLERK
BRISTOL, CT



RECEIVED
2026 FEB -2 PM 1:18
TOWN AND CITY CLERK
BRISTOL, CT



DATE: February 2, 2026

Tax Collector's Office | 860.584.6270

TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

I hereby request refunds to the following tax accounts listed below for the reasons stated.

<u>CURRENT LIST YEAR</u> <u>NAME</u>	<u>LIST NUMBER</u>	<u>SUPPLEMENTAL MOTOR VEHICLE</u>				<u>TOTAL</u>	
		<u>TAX</u>	<u>INT</u>	<u>FEES</u>			
VONTELL, PETER	2024-04-0401141	\$ 295.81				\$ 295.81	OVERPAYMENT
	TOTAL	\$ 295.81	\$ -	\$ -	\$ -	\$ 295.81	

<u>CURRENT LIST YEAR</u> <u>NAME</u>	<u>LIST NUMBER</u>	<u>MOTOR VEHICLE</u>				<u>TOTAL</u>	
		<u>TAX</u>	<u>INT</u>	<u>FEES</u>			
ACAR LEASING	2024-03-0351092	\$ 846.23				\$ 846.23	PURCHASE LEASE
EAN HOLDINGS LLC	2024-03-0314101	\$ 223.88				\$ 223.88	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314108	\$ 537.80				\$ 537.80	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314109	\$ 325.41				\$ 325.41	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314110	\$ 174.48				\$ 174.48	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314111	\$ 217.45				\$ 217.45	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314122	\$ 409.00				\$ 409.00	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314124	\$ 325.41				\$ 325.41	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314126	\$ 470.70				\$ 470.70	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314127	\$ 480.08				\$ 480.08	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314129	\$ 414.03				\$ 414.03	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314131	\$ 469.41				\$ 469.41	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314132	\$ 201.34				\$ 201.34	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314133	\$ 446.77				\$ 446.77	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314134	\$ 232.25				\$ 232.25	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314136	\$ 351.51				\$ 351.51	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314141	\$ 224.30				\$ 224.30	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314142	\$ 485.18				\$ 485.18	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314143	\$ 651.86				\$ 651.86	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314144	\$ 562.56				\$ 562.56	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314158	\$ 710.58				\$ 710.58	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314159	\$ 677.89				\$ 677.89	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314162	\$ 508.16				\$ 508.16	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314164	\$ 592.52				\$ 592.52	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314167	\$ 391.66				\$ 391.66	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314168	\$ 549.23				\$ 549.23	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314169	\$ 723.86				\$ 723.86	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314170	\$ 865.71				\$ 865.71	VEHICLE SOLD

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

EAN HOLDINGS LLC	2024-03-0314179	\$	345.57	\$	345.57	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314180	\$	414.35	\$	414.35	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314184	\$	629.47	\$	629.47	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314188	\$	234.29	\$	234.29	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314190	\$	113.58	\$	113.58	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314191	\$	289.05	\$	289.05	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314057	\$	174.48	\$	174.48	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314058	\$	174.48	\$	174.48	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314059	\$	261.70	\$	261.70	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314060	\$	174.48	\$	174.48	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314061	\$	372.61	\$	372.61	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314062	\$	239.03	\$	239.03	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314063	\$	350.08	\$	350.08	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314064	\$	311.48	\$	311.48	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314065	\$	489.95	\$	489.95	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314066	\$	445.06	\$	445.06	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314067	\$	243.61	\$	243.61	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314069	\$	268.51	\$	268.51	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314070	\$	487.22	\$	487.22	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314071	\$	284.05	\$	284.05	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314072	\$	324.98	\$	324.98	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314073	\$	121.79	\$	121.79	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314074	\$	405.84	\$	405.84	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314075	\$	365.40	\$	365.40	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314076	\$	284.05	\$	284.05	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314077	\$	148.38	\$	148.38	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314078	\$	180.58	\$	180.58	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314079	\$	410.95	\$	410.95	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314080	\$	216.51	\$	216.51	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314081	\$	273.09	\$	273.09	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314082	\$	249.42	\$	249.42	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314083	\$	376.12	\$	376.12	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314084	\$	448.27	\$	448.27	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314086	\$	324.98	\$	324.98	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314087	\$	365.40	\$	365.40	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314088	\$	343.76	\$	343.76	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314089	\$	365.40	\$	365.40	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314092	\$	168.96	\$	168.96	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314095	\$	238.46	\$	238.46	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314099	\$	344.04	\$	344.04	VEHICLE SOLD
EAN HOLDINGS LLC	2024-03-0314100	\$	268.45	\$	268.45	VEHICLE SOLD
FORTIER, JONATHAN	2024-03-0315983	\$	415.81	\$	415.81	WRONG TOWN
KEEGAN, KRAIG	2024-03-0323429	\$	49.99	\$	49.99	ANTIQUE EXEMPTION
LOMBARDI, WILLIAM	2024-03-0326887	\$	26.19	\$	26.19	VEHICLE SOLD
MACDOUGALL, STEVEN	2024-03-0327571	\$	494.69	\$	494.69	OVERPAYMENT
MACDOUGALL, STEVEN	2024-03-0327572	\$	42.30	\$	42.30	VEHICLE SOLD
MCBREARTY, ELBRIDGE	2024-03-0329572	\$	255.11	\$	255.11	ADJ BY ASSESSOR
NISSAN INFINITI LT LLC	2024-03-0333216	\$	314.54	\$	314.54	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333258	\$	479.76	\$	479.76	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333335	\$	874.15	\$	874.15	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333372	\$	601.81	\$	601.81	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333223	\$	682.96	\$	682.96	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333359	\$	326.46	\$	326.46	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333343	\$	512.54	\$	512.54	VEHICLE SOLD
NISSAN INFINITI LT LLC	2024-03-0333309	\$	372.41	\$	372.41	VEHICLE SOLD
TOYOTA LEASE TRUST	2024-03-0346701	\$	449.93	\$	449.93	PURCHASE LEASE
VONTELL, PETER	2024-03-0348570	\$	187.94	\$	187.94	OVERPAYMENT
TOTAL		\$	31,683.73	\$	-	\$ - \$ 31,683.73

PRIOR LIST YEAR
NAME

<u>NAME</u>	<u>LIST NUMBER</u>	<u>MOTOR VEHICLE</u>	<u>TAX</u>	<u>INT</u>	<u>FEES</u>	<u>TOTAL</u>	
BOGAZIS, JOHN M	2023-03-0304471	\$	142.17			\$	142.17 SOLD/ADD EXEMPTION

NISSAN INFINITI LT LLC	2023-03-0333718	\$	427.17	\$	427.17	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333770	\$	475.90	\$	475.90	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333830	\$	318.11	\$	318.11	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333899	\$	315.19	\$	315.19	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0334016	\$	990.68	\$	990.68	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0334060	\$	246.11	\$	246.11	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333840	\$	121.43	\$	121.43	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333854	\$	277.34	\$	277.34	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333917	\$	115.72	\$	115.72	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333866	\$	326.71	\$	326.71	VEHICLE SOLD
NISSAN INFINITI LT LLC	2022-03-0333932	\$	383.93	\$	383.93	VEHICLE SOLD
NISSAN INFINITI LT LLC	2022-03-0334021	\$	564.21	\$	564.21	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333763	\$	332.56	\$	332.56	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0333779	\$	70.86	\$	70.86	VEHICLE SOLD
NISSAN INFINITI LT LLC	2023-03-0334026	\$	247.83	\$	247.83	VEHICLE SOLD

TOTAL	\$	5,355.92	\$	-	\$	-	\$	5,355.92
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PRIOR LIST YEAR

<u>NAME</u>	<u>LIST NUMBER</u>	<u>INCOME AND EXPENSE</u>				<u>REASON</u>
		<u>CITY TAX</u>	<u>INT</u>	<u>FEES</u>	<u>TOTAL</u>	
DE FOODS LLC	2023-07-0118597	\$ 1,161.22			\$ 1,161.22	OVERPAYMENT
TOTAL		\$ 1,161.22	\$ -	\$ -	\$ 1,161.22	

CURRENT LIST YEAR

<u>NAME</u>	<u>LIST NUMBER</u>	<u>REAL ESTATE</u>				<u>REASON</u>
		<u>CITY TAX</u>	<u>INT</u>	<u>FEES</u>	<u>TOTAL</u>	
DUNNETT, JEANNE M	2024-01-0106179	\$ 4,816.12			\$ 4,816.12	VETERAN EXEMPTION
HENRY, JACQUELINE	2024-01-0108829	\$ 1,145.82			\$ 1,145.82	OVERPAYMENT
TYLER, WILLIAM	2024-01-0119913	\$ 94.50			\$ 94.50	REMOVE AREA OVER FGF
TOTAL		\$ 6,056.44	\$ -	\$ -	\$ 6,056.44	

PRIOR LIST YEAR

<u>NAME</u>	<u>LIST NUMBER</u>	<u>REAL ESTATE</u>				<u>REASON</u>
		<u>CITY TAX</u>	<u>INT</u>	<u>FEES</u>	<u>TOTAL</u>	
INLAND PRIVATE CAPITAL	2023-01-0102671	\$ 229,667.48			\$ 229,667.48	COURT STIPULATION
TOTAL		\$ 229,667.48	\$ -	\$ -	\$ 229,667.48	

TOTAL ALL MOTOR VEHICLE	\$	37,335.46
TOTAL PERSONAL PROPERTY	\$	-
TOTAL ALL REAL ESTATE	\$	236,885.14
GRAND TOTAL ALL COLLECTIONS	\$	274,220.60

RESPECTFULLY,

Ann V. Bednaz CCMC

ANN V BEDNAZ, CCMC
TAX COLLECTOR
KG



131 North Main Street Bristol, CT 06010
Chief Mark R. Morello



RECEIVED

2026 JAN 27 PM 3:49

TOWN AND CITY CLERK
 BRISTOL, CT

January 27, 2026

Erica Cabiya
 City Clerk
 111 North Main Street
 Bristol, CT 06010

Please place the following item on the agenda for the next City Council meeting.

To approve applying for a grant application to the State of CT Department of Emergency Services and Public Protection Division of Statewide Emergency Telecommunications Grant for \$25,903. The local match is \$12,951.50 or 50% of the Grant Total.

This grant program will provide funding to purchase 56 batteries; 32 for Willis Street; 12 for Princeton Drive; and 12 for Stevens Street. These battery backup units at the radio sites provide for uninterrupted radio communications in the event of a power outage, before the generator takes over.

I am requesting permission to apply for the grant.

Respectfully,

Chief Mark R. Morello

Mark Morello
 Chief of Police

"To protect and serve the community with integrity and professionalism"



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200 ext. 0

RECEIVED
2026 JAN 22 PM 3:15
TOWN AND CITY CLERK
BRISTOL, CT

DATE: January 22, 2026

TO: Mayor Zoppo-Sassu
City Council Members

FROM: Erica Cabiya, Town & City Clerk

RE: Cott Systems Conversion to RECORD Hub

Background

The Town Clerk's Office currently uses a program from Cott Systems called eSearch for land record and trade name searches. It is used by City staff, title searchers, surveyors, and the public. In order to comply with new ADA standards, we must convert to RECORD Hub as Cott Systems is not able to upgrade their eSearch software to comply with the new standards. In early to mid-April, Cott Systems and the City's Information Technology department will work together to ensure the secure preservation of data during the transition. The deadline to be in compliance with the ADA standards is April 24, 2026.

Funding Request

There will be no cost to the City to convert to RECORD Hub.

Requested Action

Motion to approve the \$0.00 agreement with Cott Systems to transition to RECORD Hub, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effectuate the agreement, as reviewed and approved by Corporation Counsel.



City of Bristol

BRISTOL, CONNECTICUT 06010

Land Use Office

RECEIVED

2026 FEB -5 AM 11:51

TOWN AND CITY CLERK
BRISTOL, CT

DATE: February 5, 2026

TO: Mayor and City Council
(c/o Erica Cabiya, Town and City Clerk)

FROM: Robert M. Flanagan, AICP – City Planner – *R.M.F.*

RE: Land Use Training Reporting – Connecticut General Statutes 8-4c

Pursuant to the Connecticut General Statutes (C.G.S.) Section 8-4c, parameters were established by the General Assembly under Public Act 21-29 and then updated under subsection (a) of Section 3 of Public Act 23-173, for the reporting of mandated land use board and commission training to the legislative body of each municipality.

2025 Report

During the 2025 calendar year, the Bristol Land Use Staff facilitated the following schedule of training with our newest Land Use Board and Commission members. We are pleased to report that compliance has been achieved with the required training requirements listed in Section 8-4c.

1. Curriculum/Training Dates

History of Planning and Land Use – 11/6/25 – 1.5 hours
Board and Commission Functions, Roles and Responsibilities – 12/4/25 – 1.5 hours
Fair Housing and Public Hearing Procedures – Training Video – 1 hour

2. Participating Board and Commission Members:

Matthew Biadun – ZBA
Joseph Kelaita – ZBA
Greg Klimek – Planning
Jonathan Lukasiewicz – ZBA

For questions or any additional information, please contact my office at: 860-584-6225.
Thank you.

WYLAND DALE CLIFT
CORPORATION COUNSEL

THOMAS W. CONLIN
ASSISTANT CORPORATION COUNSEL

JEFFREY R. STEEG
ASSISTANT CORPORATION COUNSEL

JONATHAN D. DONOVAN
ASSISTANT CORPORATION COUNSEL

NOELLE BATES
LEGAL ADMINISTRATOR

MARIA THEAM
LEGAL ADMINISTRATIVE ASSISTANT



City of Bristol

Office of Corporation Counsel

CITY HALL
111 NORTH MAIN STREET
BRISTOL, CONNECTICUT 06010
Tel. (860) 584-6150
CorpCounsel@BristolCT.gov

February 5, 2026

Merina Bigos, Asst. Town and City Clerk

Via email and hand-delivered

Re: Council Meeting Agenda – February 10, 2026

Please add the following to the Consent Agenda:

1. Adoption of Policy Pertaining to Use of Artificial Intelligence (AI)

The proposed Policy is attached.

Thank you,

Wyland Dale Clift
Corporation Counsel

Enclosure (1)

RECEIVED
2026 FEB -5 PM 2:30
TOWN AND CITY CLERK
BRISTOL, CT

City of Bristol: Artificial Intelligence (AI) Use Policy

1. Purpose

- This policy explains how the City may use Artificial Intelligence (AI) tools in a responsible, safe, and practical way. The goal is to improve efficiency and service delivery while protecting residents, employees, and the City from legal, financial, privacy, and security risks.

2. Scope

- This policy applies to:
 - All City employees, contractors, consultants, interns, and volunteers.
 - All departments, boards, and commissions. Any AI tool or system used for City work, whether free, paid, experimental, or enterprise-grade.
- This includes tools that:
 - Generate text, images, audio, video, or code.
 - Tools that analyze data, make predictions, or automate tasks.

3. Guidelines

DO:

- Understand that GenAI tools may be useful but are **not a substitute** for human judgment and creativity.
- Understand that many GenAI tools are prone to “hallucinations,” false answers or information, or information that is stale, and therefore **responses must always be carefully verified by a human.**
- Treat every bit of information you provide to an GenAI tool as if it will go viral on the Internet, attributed to you or the City, regardless of the settings you have selected within the tool (or the assurances made by its creators).
- Inform your supervisor when you have used a GenAI tool to help perform a task.
- Verify that any response from an GenAI tool that you intend to rely on or use is **accurate, appropriate, not biased, not a violation of any other individual or entity’s intellectual property or privacy (do not include Personally Identifiable Information),** and consistent with City policies and applicable laws.

DO NOT:

- Do not use GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any **confidential, proprietary, or sensitive City information** into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential,

Sensitive, or Proprietary, or any other non-public City information that might be harmful to the City if disclosed. This may breach your or the City's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the City's rights to that information to be challenged.

- **Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.** *add disclaimer*
- Do not represent work generated by a GenAI tool as being your own original work.
- Do not integrate any GenAI tool with internal City software without first receiving specific written permission from your supervisor and the IT Department.
- Do not use GenAI tools other than those on the approved list from the IT Department. Malicious chatbots can be designed to steal or convince you to divulge information.

4. Definitions

- Artificial Intelligence (AI): Software that performs tasks normally requiring human judgment, such as writing, summarizing, analyzing data, or identifying patterns.
- Generative AI: AI that creates new content, such as documents, emails, images, or computer code.
- Sensitive Data: Information protected by law or policy, including personal data, student records, criminal justice data, financial information, or confidential City records.

5. Core Principles

- The City's use of AI is guided by the following principles:
 - Humans are fully responsible. Any work created with the help of AI is treated the same as work created without it. Employees are fully accountable for all inputs provided to AI tools and for all outputs produced, including errors, omissions, faulty math, bias, tone, or misuse.
 - AI is a tool, not an authority. AI does not make decisions for the City and does not replace professional judgment.
 - Transparency matters. We should be able to explain how AI is used when it affects City services or decisions.
 - Fairness matters. AI tools must not introduce bias, discrimination, or unequal treatment.
 - Security and privacy come first. City data must be protected at all times.
 - Legal compliance is required. All AI use must follow federal, state, and local laws.

6. Appropriate Uses of AI

- With proper oversight, AI tools may be used to:
 - Draft or summarize documents and emails (with staff review).
 - Research, outline, or organize information.
 - Analyze trends or large datasets.
 - Improve customer service or internal knowledge sharing.
 - Automate repetitive administrative tasks.
 - Support IT, cybersecurity, and system monitoring activities.

- AI-generated content must always be reviewed and approved by a City employee before it is relied upon or shared.

7. Uses That Are Not Allowed (Without Special Approval)

- The following uses are not allowed unless approved by City leadership, Legal, and IT:
 - Letting AI make final decisions that affect employment, benefits, legal rights, or disciplinary actions.
 - Entering sensitive or confidential City data into public or unapproved AI tools.
 - Using AI to monitor people, conduct surveillance, or perform facial recognition beyond what the law allows.
 - Using AI to generate official legal opinions, final policies, or binding decisions without human review.
 - Using AI in a way that could mislead the public or impersonate an individual.

8. Data, Privacy, and Records

- Do not enter confidential, sensitive, or protected information into AI tools unless the tool has been approved by IT and Legal.
- City data must not be used by vendors to train AI models unless explicitly approved in writing.
- AI use must comply with public records, records retention, and disclosure laws.
- When in doubt, assume AI prompts and outputs may be stored or reviewed by the vendor.

9. City-Paid AI Tools and Subscriptions

- The City will only pay for AI tools when:
 - There is a clear business need that benefits the City, not just individual convenience.
 - The tool can be shared or licensed appropriately across a department or the organization.
 - IT and Legal have reviewed security, privacy, and contract terms.
 - Free or existing City-approved tools are not sufficient.
- The City generally will not pay for:
 - Individual or personal AI subscriptions without a demonstrated operational need.
 - Redundant tools that duplicate existing City software.
 - AI tools requested solely for experimentation or personal productivity.
 - All requests for City-funded AI tools must go through an approval process.

10. Oversight and Review

- Departments must work with IT and Legal before adopting new AI tools.
- High-impact or public-facing AI uses require leadership approval.
- AI tools may be reviewed or discontinued if risks, costs, or legal requirements change.

11. Human Review and Accountability

- AI output must be reviewed, verified, and approved by a City employee before use.
- Employees are fully responsible for the accuracy, completeness, calculations, tone, and appropriateness of any AI-assisted work product.
- Errors made by AI are treated the same as errors made by the employee using it.
- AI should assist staff efficiency, not replace professional judgment, due diligence, or established review processes.

12. Transparency With the Public

When AI plays a meaningful role in public-facing services or communications, the City should be open about its use.

Public-facing AI systems should provide a way for users to reach a human when needed.

13. Training and Responsible Use

- Employees approved to use AI tools must follow this policy and any related guidance.
- Training may be required before using certain AI tools.

14. Policy Enforcement

- Misuse of AI tools may result in disciplinary action, up to and including termination or contract consequences.
- Suspected misuse or security concerns must be reported to IT or management.

15. Policy Review

- This policy will be reviewed periodically and updated as laws, technology, and City needs change.

Effective Date: _____

Approved By: _____

Merina Bigos

From: Wendi Connolly
Sent: Tuesday, February 3, 2026 2:07 PM
To: Merina Bigos
Cc: Greg Hahn
Subject: Motions for February 10, 2026 City Council
Attachments: Memo SickLeaveDonation.pdf; Sick Leave Donation Policy NB Feb2026.pdf

Good Afternoon Merina:

Please find listed below the 2 motions for the upcoming February City Council meeting coming from the Salary Committee:

1. To approve the salary increase for the Registrar of Voters from \$50,862/year to \$65,000/year effective January 6, 2027, and refer to the Board of Finance.
2. To approve an amendment to the Personnel Policies and Procedures, Appendix A of the Non-Bargaining Full-time Employee Supplement, to add a sick leave donation option. (There are 2 attachments for this motion to be added to your packet)

Thank you,
Wendi Connolly
Human Resources Analyst
City of Bristol Human Resources

Merina Bigos

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Sent: Tuesday, February 3, 2026 2:07 PM
To: Merina Bigos
Cc: Greg Hahn
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Thank you,
Wendi Connolly
Human Resources Analyst
City of Bristol Human Resources

RECEIVED

2026 FEB -3 PM 2: 12

TOWN AND CITY CLERK
BRISTOL, CTMEMORANDUM

To: City Council 
Fr: H. James Haselkamp, Jr., Dir of HR
Re: Sick Leave Donation Program Non-Union
Dt: February 3, 2026

We are requesting the City Council approve an amendment to the Personnel Policies and Procedures to permit a sick leave donation program applicable to nonunion staff. We currently have sick leave donation programs applicable to unionized staff, although those programs vary depending on the union. This amendment would allow a similar program for non-staff who have exhausted their sick leave bank because of an illness. We greatly appreciate your consideration in this regard.

Sick Leave Donation Policy (Non-Bargaining)

1. Voluntary Leave Transfer Program (VLTP): Under this program, employees can donate their sick leave to colleagues who have exhausted their paid leave due to personal medical emergencies.
2. Eligibility and Use: Employees must first use their own sick leave and other accrued time before utilizing donated sick leave. Donated sick leave can be used for various reasons, including during the period prior to earning the initial allocation of sick leave or after exhausting personal leave.
3. Donation Process: Employees wishing to donate sick leave need to complete a donation form and submit it to HR department. The donation is processed day for day, meaning one day of sick leave donated equals day of sick leave received. Donated sick day will be utilized on a rotating basis in the order of receipt. Unused sick donations will be not be deducted from the donating employee. Employees upon separation of employment are not eligible to donate their sick leave unless otherwise approved by the Director of HR. Donated sick leave is not paid out in the event the receiving employee separates employment.
4. Confidentiality and Limitations: The circumstances leading to a need for donated sick leave are treated confidentially. Additionally, there may be limits on the number of sick days that can be donated in a calendar year as determined by the HR department. The Human Resource department may promulgate additional requirements to implement this policy.

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2026 FEB -3 PM 2:12
TOWN AND CITY CLERK
BRISTOL, CT

BRISTOL CITY COUNCIL
REAL ESTATE COMMITTEE
GREG HAHN, CHAIRMAN

FEBRUARY 10, 2026

RECEIVED
2026 FEB -4 AM 8:52
TOWN AND CITY CLERK
BRISTOL, CT

MOTION

I HEREBY MOVE that the city owned property known as 81 Church Avenue, Lot 22 on Tax Assessor's Map 43, aka Fire House No. 3 Forestville be referred to the Planning Commission for a Connecticut General Statute Section 8-24 report. Specifically, to address whether this city building, should be sold.

I FURTHER MOVE that this property be referred to the Tax Assessor and Purchasing Agent to conduct an appraisal to determine a Fair Market Value should this property be sold by an outside real estate agent or through the "RFP" (Request for Proposals) process.

I FURTHER MOVE that this matter be referred to Parks, Recreation, Youth & Community Services, Public Works and Bristol Water & Sewer to determine if any of the aforementioned departments have an interest in utilizing this property.

BRISTOL CITY COUNCIL
REAL ESTATE COMMITTEE
GREG HAHN, CHAIRMAN

FEBRUARY 10, 2026

RECEIVED
2026 FEB -4 AM 8:52
TOWN AND CITY CLERK
BRISTOL, CT

MOTION

I HEREBY MOVE that the real property known as 112 Ambler Road, Lot 220 on Tax Assessor's Map 20, be referred to the Planning Commission for a Connecticut General Statute Section 8-24 report. Specifically, to address the Board of Park Commissioners possible interest in acquiring this property to help preserve the Hoppers-Birge Pond and to allow for a future indoor programming space and/or maintenance building to support the park.

BRISTOL CITY COUNCIL MEETING

FEBRUARY 10, 2026

COUNCILMAN MARK DICKAU
CHAIR, ORDINANCE COMMITTEE

**PROPOSED AMENDMENTS TO CODE OF ORDINANCES
PERTAINING TO CHAPTER 4 ANIMALS AND FOWL, SECTION 4-8.
ROOSTERS-PENALTY**

MOTION TO WAIVE READING

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 4-8, Animals and Fowl, BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, March 3, 2026 immediately after the adjournment of the Regular Ordinance Committee Meeting, in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a Public Hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said Public Hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 4-8. Roosters—Penalty.

- (a) If a valid noise complaint is received by the city regarding any rooster the city will require [the rooster to wear a noise reduction collar, vocal constriction collar or other noise reduction device or method] removal of the rooster by the property owner.
- (b) Any person required to [place a noise reduction collar, vocal constriction collar or other noise reduction device or method on the rooster] remove the rooster who fails to do so after a ten day period shall be guilty of an infraction and fined fifty dollars (\$50.00) for each day [any rooster is without said noise reduction collar, vocal constriction collar or other noise reduction device or method] a rooster exists on the property.
- (c) [If more than three (3) complaints are received by the city regarding the same rooster the city may require removal of that rooster.

- (d)] The provisions of this section shall not apply to roosters owned and maintained on premises owned or leased by any farm, charitable, eleemosynary or educational organization.

**ADOPTION OF ORDINANCE
CHAPTER 18, PLANNING, ARTICLE XII. BRISTOL
TRANSPORTATION COMMISSION, SECTIONS 18-167 – 18-171**

BRISTOL CITY COUNCIL MEETING

2026 FEB -4 AM 10:29
TOWN AND CITY CLERK
BRISTOL, CT
FEBRUARY 10, 2026

COUNCILMAN DICKAU
CHAIR, ORDINANCE COMMITTEE

MOTION: I hereby MOVE that Sec. 18-167 through Sec. 18-171 of the Code of Ordinances of the City of Bristol, Connecticut, is hereby amended to read as follows. I FURTHER MOVE that the City Clerk publish said amendments and additions to the Code of Ordinances, and that they become effective upon the expiration of 14 days from the date of their publication in a newspaper of general circulation in the City of Bristol. (Additions are underlined and deletions are bracketed.)

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

[ARTICLE XII. BRISTOL TRANSPORTATION COMMISSION¹

Sec. 18-167. Bristol Transportation Commission established.

Pursuant to the applicable provisions of the general statutes and the Charter of the city, there is hereby established a transportation commission, which shall be a part of the administration of the municipal government and shall be subject to the charter, general ordinances and regulations of the city.

(Amend. of 4-14-09)

Sec. 18-168. Purpose.

The purpose of the Bristol Transportation Commission shall be to promote a safe, efficient, and sustainable public transportation system for the City of Bristol.

(Amend. of 4-14-09)

Sec. 18-169. Duties.

The duties of the Bristol Transportation Commission shall be:

- (a) To review, monitor and make recommendations to the mayor, city council and other appropriate agencies regarding public transportation matters, including, but not limited to, automotive, bus, rail, bicycle, and pedestrian traffic within the city;

¹Editor's note(s)—An amendment adopted April 14, 2009, amended art. XII by enacting provisions to be designated as §§ 18-167, 18-168 and renumbering previously designated §§ 18-167—18-169 as §§ 18-169—18-171.

- (b) To advise city agencies having responsibility for traffic, parking, and the transportation of school children and others, to the extent that these responsibilities overlap public transportation;
- (c) To provide a forum for discussion of public transportation issues;
- (d) To serve as the city's liaison with regional and state agencies on public transportation matters; and
- (e) To conduct other activities as may be assigned by the mayor and/or city council.

(Ord. of 5-6-80; Amend. of 4-14-09)

Sec. 18-170. Members.

The commission shall consist of seven (7) voting members appointed by the mayor and city council. Three (3) shall serve for three (3) years; two (2) shall serve for two (2) years and two (2) shall serve for one (1) year. After initial appointment, all appointments shall be for three (3) years. Persons representing particular boards need not be members of those boards.

Voting members shall include:

- A city council member;
- A senior citizen at large; and
- Five (5) citizens at large.

(Ord. of 5-6-80; Ord. of 10-13-87; Amend. of 4-14-09; Ord. of 6-9-15; Ord. of 10-8-24(4))

Sec. 18-171. Powers.

The commission may:

- (a) Elect officers, chairman, vice-chairman and secretary, from among themselves;
- (b) Designate or abolish additional (nonvoting) members by majority vote;
- (c) Request administrative (secretarial) services from the city; and
- (d) Determine time and place of meeting and agenda.]

(Ord. of 5-6-80; Amend. of 4-14-09)

Secs. [18-172] 18-167—18-179. Reserved.

BRISTOL CITY COUNCIL MEETING

FEBRUARY 10, 2026

COUNCILMAN MARK DICKAU,
CHAIR, ORDINANCE COMMITTEE

RECEIVED
2026 FEB -5 AM 11:14
TOWN AND CITY CLERK
BRISTOL, CT

**PROPOSED AMENDMENTS CHAPTER 5, STREETS, BUILDING AND BUILDING
REGULATIONS, ARTICLE III RESIDENTIAL CONSTRUCTION, SECTION 5-22
REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION**

MOTION TO WAIVE READING

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 5-22 BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, March 3, 2026 at 4:47 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 5-22. Requirements for residential construction.

- (a) No building permit shall be issued for a new residential dwelling unless an approved site and/or plot plan is submitted with the application.
- (b) No certificate of occupancy shall be issued for any new residential dwelling unless all improvements shown on the site and/or plot plans have been installed as shown on the site and/or plot plans and all property corners of the parcel have been pinned with iron survey markers and indicated as installed on the "as built" plan. In order to avoid delays of the issuance of the certificate of occupancy said pins shall be installed and indicated on the foundation as-built plan as required by the Building Department.
- (c) No certificate of occupancy shall be issued for any new residential dwelling unless:
 - (1) all runoff from a residential dwelling roof shall be collected and discharged to a subsurface retention system or rain garden. Said system shall be sized for a 2-year storm in accordance with CT DOT design manual. Connection to City storm drainage system (if available), as an overflow is recommended and permitted. In areas of high groundwaters,

bedrock, or impermeable soils, subsurface retention will not be required if supported by a written report prepared by a licensed professional engineer and submitted to the Department of Public Works for review. Residential dwelling roofs shall include additions or out-buildings with a square foot area above 300 SF.

(2) If the parcel in question is NOT vegetated at the time of the request for a Certificate of Occupancy, the Department of Public Works shall require a bond in the amount estimated to establish grass on the lot. The sole purpose of the bond is to prevent erosion and to ensure vegetation on the lot. The bond shall be released once vegetation is established and the potential for erosion is reduced. The purpose of the bond is not to establish high quality grass associated with a residential lawn.

[c]d The site and/or plot plan required shall:

- (1) Be based upon an accurate boundary line survey and drawn to an appropriate scale and sealed by a land surveyor licensed in the State of Connecticut.
- (2) Show the location of all existing and proposed structures with distances to lot lines (if an existing structure is to be demolished it shall be shown and designated).
- (3) Show the existing and proposed grading plan, including twenty (20) feet beyond all disturbed areas.
- (4) Show the first floor elevation, or top of foundation at front entrance.
- (5) Show established street, curb and sidewalk grades and location of proposed curb cuts.
- (6) Show location of wetlands floodplains and all underground utility house connections including, but not limited to, connections to municipal sanitary sewers, storm drains, water system foundation drains, electrical, telephone, cable and the location of such private utilities as wells and underground private sewage systems as may exist.

[[d]e) An "as-built" site and/or plot plan shall be submitted at or prior to a request for certification of occupancy inspection conforming with subsection (c) above.

(Ord. of 2-18-77; Ord. of 2-8-93; Ord. of 6-10-96; Ord. of 5-11-04; Amend. of 11-14-06)

BRISTOL CITY COUNCIL MEETING

RECEIVED

FEBRUARY 10, 2026

COUNCILMAN MARK DICKAU,
CHAIR, ORDINANCE COMMITTEE

2026 FEB -5 AM 11:14

TOWN AND CITY CLERK
BRISTOL, CT**PROPOSED AMENDMENTS CHAPTER 21, STREETS, SIDEWALKS AND PUBLIC PLACES, ARTICLE II
SIDEWALKS, CURBS AND DRIVEWAYS, SECTION 21-23 ICE AND SNOW TO BE REMOVED BY
ABUTTING OWNER****MOTION TO WAIVE READING**

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 21-23 BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, March 3, 2026 at 4:52 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 21-23. Ice and snow to be removed by abutting owner.

Every owner or occupant of land adjoining any street or part of a street adjacent to whose land there is a paved sidewalk, and sidewalks with wheelchair ramps, shall clear such sidewalk and sidewalks with wheelchair ramps and sidewalks with bus stops and/or bus shelters, of snow within twelve (12) hours after a storm which ends between the hours of 3:00 a.m. and 9:00 p.m. and within nine (9) hours after a storm which ends between 9:00 p.m. and 3:00 a.m.; and whenever ice shall form on such sidewalk, and sidewalk wheelchair ramps, shall either remove the same within such time, or cover it with salt and sand, so that it shall be safe for travel. The sidewalk, as defined in Section 21-22, shall include the area between the property line and pavement. Therefore, the clearing of snow in the area of a bus stop shall include, at minimum, a 10 ft length of sidewalk for the bus stop and or the area within and 4 ft around a bus shelter. Said area shall include the clearing of snow between the paved or concrete wall and the edge of the road (pole border).

(Code 1960, § 36-11; Ord. of 5-1-62; Ord. of 7-5-72; Ord. of 2-11-85; Ord. of 2-24-95)

BRISTOL CITY COUNCIL MEETING

RECEIVED

FEBRUARY 10, 2026

2026 FEB -5 AM 11:14

COUNCILMAN MARK DICKAU,
CHAIR, ORDINANCE COMMITTEETOWN AND CITY CLERK
BRISTOL, CT

**PROPOSED AMENDMENTS CHAPTER 21, STREETS, SIDEWALKS AND PUBLIC PLACES, ARTICLE II
SIDEWALKS, CURBS AND DRIVEWAYS, SECTION 21-24.5 REMOVAL OF OBSTRUCTION AND
SNOW TO ELIMINATE VEHICLE SIGHTLINE HAZARD**

MOTION TO WAIVE READING

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 21-24.5 BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, March 3, 2026 at 4:55 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Sec. 21-24.5. Removal of obstruction and snow to eliminate vehicle sightline hazards

The Department of Public Works reserves the right to remove items such as trees, bushes, landscaping and snow that pose a sightline hazard (obstruction) to vehicles. Said sightline hazard shall be documented by the Department of Public Works prior to City action. Work associated with the removal of the hazard shall include authorization to work on private property.

BRISTOL CITY COUNCIL MEETING

FEBRUARY 10, 2026

COUNCILMAN MARK DICKAU,
CHAIR, ORDINANCE COMMITTEE

RECEIVED
2026 FEB -5 AM 11:12
TOWN AND CITY CLERK
BRISTOL, CT

PROPOSED AMENDMENTS CHAPTER 21, STREETS, SIDEWALKS AND PUBLIC PLACES, ARTICLE II. SIDEWALKS, CURBS AND DRIVEWAYS, SECTION 21-31 ILLICIT DISCHARGES & ILLEGAL CONNECTIONS

MOTION TO WAIVE READING

In accordance with Section 41(f) of the Charter of the City of Bristol, I hereby MOVE that the reading of the proposed amendments to the Code of Ordinances to be introduced this date pertaining to Section 21-31 BE WAIVED.

MOTION TO INTRODUCE

In accordance with Section 41(f) of the Charter of the City of Bristol, the following amendments to the Code of Ordinances are hereby INTRODUCED.

I hereby MOVE that the time and place of Tuesday, March 3, 2026 at 4:50 p.m., in Meeting Room 1-1, City Hall, First Floor, 111 North Main Street, Bristol, Connecticut be set for the holding of a public hearing thereon by the Ordinance Committee, and that the City Clerk publish notice of said public hearing and the proposed amendments to the Code of Ordinances as required by City Charter.

Underscored text is proposed to be added. [Bracketed] text is proposed for deletion.

Section 21-31 Illicit Discharges & Illegal Connections

General:

- A. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants, other than stormwater. Prohibited discharges would include, but not be limited to, residential, industrial, or commercial wastes, trash, used motor vehicle fluids, pesticides, fertilizers, food preparation waste, leaf litter, grass clippings, or domestic animal wastes.
- B. The following discharges are exempt from the prohibition provision above provided that they do not contribute to a water quality violation; and such non-stormwater discharges are not significant contributors of pollutants to the municipal separate storm sewer system:
 - i. uncontaminated ground water discharges including, but not limited to, pumped ground water, foundation drains, water from crawl space pumps and footing drains;

- ii. irrigation water including, but not limited to, landscape irrigation and lawn watering runoff;
 - iii. residual street wash water associated with sweeping;
 - iv. naturally occurring discharges such as rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), springs, diverted stream flows and flows from riparian habitats and wetlands;
 - v. water line flushing performed by a public utility; and air conditioning condensation.
 - vi. The prohibition provision above shall not apply to any non-stormwater discharge permitted under an NPDES permit or order issued to the discharger and administered under the authority of the State and the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the municipal separate storm sewer system.
- C. Discharges to the municipal separate storm sewer system that are not composed entirely of stormwater runoff contribute to increased nonpoint source pollution and degradation of receiving waters; These non-stormwater discharges occur due to spills, dumping and improper connections to the municipal separate storm sewer system from residential, industrial, commercial or institutional establishments.

2. Prohibition of Illegal Connections

- A. The construction, connection, use, maintenance or continued existence of any illegal connection to the municipal separate storm sewer system is prohibited.
- i. This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
 - ii. A person violates this ordinance if the person connects a line conveying sewage to the municipal separate storm sewer system or allows such a connection to continue.
 - iii. Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of Bristol Water & Sewer. If what is being discharged is not acceptable to enter into the sanitary sewer system or infiltrate into the ground, then it will have to be discharged in another way that is acceptable to the City of Bristol in accordance with Federal, State and local regulations.
 - iv. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the municipal storm sewer system, shall be relocated by the owner or occupant of that property upon receipt of written notice of violation from the City. Such notice will specify a time period within which the relocation of the drain or conveyance is to be completed, that the drain or

conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented by the owner or occupant of that property and provided to the Director.

3. Industrial, Commercial or Construction Activity Discharges

-
- A. Any person subject to an industrial, commercial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Director prior to allowing discharges to the municipal

4. Notification of Accidental Discharges and Spills

A. Notwithstanding other requirements of law, as soon as any person responsible for a facility, activity or operation, or responsible for emergency response for a facility, activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges from that facility or operation which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal separate storm sewer system, State Waters, or Waters of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge.

Said person shall notify the Director no less than 24 hours after the event of the nature, quantity and time of occurrence of the discharge. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Director within three business days of the phone or in person notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years. Said person shall also take immediate steps to ensure no recurrence of the discharge or spill.

In the event of such a release of hazardous materials, emergency response agencies and/or other appropriate agencies shall be immediately notified.

-

5. Violation:

- A. An illicit discharge and or a failure to provide notification of a release shall be classified as a violation with the property owner being subject to fines or penalties in the amount of \$100/ day and shall include any and all cost of abatement, remediation and or corrective action to remove the violation. Whenever the Director finds that a violation

of this ordinance has occurred, the Director may order compliance by written notice of violation containing the following:

- i. The name and address of the alleged violator;
- ii. The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- iii. A statement specifying the nature of the violation;
- iv. A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action. It is not the responsibility of the Town to formulate or design any remedial systems.
-
- v. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and,
- vi. A statement that the determination of violation may be appealed to the Board of Public Works by filing a written notice of appeal within thirty (30) days from the date of the written Notice of Violation.
-
- B. Such notice may require without limitation:
-
- i. The performance of monitoring, analyses, and reporting required;
-
- ii. The elimination of illicit discharges and illegal connections;
-
- iii. That violating discharges, practices, or operations shall cease and desist;
-
- iv. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
-
- v. Payment of costs to cover administrative and abatement costs; and,
-
- vi. The implementation of pollution prevention practices acceptable to the Town.
-
- vii. The reporting of the violation to the Connecticut Department of Energy and Environmental Protection (DEEP) and/or the United States Environmental Protection Agency (EPA).

6. Appeal of Notice of Violation:

- A. Any person receiving a Notice of Violation may appeal the determination of the Director to the Board of Public Works. The notice of appeal must be received by within thirty (30) days from the date of the written Notice of Violation.

7. Enforcement

A. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation within thirty (30) days after receipt of the notice, or if an appeal is taken, within thirty (30) days after a decision on said appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

For intentional and flagrant violations of this ordinance, the Director may refer the violation to the United States Environmental Protection Agency (EPA) for enforcement of penalties under Sections 309 and 311 of the Clean Water Act.

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Sec 21-22 Definitions:

“Construction Activity” means activities subject to the Connecticut Erosion and Sedimentation Control Act or General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. These include construction projects resulting in land disturbance. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

-

“Illicit Discharge” means any unpermitted discharge to waters of the state that does not consist entirely of stormwater or uncontaminated ground water except those discharges identified in Section 3.1.1 of this ordinance when such non-stormwater discharges are not significant contributors of pollution to a discharge from an identified municipal separate storm sewer system.

-

“Illegal Connection” means either of the following:

a) Any pipe, open channel, drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system, regardless of whether such pipe, open channel, drain or conveyance has been previously allowed, permitted, or approved by an authorized enforcement agency; or

b) Any pipe, open channel, drain or conveyance connected to the municipal separate storm sewer system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

-
“Industrial Activity” means activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b) (14) or CGS 22a-430b.

-
“National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit” means a permit issued by the Connecticut DEEP under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

-
“Municipal Separate Storm Sewer System” means any facility designed or used for collecting and/or conveying stormwater, including but not limited to any roads with drainage systems, highways, municipal streets, curbs, gutters, inlets, catch basins, piped storm drains, pumping facilities, structural stormwater controls, ditches, swales, natural and man-made or altered drainage channels, reservoirs, and other drainage structures,

-
“Non-Stormwater Discharge” means any discharge to the storm drain system that is not composed entirely of stormwater.

-
“Person” means, except to the extent exempted from this ordinance, any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, city, county or other political subdivision of the State, any interstate body or any other legal entity.

-
“Pollutant” means anything that causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; silt, sand and/or exposed earth and wastes and residues that result from constructing a building, a road and/or a structure; concrete and cement; and noxious or offensive matter of any kind.

"Pollution" means the contamination or other alteration of any water's physical, chemical or biological properties by the addition of any constituent and includes but is not limited to, a change in temperature, taste, color, turbidity, or odor of such waters, or the discharge of any liquid, gaseous, solid, radioactive, or other substance into any such waters as will or is likely to create a nuisance or render such waters harmful, detrimental or injurious to the public health, safety, welfare, or environment, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish or other aquatic life.

"Premises" mean any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

"Sidewalk" means all of the street space from the property line to the pavement but not including the curb, if any.

"Stormwater Runoff" or "Stormwater" means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.



RECEIVED
2026 FEB -4 AM 9:07
TOWN AND CITY CLERK
BRISTOL, CT

DATE: February 2, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council Members

FROM: Dr. Dawn Leger, Grants Administrator 

RE: Main Street Community Foundation Grant for Bristol Police Department Police
Cadet Radio Upgrades

Background

The Main Street Community Foundation administers a grant program to support activities in the six communities it serves.

Project Description

This application seeks funding to update the radio communication equipment available to the Bristol Police Cadet program. The Police Cadets assist with traffic management at large community events, such as the Mum Festival and the Rockwell Park Summer Festival, among other activities that are supervised by and supplement Police Department coverage. Communication with each other and with supervisors is an essential element to their functionality in the field, as well as to their understanding of the roles and responsibilities of Police Officers.

City Match

There is no match required.

Requested Action

A motion to approve the submission of a grant application for up to \$7,000 to the Main Street Community Foundation for the purchase of radios and accessory equipment for the Bristol Police Cadet Program, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer the matter to the Board of Finance for any necessary action.



RECEIVED
2026 FEB -4 AM 9:07
TOWN AND CITY CLERK
BRISTOL, CT

DATE: February 4, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council Members

FROM: Dr. Dawn Leger, Grants Administrator *D Leger*

RE: AARP Grant for Douglas Beals Community – Senior Center

Background

The City of Bristol Department of Aging Services provides programming for hundreds of individuals at the Douglas Beals Community - Senior Center. The parking lot is in need of expansion and improvement, including the addition of 20 handicap parking spots.

Project Description

This application seeks funding to support a large capital project to renovate the parking lot at the Douglas Beals Community - Senior Center. The entire project cost is \$440,000.

City Match

There is no match required.

Requested Action

A motion to approve the submission of a grant application for \$25,000 to the AARP to support the renovation of the parking lot at the Douglas Beals Community – Senior Center, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer the matter to the Board of Finance for any necessary action.



RECEIVED
2026 FEB -4 AM 9:07
TOWN AND CITY CLERK
BRISTOL, CT

DATE: February 4, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council Members

FROM: Dr. Dawn Leger, Grants Administrator *D. Leger*

RE: Main Street Community Foundation Grant for Bristol Senior Center

Background

The Main Street Community Foundation administers a grant program to support activities in the six communities it serves.

Project Description

This application seeks funding to provide toiletry supplies to seniors in need who visit the Bristol Senior Center. A supply cabinet will be maintained with these funds to allow seniors to access supplies that will enable them to maintain their health and cleanliness. The program will be open to anyone who qualifies for SNAP benefits.

City Match

There is no match required.

Requested Action

A motion to approve the submission of a grant application for \$5,000 to the Main Street Community Foundation to purchase personal care supplies for Seniors in need, to authorize the Mayor or Acting Mayor to execute any and all documents related to this grant, and to refer the matter to the Board of Finance for any necessary action.

RECEIVED

2026 FEB -5 AM 11:10

TOWN AND CITY CLERK
BRISTOL, CT

DATE: February 5, 2026

TO: Mayor Ellen Zoppo-Sassu
City Council Members

FROM: Deborah Prozzo, Library Director

RE: Connecticut State Library Grant- 2026 Summer Enrichment

Background

The Connecticut State Library provides a grant through the Library Services and Technology Act to empower Public Libraries to offer measurable, unique, high-impact enrichment opportunities during the summer of 2026.

Project Description

The program will consist of two events: one culinary program and one author visit. Both will center on a bilingual, Latinx experience to reflect Bristol's diverse population and promote a global perspective.

The first event will celebrate Hispanic heritage through a hands-on demonstration of how to make paletas, a frozen dessert featured in visiting author Lucky Diaz's 2024 Alma Flor Ada Award-winning book *Paleterero Man*. The activity will be introduced by Diaz's own DIY video and a reading of the book. Children will then be guided to mash and season fruit before portioning their mixtures into small cups with popsicle sticks to take home, freeze, and enjoy! All ingredients will be identified in both Spanish and English. Expected: 25-30 participants, ages 3+.

The second event will showcase Lucky Diaz in his role as a writer and Grammy-winning children's musician. The author will discuss his literary and musical inspirations, followed by a Q&A with the young audience. Expected: participants 100-150, ages 3+.

Funding Request

\$2,000.00

City Match

None

Requested Action

To approve acceptance of grant funds from the Connecticut State Library for the Connecticut Library 2026 Summer Enrichment Grant Program, to authorize the Mayor or Acting Mayor to execute any and all documents associated with the award, and to refer the matter to the Board of Finance for any necessary action.



RECEIVED
2026 FEB -2 AM 10:18
TOWN AND CITY CLERK
BRISTOL, CT



Office of the Corporation Counsel | 860.584.6150

MEMORANDUM

TO: Merina Bigos, Acting Town & City Clerk
FROM: Thomas W. Conlin, Assistant Corporation Counsel *TWC*
DATE: February 2, 2026
RE: Agenda Item for City Council Meeting February 10, 2026
CC: Thomas DeNoto

Merina, would you kindly add the following to the City Council agenda for February 10, 2026.

1. To consider and take any action as necessary on a proposal to provide additional tax exemption pursuant to Connecticut General Statutes Section 12-81, as amended for military veterans and their surviving spouses.

I have attached the RESOLUTION for this agenda item. Please contact me with any questions or concerns. Thank you.

BE IT RESOLVED:

WHEREAS, on June 30, 2025, Governor Lamont signed Public Act 25-168, which modifies previous legislation to expand eligibility for a veteran's property tax exemption due to service-related disability, including such veteran's surviving spouse and children.

NOW THEREFORE, BE IT RESOLVED AND ORDAINED, That the City Council of the City of Bristol adopts the local options commencing with the October 1, 2025 Grand List (FYE 2027) property tax exemption for disabled veterans and their spouses and children pursuant to Connecticut General Statutes 12-81 (83) as amended by PA 25-168, and for Gold Star families pursuant to Connecticut General Statute, section 12-81ii, all as may be amended from time to time, as follows:

- (A) Effective 10/1/2024 Per Section 233(83)(F) of Public Act 25-168, the surviving spouse of any resident of this state who (i) had served in the Army, Navy, Marine Corps, Coast Guard, Air Force or Space Force of the United States, (ii) had been determined by the United States Department of Veterans Affairs to be permanently and totally disabled based on a service connected disability rating of one hundred per cent, and (iii) dies prior to October 1, 2024, but after January 1, 1941.
- (B) Effective 10/1/2025 Per Section 241 of Public Act 25-168, the surviving spouse of any resident of this state who was a person killed in action while performing active military duty with the armed forces, as defined in section (a) of section 27-103 of the general statutes.
- (C) Effective 10/1/2025 In lieu of any exemption prescribed under subdivision (20) section 12-81 of the general statutes, any resident of this City who has served in the armed services as authorized and described in section (B) above, and has been determined by the U.S. Department of Veteran Affairs to have a service-connected total disability based upon individual unemployability, shall be entitled to the exemption provided by section 240 of PA 25-168, as may be amended from time to time.
- (D) Effective 10/1/2025 Any parent whose child was killed in action, or the surviving spouse of a person who was killed in action, while performing active military duty with the armed forces as defined by statute, provided such parent or spouse is a resident of Bristol, shall be entitled to an exemption pursuant to Connecticut General Statutes Section 12-81ii.

IT IS FURTHER RESOLVED, that the City Assessor is hereby authorized to take any and all actions to implement this policy on behalf of the City of Bristol and make such adjustments to the Grand List as are requested or required pursuant to this policy.