



Board of Park Commissioners  
Policy & Strategy Committee  
Monday, October 16, 2023 at 3:00 p.m.  
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT  
Special Meeting Minutes

**1. Call to Order**

- a. Chair Cindy Donovan called the meeting to order at 3:05 p.m.
- b. Attendance

Present: Cindy Donovan, Chair  
Leonard Lamothe, Commissioner

Sarah Larson, Deputy Superintendent  
Dr. Joshua Medeiros, Superintendent

Absent: Robert Lawson, Commissioner

**2. Acceptance of meeting minutes**

- a. **MOTION:** Made by Chair Donovan to accept the May 2, 2023 Special Meeting Minutes.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.

**3. Public Participation: None.**

**4. Old Business**

- a. By Commissioners: None.

**5. New Business**

- a. Superintendent Medeiros presented the 2024 Policy Manual Draft and discussed amendments to existing policies; discussion followed.
- b. Superintendent Medeiros presented the new policies for adoption; discussion followed.  
**MOTION:** Made by Chair Donovan, to endorse the *Operational Coordination and Cooperative Agreements* and refer to the Board of Park Commissioners for approval.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.  
**MOTION:** Made by Chair Donovan, to endorse the *Overall Planning Functions within the Agency* and refer to the Board of Park Commissioners for approval.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.  
**MOTION:** Made by Commissioner Lamothe, to endorse the *Recruitment and Promotion Process* and refer to the Board of Park Commissioners for approval.  
Seconded by: Chair Donovan, all in favor; motion carried.  
**MOTION:** Made by Commissioner Lamothe, to endorse the *Maintenance and Upkeep Standards for Park Lease Agreements*, refer to the Board of Park Commissioners for approval, and include in Park Lease contracts going forward.  
Seconded by: Chair Donovan, all in favor; motion carried.  
**MOTION:** Made by Chair Donovan, to endorse the *Staff Liaison to Law Enforcement Officers & Emergency Call List* and refer to the Board of Park Commissioners for approval.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.

**MOTION:** Made by Chair Donovan, to endorse the *Utilization of Technology* with an added section on acquisition procedures and refer to the Board of Park Commissioners for approval.

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

**MOTION:** Made by Chair Donovan, to endorse the *Code of Conduct/Spectator Policy* with an added section on litter and property damage, refer to the Board of Park Commissioners for approval and include in the Field Use Agreements.

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

**MOTION:** Made by Chair Donovan, to endorse the *Low Mow Policy* and refer to the Board of Park Commissioners for approval.

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

- c. Deputy Superintendent Larson presented the CAPRA Progress Report; discussion followed.

**MOTION:** Made by Chair Donovan, to place the CAPRA Progress Report on file.

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

- d. Superintendent Medeiros reviewed the draft lease agreements and proposed modifications; discussion followed.

**MOTION:** Made by Chair Donovan, to endorse the modification regarding compensation of the cessation of the lease agreement and refer to Corporation Counsel for review.

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

- e. Superintendent Medeiros presented on the 2025 – 2027 Strategic Planning process; discussion followed.

**MOTION:** Made by Chair Donovan, to schedule a Policy and Strategy Subcommittee on January 29, 2024 at 3:00 PM to discuss the 2025 – 2027 Strategic Plan.

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

- f. By Commissioners

- i. Commissioner Lamothe inquired into the status of the Gold Medal Award Ceremony and provided an update on the status of the cannon's restoration.

## 6. Adjourn

- a. **MOTION:** Made by Chair Donovan to adjourn the meeting at 4:13 p.m.

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

Respectfully submitted,

Jazzya Coakley  
Recording Secretary  
Board of Park Commissioners