



CITY OF BRISTOL  
BUILDING DEPARTMENT  
111 NORTH MAIN STREET, BRISTOL, CT 06010  
OFFICE OF CHIEF BUILDING OFFICIAL  
**Code Enforcement Committee Meeting Minutes**  
**Wednesday, October 07, 2026**  
**City Hall Council Chambers at 9am**  
**111 North Main Street, Bristol CT 06010**

**CODE ENFORCEMENT COMMITTEE MEMBERS IN ATTENDANCE:**

Richard J Brown, Chief Building Official (C.B.O.)  
Richard J. Hart, Code Enforcement Officer (CEO)  
Ellen Zoppo-Sassu, Mayor  
Michael Yacovino, FMO  
Erica Mikulak, BBHD  
Robert Osbourne, BPD  
Josh Corey, Public Works (P.W.)  
Rob Longo, Water Department (W.D.) - Zoom

**Also in Attendance:**

Jeffrey Steeg, Corp. Counsel (B.C.C)  
Marco Palmeri, BBHD  
Kristopher Lambert, FMO - Zoom  
Stephen Bynum, BPRYCS  
Jeff Arduini, BPRYCS  
John Aniolowski, BHA  
Susan Tyler, Council Woman  
Lindsey Rivers, Public Works (P.W.) – Zoom  
Tom Denote, Assessors Office  
David Sgro, ECD - Zoom  
Jennifer Cole, Tax Office

**A) Call to Order and Introductions:**

Ellen Zoppo-Sassu, Mayor: Called to order the Wednesday, October 07, 2026, Code Enforcement Committee Meeting at 9:00AM in the Bristol City Hall Council Chambers.

**B) Approval of September 02, 2026 Meeting Minutes:**

Ellen Zoppo-Sassu, Mayor: Motion to approve September 02, 2026 Meeting Minutes  
Richard J Brown, Chief Building Official: Motion to Approve  
Michael Yacovino, FMO: 2<sup>nd</sup> Motion.  
Ellen Zoppo-Sassu, Mayor: All in Favor - I - Any Opposed - **Motion Carries**

- C) **Public Participation:** Carla Giguere 820 Stafford Ave # 13. There has been water damage due to leak in the roof. A pipe burst and the stoop is now sinking. Barberino has been notified. Property Manager is Sherry, she is unresponsive and has not done anything to remediate the violations. There has been complaints of rats, mold and other water leaks throughout the property. There are holes in the driveway. There are 10 owners out of 50 units, the rest are tenants, they fear retaliation and eviction.

Ellen Zoppo-Sassu, Mayor: There is a Fair Rent Commission that will help tenants.

Richard J Brown, Chief Building Official: When there is a deficiency in the exterior, it affects the Interior. The home owner is responsible for the interior. HOA is responsible for exterior.

Jeffrey Steeg, Corp. Counsel: Will be meeting with Attorney Ziogas for citation appeals. Will speak to attorney.

Erica Mikulak, BBHD: BBHD will go and conduct a site visit.

- D) **New Business:** Board of Finance Transfer - Ellen Zoppo-Sassu, Mayor: Need to increase the inventory of vehicles in the Building Department. Would like to propose to use Code Enforcement funds to purchase 2 vehicles thru the State Surplus Program for the Building Department. The 2 vehicles are a 2017 Chevy Equinox, with 52,000 miles at a cost of \$6080.00 & a 2020 Chevy Malibu, with 26,000 miles at the cost of \$5100.00. This is a total of \$11,180.00

Richard J Brown, Chief Building Official: Has expressed his concerns. The Building Department currently has cars that are 11 – 15 yrs. old. They are not lasting. The inspectors drive these cars every day, 5-6 hrs., the majority of the day. They need something reliable and dependable that is going to last. If it's a new vehicle, they would not have to be replaced for 10-15 yrs.

Michael Yacovino, FMO: In the past in his experience, the cars were good and there were no problems.

Michael Yacovino, FMO: Would like to make a motion to use the Code Enforcement Funds to purchase the two vehicles described for the stated prices for the Building Department.

Richard J. Hart, Code Enforcement Officer: 2<sup>nd</sup> Motion.

Ellen Zoppo-Sassu, Mayor: All in Favor - I - Any Opposed - **Motion Carries**

- E) **Discussion of Properties of Interest and/or Concern to Committee Members:**

- **83 Bellevue Ave – Mayor, Ellen Zoppo-Sassu:** Blight: Tremendous amount of garbage and issues in back yard. This property has changed hands, same or similar use. There are concerns of rats and interior cleanliness. Interior concerns.

Michael Yacovino, FMO: Windows are out, needs paint and garbage around the property.

Erica Mikulak, BBHD: The BBHD will request to inspect and go there to inspect interior and exterior.

- **55 Empire Way – Mayor, Ellen Zoppo-Sassu:** Zoning/MV: Large vehicle, it gets moved when addressed and then returns. There have been multiple complaints. CBO to discuss with property owner.

Richard J Brown, Chief Building Official: The property owner has been asked several times by the previous Zoning Officer to remove, citations have been issued.

Jeffrey Steeg, Corp. Counsel: Will do a new title search to see who the current owner is.

- **18 & 32 Treble Rd – RJB (CBO) & Erica (BBHD):** WWP/ Infestation of flies & Dog waste: Erica Mikulak, BBHD: Went onsite in September to investigate complaint. There was no sight of dog feces, per the conversation with the home owner, the dog waste is picked up right away. BBHD did not observe any fly infestation. BBHD requested that the property owners cut the weeds by the pool. BBHD has no sanitary issues remaining.

Richard J Brown, Chief Building Official: Walked the property with BBHD, addressed every concern. BBHD had immediate request to cut over grown vegetation/ weeds, anything over 8 inches to be cut back. Permits and variances have been applied for. Leave on agenda for another month. A property survey is to be completed.

Lindsey Rivers, Public Works: They will need to apply for a Breeder's license with the Bristol Animal Control.

- **98 Crown St. - Erica Mikulak, BBHD:** BPD dispatched BBHD at 1:45pm on 10.06.2026 with original complaint of no heat. When they arrived for ISV, it was observed that there were 3 occupants living in the basement with no running water, no shower, no heat and no toilet. The door to the house was closed off, the occupants in the basement were using adult diapers and buckets. One occupant was sent to the hospital, the others were placed with family members. BBHD has condemned the basement, it is deemed uninhabitable. There were also 3 cats that were able to be placed elsewhere. In 2024, there was similar situation, the owner was required to clean the basement & remove the toilet due to back up of sewage.  
Susan Tyler, Council Woman: The house was to be sold, the daughter prevented the sale of the home. The property owner previously left due to protective order and domestic violence.  
Erica Mikulak, BBHD: The BPD went inside the home, it was observed that the house was very messy. They were told that the mother/grandmother is in a nursing home. Condemnation of basement is posted on the basement door. BPD patrolled the area and also told daughter/occupant of the home that nobody is allowed in the basement. There was an official letter signed stating that if Condemnation post is removed and if anyone goes back to the basement, they can and will be arrested.  
Ellen Zoppo-Sassu, Mayor: Waiting to hear from the case manager of the home owner. Would like to keep 98 Crown St on agenda.  
Erica Mikulak, BBHD: Shout out to Stephen Bynum & Jeff Arduini, BPRYCS, they come when you call and the amount of support and resources, they offer is amazing!  
Marco Palmeri, BBHD: Kudos to all that responded. Would like to recognize the Officers that recognized that the situation was a greater issue. Shout out to Stephen Bynum and his team for going above and beyond. Would also like to discuss with Attorney Steeg when this happens after hours and holding tenants legally liable.
- **143 Fairfield Street - Josh Corey, Public Works (P.W.):** CE Tall Grass: Went to cut grass & overgrown vegetation, window got broke. Left a message for home owner to call and put in a claim to have it fixed. Wanted CEO to meet with Craig to discuss back yard. Neighbors very upset at the over growth. Very happy to have front yard cleaned up/mowed.  
Richard J. Hart, Code Enforcement Officer: CE reached out to our partners, BARC & American Pride Lawn Care, the job was too big for them to complete. Poison sumac had gone from over grown vegetation to small trees covering the front yard. CE Tall Grass NOV had been posted, had 10 days to remediate, no response from home owner. Citation was sent, still no response. We gave extended time to remediate. Several complaints from the neighbors. We reached out to Public Works for assistance.  
Richard J Brown, Chief Building Official: This is not a Clean & Lien, we contacted the partner companies, it was out of their scope. We reached out to Public Works for assistance.  
Ellen Zoppo-Sassu, Mayor: Put back yard on hold. Noelle to do a flow chart. Richard J. Brown to speak to property owner. Keep on agenda until next month – move to Clean & Lien for the month of November.  
Jeffrey Steeg, Corp. Counsel: Would like to have a meeting on Clean & Lien process and issuing citation tickets.
- **37 Gridley St – John Aniolowski, BHA:** Received a request for tenancy, will not approve until citation has been paid and violations addressed and remediated.

**F) Old Business:**

- 1.) **267 Main St – RJB (CBO):** \* PMC Violations / Board & Secure / Foreclosure Action:  
No changes.  
Michael Yacovino, FMO: Conducted a site visit with Commercial Inspector, Paul Tramadeo, Building is secure.
- 2.) **45 North Main St - RJB (CBO):** \* Deteriorating/ Exterior – Looks like roof work is being done. No recent permits pulled.  
Rob Longo, Water Department: Water for CVS & restaurant have been shut off. Subway & Ice Cream Churn are on due to tenants. A multi family letter will be going out next week.  
Ellen Zoppo-Sassu, Mayor: Received a letter from PEAK from HUD. Referral from Friendship Center from New Britain. Declined to sign until violations are remediated.
- 3.) **59 North Main St - RJB (CBO):** \* Water Shut Off / Deteriorating – See notes for 45 North Main St.
- 4.) **81 North Main St - RJB (CBO):** Mayor, BBD, BHA, BBHD & FMO –  
See notes for 45 North Main St.
- 5.) **92 Gaylord St – RJB (CBO):** PMC/FMO/BBHD/Zoning:  
Richard J. Hart, Code Enforcement Officer: Conducted a site visit. There is a consistent and chronic issue. There is garbage and debris near the river, and quite a bit of garbage throughout the property. The property needs a trash cleanup plan by the property manager to maintain. There is a missing window in the stair way that needs to be replaced. Bulk garbage located near the garbage can. More trash than the last site visits last month.  
Ellen Zoppo-Sassu, Mayor: The property manager has been in front of the fair Rent Commission, lack of staff may be the problem.

**G) Clean & Lien / Fix & Lien:**

- **252 & 252 ½ Terryville Rd – RJB (CBO):** \* Blight: Parking on the street, citations were issued, tickets were waived with clean up of property. Citations to begin again, still an issue with blight, debris, tools, etc. The property has not been up to acceptable condition.  
Ellen Zoppo-Sassu, Mayor: If the car is parked on the road and is not registered, it can be towed. Red tag them and tow. There are no more deals, he is not achieving compliance.  
Jennifer Cole, Tax Office: Taxes are due for 252 & 252 ½ Terryville Rd.  
Jeffrey Steeg, Corp. Counsel: Will reach out to the lawyer, within the week and issue an 8-12 injunction – violation of Zoning regulations. Will request courts to issue order to stop doing what they are doing. There can be a fine of up to \$2500.00
- **9 Divinity St – RJB (CBO):** Motion approved 07.01.2026, TBD pending compliance:  
Jeffrey Steeg, Corp. Counsel: A certified letter was sent requesting to contact BBD, allow access and to pay back taxes. The card for the certified letter was returned. There has been no response.  
Ellen Zoppo-Sassu, Mayor: CBO is compiling a report for the State concerning the contamination issue. What is the time frame to get access?  
Richard J Brown, Chief Building Official: BBD has been working with BBHD, they will be getting the warrant. On September 24, 2026 there was activity was seen on the roof,

tarps stretched out more than they were and a ladder to the roof. There is debris between the buildings. We are hoping to have access within 3-4 weeks, once State has all of the information required. Eagle testing has been notified.

**H) Long-Term Watch List:**

- 211 Park St - RJB (CBO /C. E): \* – Hole in Culvert/ New Owner: Jeffrey Steeg, Corp. Counsel: Met with owner of 211, 215 & 219 Park St, looks like he may be purchasing 213 Park St. There are no grants through ECD to help. Spoke to Mr. Denote, may be able to do a possible tax freeze once culvert is fixed.
- 213 Park St - RJB (CBO /C. E): \* – Hole in Culvert: See notes for 211 Park St.
- 215 Park St -- RJB (CBO /C. E): \* – Hole in Culvert/ New Owner: See notes for 211 Park St.

**I) URAA – Uniform Relocation Assisting Act:** Stephen Bynum, BPRYCS: Currently 1 client, in month 2 of storage fees out of 6 months. Not sure where the family is, they have not shown for the last 2 meetings.

**J) Tax Liens:** Jennifer Cole, Tax Office (BTC): A 3<sup>rd</sup> bill was added to 138 West St – 3<sup>rd</sup> Deck replacement. Three from Code Enforcement.

**K) Next CEC Meeting:** November 04, 2026 at 9:00am, City Hall Council Chambers.

**L) To Adjourn:**

Richard J. Hart, Code Enforcement Officer: Motion to Adjourn  
Robert Osbourne, BPD: 2<sup>nd</sup> Motion  
Ellen Zoppo-Sassu, Mayor – All in Favor - I -Any Opposed - **Motion Carries**  
Adjourned at 10:30 am

***Per Order of the Chairperson***

Ellen Zoppo-Sassu, Mayor

