



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Wednesday, May 24, 2023 at 6:00 p.m.

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

<https://bristolct.gov.zoom.us/j/86717821263?pwd=T2tldGNXREtkclBzNHYwTDRSYmRBUT09>

Regular Meeting Minutes

## 1. Call to order

a. Vice Chair Fiorito called the meeting to order at 6:00 p.m.

b. Attendance

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

Sarah Larson, Deputy Superintendent  
Dr. Joshua Medeiros, Superintendent

Absent: Andrew Howe, City Council Liaison  
Marie O'Brien, Board of Finance Liaison

## 2. Acceptance of meeting minutes

a. **MOTION:** Made by Commissioner Donovan to accept the April 19, 2023 Regular Meeting Minutes.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.

## 3. Public participation: None.

## 4. Superintendent's Report

- Commissioners reviewed and discussed the Monthly Division Updates.
- Commissioners reviewed and discussed Project Updates.
- Commissioners reviewed and discussed Department Financials.

## 5. Old business

a. **MOTION:** Made by Vice Chair Fiorito to approve the updated proposal for maintenance and management of BOE school fields.

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

b. By Commissioners:

- Commissioner Lamothe inquired about updates regarding security guard services and camera surveillance at Rockwell Park; discussion followed.

## 6. New business

a. **MOTION:** Made by Vice Chair Fiorito to approve the updated Indoor Pavilion fee schedule and alcohol process for Perry J. Spinelli Pavilion.

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

- b. **MOTION:** Made by Commissioner Donovan to provide blanket approval for the utilization of beer/wine truck at the BAIMS field for Downtown Live productions.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- c. **MOTION:** Made by Commissioner Bogdanski to deny the request from All Points Media for Dunkin' Summer Energy Punch sponsorship.  
Seconded by: Vice Chair Fiorito, all in favor with the exception of Commissioner Lawson who voted not in favor; motion carried.  
**MOTION:** Made by Vice Chair Fiorito to refer the development of the Sponsorship Program to Policy Committee.  
Seconded by: Commissioner Donovan, all in favor; motion carried.
- d. **MOTION:** Made by Vice Chair Fiorito to approve the 2023-2025 contract award of E.G. Stocks Playground Food Concession Services to Steve Top Dog for the amount of \$12,300.00.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- e. **MOTION:** Made by Commissioner Donovan to refer the discussion on Muzzy Field Concession next steps to Policy Committee.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- f. **MOTION:** Made by Commissioner Bogdanski to refer the Strategic Planning for the Friends of Bristol Parks and Recreation Fund to Finance Committee.  
Seconded by: Commissioner Donovan, all in favor; motion carried.
- g. **MOTION:** Made by Commissioner Donovan to approve a temporary construction easement and a permanent easement to the Connecticut Department of Transportation associated with the Veterans Memorial Boulevard East Street Bridge.  
Seconded by: Vice Chair Fiorito, all in favor; motion carried.
- h. By Commissioners:
  - i. Commissioner Lamothe inquired about volunteers for 8:00 a.m. on May 25<sup>th</sup>, 2023 to place Memorial Day Flags at St. Joseph's Cemetery to honor veterans.

## 7. Committee reports

- a. Fund Development Committee:
  - i. Commissioners reviewed and discussed the Dinner on the Diamond Final Report.  
**MOTION:** Made by Commissioner Bogdanski to refer Board feedback to the Fund Development Committee to take into consideration for the planning of the 3<sup>rd</sup> Annual Dinner on the Diamond Fundraiser event.  
Seconded by: Vice Chair Fiorito, all in favor; motion carried.
- b. Policy Committee:
  - i. **MOTION:** Made by Vice Chair Fiorito to approve the updated Park Hours Policy.  
Seconded by: Commissioner Donovan, all in favor; motion carried.
  - ii. **MOTION:** Made by Vice Chair Fiorito to approve the Parkland Acquisition Policy.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
  - iii. **MOTION:** Made by Vice Chair Fiorito to approve the Staff Acceptance of Gifts and Donations Policy.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- c. Finance Committee: No updates.
- d. City Council Liaison updates: No updates.

## 8. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:26 p.m.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,  
Jazzya Coakley  
Recording Secretary  
Board of Park Commissioners

DRAFT