



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Wednesday, January 18, 2023 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. December 21, 2022 Regular Meeting Minutes
Documents: Attachment A (Pgs. 3-4)

3. Public participation

5. Superintendent's Report

- a. Monthly Division Updates
Documents: Attachment B (Pgs. 5-6)
- b. Project Updates
Documents: Attachment C (Pgs. 7-9)
- c. Department Financials
Documents: Attachment D (Pgs. 10-14)

5. Old business

- a. By Commissioners

6. New business

- a. Presentation by Evan Chadeayne on Eagle Scout Project Proposal
- b. Presentation by Summer Berube from Kompan on Bristol park system playgrounds
Documents: Attachment E (Pgs. 15-27)
- c. Review Roles and Responsibilities of commissioners and expectation setting for 2023
Documents: Attachment F (Pg. 28)
- d. 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 Park Commissioners

Time: Jan 18, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/82079614047?pwd=QmRmNExQOHdoVEtaK3psM1JR RGlidz09>

Meeting ID: 820 7961 4047

Passcode: 615771

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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 Minutes

1. Call to order

- a. Chair Mayor Jeffrey Caggiano called the meeting to order at 6:04 p.m.
- b. Attendance

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

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Robert Lawson, Commissioner

2. Acceptance of meeting minutes

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

3. Public participation

- a. Resident, John Boi, inquired about the repair of the holiday lights on Veterans Memorial Boulevard.

5. Superintendent's Report

- a. **MOTION:** Made by Commissioner Bogdanski to accept and place the Superintendent's Report on file.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

5. Old business

- a. By Commissioners:
 - i. Commissioner Lamothe provided update on the Veterans Memorial Boulevard cannon.
 - ii. Vice Chair Fiorito provided update on the Edward Swicklas Employee Garden Monument.
 - iii. Commissioner Donovan presented an article written in the Bristol Press on the department.

6. New business

- a. **MOTION:** Made by Vice Chair Fiorito to accept and place the 2022 Annual Report on file.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

- b. **MOTION:** Made by Vice Chair Fiorito to approve the 2023 Board of Park Commissioner Meeting Calendar.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
MOTION: Made by Commissioner Donovan to add the Conflict-of-Interest forms to be filled out by commissioners.
Seconded by: Vice Chair Fiorito, all in favor; motion carried.
- c. **MOTION:** Made by Vice Chair Fiorito to approve the Superintendent's FY 23-24 Budget Recommendation as proposed and refer to the Comptroller's Office.
Seconded by Commissioner Bogdanski, all in favor; motion carried.
- d. **MOTION:** Made by Vice Chair Fiorito to approve the award contract to FHI Studio for Kern Park Design and Improvements.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- e. **MOTION:** Made by Vice Chair Fiorito to approve the award contract to Trademark Contractors LLC for Stocks/Casey Field Construction.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- f. **MOTION:** Made by Vice Chair Fiorito to approve the award contract for Perry Spinelli Renovations Phase 2.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- g. Superintendent Medeiros relayed proposal consideration on behalf of Joyce Ptak to name the Urban Garden and establish a tribute mural. Discussion followed, resulting in referring Joyce Ptak to the Veterans Council for first-step approvals.
- h. **MOTION:** Made by Vice Chair Fiorito to accept Lot 98-1 Frederick Street, Assessor's Map 43 in alignment with the Master Plan.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- i. By Commissioners:
 - i. Commissioner Bogdanski proposed a holiday art display with lights, discussion followed.
 - ii. Commissioner Lamothe inquired about Hoppers Birge and Shaffrick property plans, discussion followed. Commissioner Lamothe also inquired about the tank at Hoppers Birge Pond.
 - iii. Commissioner Donovan inquired about the 2022 Winter Wonderland event, discussion followed.

7. Committee reports

- a. Fund Development Committee: Chair Donovan requested the commissioners consider 10 potential companies, organizations, or individuals for Dinner on the Diamond fundraising.
- b. Policy Committee: None.
- c. Finance Committee: As discussed in New Business Item 6c.
- d. City Council Liaison updates: Councilman Howe commended the Mayor's Tree Lighting event. Vice Chair Fiorito suggested a Policy Committee meeting to discuss priority events.

8. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:46 p.m.
Seconded by: Commissioner Donovan, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Superintendent Report
Board of Park Commissioners
January 18, 2023

I. Parks, Grounds and Facilities Division Highlights

- Parks crews continue to perform leaf clean-up around active recreation facilities.
- Landscape Gardener Steven Schriver has begun landscape design for Pine Lake, Memorial Boulevard, and Seymour Park.
- Staff are refurbishing picnic tables and benches that have been removed for the winter.
- Parks Crew prepped the Stocks Playground site for playground safety surfacing in anticipation of the Grand Opening of the new Playground in Spring 2023.
- The Rockwell Park Fitness trail was installed by Kompan contractors. A grand opening for this site will be scheduled in Spring 2023.
- The Parks Division welcomed its newest Park Maintainer, Anthony Connors, who started mid-December.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Summer House	Cleaned

II. Recreation Division Highlights

- Applications for the vacant Recreation Program Assistant position closed on January 16th. Interviews are scheduled to occur in late January.
- Preparation for Summer Camps have already begun. Staff have begun scheduling field trips for summer 2023 and staff recruitment is underway.
- Recreation Supervisor, Amry Shelby, met with a handful of program instructors and BAIMS staff members as multiple programs will be hosted at BAIMS in 2023.

Recreation & Event Measures	December 2021	December 2022
# of youth engaged in recreation programs	436*	222
# of adults engaged in recreation programs	47	118**
Total # of recreation programs running	14	18

**Higher number due to the Park Packs program that occurred during Covid. .*

***Number only accounts for team captain. Number is actually higher than listed with other members of the team.*

III. Aquatics Division Highlights

- The Aquatics Division will be hosting the 1st Swim with the Mermaids and Mermen event on January 28 from 6:00 p.m. to 8 p.m.
- The Bristol Splash Team currently is currently undefeated in their competitive swim league.

- Summer preparation is underway, with the Aquatics Division recruiting staff, planning programming, and facility preparation.

Aquatics Measures	December 2021	December 2022
# of visits to the Dennis Malone Aquatics Center	1310	1023
# of pool memberships sold	28	46
# program participants	513	568

IV. Outreach, Marketing, and Event Highlights

- The 2023 Winter-Spring Program Brochure was released on December 13th. The brochure contains over 64 programs and special events for community members' participation and engagement.
- For the third year in a row, Community Engagement Coordinator, Erica Benoit, collected Letters to Santa at Federal Hill, Rockwell Park, and Page Park. A record setting 104 letters to Santa were receive. Of that, 85 provided a return address and were sent a letter back from the "North Pole".
- Community Engagement Coordinator, Erica Benoit, met with new BEST Project Coordinator, Michael Tingley in the capacity of Media Sector Representative to the BEST Coalition. Project Coordinator Tingley met with each Sector Representative to discuss past coalition efforts, roles, and future direction.

Outreach, Marketing, and Event Measures	December 2021	December 2022
Unique # of visits to the Parks Project Portal	N/A	268
Total # of e-mails sent	25	7
% of emails opened	34%	46%
Email click rate	2%	2%

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
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
Luck O' the Lap	March 13 – 17, 2023	7:00 AM – 9:00 PM	DMAC
72 nd Annual Perry J. Spinelli Fishing Derby	April 29, 2023	7:00 – 10:00 AM	Page Park Lagoon

Active Parks, Recreation, Youth and Community Services Projects (Updated: 1/13/2023)

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 have been ordered. A grand opening event will be scheduled for the spring. A kick off meeting for the additional site improvements is scheduled for January with work commencing in the 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	A kick off meeting was held to discuss the project. The first community engagement meeting is being planned for February at Ivy Drive School. We expect site improvements to commence in 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.	A kick off meeting is scheduled for January with work commencing in the spring.	\$73,600 for design/bid/construction admin. \$366,589 anticipated 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 to bring the park online to the public	Staff are working towards securing quotes for a new entrance sign, educational signs, security fence, and a rustic style-split rail fence in order to bring the park online for public. Anticipated grand opening would be April 2023 for Earth Day.	TBD	TBD with potential for donations from Covanta	Spring 2023
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.	The bathrooms are completed except for installation of patrician on the toilets which are expected to be completed this week. This project will be removed from the February report and will be opened to the public in late spring.	\$8,892 for design, \$134,205 for construction	\$200,000- Rockwell Park Capital Project (3027014-21C06)	Complete
Rockwell Park Fitness & Trail Enhancements	Establishment of fitness pad, trail and course improvements and ADA work.	The fitness pad is complete and officially open. The parafitness equipment have also been installed. Staff will be removing and recycling the old equipment over the winter. A Community Fitness Day is being planned for the spring to celebrate these additions. This project will be removed from the February report as a completed project.	\$241,288- fitness pad, \$68,675-para fitness course	\$400,000- ARPA (3077014-22C21)	Complete
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden,	Construction has been completed on the urban garden. A successful community planting day was held and a second	\$37,000- removal/garden	\$37,000- CT Urban Forest Council Grant (1067021-22G47),	Spring 2023

	and a prefabricated bathroom.	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.	\$130,000- prefabricated bathroom estimates	\$300,000- ARPA (3077011-22C20)	
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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	183,230.08	.00	223,709.92	45.0%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	2,081.88	.00	3,918.12	34.7%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	2,986.45	.00	16,013.55	15.7%
0017021 517000 OTHER WAGES	0	0	0	1,500.00	.00	-1,500.00	100.0%*
0017021 552100 LIABILITY INSURA	73,000	0	73,000	66,365.25	.00	6,634.75	90.9%
0017021 553000 TELEPHONE	4,100	0	4,100	2,050.92	2,049.08	.00	100.0%
0017021 553100 POSTAGE	750	0	750	35.58	.00	714.42	4.7%
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	7,845.45	500.00	-845.45	111.3%*
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	91,742.93	198,088.07	32.0%
TOTAL PARKS ADMINISTRATION	121,710	291,469	413,179	131,976.23	97,214.31	183,988.10	55.5%
TOTAL GENERAL FUND	121,710	291,469	413,179	131,976.23	97,214.31	183,988.10	55.5%
TOTAL REVENUES	-423,330	0	-423,330	-139,934.93	.00	-283,395.07	
TOTAL EXPENSES	545,040	291,469	836,509	271,911.16	97,214.31	467,383.17	
GRAND TOTAL	121,710	291,469	413,179	131,976.23	97,214.31	183,988.10	55.5%

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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	-11,817.50	.00	-18,182.50	39.4%*
0017022 450321 RENTALS	-20,500	0	-20,500	-9,010.00	.00	-11,490.00	44.0%*
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	473,694.42	.00	554,975.58	46.0%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	55,461.64	.00	56,538.36	49.5%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	18,534.24	.00	31,965.76	36.7%
0017022 517000 OTHER WAGES	0	0	0	1,000.00	.00	-1,000.00	100.0%*
0017022 541000 PUBLIC UTILITIES	73,000	0	73,000	50,907.40	21,792.69	299.91	99.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	63,951.84	2,048.16	-21,000.00	146.7%*
0017022 542140 REFUSE	16,000	0	16,000	11,108.14	3,984.26	907.60	94.3%
0017022 543000 REPAIRS & MAINTEN	54,000	153	54,153	13,670.09	16,702.39	23,780.82	56.1%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	1,588.65	6,893.85	6,517.50	56.6%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	45,066.63	51,206.71	-4,273.34	104.6%*
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	15,050.50	500.00	20,619.50	43.0%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	11,284.37	9,793.82	-78.19	100.4%*
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	5,383.48	3,316.52	1,300.00	87.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	2,271.00	1,725.00	4.00	99.9%
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	754,247.47	132,110.83	637,135.00	58.2%
TOTAL GENERAL FUND	1,523,340	153	1,523,493	754,247.47	132,110.83	637,135.00	58.2%
TOTAL REVENUES	-57,900	0	-57,900	-20,877.50	.00	-37,022.50	
TOTAL EXPENSES	1,581,240	153	1,581,393	775,124.97	132,110.83	674,157.50	
GRAND TOTAL	1,523,340	153	1,523,493	754,247.47	132,110.83	637,135.00	58.2%

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YEAR-TO-DATE BUDGET REPORT

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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	-13,566.00	.00	-21,434.00	38.8%*
0017023 514000 REGULAR WAGES &	123,660	0	123,660	43,918.98	.00	79,741.02	35.5%
0017023 515100 OVERTIME WAGES &	500	0	500	96.86	.00	403.14	19.4%
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	186,547.37	.00	163,452.63	53.3%
0017023 517000 OTHER WAGES	0	0	0	500.00	.00	-500.00	100.0%*
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	77,727.10	13,072.65	34,200.25	72.6%
0017023 557700 ADVERTISING	400	0	400	.00	.00	400.00	.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	15,976.05	7,045.81	8,978.14	71.9%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	660.00	.00	590.00	52.8%
TOTAL RECREATION	315,945	0	315,945	94,211.36	20,118.46	201,615.18	36.2%
TOTAL GENERAL FUND	315,945	0	315,945	94,211.36	20,118.46	201,615.18	36.2%
TOTAL REVENUES	-316,865	0	-316,865	-231,215.00	.00	-85,650.00	
TOTAL EXPENSES	632,810	0	632,810	325,426.36	20,118.46	287,265.18	
GRAND TOTAL	315,945	0	315,945	94,211.36	20,118.46	201,615.18	36.2%

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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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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	-94.33	.00	94.33	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	-94.33	.00	94.33	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-94.33	.00	94.33	100.0%
TOTAL REVENUES	-53,195	0	-53,195	-94.33	.00	-53,100.67	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	-94.33	.00	94.33	100.0%

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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	-128,983.50	.00	-74,516.50	63.4%*
0017024 514000 REGULAR WAGES &	211,905	0	211,905	102,050.23	.00	109,854.77	48.2%
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	273,364.73	.00	116,635.27	70.1%
0017024 517000 OTHER WAGES	0	0	0	1,000.00	.00	-1,000.00	100.0%*
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	2,287.00	3,832.00	2,381.00	72.0%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	16,694.64	20,305.36	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 & MAINTENANCE	30,000	0	30,000	14,227.50	13,959.00	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	13,381.95	11,971.27	2,146.78	92.2%
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	2,297.21	1,202.79	.00	100.0%
0017024 562200 NATURAL GAS	26,000	0	26,000	13,682.74	12,317.26	.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	331,437.30	80,862.68	170,605.02	70.7%
TOTAL GENERAL FUND	582,905	0	582,905	331,437.30	80,862.68	170,605.02	70.7%
TOTAL REVENUES	-203,500	0	-203,500	-128,983.50	.00	-74,516.50	
TOTAL EXPENSES	786,405	0	786,405	460,420.80	80,862.68	245,121.52	
GRAND TOTAL	582,905	0	582,905	331,437.30	80,862.68	170,605.02	70.7%

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



Playground Review by Kompan
January 2023
Prepared by Summer Berube



Brackett Park

Playground was installed in 2009. The park location may be impacted by a state project currently in discussions.



Federal Hill Green and Riordan Playground

The swings were installed within the last few years. The slides and main structure are aged. New equipment is requested, the site would be preferably installed in spring because of events held in the summer in the green space.



Federal Hill Green and Riordan Playground

*Music Equipment to be added for additional sensory play.



View 2



*Updates to include replacing the play unit and standalone slide. The swings and benches will remain in place.



Page Park

The park is currently in design with Weston & Sampson. This will include a modern inclusive playground with community input.



Peck Park

The playground sits in a nicely wooded area next to the baseball fields. The equipment needs replacement, as it is aged and deteriorating. The park is used regularly by the neighborhood and greater community.



Peck Park



View 2

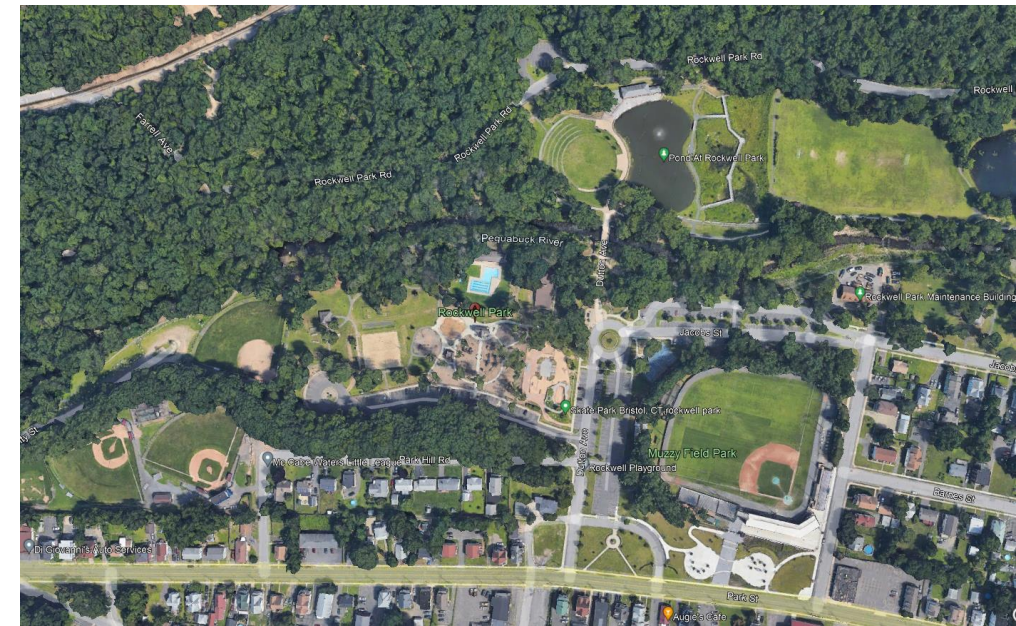


Playground equipment to be replaced with a new compliant structures and benches. In addition to what is shown, musical elements can be included for sensory play. The tree stumps will need to be removed from the playground area.



Rockwell Park

The playground was installed around 2007, with the exception of the standalone spiral slide. This park receives many visitors, and the playground is heavily used. While the park has recently received many upgrades, there is no need for new playground equipment at this time.



Seymour Park

The playground is an exact replica of Wilson park equipment. The site is currently not compliant due to the inadequate swing use zone.



Seymour Park



View 2



Option 2



Updates to include removal of old equipment and replacement of a new playground and benches. The site will be ASTM and ADA compliant.



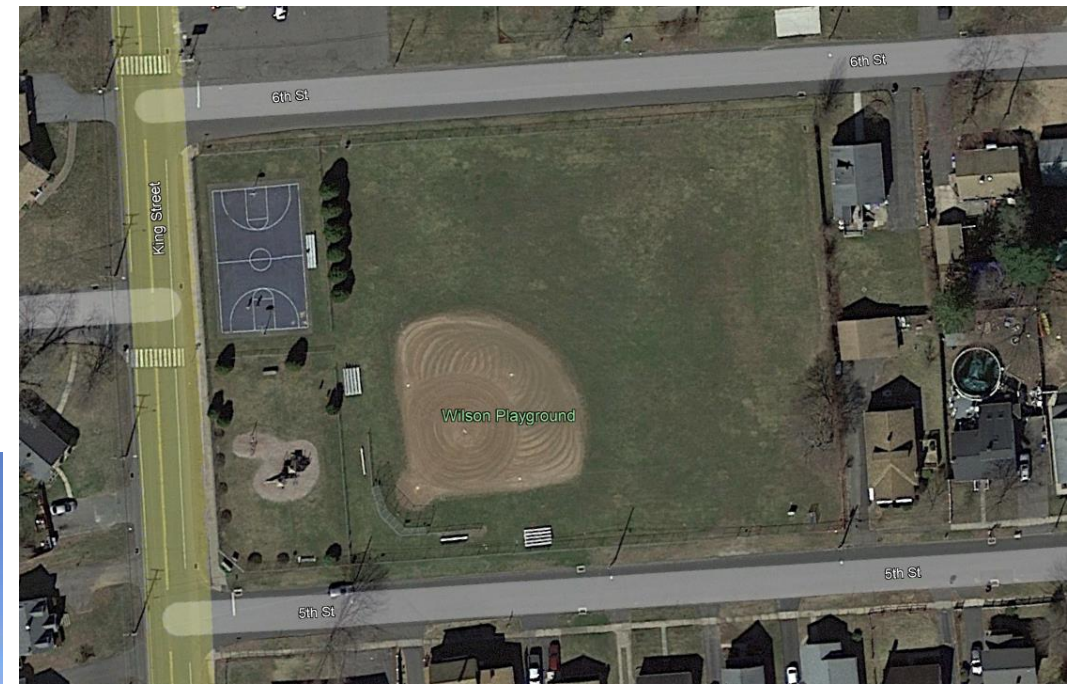
Stocks Casey Field

The playground has recently been installed and will be opening to the community soon.



Wilson Park

The swings are currently out of compliance due to the mixed age groups. The playground sits next to a baseball field and a basketball court. Additional ground level play components have been requested and a modern structure for the park.



Wilson Park

Music Equipment can be included for additional sensory play.



View 2



Equipment to be replaced with dynamic play components that will appeal to 2–12 year-olds. The swings will be replaced with a pendulum swing. The play space will need to be expanded to accommodate the equipment shown.



Roles & Responsibilities of the Board of Park Commissioners and Department Staff

Board of Park Commissioners	Superintendent & Staff
• Annually reviews and approves the department Policy Manual. Makes recommendations for policy change as appropriate. • Annually reviews, provides input and approves the Superintendent's budget request and capital planning requests. • Advocates for the department with the general public and at city meetings as appropriate. • May volunteer and assist at department special events and functions. • Serve as ambassadors of the department by promoting the positive benefits of parks and recreation to the greater community. • Approves the Superintendent's requests to utilize the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation for projects and initiatives. • May approve new large scale special events that involve park closures or closures of the Veterans Memorial Boulevard and Muzzy Field. • Approves long term leases of park fields and recreational spaces. • Approves requests from the Superintendent and/or makes recommendations to utilize the Page May Rockwell Trust B for major repairs or improvements to Page Pool. • Provides input into the Parks and Recreation master plans. • May serve on sub-committees or working groups on various issues as directed by Superintendent and/or the Mayor. • May provide input into the selection process of the Superintendent in the event of a vacancy upon the request of the Mayor.	• Directs the day to day operations of the Parks, Recreation, Youth and Community Services department (BPRYCS). • Oversees and directs the work of division supervisors across 6 divisions including Administration, Parks Maintenance, Recreation, Aquatics, Youth/Community Services, and Arts & Culture. • Oversees department projects and reports the status monthly to the Board. • Develops policy recommendations to the Board. • Sets the department's goals, objectives and priorities for the year as directed by the Strategic Plan. • Prepares, presents and monitors department operating budget request and capital planning request. • Responsible for all aspects of department personnel including hiring, firing, promoting, evaluating and training. • Establishes recreation program calendar, services and fee structures based on community needs, trends and business practices. • Manages the use of city parks and facilities including approving permit requests from outside groups in alignment with board policy. • Prepares marketing materials to communicate the programs, services and facilities of the department with the public. • Interacts across interdepartmental lines to leverage resources including Police, Public Works, Board of Education, and Comptroller's office.

*The lists are not meant to be all inclusive but rather to illustrate and differentiate the role of a policy board and the work of the department's Superintendent and staff.