PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners
Wednesday, December 21, 2022 at 6:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Agenda

1. **Call to order**
   a. Attendance

2. **Acceptance of meeting minutes**
   a. November 16, 2022 Regular Meeting Minutes
      Documents: Attachment A (Pgs. 4-6)

3. **Public participation**

5. **Superintendent's Report**

   a. Monthly Division Updates
      Documents: Attachment B (Pgs. 7-9)
   b. Project Updates
      Documents: Attachment C (Pgs. 10-11)
   c. Department Financials
      Documents: Attachment D (Pgs. 12-27)

5. **Old business**
   a. By Commissioners

6. **New business**
   a. 2022 Annual Report Presentation by the Superintendent
      Documents: Attachment E (Pgs. 28-41)
   b. Approve the 2023 Board of Park Commissioner Meeting Calendar
      Documents: Attachment F (Pg. 42)
   c. Motion from the Finance Committee to approve the Superintendent's FY 23-24 Budget Recommendation and refer to the Comptroller's Office
      Documents: Attachment G (Pgs. 43-49)
   d. Approval to award contract to FHI Studio for Kern Park Design and Improvements
      Documents: Attachment H (Pgs. 50-97)
   e. Approval to award contract to Trademark Contractors LLC for Stocks/Casey Field Construction
      Documents: Attachment I (Pg. 98)
   f. Approval to award contract for Perry Spinelli Renovations Phase 2
   g. Consider proposal from Joyce Ptak to name the Urban Garden and establish a tribute mural
   h. Discussion on the referral from City Council for Lot 98-1 Frederick Street, Assessor's Map 43; Lot 3 Broad Street, Assessor's Map 40; and Lot 96 Twinning Street, Assessor's Map 43.
      Documents: Attachment J (Pg. 99)
   i. By Commissioners

7. **Committee reports**
   a. Fund Development Committee

b. Policy Committee
c. Finance Committee
d. City Council Liaison updates

8. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Board of Parks Commissioners
Time: Dec 21, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://bristolct-gov.zoom.us/j/84984527142?pwd=dk1nNnp1SVdLRnFzdTgyWngxbjZYZz09

Meeting ID: 849 8452 7142
Passcode: 547790
One tap mobile
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Dial by your location
+1 301 715 8592 US (Washington DC)
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+1 312 626 6799 US (Chicago)
+1 646 931 3860 US
+1 929 205 6099 US (New York)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 205 0468 US
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Meeting ID: 849 8452 7142

Find your local number: https://bristolct-gov.zoom.us/u/kc2A1CZCGz

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners
Wednesday, November 16, 2022 at 6:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Minutes

1. **Call to order**
   a. Vice Chair Robert Fiorito called the meeting to order at 5:59 p.m.
   b. Attendance

Present:	Mayor Jeffrey Caggiano, Chair Robert Fiorito, Vice Chair Sandra Bogdanski, Commissioner Cynthia Donovan, Commissioner Robert Lawson, Commissioner Emily Michaud, Commissioner Andrew Howe, City Council Liaison Dr. Joshua Medeiros, Superintendent Sarah Larson, Deputy Superintendent
Absent:	Leonard Lamothe, Commissioner Marie O'Brien, Board of Finance Liaison

2. **Acceptance of meeting minutes**
   a. **MOTION:** Made by Commissioner Bogdanski to accept the September 14, 2022 Regular Meeting Minutes.
   Seconded by: Vice Chair Fiorito, all in favor; motion carried.

3. **Public participation**
   a. **MOTION:** Made by Vice Chair Fiorito to move up New Business Items 6a, 6b, and 6c.
   Seconded by: Commissioner Donovan, all in favor; motion carried.

   6a. Phani Gorty presented a Cricket Field Proposal to the Board, discussion followed.
   MOTION: Made by Commissioner Donovan to refer the Cricket Field Proposal to the Policy Subcommittee.
   Seconded by: Commissioner Bogdanski, all in favor; motion carried.

   6b. Brian Avery presented on Quinlan Park Site Improvements Plans, discussion followed.
   MOTION: Made by Vice Chair Fiorito to approve the Brick Fundraiser with the stipulation that a final report of fund allocations be provided once site improvements have concluded.
   Seconded by: Chair Caggiano, all in favor; motion carried.

   6c. Sean Dagesse and Tolulope Akinrimisi from Bank of America presented on the Park Trust Fund Portfolio, discussion followed.

5. **Superintendent's Report**

DRAFT

a. **MOTION:** Made by Commissioner Michaud to accept and place the Superintendent's Report on file.
Seconded by: Vice Chair Fiorito, all in favor; motion carried.

5. Old business

a. **MOTION:** Made by Commissioner Donovan to approve the Pigeon Hill Preserve Memorandum of Understanding between the City and Environmental Learning Centers of CT, granting permission for the Superintendent to sign off on the Pigeon Hill Preserve Memorandum of Understanding.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

b. By Commissioners: None.

6. New business

d. Deputy Superintendent Larson presented the Low Mow Pilot Program Proposal, discussion followed.
MOTION: Made by Commissioner Bogdanski to approve the Low Mow Pilot Program Proposal.
Seconded by: Commissioner Donovan, all in favor; motion carried.

e. Approval to award contract for Kern Park Design and Improvements deferred to the December meeting.

f. **MOTION:** Made by Commissioner Donovan to approve the recommendation from the Policy Committee to Adopt the 2023 Policy Manual.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

g. **MOTION:** Made by Vice Chair Fiorito to refer the Park Security Proposal for FY23 to the Finance Subcommittee.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

h. Superintendent Medeiros seeking consideration from the Board to reduce the number of summer meetings for the 2023 Board of Park Commissioners Calendar, discussion followed.

i. By Commissioners: Superintendent Medeiros relayed on behalf of the Bristol Little League a request to install an extended irrigation system to the newly converted Peck Park baseball field, discussion followed.
MOTION: Made by Commissioner Bogdanski to approve the installation of an extended irrigation system to the newly converted Peck Park baseball field by the Bristol Little League.
Seconded by: Vice Chair Fiorito, all in favor; motion carried.

7. Committee reports

a. Fund Development Committee: Chair Donovan provided updates on the Dinner on the Diamond logistics.

b. Policy Committee: Discussed in New Business Item 6f.

c. Finance Committee: Chair Fiorito provided updates on the Bristol Blues Contract negotiations, fee schedules, FY 23-24 Budget priorities, and 10-Year CIP.

d. City Council Liaison updates: Council Member Howe announced the Mayor's Tree Lighting event with a tentative date of 12/6/2022, where Chris Salls would be awarded an All-Heart Award for his Holiday Light display.

8. Adjourn

a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 8:19 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,

DRAFT

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

DRAFT

ATTACHMENT B

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Superintendent Report
Board of Park Commissioners
December 21, 2022

I. Parks, Grounds and Facilities Division Highlights

- Members of the Parks Crew attended the CRPA Conference for professional development.
- The Parks Crew set up the department's annual Winter Wonderland event, it was a great success.
- Snow removal successfully accomplished after the first snow storm of the year.
- The Parks Crew worked diligently in preparing for the Night of Lights event at Page Park Pool, hundreds of community members attended the event.

Reported Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Peck Park Slide	Cleaned

II. Recreation Division Highlights

- Recreation Supervisor Amry Shelby attended the CRPA Conference at Mohegan Sun for professional development.
- Recreation Division successfully hosted the 25th Annual Turkey Shoot Basketball Contest indoors at Chippens Hill Middle School.
    - There were over 70 youth participants registered for this year's event.
    - The Turkey Shoot gained a new sponsor this year in the Connecticut Sun.
- Progress continues to be made at Pine Lake Adventure Park with program and staff planning underway in addition to the projects moving forward for spring 2023.

Recreation & Event Measures	November 2021	November 2022
# of youth engaged in recreation programs	332	353
# of adults engaged in recreation programs	88	123**
Total # of recreation programs running	16	22

*** Number only includes team captain, and not other players involved in adult leagues.*

III. Aquatics Division Highlights

- Aquatics Supervisor Jamie Clout, co-presented at the CRPA Conference on: "What de-escalation training can look like".
- The Aquatics Division held the department's annual Scuba Santa event, it was extremely successful.

- Lewis Mills High School has increased their practice schedule which will increase rental revenues for the coming year.
- The Splash team is doing very well with a nearly undefeated record.
- The Aquatics Division is developing plans to launch an Aquatics-Cross training program in early 2023 which will feature Hydro-rider bikes. The program is expected to be funding entirely from special revenues.

Aquatics Measures	November 2021	November 2022
# of visits to the Dennis Malone Aquatics Center	1210	1175
# of pool memberships sold	32	32
# program participants	778	867

IV. Outreach, Marketing, and Event Highlights

- Coordinated with Community Services Coordinator, Aubrey Minkler and the Bristol Police Department (BPD) to host a "Stuff-A-Cruiser" style Toy Drive at Bristol Walmart to benefit the Holiday Gift Giving Program. The community generously donated approximately eight police cruiser's worth of toys and donations and over $500 was collected in cash donations. A second event was held with the local Business Network International (BNI) chapter at their November meeting.
- Community Engagement Coordinator, Erica Benoit, attended the ADA Coalition of CT State Conference 2022 and attended sessions on Website and Social Media Accessibility, as well as Accessibility and Outdoor Areas and Special Events.
- CEC Erica Benoit, visited AMP Radio with BPD Lt. Robert Osborne and Community Services Coordinator Aubrey Minkler and recorded two separate radio advertisements to support the Stuff-A-Cruiser event and Holiday Gift Giving campaign.
- CEC Erica Benoit attended the 62nd Annual Connecticut Recreation and Parks Association (CRPA) Conference and Tradeshow at Mohegan Sun Hotel and Convention Center in Uncasville, CT where she attended educational sessions on De-Escalation Training, Facility Rental Management, and Performance Tracking through Data Collection.

Outreach, Marketing, and Event Measures	October 2021	October 2022
Total # of e-mails sent	17	27
% of emails opened	26%	44%
Email click rate	2%	3%
Unique # of visits to the Parks Project Portal	N/A	580

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Holiday Lights Display	November 1, 2022 – January 2, 2023	Evenings	Page Pool
Letters to Santa	December 2 – 20, 2022	Dawn to Dusk	Federal Hill Green Page Park Rockwell Park
Swim with Mermaids and Mermen	January 28, 2023	6:00 – 8:00 PM	DMAC
Letters of Love	January 30, 2023 - February 10, 2023	Ongoing	High St. & DMAC

ATTACHMENT C

Active Parks, Recreation, Youth and Community Services Projects (Updated: 12/16 /2022)

Project Name	Description	Status	Cost Estimates	Funding Source(s)	Target Completion
Court Renovations (Seymour Park & Wilson's Field)	Full post-tension concrete reconstruction of Seymour and Wilson basketball courts and tennis court conversion into 4 pickleball courts with netting and fencing	Court demolition has been completed on all sites. Post-tension concrete pouring, painting and lining is expected in spring 2023 pending cooperative weather.	$475,000-Seymour, $150,000-Wilson	$73,061- capital outlay (1017000), $76,939-various equip (0017021-589100), and $475,000-Seymour CIP (22L01).	Spring 2023
E.G. Stocks Playground/Casey Field Upgrades	Site enhancements including ADA, court lights, splash pad and field upgrades.	Playground installation is complete but additional site work and playground surfacing materials is needed prior to grand opening. Contract award is expected in December with construction of other site improvements occurring in the winter/spring.	$261,811 for playground, $109,000 for design/bid/construction admin. $609,250 for construction	$1,025,000- CIP (3027004).	Spring 2023
Kern Park Planning & Improvements	Design and construction of site improvements	Contract award expected in December. Community engagement efforts expected to commence in early 2023 with site improvements anticipated to begin in the spring/summer 2023.	$300,000	$300,000- ARPA	Summer 2023
Perry J. Spinelli-Phase 2	Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility.	Phase 2 construction bid closed December 15th. Contract award expected in January with work commencing over the winter/spring pending supply chain issues.	$73,600 for design/bid/construction admin. TBD costs for construction	$810,000-CIP (3027010-22C02 & 21L01)	Spring 2023
Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Construction documents being developed and permitting meetings with DEEP are on-going.	$13.6 million (4yr phased approach)	$2,000,000- CIP (3027010)	Fall 2023 (phase 1 construction)
Pigeon Hill Preserve	Installation of signage and site security features	Staff are working towards securing quotes for a new entrance sign, educational signs, security fence, and a rustic style-split rail	TBD	TBD with potential for donations from Covanta	Spring 2023

	to bring the park online to the public	fence in order to bring the park online for public. Anticipated grand opening would be April 2023 for Earth Day.			
Pine Lake Improvements (phase 2)	Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.	New sign for the park has been installed. Landscape Gardner Steven Schriver is developing a landscaping plan for the front of the park. Climbing wall structure has been ordered and expected to be constructed in the spring. Command Construction has been retained for site work for the bathrooms. Anticipate a grand re-opening of the park in summer 2023.	$425,000 estimated for all upgrades	$275,000- ARPA (3071032-22C23), $150,000- CIP (3021032-20031)	Summer 2023
Bathroom Expansion (Mrs. Rockwell Pavilion)	Bathroom expansion built onto the Mrs. Rockwell Building to provide a formal public bathroom reducing reliance on port-o-johns.	Exterior work has been completed on the bathrooms. Millennium Builders is awaiting ceiling heaters and plumber getting the fixtures, partition and accessories installed. We anticipate the bathrooms opening along with other park bathrooms in spring 2023.	$8,892 for design, $134,205 for construction	$200,000- Rockwell Park Capital Project (3027014-21C06)	Winter/Spring 2023
Rockwell Park Fitness & Trail Enhancements	Establishment of fitness pad, trail and course improvements and ADA work.	The fitness pad is complete and officially open. Site excavation work is underway for the additional parafitness elements and we anticipate those to be completed by the end of the year/early 2023.	$241,288- fitness pad, $68,675-para fitness course	$400,000- ARPA (3077014-22C21)	Fall 2022
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	Construction has been completed on the urban garden. A successful community planting day was held and a second planting day and phase 2 of the garden will be completed in the spring. A formal ribbon cutting/grand opening of the urban garden is expected in spring 2023.	$37,000- removal/garden $130,000- prefabricated bathroom estimates	$37,000- CT Urban Forest Council Grant (1067021-22G47), $300,000- ARPA (3077011-22C20)	Spring 2023

12/14/2022 14:51 |CITY OF BRISTOL |P 1
JazzyaCoakley |YEAR-TO-DATE BUDGET REPORT |glytdbud

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-126,639.93	.00	-273,360.07	31.7%*
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-13,295.00	.00	-10,035.00	57.0%*
0017021 514000 REGULAR WAGES &	406,940	0	406,940	168,778.70	.00	238,161.30	41.5%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	1,869.67	.00	4,130.33	31.2%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	2,986.45	.00	16,013.55	15.7%
0017021 552100 LIABILITY INSURA	73,000	0	73,000	60,712.35	5,652.90	6,634.75	90.9%
0017021 553000 TELEPHONE	4,100	0	4,100	1,714.78	2,385.22	.00	100.0%
0017021 553100 POSTAGE	750	0	750	33.30	.00	716.70	4.4%
0017021 554000 TRAVEL REIMBURSE	250	0	250	202.00	.00	48.00	80.8%
0017021 557700 ADVERTISING	8,000	0	8,000	1,313.98	.00	6,686.02	16.4%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	752.87	.00	1,747.13	30.1%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	600.68	922.30	477.02	76.1%
0017021 581120 CONFERENCES & ME	7,500	0	7,500	7,720.66	500.00	-720.66	109.6%*
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	1,308.38	2,000.00	11,691.62	22.1%
0017021 589100 MISCELLANEOUS	0	291,469	291,469	1,637.64	76,399.60	213,431.40	26.8%
TOTAL PARKS ADMINISTRATION	121,710	291,469	413,179	109,696.53	87,860.02	215,622.09	47.8%
TOTAL GENERAL FUND	121,710	291,469	413,179	109,696.53	87,860.02	215,622.09	47.8%
TOTAL REVENUES	-423,330	0	-423,330	-139,934.93	.00	-283,395.07	
TOTAL EXPENSES	545,040	291,469	836,509	249,631.46	87,860.02	499,017.16	
GRAND TOTAL	121,710	291,469	413,179	109,696.53	87,860.02	215,622.09	47.8%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-11,400.00	.00	-18,600.00	38.0%*
0017022 450321 RENTALS	-20,500	0	-20,500	-7,730.00	.00	-12,770.00	37.7%*
0017022 450322 CONCESSION & MIS	-7,000	0	-7,000	.00	.00	-7,000.00	.0%*
0017022 450400 MISC CHARGES FOR	-400	0	-400	-50.00	.00	-350.00	12.5%*
0017022 514000 REGULAR WAGES &	1,028,670	0	1,028,670	436,923.39	.00	591,746.61	42.5%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	52,479.72	.00	59,520.28	46.9%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	18,534.24	.00	31,965.76	36.7%
0017022 541000 PUBLIC UTILITIES	73,000	0	73,000	43,390.69	29,309.40	299.91	99.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	63,815.60	2,184.40	-21,000.00	146.7%*
0017022 542140 REFUSE	16,000	0	16,000	7,250.74	3,984.26	4,765.00	70.2%
0017022 543000 REPAIRS & MAINTE	54,000	153	54,153	6,598.09	22,125.96	25,429.25	53.0%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	1,444.32	7,038.18	6,517.50	56.6%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	39,146.80	56,242.21	-3,389.01	103.7%*
0017022 562100 HEATING OIL	16,400	0	16,400	4,385.07	12,014.93	.00	100.0%
0017022 562600 MOTOR FUELS	36,170	0	36,170	9,160.81	500.00	26,509.19	26.7%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	10,025.48	10,252.71	721.81	96.6%
0017022 563100 TIRES	3,500	0	3,500	1,767.50	1,732.50	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	2,183.48	6,516.52	1,300.00	87.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	2,271.00	.00	1,729.00	56.8%
0017022 581200 VANDALISM	4,000	0	4,000	.00	400.00	3,600.00	10.0%
TOTAL PARKS GROUNDS & FACILITIES	1,523,340	153	1,523,493	680,196.93	152,301.07	690,995.30	54.6%
TOTAL GENERAL FUND	1,523,340	153	1,523,493	680,196.93	152,301.07	690,995.30	54.6%
TOTAL REVENUES	-57,900	0	-57,900	-19,180.00	.00	-38,720.00	
TOTAL EXPENSES	1,581,240	153	1,581,393	699,376.93	152,301.07	729,715.30	
GRAND TOTAL	1,523,340	153	1,523,493	680,196.93	152,301.07	690,995.30	54.6%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-281,865	0	-281,865	-217,649.00	.00	-64,216.00	77.2%*
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-11,021.00	.00	-23,979.00	31.5%*
0017023 514000 REGULAR WAGES &	123,660	0	123,660	40,966.09	.00	82,693.91	33.1%
0017023 515100 OVERTIME WAGES &	500	0	500	96.86	.00	403.14	19.4%
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	184,778.38	.00	165,221.62	52.8%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	77,727.10	12,772.65	34,500.25	72.4%
0017023 557700 ADVERTISING	400	0	400	.00	.00	400.00	.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	10,874.80	11,727.13	9,398.07	70.6%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	660.00	.00	590.00	52.8%
TOTAL RECREATION	315,945	0	315,945	86,433.23	24,499.78	205,011.99	35.1%
TOTAL GENERAL FUND	315,945	0	315,945	86,433.23	24,499.78	205,011.99	35.1%
TOTAL REVENUES	-316,865	0	-316,865	-228,670.00	.00	-88,195.00	
TOTAL EXPENSES	632,810	0	632,810	315,103.23	24,499.78	293,206.99	
GRAND TOTAL	315,945	0	315,945	86,433.23	24,499.78	205,011.99	35.1%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE ADVENTURE PARK FUND							
1321032 PINE LAKE ADVENTURE PARK							
1321032 422004 CHALLENGE COURSE	-53,195	0	-53,195	.00	.00	-53,195.00	.0%*
1321032 460000 INTEREST INCOME	0	0	0	-69.32	.00	69.32	100.0%
1321032 515300 SEASONAL WAGES	37,395	0	37,395	.00	.00	37,395.00	.0%
1321032 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	.00	8,000.00	.0%
1321032 553100 POSTAGE	400	0	400	.00	.00	400.00	.0%
1321032 555000 PRINTING & BINDI	3,000	0	3,000	.00	.00	3,000.00	.0%
1321032 561400 MAINT SUPPLIES &	1,350	0	1,350	.00	.00	1,350.00	.0%
1321032 561800 PROGRAM SUPPLIES	950	0	950	.00	.00	950.00	.0%
1321032 581135 SCHOOLING & EDUC	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL PINE LAKE ADVENTURE PARK	0	0	0	-69.32	.00	69.32	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-69.32	.00	69.32	100.0%
TOTAL REVENUES	-53,195	0	-53,195	-69.32	.00	-53,125.68	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	-69.32	.00	69.32	100.0%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-126,066.50	.00	-77,433.50	61.9%*
0017024 514000 REGULAR WAGES &	211,905	0	211,905	93,718.91	.00	118,186.09	44.2%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	1,243.50	.00	4,256.50	22.6%
0017024 515200 PARTTIME WAGES &	390,000	0	390,000	260,356.98	.00	129,643.02	66.8%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	697.00	5,422.00	2,381.00	72.0%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	13,566.33	23,433.67	8,000.00	82.2%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	10,433.95	9,566.05	500.00	97.6%
0017024 543000 REPAIRS & MAINTE	30,000	0	30,000	13,627.32	14,559.18	1,813.50	94.0%
0017024 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	27,500	0	27,500	12,738.14	12,115.08	2,646.78	90.4%
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	6,885.98	7,708.95	405.07	97.3%
0017024 562100 HEATING OIL	3,500	0	3,500	.00	3,500.00	.00	100.0%
0017024 562200 NATURAL GAS	26,000	0	26,000	9,706.01	16,293.99	.00	100.0%
0017024 581120 CONFERENCES & ME	2,500	0	2,500	2,871.37	.00	-371.37	114.9%*
TOTAL AQUATICS	582,905	0	582,905	299,778.99	92,598.92	190,527.09	67.3%
TOTAL GENERAL FUND	582,905	0	582,905	299,778.99	92,598.92	190,527.09	67.3%
TOTAL REVENUES	-203,500	0	-203,500	-126,066.50	.00	-77,433.50	
TOTAL EXPENSES	786,405	0	786,405	425,845.49	92,598.92	267,960.59	
GRAND TOTAL	582,905	0	582,905	299,778.99	92,598.92	190,527.09	67.3%

** END OF REPORT - Generated by Jazzya Coakley **

ACCOUNT SUMMARY

PRESENTED TO:

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NOVEMBER 28, 2022

BANK OF AMERICA

ACCOUNT SUMMARY

ACCOUNT NAME	MV as of 11/18/22	Distribution Amount*
PAGE MAY ROCKWELL F/ ROCKWELL PK	$ 746,682.33	$ 8,283.42
ROCKWELL N E UW FBO MEM BLVD	$ 452,138.44	$ 5,005.97
ROCKWELL NETTIE UW PARA 33 A	$ 789,292.28	$ 8,737.65
ROCKWELL NETTIE UW FBO PLAYGR	$ 1,602,410.51	$ 17,753.21
PAGE MAY ROCKWELL TR U/W TR A	$ 3,677,243.89	$ 39,469.59
PAGE MAY ROCKWELL TR U/W TR B	$ 307,619.85	--
PARK DEWITT PARK TRUST U/A	$ 3,942,576.69	$ 42,351.30
PECK CONSTANT FOR PECK PARK	$ 371,814.89	$ 4,064.04
	$ 11,889,778.88	**$ 125,665.18**

e*For Oct - Dec Quarter

APPENDIX

GLOSSARY & ASSET CLASS DISCLOSURES

Asset Allocation: Asset Allocation cannot eliminate the risk of fluctuating process and uncertain returns.

Asset Class: All asset classes are not in the best interest for all investors. Each investor should select the asset classes for investment based on his or her goals, time horizon and risk tolerance.

Credit Quality Ratings: The credit quality ratings represent those of Moody's Investor Service, Inc. (Moody's) and Standard and Poor's Corporation (S&P). The ratings represent their opinions as to the quality of the securities they rate. Ratings are relative and subjective and are not absolute standards of quality. The security's credit quality does not eliminate risk. For information regarding the methodology used to calculate the ratings, please visit Moody's at www.moodys.com or S&P at www.standardandpoors.com.

Diversification: Diversification does not ensure a profit or protect against loss in declining markets.

Emerging Markets: Investing in emerging markets may involve greater risks than investing in more developed countries. In addition, concentration of investments in a single region may result in greater volatility.

Equities: Equity securities are subject to stock market fluctuations that occur in response to economic and business developments.

Fixed Income: Investing in fixed income securities may involve certain risks, including the credit quality of individual issuers, possible prepayments, market or economic developments and yields and share price fluctuations due to changes in interest rates. When interest rates go up, bond prices typically drop, and vice versa.

Global: Global investing poses special risks, including foreign taxation, currency fluctuation, risks associated with possible differences in financial standards and other monetary and political risks.

International: International investing involves special risks, including foreign taxation, currency risks, risks associated with possible difference in financial standards and other risks associated with future political and economic developments.

Mortgage-Backed Securities: Generally, when interest rates decline, prepayments accelerate beyond the initial pricing assumptions, which could cause the average life and expected maturity of the securities to shorten. Conversely, when interest rates rise, prepayments slow down beyond the initial pricing assumptions and could cause the average life and expected maturity of the securities to extend and the market value to decline. Mortgage-backed securities are subject to credit risk and the risk that the mortgages will be prepaid, so that portfolio management may be faced with replenishing the portfolio in a possibly disadvantageous interest rate environment.

Small/Mid Cap: Stock of small- and mid-cap companies pose special risks, including possible illiquidity and greater price volatility than stocks of larger, more established companies.

INDEX DEFINITIONS

Unlike mutual funds, indexes are not managed and do not incur fees or expenses. It is not possible to invest directly in an index.

Bloomberg Barclays 10-Year U.S. Treasury Bellwethers Index is a universe of Treasury bonds, and used as a benchmark against the market for long-term maturity fixed-income securities. The index assumes reinvestment of all distributions and interest payments.

Bloomberg Barclays Aggregate Bond Index is a market value-weighted index that tracks the daily price, coupon, pay-downs, and total return performance of fixed-rate, publicly placed, dollar-denominated, and non-convertible investment grade debt issues with at least $250 million par amount outstanding and with at least one year to final maturity.

Bloomberg Barclays Capital Corporate Index is a broad-based benchmark that measures the investment grade, U.S. dollar-denominated, fixed-rate, taxable corporate bond market. It includes USD-denominated securities publicly issued by U.S. and non-U.S. industrial, utility, and financial issuers that meet specified maturity, liquidity, and quality requirements. The U.S. Corporate Index rolls up to other Barclays flagship indices, such as the U.S. Aggregate and the multi-currency Global Aggregate Index.

Bloomberg Barclays Global Aggregate Sovereign Index is a flagship measure of global investment grade debt from twenty-four different local currency markets. This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from both developed and emerging markets issuers.

Bloomberg Barclays Global Emerging Markets Index is a flagship hard currency Emerging Markets debt benchmark that includes USD, EUR, and GBP-denominated debt from sovereign, quasi-sovereign, and corporate EM issuers. Country eligibility and classification as Emerging Markets is rules-based and reviewed annually using World Bank income group and International Monetary Fund (IMF) country classifications.

Bloomberg Barclays Mortgage-backed Securities Index is a market value-weighted index which covers the mortgage-backed securities component of the Barclays U.S. Aggregate Bond Index. The index is composed of agency mortgage-backed pass-through securities of the Government National Mortgage Association (Ginnie Mae), the Federal National Mortgage Association (Fannie Mae), and the Federal Home Loan Mortgage Corporation (Freddie Mac) with a minimum $150 million par amount outstanding and a weighted-average maturity of at least 1 year. The index includes reinvestment of income.

Bloomberg Barclays U.S. Corporate High Yield Bond Index is a market value-weighted index which covers the U.S. non-investment grade fixed-rate debt market. The index is composed of U.S. dollar-denominated corporate debt in Industrial, Utility, and Finance sectors with a minimum $150 million par amount outstanding and a maturity greater than 1 year. The index includes reinvestment of income.

FTSE Pension Liability Index (CPLI) reflects the discount rate that can be used to value liabilities for GAAP reporting purposes and is derived from the Citi Pension Discount Curve. It is a source for plan sponsors and actuaries to value defined-benefit pension liabilities. The index provides an investment performance benchmark for asset-liability management and to gauge changes in the value of pension liabilities.

Dow Jones Industrial Average - The Dow Jones Industrial Average is a price-weighted average of 30 significant stocks traded on the New York Stock Exchange and the Nasdaq.

MSCI EAFE Index is a stock market index that is designed to measure the equity market performance of developed markets outside of the U.S. & Canada.

MSCI Emerging Markets Index is created by Morgan Stanley Capital International (MSCI) that is designed to measure equity market performance in global emerging markets.

Nasdaq Composite Index – A market-capitalization weighted index of the more than 3,000 common equities listed on the Nasdaq stock exchange. The types of securities in the index include American depositary receipts, common stocks, real estate investment trusts (REITs) and tracking stocks.

Russell 1000 Index is a subset of the Russell 3000® Index that measures the performance of the 1,000 largest capitalization companies of the U.S. equity universe.

Russell 1000 Growth Index measures the performance of those Russell 1000 Index companies with higher price-to-book ratios and higher forecasted growth values.

Russell 1000 Value Index measures the performance of those Russell 1000 Index companies with lower price-to-book ratios and lower forecasted growth values.

Russell 2000 Index is a subset of the Russell 3000® Index that measures the performance of the 2,000 smallest companies of the U.S. equity universe.

Russell 2000 Growth Index measures the performance of those Russell 2000 Index companies with higher price-to-book ratios and higher forecasted growth values.

Russell 2000 Value Index tracks the performance of those Russell 2000 Index companies with lower price-to-book ratios and lower forecasted growth values.

Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership

Russell MidCap Growth Index measures the performance of those Russell Midcap companies with higher price-to-book ratios and higher forecasted growth values. The stocks are also members of the Russell 1000 Growth index.

Russell MidCap Value Index measures the performance of those Russell Midcap companies with lower price-to-book ratios and lower forecasted growth values. The stocks are also members of the Russell 1000 Value index.

Standard & Poor's (S&P) 500 Index tracks the performance of 500 widely held, large-capitalization U.S. stocks.

IMPORTANT INFORMATION

GLOSSARY

Standard Deviation – A gauge of volatility which measures the spread of the difference of returns from their average. The more a portfolio's returns vary from its average, the higher the standard deviation. It is important to note that higher than average returns affect the standard deviation just as lower than average returns. Thus, it is not a measure of downside risk. Since it measures total variation of return, standard deviation is a measure of total risk.

Beta – A relative measure of the risk level of a manager. Beta measures the systematic risk, or the return that is attributable to market movements. This measure is relative to the benchmark defined (i.e. Standard and Poor's 500, Russell 2000 Growth). A beta equal to one indicates a risk level equivalent to the benchmark defined. Higher betas are associated with higher risk levels, while lower betas are associated with lower risk levels.

Alpha – A measure of the difference between a portfolio's actual return and its expected performance, given its level of risk as measured by beta. A positive alpha figure indicates the portfolio has performed better than its beta would predict.

R-Squared – It is used to show how much a manager's variability can be accounted for by the market. For example, if a portfolio's R-squared is 0.79, then 79% of the manager's variability is due to market conditions. As R-squared approaches 100, the portfolio is more closely correlated with the market.

Sharpe Ratio – A ratio that measures risk-adjusted performance. The Sharpe Ratio is calculated by subtracting the risk-free rate – such as that of the 90-Day Treasury Bill – from the rate of return for a portfolio and dividing the result by the standard deviation of the portfolio returns.

Treynor Ratio – A risk-adjusted measure of return based on systematic risk. The ratio measures returns earned in excess of that which could have been earned on a riskless investment per each unit of market risk. It is similar to the Sharpe Ratio, with the difference being that the Treynor Ratio uses beta as the measurement of volatility.

Tracking Error – A divergence between the price behavior of a position or a portfolio and the price behavior of a benchmark.

Information Ratio – A ratio of portfolio returns above the returns of a benchmark (usually an index) to the volatility of those returns. The information ratio (IR) measures a portfolio manager's ability to generate excess returns relative to a benchmark, but also attempts to identify the consistency of the investor.

DISCLOSURES AND DEFINITIONS

IMPORTANT INFORMATION

The information and views contained in this presentation are as of date specified and are subject to change. These views are not necessarily representative of the opinions and views of other portfolio managers or of the firm as a whole.

Past performance is no guarantee of future results. The investment services of Bank of America Private Bank are not guaranteed and are not insured by the FDIC and could result in the loss of value to your account. The actual return and value of an account will fluctuate and at any point in time could be worth more or less than the amount invested. Your account is tailored towards your individual needs based on your investment objectives, restrictions and strategies, including tax strategies.

Clients' performance and risk tolerance preferences may require deviation from this guidance when implementing investment solutions. Accounts subject to laws that may be more restrictive as to permissible investments require portfolio manager review.

For daily benchmarks, benchmark performance for the Since Inception period is based on the inception date for the corresponding sector or account. Monthly benchmark returns will be as of the first day of the month when the corresponding account or sector inception date is mid-month.

Indices shown are to make general risk and return comparisons. They are shown for informational purposes only and cannot be invested in directly.

Securities in your account differ from securities comprising an index thus the risk, performance and investment style of your account will vary, sometimes significantly from that of the index.

Statistics have been obtained from sources we believe to be reliable, but we cannot guarantee its accuracy or completeness.

Hypothetical illustrations do not reflect the performance of any specific investment. Actual rates of return cannot be predicted and will fluctuate. Your results may be more or less. The illustrations assume no withdrawals or distribution, and reinvesting of all dividends and capital gains.

Performance results are gross of fees and therefore do not reflect the deduction of investment advisory fees, however, such results would have been reduced by advisory fees as described in standard fee schedules.

Performance for new asset classes to an account may be for a partial period while many benchmarks for the asset class may reflect the entire reporting period.

All sector and asset allocation recommendations must be considered in context of an individual investor's goals, time horizon and risk tolerance. Not all recommendations will be suitable for all investors.

Important Notes Concerning Alternative Investments and Hedge Funds:
Market prices for Hedge Funds, Private Equity Funds and Real Estate Funds normally lag 30 days or more from the previous closing period and therefore returns are for the same period. Benchmarks may not reflect the same time period.

Loss information for the Bank of America Hedge Fund should not be used for tax reporting purposes. Please refer to Schedule K-1 reporting to complete tax returns for the appropriate tax year.

Oil, Gas and Mineral Interests
To holders of Oil, Gas and Mineral properties: Market Value for Oil, Gas and Mineral properties represent an estimate only, calculated from the most recent 12 months net income from producing properties and includes nominal value applied to non-producing properties.

GLOSSARY

Accrued Interest: Accrued interest is the interest that has been earned, but not paid. Bonds typically pay accrued interest every six months.

Average Coupon: Average coupon is the weighted average gross interest rate of a pool of securities.

Average Quality: Average Quality is the average credit quality of the bond portfolio.

Beta: Beta is a measure of systematic risk or the sensitivity of a manager to movements in the benchmark. A beta of 1 implies that you can expect the movement of a manager's return series to match that of the benchmark.

Cash/Currency: Cash/Currency include cash and may include other highly liquid investments that mature within one year, such as commercial paper, treasury bills, money market funds and CDs.

Change in Value: Change in value is the change in value of the portfolio during the statement period. It is the ending value of the account less the beginning value of the account taking into consideration additions and withdrawals.

Current Price: Current price is the value of the share, unit or contract as priced at the close of the market on the last day of the statement period or the last available price.

Current Yield: Current yield reflects the percentage return that results from estimated annual income or capital gains or losses realized upon the disposition of a security. It is calculated by dividing estimated annual income by total market value.

Estimated Annual Income: Estimated annual income is the income that is expected to be received from an asset over the next 12 months, based on the current level of income produced by the asset. It may include interest and dividends, but not capital gains or losses realized upon the disposition of the security. For holder of Fiduciary Shares, estimated annual income includes the Rebate.

Income Assets: Income assets consist of the earnings, such as interest, dividends and royalties and rent from assets in the portfolio or assets purchase or held as a re-investment of accumulated income, which have not been added to principal.

Modified Duration: Modified duration is a formula that expresses the measurable change in the value of a security in response to a change in interest rates.

Net Margin: Net margin is the ratio of net profits to revenues for a company or business segment - typically expressed as a percentage – that shows how much of each dollar earned by the company is translated into profits

N/A: Not Applicable/ Not Available

Other Assets: The summarization of other assets, includes assets that do not fall into the Cash & Cash Equivalents, Fixed Income or Equity categories, such as real estate and mineral holdings, warrants and options.

% of Total Assets: Percent of total assets is the total market value of an individual asset divided by the total market value of the portfolio.

Price/Book: Price/Book is a ratio used to compare a stock's market value to its book value. It is calculated by dividing the current closing price of the stock by the latest quarter's book value per share.

Price/Earnings: Price/Earnings is a valuation ratio of a company's current share price compared to its per-share earnings.

Price/Sales: Price/Sales is a valuation ratio that compares a company's stock price to its revenues.

Principal Assets: Principal assets are assets that are the property of a trust or estate, but are not Income assets.

DISCLOSURES AND DEFINITIONS

Return on Equity: Return on Equity is the amount of net income returned as a percentage of shareholder equity. It measures profitability by revealing how much profit is generated with the money a shareholder has invested.

Tax Cost: Tax cost is the cost basis of an asset as carried on the books of the account. In the Detail of Realized Capital Gain/Loss schedule, tax cost information may include adjustments to the cost basis of the Common Trust Funds, as applicable.

Transaction Date: Transaction date is the date on which a transaction (such as a purchase or a sale) is initiated. When trade date reporting is used, transactions are reported only if the transaction date falls within the current statement period.

Weighted Average Market Capitalization: Weighted average market capitalization is the mean of the market capitalizations of the common stocks held in the portfolio.

Weighted Average Maturity of Bonds: Weighted average maturity of bonds is the average amount of time remaining until the maturity date for the entire bond portfolio. The average amount is computed by weighting each maturity date by the market value of the security.

Yield to Maturity at Market: Yield to maturity at market reflects the return that will be achieved if the security was purchased on the last day of the statement period. If yield to maturity at market is less/greater than yield to maturity at cost, the market value of the security has increased/decreased during the time since the security was purchased. When finding the after-tax yield to maturity of a bond, it is customary to use the approximate relationship: after-tax yield = (1- tax rate) x (before tax-yield.)

ASSET CLASS DISCLOSURES

Alternative Investments: Alternative investments are intended for qualified investors only. Alternative Investments such as derivatives, hedge funds, private equity funds and funds of funds can result in higher return potential but also higher risk loss potential. Changes in economic conditions or other circumstances may adversely affect your investments. Before investing in alternative investments, you should consider your overall financial situation, how much money you have to invest, your need for liquidity and your tolerance for risk.

Asset Allocation: Asset Allocation cannot eliminate the risk of fluctuating process and uncertain returns.

Asset Class: All asset classes are not suitable for all investors. Each investor should select the asset classes for investment based on his or her goals, time horizon and risk tolerance.

Commodities: There are special risks associated with an investment in commodities including market price fluctuations, regulatory changes, interest rate changes, credit risk, economic changes and the impact of adverse political or financial factors.

Convertibles: Most convertible securities are not investment grade and are therefore more speculative in nature than securities with higher ratings.

Diversification: Diversification does not ensure a profit or protect against loss in declining markets.

Emerging Markets: Investing in emerging markets may involve greater risks than investing in more developed countries. In addition, concentration of investments in a single region may result in greater volatility.

Equities: Equity securities are subject to stock market fluctuations that occur in response to economic and business developments.

Fixed Income: Investing in fixed income securities may involve certain risks, including the credit quality of individual issuers, possible prepayments, market or economic developments and yields and share price fluctuations due to changes in interest rates. When interest rates go up, bond prices typically drop, and vice versa.

Hedge Funds: An investment in a hedge fund involves a substantially more complicated set of risk factors than traditional investments in stocks or bonds, including the risks of using derivatives, leverage, and short sales which can magnify potential losses or gains. Restrictions exist on the ability to redeem units in a hedge fund. Hedge funds are speculative and involve a high degree if risk.

High-Yield (Junk Bonds): Investments in high-yield bonds (sometimes referred to as "junk bonds") offer the potential for high current income and attractive total return, but involve certain risks.

International: International investing involves special risks, including foreign taxation, currency risks, risks associated with possible difference in financial standards and other risks associated with future political and economic developments.

Real Estate/REITs: Investments in real estate securities can be subject to fluctuations in the value of the underlying properties, the effect of economic conditions on real estate values, changes in interest rates, and risks related to renting properties, such as rental defaults. As the REIT market has evolved, REIT's performance and risk characteristics are more closely correlated with the Equity asset category. In September 2016 the Global Industry Classification Standard (GICS) removed Real Estate from the Financial sector and created a separate Real Estate sector within the Equities asset category. Effective in 2017 Bank of America Private Bank moved REITs from Real Estate to Equities.

Small/Mid Cap: Stock of small- and mid-cap companies pose special risks, including possible illiquidity and greater price volatility than stocks of larger, more established companies.

Specialty/Non-Financial Assets: Non-financial assets, such as closely-held businesses, real estate, oil, gas and mineral properties, timber, farm and ranch land are complex in nature and involve risks including total loss of value. Special risk considerations include natural events (for example, earthquakes or fires), complex tax considerations, and lack of liquidity. Non-financial assets are not suitable for all investors. Always consult with your independent attorney, tax advisor, investment manager and insurance agent for final recommendations and before changing or implementing any financial, tax or estate planning strategy.

Tax-exempt: Tax-exempt investing offers current tax-exempt income, but it also involves special risks. Single-state municipal bonds pose additional risks due to limited geographical diversification. Interest income from certain tax-exempt bonds may be subject to certain state and local taxes and, if applicable, the alternative minimum tax. Any capital gains distributed are taxable to the investor.

INDEX DEFINITIONS

Bloomberg Barclays (BBG BARC) High Yield Municipal Bond Index TR is an unmanaged index made up of municipal bonds that are non-investment grade, unrated, or rated below Ba1.

Bloomberg Barclays (BBG BARC) Municipal Index TR is a rules-based, market-value-weighted index engineered for the long-term tax-exempt bond market.

Bloomberg Barclays (BBG BARC) US Aggregate Bond Index TR represents securities that are U.S. domestic, taxable, and dollar denominated. The index covers the US investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities. These major sectors are subdivided into more specific indices that are calculated and reported on a regular basis.

Bloomberg Barclays (BBG BARC) Global High Yield Index TR provides a broad-based measure of the global high yield fixed income markets. The Index represents the union of the US High Yield, Pan-European High Yield, U.S. Emerging Markets High Yield, CMBS High Yield, and Pan-European Emerging Markets High Yield Indices. The Index is a component of the Bloomberg Barclays Multiverse Index, along with the Bloomberg Barclays Global Aggregate Bond Index. The Global High Yield Index was created on January 1, 1999, with index history backfilled to January 1, 1990.

DISCLOSURES AND DEFINITIONS

Bloomberg Barclays (BBG BARC) U.S. Corporate High Yield Index covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included. Original issue zeroes, step-up coupon structures, 144-As and pay-in-kind bonds (PIKs, as of October 1, 2009) are also included.

Bloomberg Commodity Index Total Return is designed to be a highly liquid and diversified benchmark for commodities as an asset class. The Index is composed of futures contracts on 19 physical commodities. The Index changed its name from DJ UBS Commodity Index to Bloomberg Commodity Index in July 2014.

Credit Suisse Hedge Fund Index is compiled by Credit Suisse Hedge Index LLC and CME Group Index Services LLC. It is an asset-weighted hedge fund index and includes only funds, as opposed to separate accounts. The index uses the Credit Suisse Hedge Fund Database (formerly known as the "Credit Suisse/Tremont Hedge Fund Database"), which tracks approximately 8,000 funds and consists only of funds with a minimum of US$50 million under management, a 12-month track record, and audited financial statements. The index is calculated and rebalanced on a monthly basis, and reflects performance net of all hedge fund component performance fees and expenses.

Credit Suisse Liquid Alternative Beta Index uses only liquid securities, the Credit Suisse Liquid Alternative Beta Index seeks to replicate the return of the overall hedge fund industry, as represented by the Credit Suisse Hedge Fund Index. The Credit Suisse Liquid Alternative Beta Index reflects the combined returns of the individual LAB strategy indices – Long/Short, Event Driven, Global Strategies, Merger Arbitrage and Managed Futures – weighted according to their respective strategy weights in the Credit Suisse Hedge Fund Index.

Dow Jones Emerging Markets Total Stock Market Total Return Index includes equity securities with readily available prices that trade in emerging markets. The index is a subset of the Dow Jones Global Total Stock Market Index.

Dow Jones Global Select Real Estate Securities Index (RESI) represents equity real estate investment trusts (REITs) and real estate operating companies (REOCs) traded globally.

Dow Jones U.S. Select REIT Index intends to measure the performance of publicly traded REITs and REIT-like securities. The index is a subset of the Dow Jones U.S. Select Real Estate Securities Index (RESI), which represents equity real estate investment trusts (REITs) and real estate operating companies (REOCs) traded in the U.S. The indices are designed to serve as proxies for direct real estate investment, in part by excluding companies whose performance may be driven by factors other than the value of real estate.

FTSE 3-Month T-bill Index measures the monthly return equivalents of yield averages that are not marked to market. The 3-Month Treasury Bill Indexes consist of the last three three-month Treasury bill issues.

FTSE Developed Ex North America Total Return Index is part of a range of indices designed to help investors benchmark their international investments. The index comprises Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. The index is derived from the FTSE Global Equity Index Series (GEIS), which covers 98% of the world's investable market capitalization.

FTSE Developed Ex US Index is part of a range of indexes designed to help US investors benchmark their international investments. The index comprises Large (85%) and Mid (15%) Cap stocks providing coverage of Developed markets (24 countries) excluding the US. The index is derived from the FTSE Global Equity Index Series (GEIS), which covers 98% of the world's Investable market capitalization.

FTSE Emerging Markets Index are part of the FTSE Global Equity Index Series . The series includes large and mid cap securities from advanced and secondary emerging markets, classified in accordance with FTSE's transparent Country Classification Review Process. The FTSE Emerging Index provides investors with a comprehensive means of measuring the performance of the most liquid companies in the emerging markets. The Total Return index measures performance including dividends while the Net Return index tracks performance net of taxes.

FTSE Emerging Net Total Return Index are part of the FTSE Global Equity Index Series . The series includes large and mid cap securities from advanced and secondary emerging markets, classified in accordance with FTSE's transparent Country Classification Review Process. The FTSE Emerging Index provides investors with a comprehensive means of measuring the performance of the most liquid companies in the emerging markets. The Total Return index measures performance including dividends while the Net Return index tracks performance net of taxes.

FTSE NAREIT All REITs Index is a market capitalization-weighted index that and includes all tax-qualified real estate investment trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange or the NASDAQ National Market List. The FTSE NAREIT All REITs Index is not free float adjusted, and constituents are not required to meet minimum size and liquidity criteria.

HFRI Fund Weighted Composite Index is a global, equity weighted index of over 2,000 single-manager funds that report to HFR Database. Constituent funds report monthly net of all fees performance in US Dollar and have a minimum of $50 million under management or a 12-month track record of active performance. It does not include Funds of Hedge Funds.

FTSE non-USD World Government Bond Index (WGBI) measures the performance of bonds issued by governments outside the US It is calculated on a market-weighted basis and includes all fixed-rate bonds with a remaining maturity of one year or longer and with amounts outstanding of at least the equivalent of US $25 million. The Index excludes floating or variable rate bonds, securities aimed principally at non-institutional investors and private placement-type securities. To join the WGBI, a market must satisfy market size, credit and barriers-to-entry requirements.

FTSE US Broad Investment Grade (BIG) tracks the performance of US Dollar-denominated bonds issued in the US investment-grade bond market. Introduced in 1985, the index includes US Treasury, government sponsored, collateralized, and corporate debt providing a reliable representation of the US investment-grade bond market. Sub-indices are available in any combination of asset class, maturity and rating.

HFRX Global Hedge Fund Index is designed to be representative of the overall composition of the hedge fund universe. It is comprised of all eligible hedge fund strategies; including but not limited to convertible arbitrage, distressed securities, equity hedge, equity market neutral, event driven, macro, merger arbitrage, and relative value arbitrage. The strategies are asset weighted based on the distribution of assets in the hedge fund industry.

ICE BofA US Month 3 Month Index TR tracks the performance of US dollar denominated US Treasury Bills publicly issued in the US domestic market. Qualifying securities have with a remaining term to final maturity of less than 3 months.

ICE BofA Global Broad Market TR Ex USD (Hedged USD) tracks the performance of investment grade debt publicly issued in the major domestic and eurobond markets, including sovereign, quasi-government, corporate, securitized and collateralized securities, excluding all securities denominated in US dollars.

ICE BofA US High Yield, Cash Pay Index tracks US dollar denominated non-investment grade corporate debt, currently in a coupon paying period, that is publicly issued in the US domestic market. Qualifying securities must have a below investment grade rating (based on an average of Moody's, S&P and Fitch), at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the balancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. Qualifying securities must have risk exposure to countries that are members of the FX-G10, Western Europe or territories of the US and Western Europe.

DISCLOSURES AND DEFINITIONS

ICE BofA US High Yield, Master II Index tracks US dollar denominated non-investment grade corporate debt that is publicly issued in the US domestic market. Qualifying securities must have a below investment grade rating (based on an average of Moody's, S&P and Fitch), at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the balancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. Qualifying securities must have risk exposure to countries that are members of the FX-G10, Western Europe or territories of the US and Western Europe.

ICE BofA US Corporate & Government Index tracks the performance of US dollar denominated investment grade debt publicly issued in the US domestic market, including US Treasury, US agency, foreign government, supranational and corporate securities. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). In addition, qualifying securities must have at least one year remaining term to final maturity, at least 18 months to final maturity at point of issuance, a fixed coupon schedule and a minimum amount outstanding of $1 billion for US Treasuries and $250 million for all other securities.

ICE BofA US Tax Municipal Securities Index tracks the performance of US dollar denominated debt publicly issued by US states, territories and their political subdivisions in the US domestic market. Qualifying securities must be subject to US federal taxes and must have at least at least 18 months to maturity at point of issuance, at least one year remaining term to final maturity to enter the index and one month remaining term to final maturity to remain in the index, a fixed coupon schedule (including zero coupon bonds) and an investment grade rating (based on an average of Moody's, S&P and Fitch).

MSCI Daily Net World Ex USA USD Total Return Index captures large and mid cap representation across 22 of 23 Developed Markets countries – excluding the United States. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

MSCI Emerging Markets (MSCI EM) Total Return Net USD Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The MSCI Emerging Markets Index consists of emerging markets in Europe, Latin America, and the Pacific Basin.

MSCI Europe, Australasia, Far East (MSCI EAFE) Total Return Net USD Index is a capitalization-weighted index that tracks the total return of common stocks in developed-market countries within Europe, Australasia and the Far East. MSCI aims to include in its international indexes 85% of the free float-adjusted market capitalization in each industry group, within each country.

MSCI US REIT Index is a free float-adjusted market capitalization index that is comprised of equity REITs. The index is based on MSCI USA Investable Market Index (IMI) its parent index which captures large, mid and small caps securities. It represents about 99% of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard (GICS®). It however excludes Mortgage REIT and selected Specialized REITs.

Merrill Lynch Small Cap Research PE / Micro Cap TR Index is a customized proprietary market capitalization weighted index provided by Bank of America Merrill Lynch Global Research with security market capitalization ranging from $101 Million to $779 Million.

Russell 1000 Total Return Index consists of the largest 1000 companies in the Russell 3000 Index. This index represents the universe of large capitalization stocks with a base value of 130.00 as of December 31, 1986.

Russell 2000 Total Return Index measures the performance of the small-cap segment of the U.S. equity universe. The Russell 2000 Index is a subset of the Russell 3000 Index representing approximately 8% of the total market capitalization of that index. It includes approximately 2,000 of the smallest securities based on a combination of their market cap and current index membership. The Russell 2000 is constructed to provide a comprehensive and unbiased small-cap barometer and is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set.

Russell Emerging Markets Total Return Index measures the performance of the investable securities in emerging countries globally.

Russell Top 200 Total Return Index measures the performance of the largest cap segment of the U.S. equity universe. The Russell Top 200 Index is a subset of the Russell 3000 Index. It includes approximately 200 of the largest securities based on a combination of their market cap and current index membership and represents approximately 65% of the U.S. market. The Russell Top 200 Index is constructed to provide a comprehensive and unbiased barometer for this very large cap segment and is completely reconstituted annually to ensure new and growing equities are reflected.

Russell Midcap Total Return Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 securities based on a combination of their market cap and current index membership. The Russell Midcap Index represents approximately 27% of the total market capitalization of the Russell 1000 companies. The Russell Midcap Index is constructed to provide a comprehensive and unbiased barometer for the mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap opportunity set.

Standard and Poor's 500 Total Return Index measures the performance of the large capitalization sector of the U.S. equity market and is considered one of the best representations of the domestic stock market. Utilizing a market-cap weighting structure, this index invests in 500 of the largest U.S. firms listed on the NYSE (including NYSE Arca and NYSE MKT) or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have a 50% public float to be considered for inclusion in the benchmark

Standard and Poor's Citi BMI EM Index captures all companies domiciled in the emerging markets within the S&P Global BMI with a float-adjusted market capitalization of at least USD 100 million and a minimum annual trading liquidity of USD 50 million.

Standard and Poor's MidCap 400 Total Return seeks to track the performance of mid-cap U.S. equities. The index consists of 400 U.S. stocks that are listed on the NYSE or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have an unadjusted market capitalization between $1.4 billion and $5.9 billion to be considered for addition to the benchmark. The index is weighted by market capitalization.

Standard and Poor's GSCI is a composite index of commodity sector returns representing an unleveraged, long-only investment in commodity futures that is broadly diversified across the spectrum of commodities. The returns are calculated on a fully collateralized basis with full reinvestment. The combination of these attributes provides investors with a representative and realistic picture of realizable returns attainable in the commodities markets. Individual components qualify for inclusion in the S&P GSCI on the basis of liquidity and are weighted by their respective world production quantities. The principles behind the construction of the index are public and designed to allow easy and cost-efficient investment implementation.

Standard and Poor's Small Cap 600 Total Return Index seeks to track the performance of small-cap segment of the U.S equity market. to track the performance of small-cap segment of the U.S equity market. The index consists of 600 US stocks that are listed on the NYSE or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have an unadjusted market capitalization between $400 million and $1.8 billion to be considered for addition to the benchmark. The index is weighted by market capitalization.

100% NCREIF Property Index is produced quarterly. The NCREIF Property Index (NPI) shows real estate performance returns using data submitted by its Data Contributing Members. The NPI is used as an industry benchmark to compare an investor's own returns against the industry average.

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Bristol CONNECTICUT

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

DEPARTMENT OF PARKS, RECREATION, YOUTH & COMMUNITY SERVICES

2022 ANNUAL REPORT



Message from the Superintendent



We are incredibly proud to present the 2022 Annual Report for the Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department. The report showcases our department's accomplishments and profound impacts we made on the Bristol community over the past year. The work of our professional team is guided by our collective mission of delivering high-quality services and facilities that enhance the community's quality of life, meets the diverse needs of all citizens, and builds a sustainable future for our city. This mission is achieved through commitment to our foundational core values to service, partnership, diversity, equity, and inclusion, stewardship and conservation, fiscal stewardship and innovation. Throughout this report you will see how embracing our core values have resulted in enduring changes to our park system, programs and services.

First, as you will see in our Park Projects highlights, we successfully leveraged our city funding, American Rescue Plan Funding, park trusts, and supplemental grants to renovate, revitalize and enhance many parks and recreational amenities across the city. We are also deep into design phases for several major upcoming park projects that will be transformative to our city, benefiting families and future generations of park users. Additionally, in our effort to continue to increase transparency and our community engagement efforts, we have launched an interactive Parks Project Portal which allows residents to view active projects and provide real time feedback to ensure their voices are part of the development process.

For the first time in the department's history, we are guided by a comprehensive resident-driven City Wide Parks Master Plan and a Strategic Action Plan 2022-2024 to keep our team focused on the priorities that will strengthen our service to the community. The strengthening of our policies, procedures, and planning has resulted in both local, state and national recognition including receiving the 2022 Gold Medal Award Finalist designation from the American Academy of Parks and Recreation Administration.

The BPRYCS team truly cares about the critical role we play impacting the lives of all Bristol residents, shaping positive public perceptions of the city, fostering cultural unity, creating responsible and healthy citizens, and inspiring advocacy to help build a brighter future. We look forward to celebrating the successes of 2022 and building on the momentum for all the great work ahead in the New Year!

Sincerely,

Dr. Joshua T. Medeiros, Ed.D., CPRE, Superintendent
City of Bristol, Department of Parks, Recreation, Youth and Community Services

Department Core Values

Commitment to Service
Utilize a responsive, customer-centric, resident-driven professional approach to all areas of service delivery which includes transparency, strong communication and public outreach.

Commitment to Partnership
Develop strong internal and external partners and sponsors to ensure the changing recreation, leisure, and community service needs of a diverse community are being met.

Commitment to Diversity, Inclusion and Social Equity
Ensure every resident feels welcome and has access to high-quality parks and services; regardless of age, ability, ethnicity, gender, sexual orientation and socio-economic status.

Commitment to Stewardship and Conservation
Manage city parks and open space to preserve natural resources and park assets for future generations.

Commitment to Fiscal Stewardship
Engage in strong financial leadership across every level of the organization to ensure all areas of service are administered in a fiscally responsible way.

Commitment to Innovation
Commit to being at the forefront of solution-based problem solving and creativity to address current and future challenges facing the City of Bristol.

Department Mission

It is the mission of the Bristol Parks, Recreation, Youth and Community Services Department (BPRYCS) to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future.

Department Vision

The Bristol Parks, Recreation, Youth and Community Services Department is an essential department impacting the lives of all Bristol residents by shaping positive public perceptions, fostering cultural unity, creating responsible and healthy citizens, and inspiring advocacy.

Advisory Boards and Commissions

The work of the BPRYCS Department is supported and guided by three City Commissions including a policy Board of Park Commissioners, and an advisory Youth Commission and Arts and Culture Commission. Citizen board members are appointed by the Mayor and City Council and serve 3 year terms.



Board of Park Commissioners

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a City Council Liaison and a Board of Finance Liaison. In order to thoroughly vet policy, 3 sub-committees comprised of board members (as assigned by the Mayor) are established and convene on an as needed basis. This includes:



Commissioners

Mayor Jeffrey Caggiano - Chair
Robert Fiorito - Vice Chair
Andrew Howe - City Council Liaison
Marie O'Brien - Board of Finance Liaison
Sandra Bogdanski
Cynthia Donovan
Leonard Lamothe
Robert Lawson
Emily Michaud

Policy Committee
To act as the policy development committee responsible for: Annually reviewing and approving the Policy Manual, reviewing Superintendent's policy change recommendations, introduces new policies for staff to develop.

Finance Committee
To act as the fiduciary committee responsible for: Reviewing financials on a monthly basis, providing input and approving the Superintendent's annual operating and capital improvement budget, reviewing and modifying park use fee schedules as appropriate.

Fund Development Committee
To act as the philanthropic committee responsible for: Partnering with staff to institutionalize philanthropic processes, assisting with securing sponsorships and donations, providing input on and assisting with fundraising events or initiatives as requested by staff.

Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, police department, a private youth serving agency , a city councilman, four (4) citizens.

Commissioners

Matthew Gotowala - Chair
Deborah Ahl - Vice Chair
Jolene Lusitani - City Council Liaison
Ryan Broderick
Makayla Cervantes
Rich Kilby
Jon Lukasiewicz
Corey Nagle
Ramon Peters
Renee Singleton
Lance Washington



Arts & Culture Commission

The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol resident. The Arts and Culture Commission shall consists of seven (7) members. A chairperson, vice-chairperson, and secretary shall be elected by members of the City Arts and Culture Commission from among their members. In order to assist the Arts and Culture Supervisor administer special programs, an advisory sub-committee was established and convene as needed. This includes:

Commissioners

Walter Lewandoski - Chair
April Dews - Vice Chair
Cheryl Thibeault - City Council Liaison
Andrea Adams
Tiffany Howe
Juliet Norton
Nigel Wynter

Cultural District Committee
In 2022 the City of Bristol obtained a Cultural District Designation for the downtown area established by the Cultural District Committee. Per state requirements the Cultural District committee will meet a minimum of once per year with responsibilities to annually review and approve the elements and assets of the cultural district.

City ARTS & Culture COMMISSION
Bristol...A Creative Community

Core Service Program Areas

Aquatics
Aquatic programs include introductory, intermediate, and advanced swim lessons that promote water safety, exercise, and therapeutic classes to help residents meet their health goals.



BEST
The BEST program, funded through a federal grant, works to unify the community and promote wellness through increasing education, strategies, and enforcing policy to prevent substance misuse by youth and those who impact their development.



Parent and Child Program
The Parent and Child program provides resources and services that assist parents in raising healthy and happy children. Programs range from learning about pregnancy and being a parent, to developing children's literacy skills, and healthy lifestyles.



Positive Youth Development
Youth development programs enhance the network and support between family, school, peer, and community environments by creating essential opportunities for positive social and emotional development for youth.



Arts & Culture
Comprehensive, year-round programs, events, and projects to bring creativity and entertainment to the Bristol community. A key initiative of BPRYCS is to ensure all voices of the Bristol community are heard and amplified.



Case Management
Case management aims to reduce the causes of poverty, increase opportunity and economic security of individuals and families, and revitalize communities by assessing the basic needs of Bristol residents and providing equitable opportunities to enhance their lives.



Park Maintenance
Bristol is home to over 730 Acres of active and passive recreational areas. Daily park maintenance includes all necessary work to keep areas safe, clean, welcoming and operating efficiently to serve the needs of Bristol community members.



Recreation
Recreation programs are designed to have a wide range of positive impacts on physical, behavioral, emotional, and psychological health. In addition, field, facility, and park space rentals provide community members and local organizations direct access for everyone to recreate.



Leading Bristol with a Vision for the Future

A strategic roadmap to meet our community needs

Planning for the future is one of the most important responsibilities of the professional staff at BPRYCS. In 2020, the Board of Park Commissioners adopted the department's first City Wide Master Plan; a community-driven, comprehensive assessment of the department's parks, programs, and services, aligned with resident needs and national trends. The department's 2022-2024 Strategic Plan provides a tangible and measurable roadmap to guide the staff's work over the next few years.

The Strategic Plan serves as the implementation tool to execute the community's vision for BPRYCS established in the 2020 Master Plan. The 5 focus areas of the plan include:



Park & Facility Development

The Bristol community is dependent on the parks, facilities, and infrastructure managed and operated by the BPRYCS department. BPRYCS is committed to excellence in planning and development of continuous improvement of facilities through alignment of resources, priorities, and progress monitorization. BPRYCS strives to ensure every resident feels welcome and has access to high-quality parks and services.



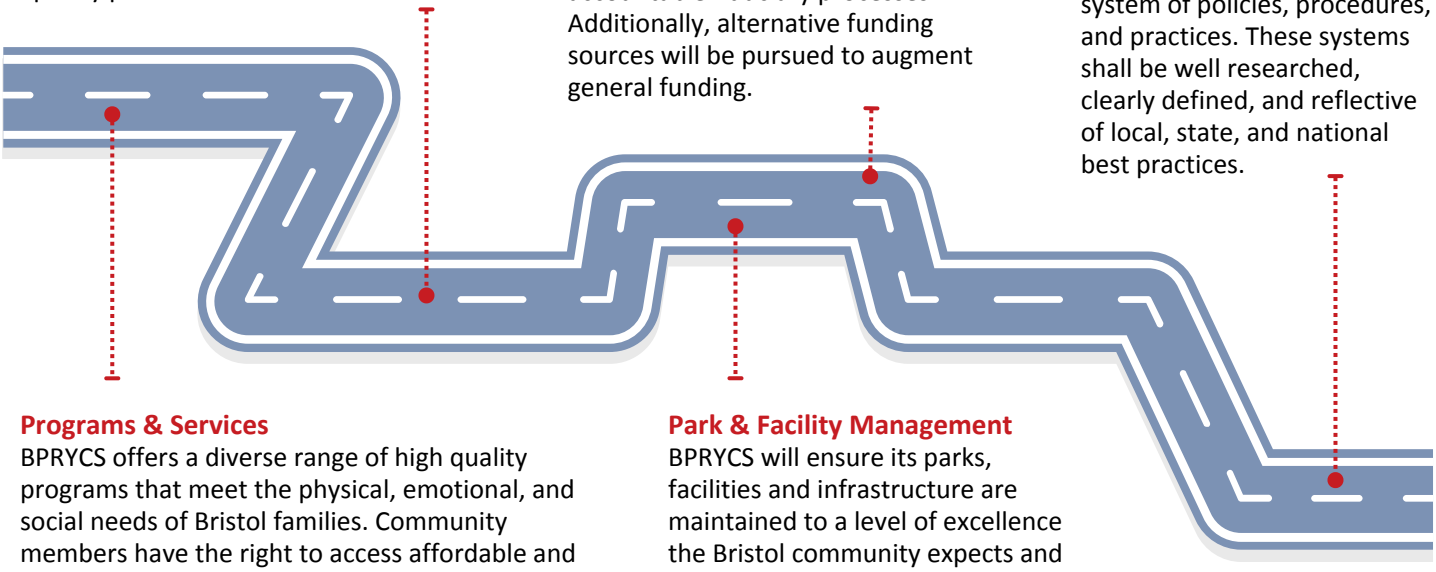
Financial & Budgetary Development

In order to meet the parks, recreation, youth and community service needs of Bristol residents, while maintaining fiscal responsibility, the department will implement transparent and accountable fiduciary processes. Additionally, alternative funding sources will be pursued to augment general funding.



Policies & Practices

In order to achieve best practices and clear expectations for the staff and public, BPRYCS needs a strong system of policies, procedures, and practices. These systems shall be well researched, clearly defined, and reflective of local, state, and national best practices.

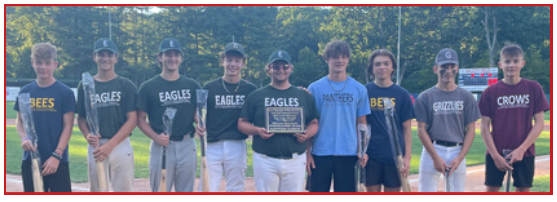


Programs & Services

BPRYCS offers a diverse range of high quality programs that meet the physical, emotional, and social needs of Bristol families. Community members have the right to access affordable and equitable services that meets their needs and interests. Program measures will be implemented to establish benchmarks for success, determine priority and future programming that meets resident's needs in a financially responsible way.

Park & Facility Management

BPRYCS will ensure its parks, facilities and infrastructure are maintained to a level of excellence the Bristol community expects and deserves. Objectives will define priorities for maintenance standards and best practices that improve efficiencies and effectiveness of park and facility management.







2022 Impact by the Numbers

Bristol CONNECTICUT
PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES
2022

Two ball field renovations

15,000 dollars raised

"Nothing but the best to say!! We are so lucky to have such amazing programs for our kiddos here in Bristol!! "

9 out of 10 of survey respondents say they would enroll in their program again

27 of JRB cases

462 reservations

"Thank you for all you do! **The fees are so reasonable** for swimming lessons and all **the instructors are great.**"

72 bird houses painted and displayed in the park

Coordinated **Eight** Relocations

Over **825** of hours of counseling

1,989 campers

57 community events 43 of the 57 were completely free to the public

4 memorial benches installed

7,942 attendees visited Page Park Pool

5,392 attendees visited Rockwell Park Pool

12 Projects Broken Ground

One Mural created

13,900 visits to the Dennis Malone Aquatics Center

582 Youth Service Program Participants

12 Sports Leagues Offered

1,300 free meals provided to campers

75%

1,712 ducks sold

4,238 concert attendees

2,539 Learn to Swim Participants

1,365 Water Exercise participants

30 trees planted

597 Pool Memberships

93% of survey respondents say the programs met or exceed expectations

"**We are very impressed with the organization, quality of instructors, and results from every program** for which we've enrolled. Well done and we appreciate you."

65,567 Hours of rentals

92 **Community Services Case Management** clients

47 Evictions facilitated

18 clients referred to Youth Services

39 residents assisted with foreclosures



Your Dollars at Work

Financial accountability has long been the standard for the BPRYCS Department. In conjunction with our Boards, the City financial policies, we have worked proactively in 2022 to contain costs while increasing service offerings, participation and facility use to meet resident needs. We continue to maintain low cost user fees in order to ensure all residents have access to high quality programs. Over $1 million revenues generated offset the subsidy levels for the department expenditures.

The BPRYCS Department remains fiscally strong closing out the fiscal year 2021 - 2022 with an overall surplus of $479,167. The Board of Finance/City Council approved carry-over of $282,142 of trust fund overages into next fiscal year for a final FY22 close out surplus of $197,025. Expenditures were managed well over the year with all divisions seeing a surplus with the exception of aquatics due to changes in staffing schedules to make up postponed swim lessons during the pandemic and increased training for summer outdoor pools. Trust funds did incredibly well this year accounting for a $278,427 surplus. While park rentals, recreation and aquatics revenues did not meet goal, all revenues have improved from last fiscal year with revenues slowly reaching post-Covid numbers.

The BPRYCS Department is responsible for the administration of a variety of general fund, special revenue funds, revolving accounts, donation and grant accounts in order to administer high quality programs, facilities and services for Bristol residents.

General Fund
Funds received from tax payers through the annual city budget process

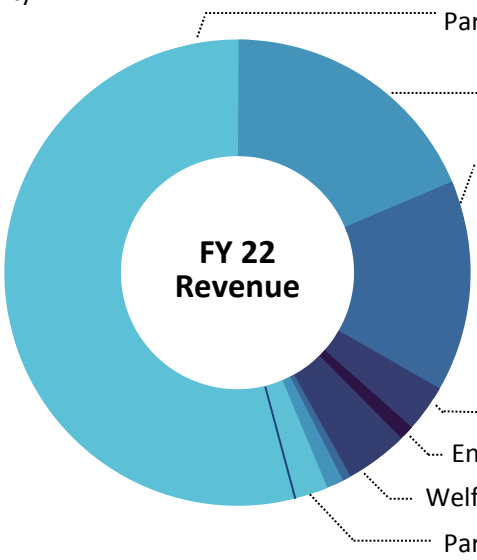
Donation Accounts
Funds received from donors and sponsors on a rolling basis

Grants
Funds received from local, state or national sources appropriated at varying times depending on the grant cycle

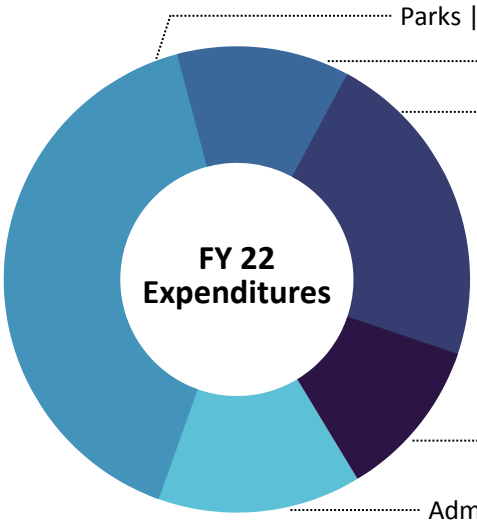
Revolving Accounts
Funds received from user fees meant to cover the cost of non-general funded programs. Funds are received and expended on a rolling basis.

Special Revenue Fund
Funds are generated and maintained in a dedicated account tied to a special program operated as a business. SRF are formally budgeted through the annual city budget process.

Friends of Bristol Parks and Recreation Fund
The Main Street Community Foundation (MSCF) is the fiduciary of the Friends of Bristol Parks and Recreation Fund (FBPRF). FBPRF was established in 2014 by the Board of Park Commissioners to support donations for the 100th anniversary of Muzzy Field event. The fund is now the primary account for departmental fundraisers. The FBPRF requires Board of Park Commissioner authorization prior to funds being disbursed from the MSCF. Funds can be used to benefit any parks and recreation project or initiative.



Top Three Revenue Accounts
1. Park Trusts - $682,141
2. Summer Recreation - $204,634
3. Pool Charges - $187,690



Top Three Expenditure Accounts
1. Regular Wages and Salaries - $1,560,898
2. Part-time Wages - $693,479
3. Professional Fees - $152,374

Park Projects

Building Community through People and Places

BPRYCS oversees the maintenance and care of one of New England's premier park systems. Nearly 800 acres of public parks are available to residents and visitors of the City of Bristol. During 2022, BPRYCS completed 12 projects. Ongoing projects include the Page Park Revitalization, Stocks Playground upgrades, the Rockwell Park parafitness course, Pine Lake Adventure Park, Kern Park Master Plan, court replacements at Wilson Field and Seymour Park, and an Urban Garden at Memorial Boulevard.

Parks Project Portal Interact Today!

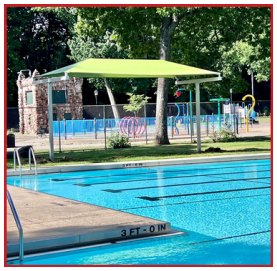
In October of 2022, the BPRYCS Department launched an interactive Parks Project Portal (PPP) to increase transparency and community engagement efforts on projects. The PPP provides status reports on all projects happening within the park system, special presentations, and an opportunity for residents to provide comments and feedback on existing projects or recommendations for new projects. Explore our PPP today at www.bristolrec.com.













Increasing Visibility and User Experience

Increased public access to recreation and parks opportunities is central to our mission and values. In 2022, the department added brand new signs at the Dennis Malone Aquatics Center, and Pine Lake Adventure Park (scheduled to re-open in 2023) in order to increase awareness. Part of the user experience is providing comfortable facilities such as the new shade structures at the pools which mitigate dangerous health conditions that can arise from extended UV exposure. We built an expansion to the Mrs. Rockwell Pavilion that allows for two new outdoor bathroom facilities so guests can stay at the parks longer. Having relevant play structures is essential to creating positive user experiences for kids and families. This year we added new swings to Federal Hill Green and installed a brand new playground at Stocks, voted on by the residents. Finally, thanks to our partners at the Public Works Department we repaved the roads and added bike lanes on the Veterans Memorial Boulevard and are working towards a grand re-opening of the bridge, gateway to our city which increases access whether you are walking, riding a bike or traveling by car.

Park Projects



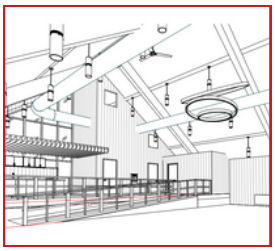



Court Repairs and Replacements:
BPRYCS has over a dozen athletic courts under its jurisdiction and many of them had extensive crack damage which presented major safety hazards to users. This year we resurfaced basketball courts at Brackett Park, and Rockwell Park, and converted Peck Park courts into tennis/pickleball hybrids. Construction is currently underway for new post tension concrete courts at Wilson's Field (1 basketball) and Seymour Park (1 basketball, 4 pickleball). When completed in spring 2023, the pickleball courts will become the City's first fully dedicated pickleball court facility. New courts are also being planned as part of the Page Park Revitalization project. Additionally, the basketball court at Stocks Playground will be resurfaced in the spring and will feature the addition of lights. Finally, the old tennis courts at the Veterans Memorial Boulevard have been removed and an urban garden is being constructed in its place. The urban garden blends into the rest of the boulevard and creates a sustainable space for passive enjoyment.

Page Park Revitalization and Future Planning
Public projects take months and even years to plan and prepare for, prior to construction. In 2022, we were engaged in many planning and design processes including phase 2 renovations to the Perry J. Spinelli Pavilion; which provides affordable rental space for parties and gatherings. Renovation design for Stocks Playground include an upgraded splash park, resurfaced basketball court with lights, upgraded LED light system for the volleyball courts and ADA sidewalk enhancements. We also launched planning efforts for the design and renovation of Kern Park, with community engagement beginning in the first quarter of 2023.

BPRYCS major renovation project is the wholesale revitalization of Page Park. In alignment with the Master Plan, the project will include major active recreation upgrades including a new splash park, playground, trails, and pickleball courts. Major safety upgrades will also include nearly 300 additional parking spaces. Full design concepts and presentations are available at www.bristolrec.com.









American Rescue Plan Projects
Thanks to the American Rescue Plan, BPRYCS installed a new fitness park at Rockwell that allows users to work on their health and wellness in a free outdoor setting. The pad will be accompanied by additional para fitness equipment to further increase exercise opportunities in the New Year. Planning for additional ARPA funded projects will begin in 2023.

2023 Projects
Kern Park design and improvements, Stocks renovations, additional parafitness and trail improvements at Rockwell Park, completion of Seymour Park pickleball and basketball courts, Wilson Field basketball courts, Page Park Revitalization, Perry J. Spinelli phase 2, Pine Lake enhancements including a new climbing tower, Veterans Memorial Boulevard bathroom and urban garden completion.



Physical progress on the City Wide Master Plan can be viewed in the Park Project section.

Awards and Accomplishments

Gold Medal Finalist, Top 4 in the Country!

The BPRYCS Department was selected as a 2022 Gold Medal Finalist for the National Gold Medal Award Program administered by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association. The program honors public park and recreation and state park systems throughout the United States that demonstrate excellence in long-range planning, resource management, and innovative approaches to delivering superb park and recreation services with fiscally sound business practices.





CYSA 2022 Youth Leadership Award Winner

Congratulations to Sidratul Muntaha for winning the Connecticut Youth Services Association (CYSA) 2022 Youth Leadership Award. Muntaha was recognized earlier this month at the 50th Annual Connecticut Youth Service Association Conference at the Hartford Marriott. Youth and Community Services Supervisor, Stephen Bynum, Youth and Family Coordinator, Alyson Phelan and Superintendent Medeiros had the pleasure of honoring Muntaha on stage in front of the CYSA community. The youth leadership award is given to a young person who has made an outstanding contribution to his or her peers or community. Muntaha was selected from youth across over 140 towns in Connecticut. Congratulations Sidratul!





BPRYCS Staff Present at National Conference

BPRYCS staff continued to represent the department throughout the week at two educational sessions open to over 6,500 parks and recreation professionals across the nation. Aquatics Supervisor Jaimie Clout, presented "Keeping Afloat", an aquatics facility management workshop and Deputy Superintendent Sarah Larson participated in "Inspiring Insights from Leaders in the Field", a panel discussion amongst trailblazing females in the profession.

State Recognition of Arts & Culture in Bristol

With the creation of a new position, arts and culture was elevated in 2022. This included a fundraising campaign, raising $15,000 to establish a breathtaking MLK39 Mural on Riverside Avenue. The State of Connecticut Department of Economic and Community Development officially designated a portion of downtown Bristol as the 5th official Cultural District in the state. This allows the city to market the district as an attractive venue for new businesses and tourists alike. BPRYCS also took over coordination of the popular Annual Duck Race event which raised nearly $4,000 for the City's Arts and Culture Commission.



Increased access to Open Space with the Pigeon Hill Preserve

Through a partnership with the Environmental Learning Centers of CT, the BPRYCS Department will be expanding access to over 60 acres of open space for passive recreation. While the grand opening of the park is not slated until spring of 2023, an extensive amount of work developing the site and creating the management memorandum of understanding was accomplished in 2022.

Superintendent Outstanding Professional of the Year

Superintendent Josh Medeiros was named Outstanding Professional of the Year by the Connecticut Recreation and Parks Association (CRPA). The Outstanding Professional award is one of the state association's top awards honoring professionals that have made outstanding contributions, over a period of 10 years or more, to the recreation and parks field.

Josh was selected as a result of his local accomplishments directing the Bristol Parks, Recreation, Youth and Community Services Department, as well as his work with the National Recreation and Parks Association. Medeiros' most recent achievements include leading his team to Gold Medal finalist status with the American Academy of Parks and Recreation Professionals, fostering the development of award-winning programs like the Annual Community Conversation and oversight of major park capital projects including a city wide Parks Master Plan, Muzzy Field improvements, and the award-winning Page Park Pool renovation. During his tenue as Bristol Superintendent, Medeiros championed for change to improve health and wellness of Bristol residents through new programs, policy change including prohibition of smoking in public parks, and the development of new park amenities including a fitness park, 5-mile bike trail and bike pump track.

Medeiros received the award at the Annual Connecticut Recreation and Parks Association Conference on Tuesday November 22, 2022.



Sponsors and Donors

Thank you to the many sponsors and donors that have played a pivotal role in elevating the work of BPRYCS in 2022:

Alyson Schaffrick
Alyssa Jasunas
Amanda Columbo
American Clock & Watch Museum
American Legion Post 2
AMP Radio
Amy Lipscomb
Andrea Adams
Andrew Howe
Andrew Rasmussen-Tuller
Angela Houlder
Antonietta Duffy
April & Larry Tibbetts
April Dews
Aroma Joes
Audra Robinson
Automotive Plus
Beacon Perscriprions
Beekly Corp.
Blair Synder
Boisvert Family
Boys & Girls Club of Bristol
BPSA
Bridge Community Church
Bristol Exchange Club
Bristol Fire Association
Bristol Police Department
Bristol Police Union
Bristol Sports Hall of Fame
Bryan Dumelin
Cara & Tony D'Amato
Carli & Ronald Beveridge
Carly Fortin
Carol Denehy
Cat Boyce
Cheryl Thibeault
Christa Zaldivar
Christine Moulis
City True Value
Connecticut Beer Tours
Connecticut Sun
Connecticut Urban Forest Council
Corey Nagle
Cynthia Berrios
Cynthia Donovan
D'Amato Construction
David Michaud, Eagle Scout
Deb Ahl
Department of Transportation
Dick's Sporting Goods
Donna Denehy
DoubleTree by Hilton Bristol
Dr. Jonathon Goodman
Elks Club
Emily Michaud
Emily's Catering Group
Erica Benoit
ESPN
Fierce Fitness
Fostervold Family
Freddie and Tina Jones
Gloria Day Church
Go Net Speed
GoFundMe Team
Greg & Susan Hahn
Ingraham Manor
Ivy's Brewed Awakenings
Jackie Vigue
Jacqueline Patton
Jazzya Coakley
Jenalee Donato
Jessica Lundquist
Jessica Paine
Jolene & Joseph Lusitani
Jon Lukasiewicz
Jordaan DiYulio
Jordan Scheiner
Josh Medeiros
Juliet Norton
Karen Hintz
Karlyn Gilmore
Keira Glines
Kelly Houston & Derek Jones
Kelly McCabe
Kim Hartwell
Kim Villanti
Kimberly Higgins
Kimberly Pianka
Kittle Family
Kristine Stratton
Kyana Anderson
Laforge Family
Lake Compounce
Lance Washington
Laura Minor
Lauren Imholte
Leonard Lamothe
Leslie LeClair
Lindsay Vigue
Lisa Sansone
Local 1338
Local 2267
Lynn Seery
M.R. Home Care, Inc.
Main Street Community Foundation
Main Street Pint & Plate
Makayla Cervantes
Marie & Tom O'Brien
Mark Moriarty
Mark Walerysiak
Martin Family
Mary Filintarakis
Mary Lynn Gagnon
Matthew Gotowala
Max's Pizza
Mayor Jeffrey Caggiano
Mela Veltri Case
Michael & Karen Davis
Moe Vahid
Molly Goodine
Morgan Urgo
New England Carousel Museum
Nicole Kufa
Nigel Wynter
Nutmeg PAC
Oakland Mechanicals
Ohyeun Lee
Parkside Cafe
Patricia Seiflein
Patti Philippon
Paula Maisonet
Pequabuck Golf Club
Peter Kelley
Price Chopper
Pure Foods
Rachel Baral
Ramon Peters
Reach Foundation
Renee Singleton
Rich Kilby
Robert Fiorito
Robert Lawson
Ryan Broderick
Sage Chmdler
Samantha Buonafede
Sandra Bogdanski
Sandy's Television & Appliance
Sarah Larson
SavKat
Scarritts Spas & Pools
Sebastian Panioto
Stavros Pizza Restaurant
Stephanie Catucci
Stephen Joslyn
Stop & Shop
Tamara Marcella
The Exchange Club
Thomas DeNoto
Thomaston Savings Bank
Tiffany Desmarais
Tiffany Howe
Tina Taylor
Tom Ragaini
Tommy's Place and Market
Tracy A Carlson
United Way of West Central CT
Vicki Gelpke
Vollono & Donovan, LLC.
Walking Man Media
Walter Lewandoski
Wendi Connolly
William A Petit Jr
Zach Ibanez's State Farm

Community Connections

Every year, BPRYCS partners with hundreds of community organizations to enhance community services and opportunities.

Community Groups
Alzheimer Association
American Legion Post #2
American Legion Post 209
American School for the Deaf
BCHS Central Stage
BCHS Maroon & White
Bristol Arts and Culture Fund
Bike Bristol
Bristol Early Childhood Alliance
Bristol Exchange Club
Bristol Garden Club
Bristol Historical Society
Bristol Housing Authority
Bristol Lions Club
Boys & Girls Club of Bristol
Bridge Community Church
Bristol Chrysanthemum Festival
Bristol Health
Central CT Chamber of Commerce
Community Emergency Response Team
Chispare
BE Clean Club
Bristol Recovery Club
Bristol Veterans Council
Connecticut River Council
Ct Appalachian Mountain Club
Easter Seals Foundation
Entrepreneur Connect Inc. / Community Navigators Inc.
Environmental Learning Centers of Connecticut, Inc.
Eric Otero
ESPN
Fischer Elementary School
Friends of Hoppers Nature Preserve and Birge Pond
First Congregational Church
Food Explorers
Greater Bristol Disc Golf Association
Greene-Hills School PTA
Higher Ground Church
Hillside Community Church
Hubbell School PTA
Imagine Nation: A Museum Early Learning Center
Ivy Drive School PTA
Kern Park Association
Lewis S Mills High School
Liberty Baptist Church
Ministrio Misionero Colabadores De Jescucristo
Movimiento Internacional Shaddai Elohim Principe de Paz
New England Carousel Museum
Pack 1425
Pequabuck River Watershed Association
Region 5 Dive Team
RiseUp CT
Shamrock Run
Silk City Steampunk
St Paul Catholic High School
St. Joseph Parish
St. Joseph School
Taylor Vision Production
The Salvation Army
Tinkergarten
Town of Plymouth
Troop 425
West End Association

Departments and Commissions
American Rescue Plan Task Force
Bristol Board of Finance
Bristol Building Department
Bristol-Burlington Health District
Bristol Early Childhood Alliance
Bristol Economic and Community Development
Bristol Department of Aging
Bristol Diversity Council
Bristol Public Library
Bristol Public Works
Bristol Police Department
Bristol Public Schools
Bristol Water and Sewer Department
City Arts & Culture Commission
City Council
Code Enforcement Committee
Inland Wetlands Agency/Conservation Commission
Mayor's Task Force on HIV/AIDS
Mayor’s Opioid Task Force
Ordinance Committee
Commission for Persons with Disabilities
Real Estate Committee
School Readiness Council
Youth Commission

Athletic Organizations
American Legion Baseball
Bell City Barnstormers Baseball Organization
Bristol Blues Baseball
Bristol Co-Ed Softball League
Bristol Girls Little League Softball
Bristol Greeners Baseball Club
Bristol Knights
Bristol Little League
Bristol Mustangs
Bristol Nitro Softball
Bristol Youth Football and Cheer
Bristol Youth Lacrosse
Connecticut Baseball Club of Hartford
Connecticut Collegiate Baseball League
Connecticut Interscholastic Athletic Conference
CT Bandits
Diamond Kings U14
Little League Eastern Regional Headquarters
Northeast Bulls
Northwest Little League
Premier Cricket Academy
Sheriden Woods Softball Team
Skyhawks Sports Academy
USSSA Softball
USTA New England
Vintage Baseball Association

Professional Organizations
ADA Coalition of CT
American Academy for Park & Recreation Administration
Community Anti-Drug Coalitions of America
Connecticut Parks Association
Connecticut Recreation and Parks Association
Connecticut Youth Services Association
National Recreation and Parks Association
New England Parks Association

2022 Highlights

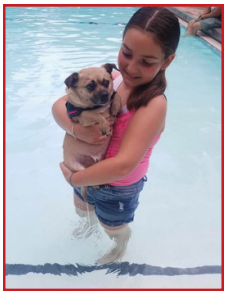
BPRYCS hosted new programs, broke ground on new projects, and tried new ways to engage in 2022



Stocks Playground Gets a Makeover - Community members were able to vote on which playscape design they wanted to see in their neighborhood.



Volunteers joined BPRYCS on Veterans Memorial Boulevard for **A Community Planting Day to benefit the new Urban Garden**



Longstanding Community events, like the Pooch Plunge, delighted patrons.

Fitness Pad Brings Life to Rockwell Opened in December, the multi-element fitness pad will be joined by a larger cross-park para fitness course.





2022 brought an increase in **Bristol Green Team participation**



Page Park Pool was lit up during the summer AND winter months as it hosted swim lessons and the community tree lighting



Over 75 youth walked the stage at the **Youth Recognition Awards**



Bristol youth, Sidratul Muntaha, wins 2022 CYSA **Youth Leadership Award**



Superintendent Josh Medeiros was named **Outstanding Professional of the Year by the Connecticut Recreation and Parks Association**



"Stuff-A-Cruiser" with the Bristol Police Dept. kicked off the Holiday Gift Giving Program



The Bristol Police Department and Boys and Girls Club helped with another successful **Basketball League at Brackett Park**



BPRYCS held the **first Dinner on the Diamond Fundraiser** to benefit the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation

A Department Diversity, Equity and Inclusion (DEI) session was led by Beth Regan “Morning Deer” from the Mohegan Tribe on the experiences of indigenous people and our role as stewards of public land.



The new BPRYCS Main Office, located at 51 High Street, served as the pickup location for the Annual Community Clean Up Supplies





BPRYCS worked **with The City Arts and Culture Commission to host the Pequabuck River Duck Race** (transitioned from the Chamber of Commerce)







City of Bristol
Parks, Recreation, Youth and Community Services
51 High Street
Bristol, CT 06010
(860) 584 - 6160
www.BristolRec.com
parksandrecreation@bristolct.gov



Connect with us:

@bristolctparksrecservices

@BristolCTParksandRecreation

Bristol CONNECTICUT
PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Park Commissioners
(Name of Board or Commission)

Contact Person: Jazzya Coakley Telephone Number: 860-584-6160

Address: 111 N. Main Street Bristol, CT 06010

E-mail Address: jazzyacoakley@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Board of Park Commissioners
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
January 2023	18th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
February 2023	15th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
March 2023	15th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
April 2023	19th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
May 2023	24th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
July 2023	19th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
September 2023	20th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
October 2023	18th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
November 2023	15th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
December 2023	20th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually
January 2024	17th	6:00 p.m. Bristol Parks, Recreation, Youth & Community Services Office – 51 High Street & Virtually

Yours truly,

_____ **Chair**
(Signature)

_____ **Recording Secretary**
(Signature)

_____
(Date)

ATTACHMENT G

Administration Division

Account Name	Object #	Description	Justification (+ or -)	FY 22-23 Approved	Superintendent Recommended 23-24
Park Trust	0017021-480003	Page Dewitt, Page May Rockwell, Peck Park, Rockwell Playground, Memorial Blvd.		$ 400,000.00	$ 400,000.00
Park Goodsell Trust	0017021-480004	Samuel Goodsell park and playground fund		$ 23,330.00	$ 23,330.00
Regular Wages*	0017021-514000	Superintendent, Deputy, Asst. to the Super., Community Engagement Coordinator, Arts & Culture Super	Contract increases by Comptrollers	$ 406,940.00	$ 406,940.00
Overtime Wages	0017021-515100	Recording secretary costs for Parks Board, Youth Commission, Arts & Culture and various subcommittees	Reduced based on spending trends	$ 6,000.00	$ 5,000.00
Part Time Wages**	0017021-515200	Park Ambassador program at Rockwell Park		$ 19,000.00	$ 19,000.00
Repairs & Maintenance	0017021-543000	51 high St building repairs, fire/alarm and controls, pest control	Transferred from Y & CS Budget	$ -	$ 1,500.00
Liability Insurance	0017021- 552100	Department cost share of city liability insurance		$ 73,000.00	$ 70,000.00
Telephone	0017021-553000	Telephone service for DMAC, Rockwell, Muzzy, 51 High Street	Reduced based on spending trends	$ 4,100.00	$ 4,000.00
Postage	0017021-553100	Misc. mailings/postal charges	Reduced based on spending trends	$ 750.00	$ 600.00
Travel Reimbursement	0017021-554000	Mileage reimbursment for qualifying department employees	Eliminate due to work vehicles	$ 250.00	$ -
Advertising	0017021-557700	Department advertisment printing, trail maps, brochures, job postings		$ 8,000.00	$ 8,000.00
Program Supplies	0017021-561800	Admin. Apparell, outreach supplies/admissions		$ 2,500.00	$ 2,500.00
Natural Gas	0017021-562200	Natural gas for 51 high street main office building	Formally heating oil/ transferred from Y	$ -	$ 3,200.00
Office Supplies	0017021-569000	Paper, pens/pencils, folders, files, misc. supplies for the office, DMAC, and maintenance, 51 High St		$ 2,000.00	$ 2,000.00
Conferences & Memberships	0017021-581120	NRPA agency membership, CT Parks & CRPA Memberships & workshops. NRPA Board travel expenses		$ 7,500.00	$ 7,500.00
Arts & Culture Commission	0017021-583120	Arts & Culture commission special projects (murals, sculptures)		$ 15,000.00	$ 15,000.00
Various Equipment (Trust)	0017021-589100	Trust Fund revenue overages for park maintenance, projects, equipment		Varies	Varies
			Division Revenue	$ 423,330.00	$ 423,330.00
			Division Expediture	$545,040	$545,240

*Regular Wages TBD provided by Comptroller's (not an accurate # yet)

**Consider alternative proposals for park ambassador and/or security

% .01 increase expenses

Increases

Contractual increases for regular full time employees

Transferred building related expenses from Y & CS to Admin. Reduction on the Y & CS budget

Cost Savings, Reductions & Efficiences

Superintendent & Deputy never collect overtime for meetings or events

Parks Division

Account Name	Object #	Description	Justification (+ or -)	FY 22-23 Approved	Supervisor Request 23-24	Superintendent Recommended 23-24
Muzzy Field Rentals	0017022-450311	Rental charges for Muzzy Field rentals & annual Bristol Blues contract		$ 30,000.00	$ 30,000.00	$ 30,000.00
Rentals	0017022-450321	Rental charges for Park pavilions, ballfields		$ 20,500.00	$ 20,500.00	$ 20,700.00
Concessions/Misc.	0017022-450322	Annual contract fees for park ice cream & food trucks		$ 7,000.00	$ 7,000.00	$ 7,000.00
Charge Services	0017022-450400	Charges associated with banner requests	Combined with rentals/reduced banner	$ 400.00	$ 400.00	$ -
Regular Wages*	0017022-514000	Parks Supervisor, Assistant Parks Supervisor, Parks Crew	Contract increases by Comptrollers	$ 1,028,670.00	$ 1,028,670.00	$ 1,028,670.00
Overtime Wages	0017022-515100	Overtime wages for snow removal, muzzy field games, emergency repairs, showmobile, etc.	Anticipated contract wage increases	$ 112,000.00	$ 118,958.00	$120,000
Part Time Wages	0017022-515200	6 Seasonal Laborers x $16.15/hr x 40hrs x 18 weeks	Minimum wage increases	$ 50,500.00	$ 56,400.00	$ 69,800.00
Utilities	0017022-541000	Electricity for parks, ball fields, and non- pool facilities	Reflect actuals more closely	$ 73,000.00	$ 99,082.00	$ 78,000.00
Water Sewer	0017022-541100	Water/Sewage charges for parks, ball field irrigation, spray parks and non-pool facilities		$ 45,000.00	$ 56,040.00	$ 45,000.00
Refuse	0017022-542140	Covanta charges for proper disposal of debris, park trash, rubbish, trees/brush		$ 16,000.00	$ 18,015.00	$ 16,000.00
Repairs & Maintenance	0017022-543000	General parks, facilities, playgrounds and amenitities upkeep and repairs	Increased cost of materials	$ 54,000.00	$ 61,175.00	$ 60,000.00
Motor Vehicle Service	0017022-543100	Motor vehicle parts, supplies, services, labor, materials		$ 15,000.00	$ 16,925.00	$ 15,000.00
Maintenance Supplies	0017022-561400	Various supplies, plumbing, park port-o-johns, custodial supplies, playground surfacing	Increased cost of supplies/rental use	$ 92,000.00	$ 118,990.00	$ 95,000.00
Heating and Oil	0017022-562100	Oil for Page and Rockwell Park pavilions, and non-pool facilities	Increased cost of heating oil per economic fo	$ 16,400.00	$ 19,500.00	$ 18,000.00
Motor Fuel	0017022-562600	Gasoline 11,847.60 gal x $2.55/g= $30,211.54; Diesel 2,446.88 gal x $2.95= $7,227.14	Added vans from Y & CS	$ 36,170.00	$ 38,407.50	$ 37,000.00
Motor Vehicle PT	0017022-563000	Fleet and small equipment parts and replacements		$ 21,000.00	$ 41,500.00	$ 21,000.00
Tires	0017022-563100	Replacement tires for fleet vehicles		$ 3,500.00	$ 5,250.00	$ 3,500.00
Small Equipment	0017022-570905	Replacement push mowers, snowblowers, leaf blowers, weed and hedge trimmers, chainsaw		$ 10,000.00	$ 11,100.00	$ 10,000.00
Conferences & Memberships	0017022-581120	Parks/Assistant parks dues for CRPA/CT Parks, conference and turf management workshops		$ 4,000.00	$ 3,500.00	$ 4,000.00
Vandalism	0017022-581200	Equipment, supplies and materials to repair vandalism in the parks		$ 4,000.00	$ 5,500.00	$ 4,000.00
			Division Revenue	$ 57,900.00	$ 57,900.00	$ 57,700.00
			Division Expediture	$ 1,581,240.00	$ 1,699,012.50	$ 1,624,970.00

*Regular Wages TBD provided by Comptroller's (not an accurate # yet)

2.6% increase expenses

Increases

Contractual increases for regular full time employees
Finanical forecast increases per Purchasing
Minimum wage increases for seasonal employees

Cost Savings, Reductions & Efficiences

Motor Fuel - Low Mow Program and Reduction in idling through Samsara system

Recreation Division

Account Name	Object #	Description	Justification (+ or -)	FY 22-23 Approved	Supervisor Request 23-24	Superintendent Recommended 23-24
Recreation (Summer)	0017023-450105	Select summer programs (non-revolving account)	Adjusted to reflect actual registration numbers.	$ 281,865.00	$ 260,000.00	$ -
Recreation (Fall/Winter)	0017023-450107	Select School year programs (non-revolving account)	Adjusted to reflect actual registration numbers.	$ 35,000.00	$ 33,000.00	$ -
Recreation Program Charges**	0017023-450105	Summer camp, sports clinics, enrichment programs, fitness	Combine to match pool charges and other revenue	$ -	$ -	$ 293,000.00
Regular Wages*	0017023-514000	Recreation Supervisor, Recreation Program Assistant	Contract increases by Comptrollers	$ 123,660.00	$ 123,660.00	$ 123,660.00
Overtime Wages	0017023-515100	Weekend events Turkey Shoot, Fishing Derby		$ 500.00	$ 500.00	$ 500.00
Part Time Wages	0017023-515200	camp staff, sports instructors, specialty instructors	Post Covid staffing actuals	$ 350,000.00	$ 365,000.00	$ 342,000.00
Professional Fees	0017023-531000	League Umpires-$3,000, Camp Entertainment-$6,000, Camp Field Trips - $61,500,		$ 125,000.00	$ 125,000.00	$ 125,000.00
Advertising	0017023-557700	Summer Camp Billboard, signage and program specific ads	Eliminated division specific marketing. Use admin	$ 400.00	$ 400.00	$ -
Program Supplies	0017023-561800	Summer Camp Supplies - $8,000, Program Equipment - $10,000, Summer Apparel		$ 32,000.00	$ 32,000.00	$ 32,000.00
Conference & Membership	0017023-581120	CRPA Conference, Quarterly Trainings, American Camping Association		$ 1,250.00	$ 1,250.00	$ 1,250.00
			Division Revenue	$ 316,865.00	$ 293,000.00	$ 293,000.00
			Division Expediture	$ 632,810.00	$ 647,810.00	$ 624,410.00

*Regular Wages TBD provided by Comptroller's (not an accurate # yet)

**Combined seasonal revenues into a single recreation program charges revenue line similar to pool charges for aquatics

1.3% decrease in expenses

7.5% decrease in revenue

Increases

Contractual increases for regular full time employees

Cost Savings, Reductions & Efficiences

Eliminated division specific marketing

Both revenues and staff wages have been modified to more accurately reflect post-covid actuals

Minimum wage increases for part time/seasonal employees mitigated due to reduced staffing

Aquatics Division

Account Name	Object #	Description	Justification (+ or -)	FY 22-23 Approved	Supervisor Request 23-24	Superintendent Recommended 23-24
Pool Charges	0017024-450103	Pool memberships, daily fees, swim lesson and program registration fees, bday party rentals		$203,500	$ 203,500.00	$ 203,500.00
Regular Wages*	0017024-514000	Aquatics Supervisor, Aquatics Coordinator and Facilities Technician	Contract increases by Comptrollers	$209,045	$ 209,045.00	$ 209,045.00
Overtime Wages	0017024-515100	Overtime wages for snow removal, emergency repairs, special events	Reduced based on spending trends	$5,500	$ 6,700.00	$ 5,000.00
Part Time Wages	0017024-515200	Lifeguards, WSI, Front Desk Attendants, Swim Coaches, Head/Lead Guards	Minimum wage increases	$375,000.00	$ 672,852.00	$ 495,707.00
Professional Fees	0017024-531000	Building Alarms/Services, Red Cross/Safety Certifications/Instructor fees, Custom Aquatics		$8,500.00	$ 8,500.00	$ 8,500.00
Utilities	0017024-541000	Electricity for DMAC, Page and Rockwell Park Pools	~~Unknown increase in distribution costs,~~ generation to remain the same.	$45,000.00	$ 45,000.00	$ 45,000.00
Water & Sewer	0017024-541100	Water/Sewage charges for DMAC. Page and Rockwell Park Pools	Not draining DMAC FY 24	$20,500.00	$ 20,500.00	$ 18,000.00
Repairs & Maintenance	0017024-543000	General upkeep, repairs, equipment replacements for DMAC, Rockwell and Page Pools	New equipment= less repairs	$35,000.00	$ 35,000.00	$ 32,000.00
Advertising	0017024-557700	Misc. advertising, flyers, ads, promotional materials		$500.00	$ -	$ -
Maintenance Supplies	0017024-561400	Chlorine/Pool Chemicals, misc repair equipment, custodial supplies for the pools	New equipment = less repairs	$27,500.00	$ 25,000.00	$ 20,000.00
Program Supplies	0017024-561800	Staff apparel, lifeguard uniforms, training equipment, first aid, swim lesson/program equipment		$15,000.00	$ 16,300.00	$ 15,000.00
Heating & Oil	0017024-562100	Oil for Page Pool building	Increase in oil cost due to economic forecast	$3,500.00	$ 3,500.00	$ 6,000.00
Natural Gas	0017024-562200	Natural gas- Eversource	Increase in natural gas cost due to economic forecast	$27,300.00	$ 35,000.00	$ 37,000.00
Conference & Membership	0017024-581120	CRPA Membership, conference/workshop dues for Aquatics staff		$2,500.00	$ 5,342.00	$ 2,500.00
			Division Revenue	$203,500	$ 203,500.00	$ 203,500.00
			Division Expediture	$ 774,845.00	$ 1,082,739.00	$ 893,752.00

*Regular Wages TBD provided by Comptroller's (not an accurate # yet)

13% increase expenses

Increases

Contractual increases for regular full time employees

Minimum wage increases for part time/seasonal employees. Aquatics has largest volume of part time employees which result in larger cost increase

Finanical forecast increases per Purchasing

Cost Savings, Reductions & Efficiences

Investment in UV system has allowed us to go longer without draining pool water which is substantial cost savings for water and sewer

Investments in equipment, mechanical systems, and skilled Facilities Maintenance Tech have resulted in reduced repairs and maintenance

Pine Lake

Account Name	Object #	Description	Justification (+ or -)	FY 22-23 Approved	Supervisor Request 23-24	Superintendent Recommended 23-24
Challenge Course Fees	1321032-422004	Program revenues, grants, sponsorships associated with Pine Lake		$ 53,195.00	$ 53,195.00	$ 60,195.00
Seasonal Wages	1321032-515300	Annual wages for program director, support staff and facilitators		$ 37,395.00	$ 37,395.00	$ 37,395.00
Professional Fees & Services	1321032-531000	Course repairs/technical assistance, adventures in education, kids wheels, contractual programs	Anticipate higher contractor due to staff shortage	$ 8,000.00	$ 8,000.00	$ 15,000.00
Postage	1321032-553100	postage to mail program materials and contracts		$ 400.00	$ 400.00	$ 400.00
Printing & Binding	1321032-555000	misc printing, business cards, program flyers, and brochures	changed to advertising	$ 3,000.00	$ 3,000.00	$ -
Advertising	1321032-557700	Billboards, printing costs associated with flyers, booth fees for tabling at events	Added in place of printing & binding	$ -	$ -	$ 3,000.00
Maintenance Supplies	1321032-561400	Home Depot/True Value charges for small repairs and supplies for the course		$ 1,350.00	$ 1,350.00	$ 1,350.00
Program Supplies	1321032-561800	Supplies for adventure programs, refreshments, program equipment, team building items		$ 950.00	$ 950.00	$ 950.00
Conference & Membership	1321032-581120	Training for facilitators, high ropes certification fees, association dues	retooled from schooling & education	$ -	$ -	$ 2,100.00
Schooling & Education	1321032-581135	staff training, professional development, vendor fees for CRPA conference	retooled to conference & membership	$ 2,100.00	$ 2,100.00	$ -
			Division Revenue	$ 53,195.00	$ 53,195.00	$ 60,195.00
			Division Expediture	$ 53,195.00	$ 53,195.00	$ 60,195.00

Special Revenue Fund

Pine Lake Adventure Park is poised to re-open in summer 2023. Budget reflects the business plan with minor alterations in light of staff shortages within the high ropes industry

Outlay

Outlay Item	Division	Description	Justification (+ or -)	Request
Emergency Tree Fund	Parks	Emergency funds to remove or cut dead and dying trees	Significant tree infrastructure. Allows staff to address dangerous trees and not have to delay efforts due to cost	$20,000
Playground Safety Surfacing	Parks	Playground safety surfacing materials	Required to keep playgrounds up to CPSI Code. Life threatening hazard to not have proper levels of surfacing	$25,000
Replacement Riding Mowers	Parks	(3) replacement zero turn riding mowers to replace outdated equipment	Mowers in need of replacement for efficiencies	$45,000
P-5 Utility Body 4 wheel drive	Parks	P-5 Utility Body 4 wheel drive w/snow plow package	Previously approved item but prioritized funds for trash truck	$75,000
				$165,000

10 Year CIP

Project Name	Amount Requested	ARPA	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
Birge Pond-Hoppers & Roberts Property Design & Improver	2,325,000		100,000		2,225,000						
Brackett Park Site Improvements	195,000								195,000		
City Wide Parks and Recreation Master Plan	100,000								100,000		
DMAC- Energy Upgrades and Improvements	400,000						400,000				
Federal Hill Upgrades	200,000			200,000							
Fraser Field-McCabe Waters Site Improvements	415,000							415,000			
Memorial Blvd Parking Lot & Site Improvements	600,000	300,000				300,000					
Mix Street Field Upgrades	130,000							130,000			
Muzzy Field Interior Renovations	300,000									300,000	
Nelson's Field Site Improvements	125,000										125,000
Page Pool Upper Level design & renovations (phase 2)	500,000										500,000
Page Park Revitilization (Phases 1-4)	8,600,000		5,050,000	3,550,000							
Page Recreation/Maintenance Building Design & Improvem	600,000								600,000		
Peck Park Site Improvements	500,000				500,000						
Quinlan Park Site Improvements	25,000	X									
Rockwell Park Exterior Site Improvements & Upgrades	500,000	400,000						100,000			
Rockwell Park Indoor Facility Upgrades	850,000					850,000					
Showmobile Replacement/Upgrades	300,000									300,000	
Wilson's Field Site Improvements	445,000								445,000		
	$17,110,000		**$5,150,000**	**$3,750,000**	**$2,725,000**	**$1,150,000**	**$400,000**	**$645,000**	**$1,340,000**	**$1,100,000**	**$625,000**

FHI studio



RFP #2P23-016 | October 12, 2022

Design of Renovations and Improvements at Kern Park

TECHNICAL PROPOSAL

Submitted to: The City of Bristol

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FHI studio

Design of Renovations and Improvements at Kern Park

City of Bristol RFP #2P23-016

October 12, 2022

TECHNICAL PROPOSAL



Letter of Transmittal

Engage | Design | Advance

Roger Rousseau, Purchasing Agent
The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010

October 12, 2022

RE: RFP 2P23-016 Design of Renovations and Improvements at Kern Park

Mr. Rousseau,

To Design @ FHI Studio is pleased to submit this qualifications package to provide design services and public outreach for the Design of Renovations and Improvements at Kern Park Project. The opportunity to continue our work with The City of Bristol to renovate this park is exciting for our team. The goals and purpose of this effort could not be better aligned with what drives us to do what we do.

FHI Studio is a recognized leader in effective public outreach and now a leader in park design as well with the recent acquisition of To Design, one of Connecticut's leading park design firms. Over the course of 35 years, we have been serving Connecticut municipalities, delivering inclusive community-driven plans that have a unique sense of place tailored to the specific community. We look forward to demonstrating how our team can deliver a high-quality product that meets Bristol's needs for the Kern Park.

To achieve the goals of this RFP and undertake a thoughtful, forward-thinking design process for the City, we have assembled a core team of FHI Studio staff and strategic teaming partners. Landscape Architect **Phil Barlow** will lead our team. Phil has extensive experience leading park design projects throughout Connecticut including recent work in Bristol, Hartford, New Britain, and Canton. Within FHI Studio, Phil oversees the Landscape Architecture practice for New England. He directly manages a select group of projects that require a comprehensive approach and integration of our full suite of technical services. He will be a hands-on project manager while being directly supported by a core team identified to meet the technical and schedule demands of this project. Our team of experts has the capacity, passion, and perspective necessary to advance the design of Kern Park, and will support Phil in all facets of planning and design.

The FHI Studio team has recently completed many similar projects including:

- Monumental entrances at Hartford's Colt Park and Elizabeth Park
- Court renovations at 6 City of Hartford courts
- Park and tennis court renovations at New Britain's Walnut Hill Park

We offer this proposal and certify that the proposal and any cost projection included will remain in effect for 120 days after the due date. The fee proposal is attached separately as stated in the submission requirements. FHI Studio is willing to negotiate the proposed fee as needed by the City.

We appreciate your consideration. Should you have any questions, please do not hesitate to contact Phil at (860) 803.2397 or pbarlow@fhistudio.com.

Sincerely,

Ken Livingston, AICP
Vice President/Principal



Project Understanding & Approach



Project Understanding

The City of Bristol has over 730 acres of parkland, including eight neighborhood parks. Kern Park is one of these neighborhood parks. In 2021 the city commissioned a comprehensive master plan of all parks, which includes upgrades to Kern.

These upgrades include:

- Fencing at the northern perimeter of the park and around tennis court areas,
- Education kiosks throughout the trails,
- Incidental trail repairs as needed,
- A formal entrance into area at the shopping center entrance,
- Trail maps at all entrances,
- Resurfaced tennis courts (Board of Parks may pursue replacement of the courts with a pollinator garden).

The city is now in the process of engaging a firm to prepare plans and specifications for these upgrades. It is important that the selected team have extensive park design experience in Connecticut, experience with the City of Bristol as well as availability to complete the work in a timely manner.

Project Approach

- FHI Studio will evaluate fencing options for the northern perimeter of the park and around tennis court areas based on criteria such as value, durability, and appropriateness.
- FHI Studio will engage our visual communications specialist, Rachel Bright, to work with the Parks Department to produce text and graphics for educational signage. The signage will be located throughout the trail system.
- A formal, ceremonial entry will be designed for the shopping center entrance. We will work with Parks Department staff to develop an entrance that is unique for Kern Park, capturing the genius loci of the park. This entrance will provide a sense of arrival and anticipation for what's to come.
- Tennis courts will be reconstructed at the existing location, or an alternate area of the park as may be preferred. If the city prefers a pollinator garden, the design team will provide plans and specification.
- FHI Studio's public outreach specialist, Kevin Rivera, will facilitate and hold a public meeting to present the semi-final plan for improvements.
- Trail repairs will be incorporated into the construction document plans and specifications.
- Trail maps will be located at all entrances.

Key Issues to Resolve

Budget

- The budget of $300,000 is limited and it may not be possible to accomplish the full wish list.

Schedule

- With inflation rampant, it is important that the bid document get "on the street" as quickly as possible.

Permitting Requirements

- With the stated inflation concerns, it is critical that the project scope not kick in any state or federal permits.

Community Input

- While we can design and build improvements that we believe are terrific, the project will not succeed if the public thinks otherwise. It is critical to receive public endorsement.

Trails

- Whether or not the trail system can be made more equitable by meeting ADAAG (ADA Accessibility Guidelines) recommendations should be assessed.

Tennis Courts

- The resurfacing of the courts should be contingent on the demand and potential use from stakeholders/park users. Alternate uses including a pollinator garden or outdoor classroom for use by the Ivy Drive School should also be considered.

Level of Detail That Can Be Accomplished

For the proposed budget, we will provide full design / bid / construction documents within a 120-day schedule.



Work Program & Schedule

Work Program

1. Review existing documentation / reports / plans / budget / meeting minutes / etc.
2. Inspect site to understand existing conditions.
3. Provide topographic and A2 survey of the site.
4. Provide direction and support to City staff for land use permits made necessary by improvements (i.e., City will make formal applications, FHI Studio shall coordinate any necessary efforts needed for applications).
5. Monthly virtual meetings with relevant staff, twelve (12).
6. The preliminary report shall include the following:
    - » Project schedule indicating design, bidding, and construction schedule
    - » Conceptual budget
    - » Areas of concern associated with schedule, budget, existing conditions, and/or project objectives, along with recommendations to mitigate the above potential issues
    - » List of anticipated drawings and specifications, including need for special contract provisions to meet project objectives.
7. Cost estimating at SD, DD and CD phases of design.
8. Evaluate value engineering options, potential substitutions and other potentially cost saving alternatives.
9. Conduct one (1) public meeting for presentation of proposed improvements.
10. Prepare construction documents suitable for competitive public bidding. Construction documents shall include plans (project drawings) and specifications (project manual). The specifications shall consist of at minimum general and special conditions, bid forms, and technical specifications. The design team shall submit materials for City review at SD, DD, and CD stages of development. The City of Bristol will aid in the preparation of front-end materials for bidding, with all technical materials, including special provisions and project phasing provisions, provided by the selected firm.
11. Attend Pre-bid meetings scheduled by the city to address questions related to project design. The design team shall assist in responses to RFIs (Requests for Information) during bidding.
12. Provide construction administration services as follows:
    - » Periodic project observation (6 site visits in conjunction with job meetings),
    - » Attendance at job meetings (6),
    - » Review of shop submittals,
    - » Review and response to RFIs,
    - » Review of contractor applications for payment,
    - » Assistance in the preparation of change orders,
    - » Assistance with close-out of final construction.

Process & Deliverables

Schematic Design - Prepare preliminary drawings demonstrating program and budget investigation.

- Client and development team program meetings.
- Studies: schematic layout, grading, planting, parking, storm drainage,
- Preliminary estimate of probable cost.
- Test program against constraints
- Prepare final Schematic Design

Design Development

- Site layout plan.
- Site planting plan.
- Site grading plan.
- Sediment and erosion control plan.
- Site details.
- Review meetings with development team.

Approvals/Permits

- The City of Bristol Planning & Zoning.

Construction Documents - Revise and add detail to design development plans as required to bid project:

- Review meetings with client and development team.
- Site layout plan.
- Site planting plan.
- Site grading plan.
- Sediment and erosion control plan.
- Site details.
- Site plan enlargements.
- Full set of technical specifications.
- Coordinate all land use permitting.

Bidding Services

- Issue addenda as required to communicate bidding changes with the contractors.
- Review all bids for compliance with the owner and design team requirements.

Construction Administration

- Attend six (6) job meetings throughout the construction process.
- Review all site submittals (shop drawings, proposed change orders,) for compliance with the construction documents.
- Create the final site punch list and monitor its completion.
- Meet with contractor, on-site, as required.

Project Schedule



Advisory Board Meeting

Public Workshop



Key Personnel



Phil Barlow AICP, LEED AP

Manager of Landscape Architecture

todesign@ FHI Studio

Education

Bachelor of Science, Landscape Architecture, West Virginia University

Licenses & Certifications

Landscape Architect (Connecticut, Massachusetts, Rhode Island, New York)

American Institute of Certified Planners (AICP)

Public Service

CT State Historic Preservation Review Board - Historical Landscape Architect

State of CT Board of Landscape Architects

Awards

2022 Merit Award, Preservation Connecticut - Clover Gardens in Hartford, CT

2021 Merit Award, Preservation Connecticut - Courtland Arms in New Britain, CT

2021 Merit Award, Preservation Connecticut - Immacare in Hartford, CT

2020 Merit Award,CT Chapter American Society of Landscape Architects - Hartford, CT Tree Canopy Action Plan

2019 Merit Award, CT Building Congress - Bushnell Park Playground

Overview

Phil serves as Manager of Landscape Architecture with over 30 years of experience with an emphasis on the **design of public spaces, schools, sites, parks, and the renovation of historic landscapes**. His projects have been recognized with dozens of awards from institutions including the Connecticut Chapter of the American Institute of Architects, Connecticut Chapter of the American Society of Landscape Architects, Connecticut Chapter of the American Planning Association, The Connecticut Trust for Historic Preservation, the National Concrete Masonry Association, Connecticut Main Street Center, and Connecticut Building Congress. Phil is a visiting critic for the University of Hartford Architecture Program and an adjunct professor for the UCONN Landscape Architecture Program. Service in his local community of East Haddam, includes past service on the Planning and Zoning Commission, as well as various planning and building committees.

Experience

Muzzy Field | Bristol, CT

Opened in 1914, Muzzy Field has an illustrious past, being home to the Boston Red Sox Double A minor league team from 1972-1982. Jim Rice, Fred Lynn, and Jerry Remi all played here. Babe Ruth himself once hit one out of the stadium. The field is now home to local high schools and the Bristol Blues of the New England Collegiate Baseball League. To Design @ FHI Studio worked with with RAD Sports, Shock Electrical Contractors, Musco Lighting, and RZ Design Associates to replace lighting, irrigation systems, sod, infield material, and more. To Design provided plans for grading and other improvements.

Hartford Parks Signage | Hartford, CT

Signage prototypes were developed that will be utilized throughout the City of Hartford Park System. Signage types include gateway, informational, directional, and regulations. The goal of the effort was to develop a cohesive, comprehensive signage program that will identify and brand all Hartford parks, unifying the diverse system of large and small properties. A “kit of parts” was developed that can be mixed and matched.

pbarlow@fhistudio.com

Chesley Park | New Britain, CT

Working with the City of New Britain, To Design @ FHI Studio completed schematic plans and construction documents to renovate this public park. Planned renovations include new basketball courts, a play area, a pavilion shelter with tables, site lighting, benches throughout, fencing, new plantings, and improved accessibility. Included in the redesign will be one of Connecticut's premier outdoor handball courts. The new play area will feature play environments for children aged 2-5 and 5-12, digiriders, flywheel spinner, oodle swing, traditional swings, and a 50 ft zip line, all set in new resilient safety surfacing.

Bushnell Park Walkways & Lighting | Hartford, CT

At Hartford's historic 50-acre Bushnell Park, To Design @ FHI Studio worked with the i-Quilt Foundation and The Bushnell Park Foundation to implement the next phase of the i-Quilt plan. When funds are available, improvements to the park will include walkway enhancements, lighting upgrades, drainage improvements, and planting. The plan provides for service vehicle access to the interior of the park while maintaining a pedestrian scale and preserving the graceful path layout and tree clusters that buffer views out of the park. Both the i-Quilt master plan and Jacob Weidenmann's 1860 Plan for the park were used to drive the design for the improvements. As part of our work, a comprehensive design manual was also produced to inform all future work in the park. When improvements are complete, the experience of the million-plus yearly visitors to the park will be enhanced.

Elizabeth Park Multiple Projects | West Hartford, CT

To Design @ FHI Studio has completed many projects over the years at Elizabeth Park. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements throughout. In 2004, we provided construction documents for the renovation of Theodore Wirth's original summer house, located in the center of the rose garden. Most recently, our design of multiple entrance gateways on the East Lawn and various other streets provide a welcoming and branding element around the park. We also designed a new permanent stage for entertainment that is currently in construction.

Walnut Hill Park | New Britain, CT

At Frederick Law Olmsted's Walnut Hill Park (in our backyard!), we have been completing landscape architectural projects for almost 20 years. Projects have ranged from the reconstruction of the World War Monumental walkway and rotunda to a new pedestrian entrance, to many restoration and planting projects. For restoration, projects include; World War Monument and Rotunda, Tennis Court Piers, Limestone Steps, and the West Main Street Walkway. For new construction, projects include; Lower Rotunda, Goldfish Terraces, Rose Walk, Ledgers Way (pedestrian entrance on Grand Street), and Planting of Olmsted's East Grove.



Francisco Gomes AICP, ASLA

Senior Project Manager

FHI studio

Education

Master of Regional Planning, University of Massachusetts

Master of Landscape Architecture, University of Massachusetts

Bachelor of Science, Environmental Geology, University of Dayton

Affiliations

American Institute of Certified Planners

American Planning Association

American Society of Landscape Architects

Years Experience

13 Years with Firm

21 Years in Industry

Overview

Francisco specializes in **master planning and multimodal transportation**. He integrates his technical expertise in the areas of transportation planning, community planning, and urban design within the broader discipline of placemaking for people. Francisco's experience includes the development of municipal and regional master plans, creation of bicycle and pedestrian master plans, transit-oriented development plans, town center revitalization planning and urban master planning. Francisco uses digital media to communicate design and planning concepts to stakeholders ranging from the general public to elected officials and planning professionals.

Experience

Manchester Parks Master Plan | Manchester, CT | 2020 – 2021

FHI Studio was the member of a multidisciplinary team that developed a comprehensive parks masterplan for the Town of Manchester. Francisco led the trails and park connectivity planning efforts, as well as community engagement support. The plan recommends improvement across the parks system including playground, athletic field, aquatic, and parks access enhancements.

City of Bristol Zoning Regulations Update | Bristol, CT | 2021 – Ongoing

Francisco is leading a comprehensive rewrite of the City's zoning regulations. Working closely with the City planner and zoning commission, FHI Studio is reviewing and rewriting the zoning regulations to provide regulations that are more consistent, user friendly, easier to administer, and up-to-date with respect to best practices, statutory changes, and case law.

Parks and Recreation Strategic Plan | Old Saybrook, CT | 2019 – 2021

Francisco was FHI Studio's Project Manager and led a multidisciplinary team of planners and landscape architects that developed a strategic improvement plan for Old Saybrook's park facilities. The plan provides a high-level assessment of the entire parks system and provides strategic enhancement plans for four park sites.

fgomes@fhistudio.com



Mary Dehais CANP

Senior Landscape Designer

Education

Master of Landscape Architecture, University of Massachusetts

Bachelor of Science, Accounting, Central Connecticut State University

Certifications

Connecticut Association of Nursery Professionals (CANP)

Affiliations

American Society of Landscape Architects

CT Chapter of American Society of Landscape Architects

National Honor Member of Sigma Lambda Alpha

Awards

2019 Merit Award, CT Building Congress - Bushnell Park Playground

2017 Merit Award, CT Chapter American Society of Landscape Architects - New Britain Historic Urban Walking Trail

Overview

Mary joined the landscape architecture industry in 2012 after a 20-year career in contracts and business administration. Mary is responsible for the production of **design and construction documents**, as well as firm **communications and graphic design**. While at the University of Massachusetts-Amherst, Mary developed a deep interest in sustainable methods of site storm water management, and she applies this passion to landscape architecture projects.

Experience

Hartford Parks Signage | Hartford, CT

In 2016, a cohesive, comprehensive signage program was developed to identify, brand, and unify the diverse properties that form the Hartford Park System. The signage types included different prototypes that could be used throughout City of Hartford parks to communicate park history, maps, directional information, site amenities, park regulations, and educational/ environmental information to residents and park visitors. Mary worked with the City of Hartford, numerous park organizations, and sign contractor to design, construct, and install approximately three hundred (300) new, comprehensive, and attractive signage in over 40 parks across the city.

Elizabeth Park | Hartford, CT

At this National Register of Historic Places Park, To Design @ FHI Studio has been designing multiple projects since 1999. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements throughout. Most recently, Mary assisted in the design and produced construction documents for multiple entrance gateways that provide a welcoming and branding element around the park, a new permanent performance stage, memorial dedications, exanded parking and maintainence yard improvements.

mdehais@fhistudio.com

New Britain Historic Urban Walking Trail | New Britain, CT

Working with the City's Department of Public Works, To Design @ FHI Studio developed an interpretive signage program for the downtown area. Mary assisted in preparing maps that highlight three distinct routes around Downtown. In addition, Mary researched and provided images for sign panels. These signs provide educational opportunities to learn about the city's rich history, points of interest, and interesting facts.

Skate Park Renovations at Stanley Quarter Park | New Britain, CT

Working with the City of New Britain and skatepark designer Jeff Poprocki, To Design @ FHI Studio produced the site plan design for the renovation of the existing skate park in Stanley Quarter Park. Renovations included expanding the upper footprint of the park, removal of cracked asphalt, and replacement with concrete, as well as six new skate features designed to be placed strategically throughout the upper portion of the park. Skaters, rollerbladers, and bikers alike will now be able to navigate the renovated skate park freely and continuously with the updated design. Mary was responsible for construction and bid documents and coordination with City of New Britain personnel.

Elizabeth Park East Lawn Entrances | Hartford, CT

At the historic East Lawn of Elizabeth Park, To Design @ FHI Studio and West End resident Francisco Gomes AICP, teamed with the Elizabeth Park Conservancy and the West End Civic Association (WECA) to enhance the four existing pedestrian entrances. Mary created site renderings to communicate the concepts to the stakeholders graphically.

Bushnell Park | Hartford, CT

After 17 years of heavy use, the existing playscape was removed with plans to rebuild a new, safer play environment to cater to the City's children and parents. After input from the City's Planning and Zoning Commission, To Design @ FHI Studio was engaged to redesign this important site to address their concerns. Our site design provides accessibility throughout the playground with new concrete walks, resilient play surfacing, and play equipment. Access from the carousel was also incorporated. The new playground features two new play structures for children aged 2-5 years old and 5-12 years old. The unique play equipment also features Hartford-specific elements, including miniature recreations of the State Capitol dome and the Soliders and Sailors Memorial Arch. Mary was responsible for the production of construction documents, and was instrumental in obtaining municipal and historic commission approvals.

Manchester Parks & Facilities Master Plan | Manchster, CT

The Master Plan for the Town of Manchester will outline how to further develop future parks, trails, open space, and recreational areas to meet the needs of the community while also investing in the town's economic and cultural value. Partnered with BerryDunn, To Design @ FHI Studio was responsible for the Park and Facility Assessment Report in which Mary reviewed site conditions, circulation, parking, pavements, sport and aquatic facilities, play structures, site furnishings, lighting, and wayfinding for twenty-one (21) parks. Based on our analysis, public outreach, stakeholder interests, and town staff input, Mary also developed conceptual plans and produced rendered plans for six selected parks.



Andy Lau

Landscape Designer

todesign@ FHI Studio

Education

Bachelor of Science, Landscape Architecture, West Virginia University

Overview

Andy is a recent 2021 graduate from the University of Connecticut, and joins FHI Studio with a Landscape Architecture degree in hand. He hopes to continue to discover new ways of connecting humans back to nature. In his own words: "I became interested in Landscape Architecture because I wanted to explore how creating different spaces can impact communities." While attending UConn, Andy's passion developed through mentor relationships, which focused his concentration in **community planning and site analysis**. He hopes to one day become a mentor to the next generation of landscape professionals.

Experience

Batterson Park Study | Hartford, CT

Batterson Park has been closed to the public since 2015 due to its deteriorating condition. Working with the City of Hartford and QA+M Architects, To Design @ FHI Studio completed an existing conditions assessment of building and site elements and provided a detailed report and cost estimate for the site and building renovations required to reopen the park to the public.

Bushnell Park | Hartford, CT

At Hartford's historic 50-acre Bushnell Park, To Design @ FHI Studio has completed several projects. Working with the i-Quilt Foundation and The Bushnell Park Foundation, improvements to the park will include walkway enhancements, sidewalks, lighting upgrades, drainage improvements, plantings. pllayscapes, and carousel were also renovated,

Bristol City Hall | Bristol, CT

To Design @ FHI Studio provided site plans, oversaw municipal approvals and is oversseing the construction of the renovation and addition to City Hall.

alau@fhistudio.com



Rachel Bright

Visual Communications Specialist

FHI studio

Education

Master of Urban Planning, Hunter College, City University of New York

Bachelor of Arts, Urban Design and Architecture, New York University

Affiliations

American Planning Association

American Institute of Graphic Arts

Software Skills

Adobe Creative Suite (InDesign, Illustrator, Photoshop)

Adobe Dreamweaver/HTML

AutoCAD

SketchUp

ArcGIS Mapping

Years Experience

16 Years with Firm

20 Years in Industry

Overview

Rachel is a top-notch **designer** and **visual communications specialist** with extensive experience developing memorable project branding and leading successful marketing campaigns. She works closely with public engagement staff to create engaging and graphically rich communication products that draw stakeholders into the planning process, improve the flow of information to the public, and inspire dialog. Rachel combines strong graphic design skills with a deep understanding of community planning, enabling her to create strong and effective messaging and marketing collateral.

Experience

Customer Experience (CX) Action Plan | Statewide, CT | 2022 – Ongoing

Connecticut DOT CUSTOMER EXPERIENCE ACTION PLAN

The Connecticut Department of Transportation is developing a CX 'Action Plan' that details a visionary future state for Connecticut's public transportation system in which the customer experience is at the forefront. Rachel designed a brand identity for the project, developed a suite of branded collateral to support outreach, and served as creative lead on website development.

Marketing and Branding Campaign | Windham, CT | 2019 – 2020

ONE COMMUNITY, ENDLESS OPPORTUNITIES Windham CONNECTICUT

FHI Studio worked with the Town of Windham, CT to design a community brand and develop a marketing strategy in support of economic development goals. The project also included a brand analysis, focus groups and community survey, and various branded communications and promotional products. Rachel served as project manager and lead designer on this project.

rbright@fhistudio.com

Stephen M. Giudice LS

Principal

cole
HARRY E. COLE & SON
engineering · surveying · planning

Certifications

Licensed Professional Land Surveyor – State of Connecticut

Affiliations

Connecticut Association of Land Surveyors

American Society of Civil Engineers

Southington Rotary Club

Years Experience

32 Years in Industry

Overview

Mr. Giudice is the President and Principal of Harry E. Cole & Son. He is responsible for the overall daily operations of the organization including the direct involvement in all of the firm's surveying and engineering assignments. President and Principal responsibilities include being a hands-on administrator, engagement in all aspects of a project including contract administration and regulatory applications to site plan compliance.

Mr. Giudice began his career at Harry E. Cole & Son in 1988 as a draftsman, learning the basics of the trade. Through the years he moved through several positions of increasing responsibility within the company, gaining experience at each level of the surveying and civil engineering field. In 1991, he began managing projects through the land use approval process. In the spring of 2002 he passed the State of Connecticut, Professional Land Surveyor exam.

After seventeen years of service, Mr. Giudice took ownership of the firm in September 2005. Since that time, he has continued to enhance the productivity and performance of the firm by building a workforce that fully understands the environments in which Harry E. Cole & Son conducts business.

Work Experience

2005 – Present | Harry E. Cole & Son | Principal

1999 -2005 | Harry E. Cole & Son | Project Manager

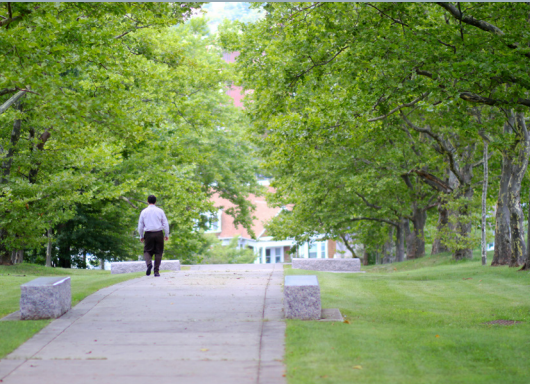
1991-1999 | Harry E. Cole & Son | Engineering and Survey Technician

1988-1991 | Harry E. Cole & Son | Instrument Man and Rod Man

1988-1990 | Harry E. Cole & Son | Draftsman



Similar Project Experience











PARKS

Park Design is one of To Design @ FHI Studio's specialties. Open green spaces are an important and critical part of urban living. We strive to Improve open, public spaces to enrich our everyday lives. All aspects, from the gateway and entrances, to parking lots, trails, sidewalks, lighting, playscapes, recreation fields, and plantings are all vital to bringing together the space and providing enjoyment for all.



Featured Projects

- Bushnell Park, Hartford, CT
- Elizabeth Park, Hartford, CT
- Colt Park, Hartford, CT
- Goodwin Park, Hartford, CT
- Pope Park, Hartford, CT
- Keney Waverly Park, Hartford, CT
- Woodland Park, Hartford, CT
- Sigourney Square Park, Hartford, CT
- Buckingham Square, Hartford, CT
- Porter Memorial Park, Hartford, CT
- South Green - Hartford, CT
- Camp Courant, Hartford, CT
- Walnut Hill Park, New Britain, CT
- Willow Street Park, New Britain, CT
- Stanley Quarter Park, New Britain, CT
- Martha Hart Park, New Britain, CT
- Willow Brook Park, New Britain, CT
- Franklin Square Park, New Britain, CT
- Osgood Park, New Britain, CT
- Chelsea Park, New Britain, CT
- Chesley Park, New Britain, CT
- Washington Park, New Britain, CT
- Hartford Parks Signage & Maintenance Plan
- Scalzi Park - Stamford, CT
- Waterbury Green, Waterbury, CT
- Bruce Park - Greenwich, CT



Hartford Parks Signage

Key Tasks

- System-Wide Signage Plan
- Kit of Parts
- Adaptable

Location

Hartford, CT

Client

Frank Dellaripa
Assistant Director/City Engineer
City of Hartford Public Works
860-757-9975

Duration

2018 – 2022

Working on a team with Adams & Ahern Sign Solutions, Inc., signage prototypes were developed that could be utilized throughout the City of Hartford Park System. Signage types include:

- Gateway
- Informational
- Directional
- Regulations

The goal of the effort is to develop a cohesive, comprehensive signage program that will identify and brand all Hartford parks, unifying the diverse system of large and small properties. A “kit of parts” was developed that can be mixed and matched.

The first signs were installed in George Day Park and Sigourney Square Park in 2019 and final completion was in 2022.





toDesign@ FHI Studio



Elizabeth Park Fern St Entrance

One of the priorities of Elizabeth Park's Master Plan was to improve the gateway and pedestrian corridor at Fern Street to make the park more accessible to neighborhoods located south of Elizabeth Park.

Our design of the improved pedestrian gateway includes a circular granite cobble plaza with an inscribed granite panel reading "Elizabeth Park," curved granite benches, ornamental plantings, and a much-needed bituminous walk that directs visitors to the famed rose garden. The new gateway plaza was modeled after the Ethel Donaghue Plaza located near the Pond House and enhances this underutilized area of the park.

Key Tasks

- Granite Plaza
- Plantings
- Connection to Rose Garden

Location

West Hartford, CT

Client

Christine Doty,
President & CEO
Elizabeth Park Conservancy
860.231.9443 x102

toDesign@ FHI Studio







Walnut Hill Park Pickleball & Tennis Courts

Key Tasks

- Historic Facility
- Frederick Law Olmsted-designed Park
- Multiple Courts
- Post-Tension Concrete

Location

New Britain, CT

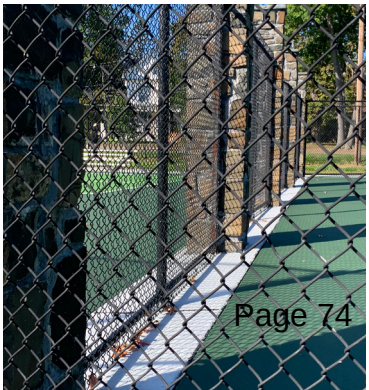
Client

Erik Barbieri, Director Parks and Recreation
City of New Britain
860.826.3364

New Britain's premier tennis facilities were built in 1920 within the Frederick Law Olmsted-designed Walnut Hill Park, and are embellished with twenty-two stone piers dividing four tennis courts. In 2009, To Design worked with Parks and Recreation Department staff to renovate the stone piers and replace all fencing.

In 2021, the project scope involves renovating three tennis courts and converting one court into four new pickleball courts. All courts are constructed using post-tension concrete which features steel cables running within the concrete which are pulled tight, or tensioned, to reduce or eliminate cracks, ensuring greater longevity than traditional asphalt courts. Additional site improvements include new concrete walks, bleachers, and a water fountain.

According to the USA Pickleball Association, the sport of pickleball has grown in popularity over the last decade and combines elements of tennis, badminton and ping pong.







Bruce Park Interpretive Signage / Environmental Educationy

At the Bruce Park Play Environment, To Design worked with the Junior League of Greenwich to implement an environmental education signage program. All weather signs are placed throughout the park, educating children about the natural process that they witness in their day-to-day lives.

Key Tasks

- Interpretive Signage
- Educational
- Multiple Subjects

Location

Greenwich, CT

Client

George Howell
Director
Junior League of Greenwich
203.869.1979







Muzzy Field

Key Tasks

- City Athletic Fields
- Comprehensive Services
- Design, Layout, Grading, Drainage

Location

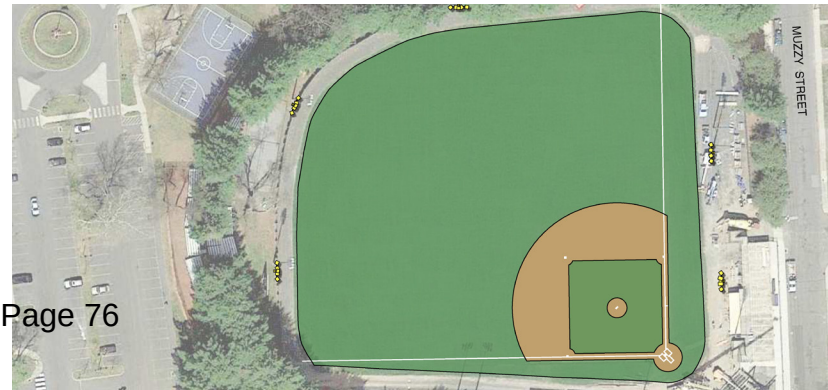
Bristol, CT

Client

Joshua T. Medeiros, Superintendent
Bristol Parks and Recreation
860.584.6159

Opened in 1914, Muzzy Field has an illustrious past, being home to the Boston Red Sox Double A minor league team from 1972-1982. Jim Rice, Fred Lynn, and Jerry Remi all played here. Babe Ruth himself once hit one out of the stadium. The field is now home to local high schools and the Bristol Blues of the New England Collegiate Baseball League.

To Design @ FHI Studio worked with with RAD Sports, Shock Electrical Contractors, Musco Lighting, and RZ Design Associates to replace lighting, irrigation systems, sod, infield material, and more. To Design provided plans for grading and other improvements.





1 Playground



2 Walkways



3 Lighting



Key Tasks

- National Register of Historic Places
- 50 Acres
- Oldest Publicly Funded Park
- Designed by Jacob Weidenmann

Location

Hartford, CT

Client

Mary Zeman, Foundation Manager
Bushnell Park Foundation
860-232-6710

Duration

2007-ongoing

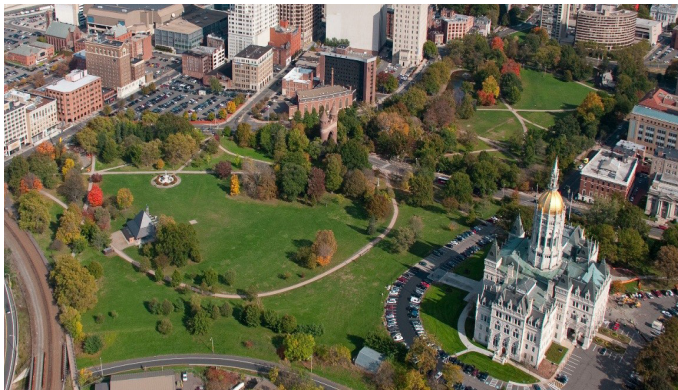
todesign@ FHI Studio

Bushnell Park Projects

Bushnell Park is the oldest publicly funded park in the U.S. To Design@FHI Studio has been completing landscape architectural projects at the park for over 15 years. We started with repairs to the playground in 2007, a replacement in 2020, and most recently engaged in the redesign. Our site design provides accessibility throughout with new concrete walks, resilient play surfacing, and play equipment. The playground can now be accessed from the carousel by way of new concrete steps. The unique, one-of-a-kind play equipment features Hartford-specific architectural elements of the park such as the State Capitol dome and the Soldiers and Sailors Memorial Arch.

In collaboration with the Bushnell Park Foundation, City of Hartford, and iQuilt Foundation, To Design @ FHi Studio provided a design manual to guide future selection of site amenities such as lighting, paving, and site furniture. Since then, new site lighting has been installed at various entrances around the park. In addition, we created a circulation study to address current walkways and made recommendations for improvements.







Key Tasks

- 3 Loops
- 25 Signs

Location

New Britain, CT

Client

Mark Moriarty
Director
Director of Public Works
City of New Britain
860-826-3350

New Britain Historic Signage Trail

To Design @ FHI Studio worked with the City of New Britain Department of Public Works staff to develop an interpretive signage program for the downtown area. To Design @ FHI Studio developed text, mapping for the routes, and participated in public outreach efforts. The City's Historic Signage Walking Tour was an idea that was developed by the City's Downtown Streetscape Working Group in response to a Preserve America Grant from the National Parks Service. The purpose is to celebrate the City's rich history in a way that puts "feet on the street" around downtown New Britain and helps bring vibrancy to the downtown, thus helping to support downtown businesses.

The walking tour itself involves three distinct loops around Downtown, all of which will begin at Central Park. Along each loop, a person will not only learn many interesting facts about the City's history but will also find many points of interest.

This project received the **2017 Merit Award** from the Connecticut Chapter of the American Society of Landscape Architects, as well as a **2017 Keystone Award** from Connecticut Main Street.





toDesign@ FHI Studio



Elizabeth Park Projects Overview

Key Tasks

- National Registar of Historic Places
- 100+ Acres
- 1st Municipal Rose Garden in the U.S.

Location

Hartford, CT

Client

Christine Doty
President & CEO
Elizabeth Park Conservancy
860-231-9443

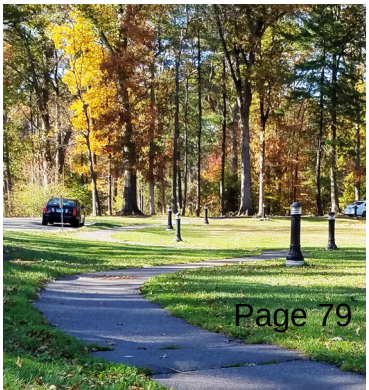
Duration

Ongoing

With no heirs to his sprawling estate, wealthy financier Charles M. Pond bequeathed his land to the City of Hartford in 1897 for park use under one condition: they name it after his wife, Elizabeth. According to records, the land was already incredibly maintained. The city's Board of Park Commissioners hired the famous Olmsted and Son for landscaping and Swiss landscape architect Theodore Wirth as superintendent and designer of the park.

To Design @ FHI Studio has completed many projects over the years at Elizabeth Park. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements. We provided construction documents for the renovation of Theodore Wirth's original summer house, located in the center of the rose garden.

Our design of multiple entrance gateways and pedestrian walkways provides a welcoming and branding element around the park.







Connecticut Trail Finder

FHI Studio supported Connecticut Trail Census and UConn Center for Land Education & Research (CLEAR) in the development and promotion of CT Trail Finder, a web resource for easy, fast, and centralized access to maps and reliable information about Connecticut's trails. The FHI Studio team assisted with research, communications, and trail manager database development to contribute to the website build. To raise awareness and interest, FHI Studio also provided **branding, outreach, and social media**.

FHI Studio coordinated the professional photography of high-quality images of trails, trail users, and supporting businesses for promotional use on the website and social media. FHI Studio also managed the production and distribution of **branded collateral**, such as water bottles, stickers, and tote bags, to build awareness for the tool. Display boards, rack cards, and postcards were also designed.

The social media strategy consisted of regularly scheduled posts, targeted paid advertising, consistent engagement with similar accounts, and a photo contest giveaway to solicit trail photos from users. Winners of the contest were awarded the branded collateral to use while enjoying local trails.

Key Tasks

- Social Media Strategy
- Branding & Outreach Support
- Trail Manager Reconnaissance
- Graphic Design
- Art Direction

Location

Statewide, CT

Client

Caitlin Palmer, AICP
Community Development Planner
Capitol Region Council of Governments
860-724-4435
cpalmer@crcog.org

Duration

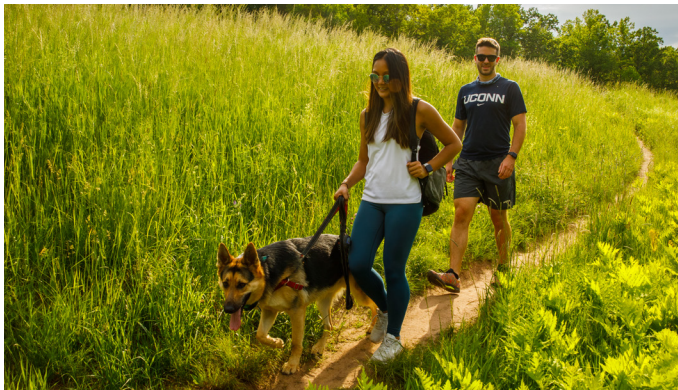
2020 – 2021

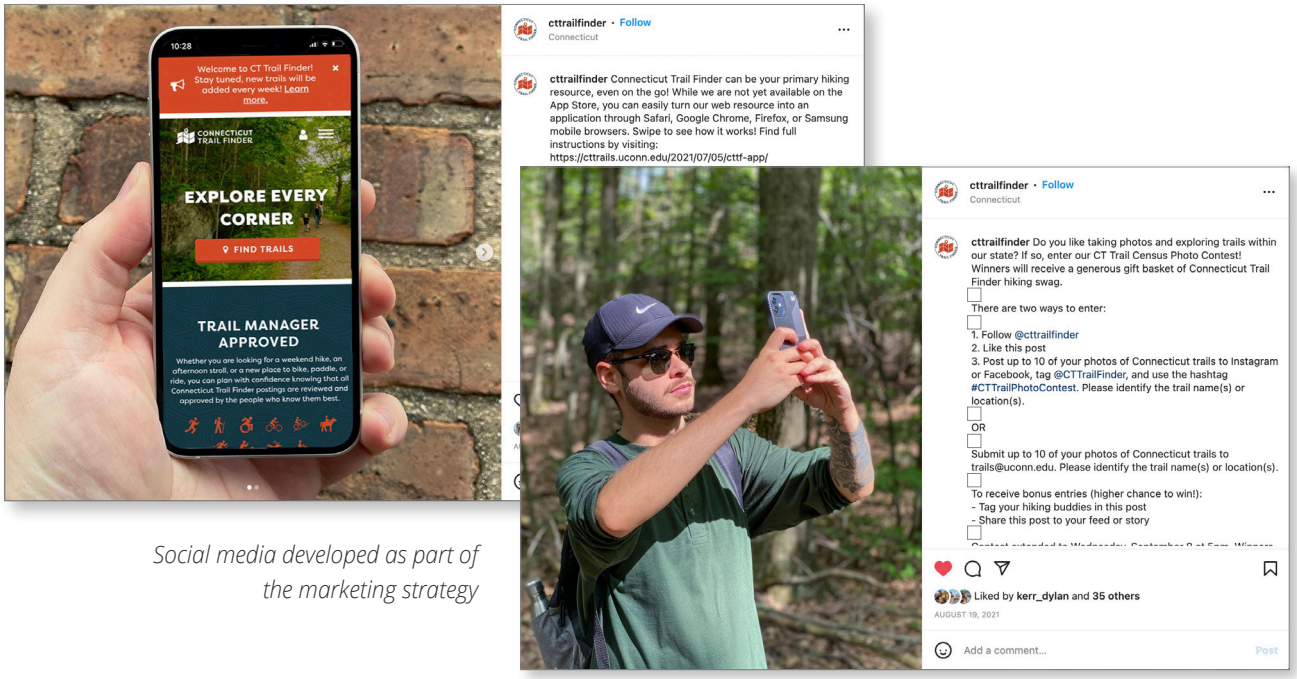
Fee

$50,000

FHI studio







Social media developed as part of the marketing strategy



Connecticut Trail Finder is a free, interactive mapping site designed to help Connecticut residents and visitors find hiking, walking, snowshoeing, mountain biking, cross-country skiing, and paddling trails across the state.

Visit cttrailfinder.com to explore trails, submit comments, and a whole lot more. New content is added regularly!

@CTTrailFinder
@CTTrailFinder
cttrailfinder.com

ACTIVE PEOPLE, HEALTHY NATION

Made possible with funding from CDC

Promotional post card



Branded collateral



Firm Summary



Firm Overview

Who We Are

Fitzgerald & Halliday, Inc., DBA FHI Studio, was established 35 years ago. We have 3 locations and are headquartered in Hartford, CT, which is the office location that would serve the City of Bristol. Five of our staff will be dedicated to this project, with several support staff members available. FHI Studio are planners, ecologists, engineers, and designers with a passion for enhancing communities. From a one-woman founder to a staff of nearly 50 professionals in 2022, FHI Studio continues to grow without sacrificing what matters most: our client service, our culture, and our values.

FHI Studio integrates expertise in a wide array of services and technical disciplines. Across environmental science, community engagement, landscape architecture, mobility, and land use, we look at the whole to understand the parts of every project. From internal brainstorm sessions to client, stakeholder, and public workshops, we bring a diversity of knowledge and the creativity to get things done.

Our four service lines work together to ensure comprehensive and thoughtful solutions, demonstrating our commitment to continual learning and collaboration.

Mobility & Land Use

Environmental Planning

Community Engagement

Landscape Architecture



Landscape Architecture

FHI Studio expands our growing design practice, complements our community planning and place making services, and enhances our conceptual design services in the areas of active transportation and complete streets. With this new partnership, we are able to translate our creative planning solutions into design plans for parks, recreational facilities, trails, complete streets, housing, and other public spaces.

Environmental Planning

At FHI Studio, environmental systems provide a key framework for our projects. We take a comprehensive and scientific approach to conducting fieldwork and surveys, engaging with agency staff, leading regulatory processes, and developing permits. Our scientists and planners integrate natural and cultural resources into the planning process to inform alternatives development and design concepts. Ultimately, we seek to advance projects while enhancing the social, cultural, and natural environment.

FHI Studio staff have the expertise to evaluate the wide range of issues required by National Environmental Policy Act (NEPA) and similar state acts, as well as specialized evaluations required for project implementation, such as cultural resource documentation and biological assessments.

Community Engagement

Thoughtful engagement with decision-makers, stakeholders, and the general public provides the foundation for sound planning, successful projects, and better communities. With keen insights built on decades of experience, we tailor our engagement and communications strategies to meet the needs of each project and community. We deliver meaningful, equitable, and useful engagement.

FHI Studio strategically assesses the needs of each project and provides customized solutions to meet project goals. Our staff are highly skilled in communicating complex technical information in a clear, focused manner and utilizing a wide range of media. As branding and visual communications specialists, we help our clients craft a memorable, cohesive, message. Additionally, we are experts in facilitating and moderating meetings, as well as performing all organizational logistics to make our meetings and public interactions successful.

Mobility & Land Use

Land use and mobility go hand-in-hand. Community-driven planning focuses on matching the scale, use, and intensity of development with local needs and aspirations. Safe, efficient, and equitable mobility options connect the dots. Our team has the planning, regulatory, and design experience to ensure projects focus on people and places. With a foundation of engagement and inclusion, we provide our clients and communities action-oriented solutions to keep moving forward.

FHI Studio's experience touches all modes, including streets and highways, local bus, bus rapid transit, rail, pedestrian and bicycle facilities, airports, and freight movement systems. Our services span long-range multi-modal planning and demand estimation to corridor studies and localized traffic operations analyses. Expertise at the transportation/land use interface includes transit-oriented development, access management, station area, and traffic calming planning.



Landscape Architecture



Services

- Master Planning
- Site Design
- Land Use Permitting
- Urban Design and Streetscapes
- Construction Services
- Landscape Preservation
- Construction Documents
- Place-making

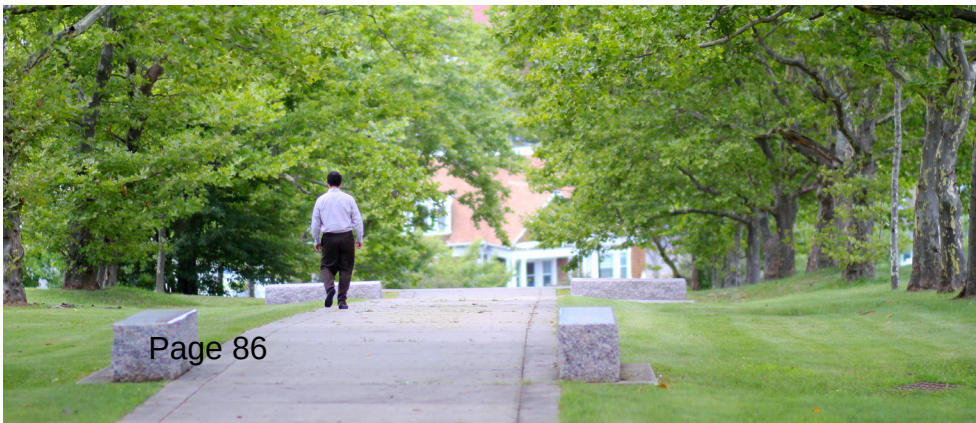
Contact

Phil Barlow
Manager of Landscape Architecture
pbarlow@fhistudio.com

FHI Studio believes in the magic and power of creative design. For over 30 years, we have been a leader in the design and detailing of urban spaces, from schools to streetscapes, to play environments, and historic parks. The FHI Studio difference is in our people and our process. We put the needs of our clients and projects above all else. We collaborate with architects, municipal officials and other design professionals to produce **award-winning** outdoor spaces with **lasting value**.

A site designed by FHI Studio is evident in its simplicity, elegance, and appropriateness. We achieve this through a deep understanding of environmental factors, the use of natural elements, and genuine empathy for the end user. Our goal is to create **timeless outdoor places** that will provide decades of use for the communities in which they serve.





References

Frank Dellaripa, Assistant Director/City Engineer

City of Hartford Public Works

860-757-9975

Erik Barbieri, Director Parks and Recreation

City of New Britain

860.826.3364

Christine Doty, President & CEO

Elizabeth Park Conservancy

860.231.9443 x102

Awards

2022

- Clover Gardens
- Keyport Complete Streets Policy & Implementation Plan
- Downtown Raritan Sustainable Econonmic Development Plan

2021

- Rehabilitation of Courtland Arms
- Rehabilitation of Immacare

2020

- Hartford Tree Plan
- Board of Directors of the Form-Based Codes Institute (FBCI) 2020 Driehaus Award

2019

- Bushnell Park Playground
- Gaffney Place

2018

- Rehabilitation and Repair of New Britain's Veteran Monuments
- St. Paul Church Prayer Garden & Campus

2017

- New Britain Historic Urban Walking Trail
- Gateways at Elizabeth Park
- Capewell Lofts
- Congress for New Urbanism New England Chapter 2017 Planning Award

2016

- Eastern Highlands Health District Plan4Health CCAPA Awardee
- Hartford Form Based Code CCAPA Planning 2016 Transformational Planning Awardee

2015

- Willimantic YMCA Path Academy
- Cosgrove Commons
- Saugatuck Congregational Church

2014

- Dwight Branch of the Hartford Library
- Norwich City Hall

2013

- Old North Cemetery
- Waterbury Green

2012

- Bruce Park Boundless Playground
- Walnut Hill Park
- Goodspeed Actor Housing

Clients - Municipalities

- Barkhamsted
- Berlin
- Bridgeport
- Bristol
- Brookfield
- Cheshire
- Coventry
- Danbury
- Darien
- East Haddam
- East Hartford
- East Haven
- East Lyme
- Enfield
- Essex
- Fairfield
- Glastonbury
- Greenwich
- Griswold
- Hamden
- Hartford
- Ledyard
- Litchfield
- Madison
- Manchester
- Mansfield
- Middletown
- Monroe
- Naugatuck
- New Haven
- New Milford
- North Branford
- Norwalk
- Norwich
- Ridgefield
- Rocky Hill
- Salisbury
- Simsbury
- Southington
- Stamford
- Stonington
- Stratford
- Suffield
- Tolland
- Torrington
- Vernon
- Wallingford
- Waterbury
- Waterford
- West Hartford
- Westport
- Wethersfield
- Windham
- Woodbury

REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010

2P23-016
Design of Renovations and Improvements at Kern Park

Due Date: 1:00 pm, October 12, 2022

Mailing address:
City of Bristol, Connecticut
Purchasing Department
111 North Main Street
Bristol, CT 06010

Physical address:
131 North Main Street
Second Floor
Bristol, CT 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all submissions, and is making submission without collusion with any other person, individual or corporate.

Witness	Signature
Fitzgerald & Halliday, Inc. (DBA FHI Studio)	Kenneth Livingston
Company Name	Printed Name
416 Asylum Street	Vice President/Principal
Address	Title
Hartford, CT 06103	10/12/22
Town State Zip	Date
06-1206345	860-247-7200
Federal ID #	Telephone Number
klivingston@fhistudio.com	860-247-7206
Email address	Fax Number

CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: Fitzgerald & Halliday, Inc. (DBA FHI Studio)

Business Address: 416 Asylum Street

Hartford, CT 06103

Name of Authorized Agent: Kenneth Livingston Title: Vice President/Principal

Phone: 860-247-7200 Fax: 860-247-7206

Signature:  Date: 10/12/22

Employment
Information Form

City of Bristol

Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name	Fitzgerald & Halliday, INc. (DBA FHI Studio)	Contact Person	Phone Number	Date
Street Address	416 Asylum Street	Carla Tillery	860-247-7200	10/12/22
City State Zip	Hartford, CT 06103			

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers	4		1		1		2				
Professionals	42	10	7		2	8	10	2	3		
Technicians											
Sales Workers											
Office/Clerical	3	1	2								
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? [x] Yes [ ] No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? [x] Yes [ ] No	Explain:
Do you use an Affirmative Action Plan? [x] Yes [ ] No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices. AA Policy Statement is attached.	

Reference Contract Number _____

AFFIRMATIVE ACTION POLICY STATEMENT

Fitzgerald & Halliday, Inc.
dba FHI Studio
416 Asylum Street
Hartford, CT 06103
860/247-7200
860/247-7206 Fax
Carla D. Tillery/EEO Officer
ctillery@fhistudio.com

It is the policy of Fitzgerald & Halliday, Inc. dba FHI Studio (FHI Studio) to assure that applicants are employed, and that employees are treated during employment, without regard to an individual's race, color, religion, sex, national origin, age, or disability. Such action shall include: employment, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

FHI Studio will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable Federal and State laws, regulations, executive orders and contract provisions, including but not limited to those listed below:

Dissemination of Policy

All members of FHI Studio who are authorized to hire, supervise, promote, and discharge employees, or who recommend or are substantially involved in such action, will be made fully cognizant of and will implement this firm's Equal Employment Opportunity policy and contractual responsibilities to provide EEO in each grade and classification of employment. These actions shall include:

- Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the firm's Equal Employment Opportunity policy and its implementation will be reviewed and explained. These meetings will be conducted by the EEO Officer.

- All new supervisory or personnel office employees will be given a thorough indoctrination by the Equal Employment Opportunity Officer covering all major aspects of the contractor's Equal Employment Opportunity obligation within thirty (30) days following their reporting for duty with the contractor.

- All personnel who are engaged in direct recruitment for the firm will be instructed by the EEO Officer of the contractor's procedures for locating and hiring minority group employees.

- Notices and posters setting forth the firm's Equal Employment Opportunity policy will be placed in areas readily accessible to employees, applicants for employment, and potential employees.

- The firm's Equal Employment Opportunity policy, and the procedures to implement such policy, will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

Recruitment

When advertising for employees, FHI Studio will include in all advertisements the notation; "An Affirmative Action/Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minority groups in the areas where the work force would normally be derived.

- FHI Studio will conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority and female applicants. To meet this requirement, the firm will identify referral sources and establish procedures for recruitment to obtain the referral of minority and female applicants.

- FHI Studio will encourage their present employees to refer minority group applicants for employment. Information and procedures with regard to referring minority group applicants will be discussed with employees.

Personnel Actions

Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

- FHI Studio will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.

- FHI Studio will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, FHI Studio will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

- FHI Studio shall periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

- FHI Studio will promptly investigate all complaints of alleged discrimination made to it and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the contactor will inform every complainant of all of their avenues of appeal.

Training and Promotion

FHI Studio will assist in locating, qualifying, and increasing the skills of minority groups and women employees, and applicants for employment, utilizing the following tools to identify training and promotional opportunities in the firm:

- The firm will advise employees and applicants for employment of available training programs and the entrance requirements.

- The firm will periodically review the training and promotion of potential minority groups and women employees and will encourage eligible employees to apply for such training and promotion.

Selection of Subcontractors

FHI Studio will not discriminate on the grounds of race, color, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment and shall use its best efforts to ensure subcontractor/subconsultant compliance with Federal and State Equal Opportunity (EO) and EEO requirements.

Records and Reports

FHI Studio shall keep records, as necessary, to document compliance with EO/EEO requirements. Such reports shall be retained for a period of three (3) years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the agency and/or the United States Department of Transportation (USDOT). The following records shall be maintained:

- The number of minority and non-minority group members and women employed in each work classification.
- The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees.
- Complaints of Discrimination.
- Information required for the firm's Affirmative Action Plan Update.

In implementing this policy and ensuring that affirmative action is being provided, each time a hiring opportunity occurs, FHI Studio will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will emphasize that FHI Studio is "An Affirmative Action/Equal Opportunity Employer."

In order to substantiate FHI Studio's efforts and affirmative actions to provide equal opportunity, it will maintain and submit as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up documentation to substantiate that efforts were made in good faith. FHI Studio will maintain the necessary internal audit procedures and record keeping systems to report the firm's affirmative action efforts.

It is understood by me, my EEO Officer, and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce the firm's affirmative action program and/or failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program in each instance of hire, will result in the firm being required to recommit itself to a modified and more stringent affirmative action program as a condition of approval. It is recognized that an approved affirmative action program is a prerequisite for performing services for the contracting agency. This plan, in addition to EO/EEO provisions and requirements, shall constitute our Affirmative Action Program.

The ultimate responsibility for the full implementation of the firm's Affirmative Action Program rests with the Chief Operating Officer of the firm. However, the day-to-day duties will be coordinated by Carla D. Tillery, President, who has been appointed by me as the EEO Officer of the firm. In addition,

each manager and supervisor, and all employees are directed to aid in the development and implementation of this program and will be held responsible for compliance to its objectives.



Susan D. VanBenschoten/CEO 7-7-2022
Date

ASSIGNMENT OF RESPONSIBILITIES

FHI Studio shall designate a responsible official to monitor all employment related activity to ensure that the firm's Equal Employment Opportunity policy is being implemented. The contracting officers and the EEO Officer shall have the responsibility for and must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.

I hereby appoint Carla D. Tillery, President, as the EEO Officer of this firm. It is my responsibility as the Chief Executive Officer of this firm to notify the contracting agency of any change in designation of the EEO Officer for this firm.



Susan D. VanBenschoten/CEO 7-7-2022
Date

I have been made aware of my duties and responsibilities as the EEO Officer for this firm.



Carla D. Tillery/EEO Officer 7-7-2022
Date



Design of Renovations and Improvements at Kern Park

City of Bristol RFP #2P23-016

October 12, 2022

TECHNICAL PROPOSAL

ATTACHMENT I

Renovations and Improvements at Casey Field and E.G. Stocks Playground (#8329016)
Owner: City of Bristol
Solicitor: Bristol CT, City of
11/22/2022 01:00 PM EST

		TradeMark Contractors LLC	Martin Laviero Contractor, Inc.	Nunes Connecticut, Inc.	Mountainview Landscapes and Lawncare, Inc.	MASS-WEST Construction, Inc.
Renovations and Improvements	LS	$516,500.00	$521,001.00	$535,900.00	$769,250.00	$778,000.00
Bid Alternates						
Concrete curbing at South parking lot entrance	LS	$25,500.00	$16,958.00	$15,000.00	$27,500.00	$21,000.00
Rubberized waterplay surfacing	LS	$87,500.00	$90,000.00	$77,000.00	$93,000.00	$92,000.00
Custom logo at basketball court	LS	$5,250.00	$5,535.00	$6,500.00	$2,500.00	$4,000.00

ATTACHMENT J

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

December 14, 2022

Mr. Joshua Medeiros, Ed.D.
Superintendent
Parks, Recreation, Youth and Community Service Department
111 North Main Street
Bristol, Connecticut 06010

Dear Mr. Medeiros:

At a meeting of the City Council on December 13, 2022 it was voted in accordance with C.G.S. Section 8-24 to refer to the Planning Commission for its report on the proposed donation of properties known as Lot 98-1 Frederick Street, Assessor's Map 43; Lot 3 Broad Street, Assessor's Map 40; and Lot 96 Twinning Street, Assessor's Map 43. It was also voted to refer this matter to the Board of Water Commissioners, Parks Department and Public Works for their review.

Very truly yours,

Merina Bigos, CCTC
Acting Town and City Clerk