

Board of Park Commissioners  
Wednesday, June 12, 2019  
Executive Room, First Floor Meeting Room, 6:00 p.m.  
Meeting Minutes

Present: Mayor Mary Ellen Zoppo-Sassu  
Commissioner Cynthia Donovan  
Commissioner Robert Fiorito  
Commissioner Maryellen Holden  
Commissioner Paula O'Keefe  
Superintendent Joshua Medeiros  
Commissioner Robert Kalat

Absent: Council Liaison, Scott Rosado

**1) Call to order**

Chairwoman Zoppo-Sassu called the meeting at 6:04 p.m.

**2) Acceptance of minutes from May 15, 2019:**

MOTION: Made by Commissioner Kalat to approve the May 2019 minutes.

Seconded by: Commissioner Fiorito

All in favor; Motion carried.

**3) Public Participation:**

Mike Serry approached the Board regarding the bike trails within Rockwell Park. He appreciated the efforts provided by the Park Department. Next week he will have more people with the slopes and will clean the poison ivy from the area. He will need a bulk pick up. June 22 is the scheduled build day. The major component is where the funds are coming from in order to install a pump track. Commissioner Kalat recommended going to the Main Street Foundation and Mike stated that he may go to NIMBA next year for a grant in order to move forward.

Commissioner Fiorito would like to further discuss this at the next Building and Maintenance Committee on July 17<sup>th</sup>.

Motion made by Commissioner Bogdanski to move item G to the current location under public participation.

Seconded by Commissioner Donovan.

All in favor. Motion passed.

Steve Lavoie approached the Board regarding the food contract. He operates the food truck from Monday through Friday from 8:30 a.m. to 4 p.m. A new contract will be issued.

MOTION: Made by Commissioner Fiorito to extend the contract for an additional year for the amount of \$3,671. at Stocks Playground.

Seconded by: Commissioner Holden.

All in favor; Motion carried.

#### 4) Superintendent's Report

##### a. Superintendent's Report

MOTION: Made by Commissioner Fiorito to accept the Superintendent's Report and place on file.  
Seconded by: Commissioner O'Keefe.  
All in favor; Motion carried.

##### b. Employee recognition

Jessie Caetano out on maternity leave for Sarah Larson

- Jessie Caetano out on maternity leave
- Robert Lincoln and the complete crew that worked on Memorial Day for the long weekend. They went above and beyond to get the park clean. Walter repaired a bench at Page Park beyond what was imagineable. He did a fantastic job.
- Dave McConnell worked on the Rockwell bridge and cleaned the moss.

#### Employee spotlight

Justin Fiorito was spotlighted this week and James Ciccio will be the following week.

#### 5) Old Business:

##### a. 100<sup>th</sup> Anniversary of Memorial Boulevard

Commissioner O'Keefe stated that the Recreation Committee met regarding the 100<sup>th</sup> Anniversary celebration. Mr. Terrence would like to be the photographer for the event in 2021 and provide pictures with an acrylic coating. Commissioner O'Keefe stated that the Committee would like to have a representative from the Chamber of Commerce. She will be keeping this in the Recreation / Event Committee and will provide updates on a monthly basis.

##### b. All Heart Pop-Up Parks

The grant has been awarded. A fundraiser is set for October 19, 2019 at the home of Bob Boudreau.

##### c. Arts In The Parks

Sarah Larson has been working with the Arts & Culture Committee and with local Bristol artists that designs graffetti. She would like to paint the skate park area with designed graffetti during the summer. This project will be a two (2) day event and will allow the community to be engaged.

#### 6) New Business

- ##### a. Rockwell Park Mountain Bike Updates and Trails Building Day, June 22, 2019. (Moved to Public Participation)
- ##### b. Page Park Grand Re-Opening Ceremony / Fundraiser

Dr. Medeiros would like to perform a grand re-opening for events. Alcohol can be approved by the Park Board. Possibly schedule a wine tasting event on the upper deck at Page Park. Commissioner Kalat would like to see the two (2) local breweries.

MOTION: Made by Commissioner Fiorito to approve a great event and allow adult beverages at the Page Park.  
Seconded by: Commissioner Bogdanski.  
All in favor; Motion carried.

- c. Establish The Policy Review Sub-Committee To Work With The Superintendent On Annual Revisions And Review Of The Operations / Policy Manual.

Dr. Medeiros shared the park policy manual of which is in need of being refined.

MOTION: Made by Commissioner Fiorito to refer 6c to Miscellaneous Matters Committee.  
Seconded by: Commissioner Donovan.  
All in favor; Motion carried.

- d. Discussion On Establishing A City Wide Parks And Recreation Master Plan Sub-Committee.
- e. Discussion on Establishing A Page Park Master Plan Sub-Committee

We will need a committee for a City wide master plan and a Park Committee.

MOTION: Made by Commissioner Fiorito to establish a sub committee for the Master Plan.  
Seconded by: Commissioner Bogdanski.  
All in favor; Motion carried.

- f. Approval Of Special Event Request From Bristol Hospital For Bristol Health Walk/Run on 09-07-2019

No action taken

- g. Consider A One (1) Year Extension For Food Concession Agreement At E.G. Stocks Playground With Steven Lavoie D/B/A/ Steve's Top Dog In The Amount Of \$7,359.00 (Moved to Public Participation)
- h. Birds Eye View Of The Parks Marketing Initiative

Dr. Medeiros would like to see a drone video of the Parks in order to market the parks in a better light. He provided a video of a drone reviewing a park. He's looking to hire a vendor for the Parks Department.

Dr. Medeiros is bringing this to the Board of Park Commissioners as the Board would need to provide authorization to use the drone services within the parks.

MOTION: Made by Commissioner Donovan to use drone the drone services within the parks.  
Seconded by: Commissioner Fiorito  
All in favor; Motion carried.

## 7) Financials

a. Financial Document

MOTION: Made by Commissioner Fiorito to approve and set on file.  
Seconded by: Commissioner Kalat.  
All in favor; Motion carried.

MOTION: Made by Commissioner Fiorito to accept and approve the Board of Finance Request and place on file.  
Seconded by: Commissioner Bogdanski.  
All in favor; Motion carried

**8) Memorial Tree Program**

Dr. Medeiros shared the Memorial Tree Program applications with Commissioners.

**9) Other Business**

Commissioner Mary Ellen Holden will be resigning from the Park Board as a Commissioner as she will be relocating to another city.

**10) Adjourn**

MOTION: Made by Commissioner Fiorito to adjourn at 7:20 p.m.  
Seconded by: Commissioner Kalat.  
All in favor; Motion carried.

Respectfully submitted,

Lisa Wilson, Recording Secretary  
Board of Park Commissioners