



Board of Park Commissioners

Finance Committee

Wednesday, December 21, 2022 at 5:00 p.m.

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

Special Meeting Agenda

1) Call to Order

- a. Attendance

2) Acceptance of meeting minutes

- a. December 15, 2022 Special Meeting Minutes
Documents: Attachment A (Pg. 3)

3) Public Participation

4) Old Business

- a. By Commissioners

5) New Business

- a. Review the Superintendent's FY 23-24 Budget Recommendation and make a motion to refer to Board of Park Commissioners
Documents: Attachment B (Pgs. 4-10)
- b. By Commissioners

6) Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Finance Subcommittee

Time: Dec 21, 2022 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/81258847541?pwd=NnhMV1FZOFFSTWhNRTN5R3oxSUgxUT09>

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Find your local number: <https://bristolct-gov.zoom.us/j/kdRmv2re3X>



Board of Park Commissioners

Finance Committee

Thursday, December 15, 2022 at 4:00 p.m.

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

Special Meeting Minutes

1) Call to Order

- a. Chair Robert Fiorito called the meeting to order at 4:03 p.m.
- b. Attendance

Present: Jeffrey Caggiano, Mayor
Robert Fiorito, Chair
Sandra Bogdanski, Commissioner
Marie O'Brien, Board of Finance Liaison
Andrew Howe, City Council Liaison

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Robert Lawson, Commissioner

2) Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Bogdanski to accept the November 16, 2022 Special Meeting Minutes.
Seconded by: Chair Fiorito, all in favor; motion carried.

3) Public Participation: None

4) Old Business

- a. By Commissioners: Chair Fiorito inquired about updates regarding the Blues Contract Negotiations and the Ed Swicklas Employee Garden Monument. Discussion followed.

5) New Business

- a. The Subcommittee reviewed the Superintendent's FY 23-24 Budget Recommendation, discussion followed.
- b. By Commissioners: None.

6) Adjourn

- a. **MOTION:** Made by Commissioner Bogdanski to adjourn the meeting at 5:13 p.m.
Seconded by: Chair Fiorito, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Administrative 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 Expenditure	\$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 & Efficiencies

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 amenities 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
				Division Expenditure	\$ 1,581,240.00	\$ 1,699,012.50

*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 & Efficiencies

- 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 Expenditure				\$ 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 & Efficiencies

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
				Division Expenditure	\$ 774,845.00	\$ 1,082,739.00

*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
Financial forecast increases per Purchasing

Cost Savings, Reductions & Efficiencies

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 Challenge Course

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	\$ -
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				Division Revenue	\$ 53,195.00	\$ 53,195.00
				Division Expenditure	\$ 53,195.00	\$ 60,195.00

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 & Improve	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 Revitalization (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