



Board of Park Commissioners

Wednesday, March 15, 2023 at 6:00 p.m.

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

<https://bristolct-gov.zoom.us/bopregularmeeting31523>

Regular Meeting Agenda

1. Call To Order
 - a. Attendance
2. Acceptance Of Meeting Minutes
 - a. February 15,2023 Regular Meeting Minutes (Attachment A)

Documents:

[ATTACHMENT A.PDF](#)

3. Public Participation
4. Superintendent's Report
 - a. Monthly Division Updates (Attachment B)
 - b. Project Updates (Attachment C)
 - c. Department Financials (Attachment D)

Documents:

[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)
[ATTACHMENT D.PDF](#)

5. Old Business
 - a. By Commissioners
6. New Business
 - a. Consider a request from the Chamber of Commerce to host a Brewfest Fundraising event at Muzzy Field on August 26,2023 (Attachment E)
 - b. Upgrade Your Playground community engagement results and determine next steps (Attachment F)

c. Preliminary proposal for maintenance and management of BOE school fields
(Attachment G)

d. By Commissioners

Documents:

[ATTACHMENT E.PDF](#)
[ATTACHMENT F.PDF](#)
[ATTACHMENT G.PDF](#)

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



Board of Park Commissioners

Wednesday, February 15, 2023 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 6:02 p.m.
- b. Attendance

Present: Mayor Jeffrey Caggiano, Chair
Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Leonard Lamothe, Commissioner
Robert Lawson, 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: Cynthia Donovan, Commissioner

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Vice Chair Fiorito to accept the January 18, 2023 Regular Meeting Minutes.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

3. Public participation: None.

4. Superintendent's Report

- a. **MOTION:** Made by Vice Chair Fiorito 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 Bogdanski inquired on the department's DEI Committee; discussion followed.
 - ii. Vice Chair Fiorito inquired on the Veterans Memorial Bridge Project updates, and the Ed Swicklas Employee Garden Monument status; discussion followed.

6. New business

- a. **MOTION:** Made by Vice Chair Fiorito to conceptually approve the Police Memorial Subcommittee's referral to locate a Heroes Monument at Muzzy Field pending approval of the Heroes Monument.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- b. **MOTION:** Made by Vice Chair Fiorito to approve the All Heart Parks Advocate of the Year Award.
Seconded by: Commissioner Bogdanski, all in favor motion carried.

- c. **MOTION:** Made by Vice Fiorito to approve the Muzzy Field Facility Rules as amended.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- d. **MOTION:** Made by Vice Chair Fiorito to approve the Bristol Blues 2023-2025 Contract and forward to Corporation Counsel for signatures.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- e. **MOTION:** Made by Vice Chair Fiorito to approve the Bristol Blues 2023 Game Season as amended.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- f. **MOTION:** Made by Vice Chair Fiorito to authorize the Superintendent to enter into an algae management agreement for Veterans Memorial Boulevard Pond with Solitude Pond Solutions for 2023.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- g. By Commissioners:
 - i. **MOTION:** Made by Vice Chair Fiorito to add request from Superintendent Medeiros on behalf of Covanta to sponsor a Pigeon Hill Preserve sign.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
Discussion followed.
MOTION: Made by Vice Chair Fiorito to approve Covanta's request to sponsor a Pigeon Hill Preserve sign and refer the development of a sponsorship naming policy to Policy Committee.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
 - ii. **MOTION:** Made by Vice Chair Fiorito to add request from Superintendent Medeiros on behalf of Economic and Community Development to consider the acquisition of 283 Park Street Parcel.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
Discussion followed.
MOTION: Made by Vice Chair Fiorito to decline the acquisition of 283 Park Street Parcel.
Seconded by: Commissioner Michaud, all in favor; motion carried.

7. Committee reports

- a. Fund Development Committee: Commissioner Bogdanski provided sponsorship updates for Dinner on the Diamond Fundraiser event; discussion followed.
- b. Policy Committee: None.
- c. Finance Committee: As discussed in New business item 6d.
- d. City Council Liaison updates: City Council Liaison Howe and Commissioner Lamothe provided updates on the Veterans Memorial Boulevard Cannon.

8. Other business

- a. Vice Chair Fiorito reported preliminary discussions of proposed management and maintenance of BOE school fields; discussion followed.

9. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:25 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,
Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Superintendent Report
Board of Park Commissioners
March 15, 2023

I. Parks, Grounds and Facilities Division Highlights

- Snow removal and curb clean-up continues through the winter season.
- Barrier gates were installed at Pigeon Hill Preserve, Page Park, and Pine Lake.
- Installed banners for Bristol Girls Little League Softball.
- Fixed the monument lights on Veterans Memorial Boulevard and Rockwell Park's walking path.
- Muzzy's floors and concession stands received a cosmetic paint refresher.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Casey/Stocks Pavilion	Cleaned

II. Recreation Division Highlights

- Recreation Supervisor Amry Shelby attended the Connecticut Recreation and Parks Association Entertainment Showcase in Manchester to observe and vet talent for future camp and concert opportunities.
- Pine Lake Adventure Park enhancements continue. Site work for the pre-fabricated bathroom building has been completed while the building construction takes place off-site. Construction of a small shed for low-element equipment is also underway, with the shed scheduled for March delivery.
- Recreation Supervisor Shelby attended the CRPA Camps Section meeting which occurred at the Southbury Parks and Recreation Department.
- Recreation Supervisor Shelby attended the Connecticut Parks Association Winter Workshop which featured a tour of the new arena located at Fairfield University.
The Recreation Program Assistant position has been filled by Madison Fostervold, who has served in a part-time capacity since 2016.

Recreation & Event Measures	February 2022	February 2023
# of youth engaged in recreation programs	192	295
# of adults engaged in recreation programs	83	229*
Total # of recreation programs running	15	19

**For adult league programs, this number just reflects the person who register the teams, it does not include the other individuals on the team. This number is higher than what is listed.*

III. Aquatics Division Highlights

- Splash Team won Yankee League Swimming Division for the 2022-2023 swim season.
- Pursuing solar lighting for the DMAC parking lot.
- The hydro-rider aqua bikes have been delivered and programming is anticipated for the spring.

Aquatics Measures	February 2022	February 2023	
# of visits to the Dennis Malone Aquatics Center	1026	1092	
# of pool memberships sold	14	19	
# program participants	465	546	

IV. Outreach, Marketing, and Event Highlights

- Community Engagement Coordinator, Erica Benoit, hosted the 2023 Summer Planning meeting to discuss important dates, communication timeline(s), and upcoming programs and events.
- Community Engagement Coordinator Benoit designed and created a logo for the promotional purposes and launch of Downtown Live at the Rockwell Theater.
- The department received over 300 Valentine's Day cards from community members supporting our Letters of Love initiative. Decorated cards were dropped off at Bristol's nursing homes and assisted living facilities to brighten the day of seniors currently living in isolation.
- The department announced the first ever All Heart Parks Advocate of the Year Award and called for nominations. The Award recipient will be recognized at the 2nd Annual Dinner on the Diamond in May.
- The department hosted community members at the Grand Opening and Ribbon Cutting of Stocks Playground on February 15, 2023.
- BPRYCS Department supervisors attended Deputy Superintendent Sarah Larson's training on the City's MUNIS and Enterprise software transition.
- Community Engagement Coordinator Benoit was selected to lead the Policy Development Committee. The committee convened for the first time on February 10, 2023 and will continue to meet monthly indefinitely. Committee members identified focus areas, established a status report, and created roles and responsibilities.
- Community Engagement Coordinator Benoit progresses with Dinner on the Diamond logistics having met with caterer Greenhouse Cafe and Tavern, and receiving approval on both the City's event application and State of Connecticut temporary liquor permit.

Outreach, Marketing, and Event Measures	February 2022	February 2023
Unique # of visits to the Parks Project Portal	N/A	216*
Total # of e-mails sent	37**	21
% of emails opened	42%	49%
Email click rate	2%	2%

**Highest number of monthly visitors yet, comes after the launch of the Upgrade Your Play Campaign*

***Department Newsletters are now emailed bi-weekly instead of weekly.*

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
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
Youth & Prevention Leaders Award Ceremony	May 10, 2023	Begins at 6:00 PM	Muzzy Field
Dinner on the Diamond	May 13, 2023	5:00 – 8:00 PM	Muzzy Field

Active Parks, Recreation, Youth and Community Services Projects (Updated: 3/10/2023)

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 was pushed out due to the weather. We are awaiting consistent temperatures to begin this work.	\$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.	Pre-construction meeting will be held in early March with work commencing shortly after. A timeline for construction will be established shortly.	\$261,811 for playground, \$109,000 for design/bid/construction admin. \$609,250 for construction	\$1,025,000- CIP (3027004).	Spring/early Summer 2023
Kern Park Planning & Improvements	Design and construction of site improvements	The community engagement meeting was rescheduled to Thursday March 16 th following a snowstorm in February. Design work will commence following neighbor and stakeholder input.	\$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 pre-construction meeting was held with a timeline for construction expected shortly. Awaiting confirmations from suppliers on availability of product (windows, lighting and chandelier) but contractor remains positive that the project will be completed by early summer.	\$73,600 for design/bid/construction admin. \$366,589 anticipated for construction	\$810,000-CIP (3027010-22C02 & 21L01)	Spring/Early Summer 2023
Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Work continues on construction documents as we move closer to going out to bid in late 2023. The overall contract for	\$13.6 million (4yr phased approach)	\$2,000,000- CIP (3027010)	Fall 2023 (phase 1 construction)

		Weston and Sampson has increased slightly as a result of scope changes based on new amenities like the great lawn, splash pad, and bathrooms.			
Pigeon Hill Preserve	Installation of signage and site security features to bring the park online to the public	New security fence was installed and a new entrance sign is under development with a sponsorship from Covanta. Press materials expected shortly for the grand opening event scheduled for 4/22 Earth Day.	\$15,000 sign sponsored by Covanta	Sponsored by Covanta	Spring 2023
Pine Lake Improvements (phase 2)	Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.	Site work and utility work at Pine Lake has been completed and we are awaiting installation of the prefabricated bathroom. Sign landscape work will commence following the bathroom install. Climbing wall expected to be installed in late spring.	\$425,000 estimated for all upgrades	\$275,000- ARPA (3071032-22C23), \$150,000- CIP (3021032-20031)	Summer 2023
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/early 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-252,301.11	.00	-147,698.89	63.1%*
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-20,050.00	.00	-3,280.00	85.9%*
0017021 514000 REGULAR WAGES &	406,940	0	406,940	255,685.07	.00	151,254.93	62.8%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	3,529.64	.00	2,470.36	58.8%
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	2,250.00	.00	-2,250.00	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	2,732.71	1,367.29	.00	100.0%
0017021 553100 POSTAGE	750	0	750	197.79	.00	552.21	26.4%
0017021 554000 TRAVEL REIMBURSE	250	0	250	202.00	.00	48.00	80.8%
0017021 557700 ADVERTISING	8,000	-1,500	6,500	2,257.49	747.50	3,495.01	46.2%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	2,029.64	.00	470.36	81.2%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	990.91	642.05	367.04	81.6%
0017021 581120 CONFERENCES & ME	7,500	1,500	9,000	7,880.45	.00	1,119.55	87.6%
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	16,053.33	126,448.93	148,966.38	48.9%
TOTAL PARKS ADMINISTRATION	121,710	291,469	413,179	92,118.00	131,205.77	189,854.87	54.1%
TOTAL GENERAL FUND	121,710	291,469	413,179	92,118.00	131,205.77	189,854.87	54.1%
TOTAL REVENUES	-423,330	0	-423,330	-272,351.11	.00	-150,978.89	
TOTAL EXPENSES	545,040	291,469	836,509	364,469.11	131,205.77	340,833.76	
GRAND TOTAL	121,710	291,469	413,179	92,118.00	131,205.77	189,854.87	54.1%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-14,142.50	.00	-15,857.50	47.1%*
0017022 450321 RENTALS	-20,500	0	-20,500	-11,035.00	.00	-9,465.00	53.8%*
0017022 450322 CONCESSION & MIS	-7,000	0	-7,000	.00	.00	-7,000.00	.0%*
0017022 450400 MISC CHARGES FOR	-400	0	-400	-100.00	.00	-300.00	25.0%*
0017022 514000 REGULAR WAGES &	1,028,670	0	1,028,670	670,476.34	.00	358,193.66	65.2%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	62,885.24	.00	49,114.76	56.1%
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	64,835.44	7,864.65	299.91	99.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	64,465.49	1,534.51	-21,000.00	146.7%*
0017022 542140 REFUSE	16,000	0	16,000	12,905.36	3,559.04	-464.40	102.9%*
0017022 543000 REPAIRS & MAINT	54,000	153	54,153	19,473.02	11,046.16	23,634.12	56.4%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	1,993.65	6,893.85	6,112.50	59.3%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	53,588.92	40,489.10	-2,078.02	102.3%*
0017022 562100 HEATING OIL	16,400	0	16,400	13,499.85	2,900.15	.00	100.0%
0017022 562600 MOTOR FUELS	36,170	0	36,170	20,663.86	500.00	15,006.14	58.5%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	15,446.29	5,501.87	51.84	99.8%
0017022 563100 TIRES	3,500	0	3,500	2,548.59	951.41	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	5,430.43	3,269.57	1,300.00	87.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	3,071.00	1,725.00	-796.00	119.9%*
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	1,005,540.22	86,635.31	431,317.77	71.7%
TOTAL GENERAL FUND	1,523,340	153	1,523,493	1,005,540.22	86,635.31	431,317.77	71.7%
TOTAL REVENUES	-57,900	0	-57,900	-25,277.50	.00	-32,622.50	
TOTAL EXPENSES	1,581,240	153	1,581,393	1,030,817.72	86,635.31	463,940.27	
GRAND TOTAL	1,523,340	153	1,523,493	1,005,540.22	86,635.31	431,317.77	71.7%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 PROGRAM FEES	-281,865	0	-281,865	-217,649.00	.00	-64,216.00	77.2%*
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-20,823.00	.00	-14,177.00	59.5%*
0017023 514000 REGULAR WAGES &	123,660	0	123,660	58,683.46	.00	64,976.54	47.5%
0017023 515100 OVERTIME WAGES &	500	0	500	96.86	.00	403.14	19.4%
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	191,401.22	.00	158,598.78	54.7%
0017023 517000 OTHER WAGES	0	0	0	500.00	.00	-500.00	100.0%*
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	84,711.85	28,154.15	12,134.00	90.3%
0017023 557700 ADVERTISING	400	0	400	.00	.00	400.00	.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	19,358.42	6,569.73	6,071.85	81.0%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	1,175.00	.00	75.00	94.0%
TOTAL RECREATION	315,945	0	315,945	117,454.81	34,723.88	163,766.31	48.2%
TOTAL GENERAL FUND	315,945	0	315,945	117,454.81	34,723.88	163,766.31	48.2%
TOTAL REVENUES	-316,865	0	-316,865	-238,472.00	.00	-78,393.00	
TOTAL EXPENSES	632,810	0	632,810	355,926.81	34,723.88	242,159.31	
GRAND TOTAL	315,945	0	315,945	117,454.81	34,723.88	163,766.31	48.2%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	-113.09	.00	113.09	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	-113.09	.00	113.09	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-113.09	.00	113.09	100.0%
TOTAL REVENUES	-53,195	0	-53,195	-113.09	.00	-53,081.91	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	-113.09	.00	113.09	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-154,020.50	.00	-49,479.50	75.7%*
0017024 514000 REGULAR WAGES &	211,905	0	211,905	143,583.96	.00	68,321.04	67.8%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	2,083.91	.00	3,416.09	37.9%
0017024 515200 PARTTIME WAGES &	390,000	0	390,000	336,328.41	.00	53,671.59	86.2%
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	2,371.00	3,748.00	2,381.00	72.0%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	21,919.45	15,080.55	8,000.00	82.2%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	12,699.75	7,300.25	500.00	97.6%
0017024 543000 REPAIRS & MAINT	30,000	0	30,000	15,301.01	7,121.35	7,577.64	74.7%
0017024 557700 ADVERTISING	500	-500	0	.00	.00	.00	.0%
0017024 561400 MAINT SUPPLIES &	27,500	0	27,500	18,089.52	12,070.18	-2,659.70	109.7%*
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	7,057.82	7,593.00	349.18	97.7%
0017024 562100 HEATING OIL	3,500	0	3,500	2,297.21	4,202.79	-3,000.00	185.7%*
0017024 562200 NATURAL GAS	26,000	0	26,000	23,192.88	2,807.12	.00	100.0%
0017024 581120 CONFERENCES & ME	2,500	500	3,000	2,871.37	.00	128.63	95.7%
TOTAL AQUATICS	582,905	0	582,905	434,775.79	59,923.24	88,205.97	84.9%
TOTAL GENERAL FUND	582,905	0	582,905	434,775.79	59,923.24	88,205.97	84.9%
TOTAL REVENUES	-203,500	0	-203,500	-154,020.50	.00	-49,479.50	
TOTAL EXPENSES	786,405	0	786,405	588,796.29	59,923.24	137,685.47	
GRAND TOTAL	582,905	0	582,905	434,775.79	59,923.24	88,205.97	84.9%

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

Special Event – Permit Application

REQUESTS SHOULD BE SUBMITTED A MINIMUM OF 45 DAYS BEFORE THE EVENT

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED

Central CT Chambers of Commerce BrewFest

Event Name: _____

Requested Location: Muzzy Field Entry Ticket Price: \$30.00

Date(s): August 26 Rain Date: August 27

The Following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: Johnny Burnham

Applicant Address: 440 North Main Street, Bristol, CT 06010

Phone Number: (860) 584-4718 Email Address: j.burnham@centralctchambers.org

Sponsor/Organization Name: Central CT Chambers of Commerce ☒ Non-Profit ☐ For Profit

Sponsor/Organization Address: 440 North Main Street, Bristol, CT 06010

TIME OF EVENTS

	Start Date	Start Time	End Date	End Time
Setup and Prepare	August 26	8am	August 26	11am
Actual Event	August 26	11am	August 26	6pm
Clean up and Close	August 26	6pm	August 26	8

ESTIMATED ATTENDANCE FIGURES

Expected attendance:	300 - 500???	Volunteers	15
Vehicles:	?	Number of Vendors/ Booths	20-30

Event Description: (if your description is longer than the space provided please feel free to attach a description at the end, when attachments are requested.)

We would like to put on a BrewFest with the proceeds benefiting the Central CT Chambers of Commerce using historic Muzzy Field as the venue, with live music and food trucks on Muzzy Street. We would anticipate between 20-30 beer vendors set up on the concourse level. We will make use of whatever portions of Muzzy is allowed and avoid use of what is not.

Insurance Requirements: To hold an event on City property - a minimum of \$1,000,000 combined single limit Bodily injury, property damage per occurrence and \$2,000,000 aggregate coverage. The City of Bristol must be named as additional insured. Please attach COI with the Application. Your Application will not be processed without the COI.

Return application and COI:

City of Bristol
Public Work Department
 111 North Main Street
 Bristol, CT 06010
www.bristolct.gov

Special Features

Will the event include any of the following? ☒ Yes ☐ No

If yes, the event features may require an inspection and special permit/license from the Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO	NOTES
Will Food or Beverage be offered	☒	☐	Food offered via food trucks
Food vendors must be approved and licensed by BBHD			
Tents / Canopies (sizes)	☒	☐	Vendors will be responsible for their own canopy.
Open Flame/ Cooking	☐	☒	No
Fireworks	☐	☒	No
Temporary Fencing / Structures	☐	☒	Not anticipated
Will there be Amplified Music	☒	☐	Yes
Will there be items for Sale	☒	☐	Merchandise.
First Aid area	☒	☐	If required
Portable Restrooms/ Waste Control	☒	☐	Would make use of Muzzy restrooms
Carnival/Amusement Rides	☐	☒	No
Inflatables	☐	☒	No
Street closure	☒	☐	Muzzy Street
Sidewalk Closure	☐	☒	Only if deemed necessary
Public Parking Lot Closure	☒	☐	Rockwell Park
Traffic Control Requested (additional Fee may apply)	☒	☐	Assuming this will be necessary

Police Chief may determine that Traffic Control is required even if not requested.

Public Street closure requested: ☒ Yes ☐ No Street Name: Muzzy Street

Closure location beginning at (Street Name) : Muzzy Street

Ending at (Street Name): Muzzy Street

Who will be responsible for security/safety at the event: ?

Barricades needed to block traffic ☒ Yes ☐ No

Rubbish Disposal:

☐ Applicant will be responsible ☒ Applicant requests City of Bristol containers & disposal (additional fee may apply)

of Rubbish Barrel(s) _____ # of Recycle Barrel(s) _____

Alcoholic Beverages:

No alcoholic beverages will be allowed for sale or consumed at the site of the event. The applicant agrees to publicize the no alcoholic beverages restriction in their event notices, tickets and site signage.

Hold Harmless Clause:

Applicant agrees to hold the City of Bristol harmless and will indemnify the City of Bristol for damages sustained as a result of an injury or property damage for which the City of Bristol may be held responsible, resulting from the event identified in the agreement for the use of City property. I will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Signature of Applicant: _____

Date: _____

***** City Use Only *****

OFFICIAL	COMMENTS	Signature
Comptroller (Insurance Review) ☐ Approved ☐ Denied		
Parks & Recreation ☐ Approved ☐ Denied		
Fire Chief ☐ Approved ☐ Denied Fire Marshal (if applicable) ☐ Approved ☐ Denied		
Police Chief ☐ Approved ☐ Denied Police Traffic Control (if applicable) ☐ Approved ☐ Denied		
Health District ☐ Approved ☐ Denied		
* The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD. (860) 584-7682		
Public Works ☐ Approved ☐ Denied		

FULLY APPROVED:	DATE:
Any Conditions of Approval:	



Upgrade Your Play - Campaign

Community Engagement Data (as of 2/23/23)

Survey Participant Submission ID	Date & Time of Submission	Wilson Park	Seymour Park	Peck Park	Federal Hill	Feedback	Email	Planning and Promotional Opt In	
695322	2023-02-09T16:12:27	2	4	3	1	Federal Hill first	Melysamarie@gmail.com	TRUE	
689580	2023-02-02T16:38:17	4	1	2	3	If possible having a fence around the parks (1-2-3)	dlonkoski@comcast.net	FALSE	
689134	2023-02-02T00:09:33	3	4	2	1	N/a	Nicholascollins@comcast.net	TRUE	
688816	2023-02-01T18:04:53	4	3	2	1	I think these plans are wonderful	lacindy76@yahoo.com	TRUE	
688799	2023-02-01T17:40:11	3	1	4	2	Would like to see ongoing maintenance at our parks. In particular Page Park where there are old poles in the former ski area, broken benches.	marseglia1@comcast.net	FALSE	
688707	2023-02-01T16:25:54	3	2	4	1	All: excited about updating and modernizing all these neighborhood Bristol pocket parks.	marie.obrien@comcast.net	FALSE	
688689	2023-02-01T16:06:01	3	1	4	2	Seymour looks pretty skimpy???Because of the new allocations to that area of hiking and other improvements it would warrant an area for kids that would be a major attraction.	tommy2@snet.net	TRUE	
688549	2023-02-01T13:19:36	3	2	4	1	Please add a basketball court at the Federal Hills park	julissalopezgml@gmail.com	TRUE	
688519	2023-02-01T12:21:44	1	3	4	2	Can you help the schools with their playgrounds?	Jsledziona0909@gmail.com	TRUE	
688490	2023-02-01T11:31:34	2	1	4	3	Seymour small but wonderful for the neighborhood.	Geri_beveridge@comcast.net	TRUE	
688306	2023-02-01T01:50:45	4	1	3	2	Thank you!	jmsslupcecki@gmail.com	TRUE	
688288	2023-02-01T01:19:40	4	1	3	2	Thank you!	barbieri.amy@gmail.com	TRUE	
688262	2023-02-01T00:33:30	3	1	4	2	Seymour Park	kim.masotti@comcast.net	TRUE	
688195	2023-01-31T23:03:59	2	3	4	1	It looks good. Just happy they will be updated	Jerry05111953@gmail.com	TRUE	
688162	2023-01-31T22:23:40	3	2	1	4	I believe Peck Park would get used by more children than the others because it's next to Forestville Little league.	Shirleyjmccarthy@att.net	TRUE	
688053	2023-01-31T19:59:03	4	2	3	1	Please upgrade Peck Park	N/a	TRUE	
688003	2023-01-31T19:10:47	2	4	1	3	Peck Park seems to get the most traffic due to Little League baseball/ softball and Middle School sports.	martineau730@gmail.com	TRUE	
687841	2023-01-31T16:01:41	1	3	4	2	Turn them into an inclusive park. It is sad that we have to make field trips to other cities to have kids with disabilities enjoy parks. At least two pieces of equipment should be accessible.	Dhoralynngonzalez@hotmail.com	FALSE	
687828	2023-01-31T15:53:32	2	4	3	1	We go to Page Park but it is nice to see other parks updated too. Children (and their parents) enjoy regular swings. It would be great to provide variety of swings suited for toddlers as well as older kids. Just like there are at Page Park.	elap1991@gmail.com	TRUE	
687807	2023-01-31T15:29:21	3	1	2	4	Especially interested in Seymour Park pickleball courts.	Mcloutier458@gmail.com	TRUE	
687800	2023-01-31T15:26:12	2	4	3	1	None	emily.n.lewis0@gmail.com	TRUE	
687799	2023-01-31T15:25:10	2	3	4	1	I ranked the parks in order of visibility (imo) but all the parks are important and I'm sure they will look great when completed no matter what order you complete them in.	kwolfe66@hotmail.com	TRUE	
687767	2023-01-31T14:41:32	4	3	2	1	My children enjoy the latest upgrades to Federal Hill Green and our family of 4 looks forward to more upgrades; However, I'm sure they all the park upgrades provide enjoyment for children throughout Bristol and surrounding towns.	brownbryan82@yahoo.com	FALSE	
687758	2023-01-31T14:27:09	2	4	3	1	Thank you!	kay.diaz127@gmail.com	TRUE	
687750	2023-01-31T14:15:03	4	2	3	1	Federal Hill is closer to where i live.	lefrancoisl@comcast.net	TRUE	
687745	2023-01-31T14:11:16	2	3	1	4	Seymour and Federal Parks need more playground equipment.	bdinoia@mac.com	FALSE	
687732	2023-01-31T13:54:23	2	4	3	1	Peck Park is used by many children and needs updating.	victoriannparsons@gmail.com	TRUE	
687722	2023-01-31T13:43:59	2	4	3	1	Excited to see the new play sets	My main concerns with the federal hill green park, and the reason why we don't typically go there despite it being so close, are the lack of enclosure surrounding the park with roads being so close on all sides, and the giant trees that have huge limbs hanging over the play area. I hope that the trees are inspected regularly to prevent any limbs falling, but it is certainly a concern. Maybe adding more trees to the perimeter of the green a bit further away from the play area and causing a living enclosure would be a good idea.	ash6811@yahoo.com	TRUE
687701	2023-01-31T13:00:16	2	3	1	4	It is exciting!	Mara_prak@yahoo.com	TRUE	
687688	2023-01-31T12:39:28	4	1	3	2	The proximity of the Seymour Park play structure to Shrub Road makes it feel less safe, and we use it less because of that. Enclosing the play structure area should be a priority.	emilye.french@gmail.com	TRUE	
687683	2023-01-31T12:28:42	2	4	1	3	Peck needs to be upgraded badly. Lots tree stump removal needed and the play scape is very old and sun burnt. We bring our children there often and it in bad shape. Not much of entertainment for our children, but they like it there cause of the wooded area.	Protek1968@gmail.com	TRUE	
687652	2023-01-31T10:58:19	3	2	4	1	All proposals are nice but I would like to see benches and a parent/infant seat swing in each one	beth89b@aol.com	TRUE	
687615	2023-01-31T07:47:26	2	3	1	4	I like the idea of musical elements for sensory play in the Peck Park and Wilson Park plans.	lisapinette@sbcglobal.net	TRUE	
687580	2023-01-31T04:35:35	3	2	1	4	Na	Vjanowiec@yahoo.com	TRUE	
687574	2023-01-31T04:19:46	2	3	4	1	Is there a way to suggest putting up full fencing around the park	Domfigielek@yahoo.com	TRUE	

687536	2023-01-31T03:01:40	2	4	3	1	I think the plans for Federal Hill Green are nice and would be a great addition to the neighborhood. If thereâ€™s a way to even expand the size slightly to include things for bigger kids thatâ€™d be amazing! The surrounding area has LOTS of kids of all ages, including 8-12 year olds that have no other park close by enough to access without a vehicle. Some parents donâ€™t have cars or the ability to get to Page or Brackett parks where there are more appealing things for kids in that age group.	Ashcour8@gmail.com	TRUE
687532	2023-01-31T02:56:08	2	1	3	4	At Seymour Park I would love to see pedestrian access improved so kids can safely walk or ride their bikes there and back from the adjacent neighborhoods! Things like a bike rack for storing bikes and sidewalks/bike-lanes to separate kids from traffic. Looking forward to the new playground!	josephsamela@gmail.com	TRUE
687515	2023-01-31T02:35:03	2	1	3	4	Option 1	Bmw11986@gmail.com	TRUE
687506	2023-01-31T02:13:33	3	1	2	4	I think redoing these parks is wonderful for the children in Bristol, thank you	tinaking3@comcast.net	TRUE
687495	2023-01-31T01:52:26	3	1	2	4	Seymour Park looks engaging for children .	kim@murtaugh.org	TRUE
687489	2023-01-31T01:47:53	3	4	2	1	Hope to see more toddler age items implemented into the plans.	Atthelamberts@gmail.com	TRUE
687484	2023-01-31T01:33:42	3	4	1	2	I think its amazing that these parks are finally getting redone	keiralazore@gmail.com	TRUE
687453	2023-01-31T00:51:32	3	4	1	2	I think the tip carousel at Peck is a waste. The kids fight over the 2 swings that are there. I think more swings are needed instead of taking them all away. There are a lot of kids at this playground during baseball season.	Couture9404@gmail.com	TRUE
687450	2023-01-31T00:50:14	2	1	4	3	Option 2 of Seymour park is preferred	ang.marie.13@gmail.com	TRUE
687448	2023-01-31T00:46:23	2	3	1	4	Love the updates planned for Peck Park	nichole_525@yahoo.com	TRUE
687441	2023-01-31T00:38:23	2	1	3	4	N/a	Laura.berardinelli@gmail.com	TRUE
687418	2023-01-31T00:24:24	3	4	1	2	Looks great! Canâ€™t wait	pierce.sabrina96@gmail.com	TRUE
687413	2023-01-31T00:16:04	4	1	2	3	Thank you for doing this and giving us the option to rank. I live very close to the shrub road playground and have a 14 month old. Would love some kinda of water feature at that playground for the hot summer days.	radianbyabena@gmail.com	TRUE
687412	2023-01-31T00:13:59	2	4	3	1	My daughter is so excited about the plans you showed.	brianna.marie.larson@gmail.com	TRUE
687411	2023-01-31T00:13:53	4	2	3	1	federal hill green please	anewrobinson@att.net	TRUE
687410	2023-01-31T00:10:19	3	1	4	2	The Federal Hill Green park is a high trafficked park throughout the year and I love the new updates!	Mariahmile@gmail.com	TRUE
687403	2023-01-31T00:00:19	4	3	2	1	Not bad.	charlesnapster65@gmail.com	TRUE
687400	2023-01-30T23:55:19	2	1	3	4	Amount If children in the area	Amyodette79@gmail.com	TRUE
687376	2023-01-30T23:21:50	3	1	4	2	So excited to see more playground equipment come to Seymour	xomorgan@yahoo.com	TRUE
687374	2023-01-30T23:20:52	3	2	4	1	Excited for federal hill!	allencharada@gmail.com	TRUE
687364	2023-01-30T23:12:42	2	4	1	3	N/a	Lmplatek@hotmail.com	TRUE
687361	2023-01-30T23:09:40	2	4	3	1	The federal hill update looks great!	jenniferthomas62114@gmail.com	TRUE
687358	2023-01-30T23:07:22	2	3	1	4	Peck park	dtrespalacios01@gmail.com	TRUE
687347	2023-01-30T22:49:09	4	3	2	1	Federal park is walking distance to our home. My two kids love the turtles! Please donâ€™t take them out! We call this park the turtle park ! We love the look of the new playground on middle street too! We canâ€™t wait for ribbon cutting! Thank you for all you do!	Janine.oaks@yahoo.com	TRUE
687343	2023-01-30T22:45:38	4	3	2	1	Janine		
687337	2023-01-30T22:39:40	2	3	1	4	Federal Hill - plans look good	badenhop_chris1@yahoo.com	TRUE
687336	2023-01-30T22:38:49	4	2	3	1	Peck, Wilson and Seymour park would be great to do first due to softball and baseball. For the younger kids to be able to play while their siblings play their sport.	Tamibirdy@gmail.com	TRUE
687327	2023-01-30T22:35:33	3	1	4	2	Plans all look great! Glad to see the upgrades.	April.Rancour@stopandshop.com	TRUE
687326	2023-01-30T22:34:04	4	2	1	3	We live near Seymour and with the horse farm being turned into open space, having a great park would be wonderful.	m.eckstrom@rocketmail.com	TRUE
687321	2023-01-30T22:28:13	4	1	3	2	Peck park gets a lot of traffic and use during the spring baseball season.	heat2108@yahoo.com	TRUE
687319	2023-01-30T22:27:18	3	1	4	2	Love that the equipment chosen will include sensory options. Very important to be inclusive like this. Thank you.	faithmeyer@gmail.com	TRUE
687316	2023-01-30T22:25:38	2	4	3	1	Making Seymour park nice and big will help break up some clutter between large parks	Bwiosnafischer@yahoo.com	TRUE
687314	2023-01-30T22:23:57	2	3	4	1	My number is based on where I think itâ€™s the busiest.	Costacristinas@hotmail.com	TRUE
687310	2023-01-30T22:21:24	4	3	2	1	—	nataliekhemi@gmail.com	TRUE
687303	2023-01-30T22:18:02	4	3	2	1	Federal hill green park often has sharp pieces. This will be very helpful to make it safer	rskubena1010@gmail.com	TRUE
686966	2023-01-30T16:22:33	1	2	3	4	For our kids.	em_leblanc1@hotmail.com	TRUE
686931	2023-01-30T15:44:00	2	1	4	3	N/a	em_leblanc1@hotmail.com	TRUE
686604	2023-01-30T01:38:08	3	2	1	3	n/a	lajwashington@gmail.com	TRUE
						At all parks please do not put black metal benches (like at Rockwell park) if there is not proper shade because they get really hot and are difficult to sit on. Great job improving our parks and safe places for kids to play.	Tiffyleigh84@icloud.com	TRUE
						None	No	TRUE

686247	2023-01-29T16:09:23	1	4	2	3	All need help so it's rating on who needs it most and which are in higher populated areas. Wilson goes number 1 because because it's in a highly residential area on a main road so there is more visibility.	mark_merriam@hotmail.com	TRUE
686212	2023-01-29T15:03:46	2	3	4	1	N/a	Deannabarney@hotmail.com	TRUE
686197	2023-01-29T14:41:58	1	2	4	3	I love the new ideas! The proposed plans look great. My only question is regarding the swings at all 4 of the parks listed. I saw at least 3-4 of the parks the swings are being removed. Will they be replaced with a new set or not replaced at all? As long as the main parks, Page and Rockwell will still have swings, that should be ok! It's a mother to an 18 month old, so swings are important to me within the first few years!	Bryenna8290@gmail.com	TRUE
686173	2023-01-29T13:57:22	3	2	4	1	Kids love pretend too. Maybe some play houses. My daughter loves march farm for the playhouses and the bike track around the farm. The bike track challenges them with tasks by riding around so many times to equal something relevant to the children.	Cthrrnrt@yahoo.com	TRUE
686105	2023-01-29T07:17:06	3	2	1	4	Also chalkboard activity wall with challenges and or scavenger hunts. Activity wall challenges could include push ups, pull ups, foot races. Or ideas based on children bringing their own stuff. IE jump ropes, balls, holla hoops etc. Using the playscapes and land around to say what activities you put on the chalkboards.	Dgabela07@hotmail.com	TRUE
686062	2023-01-29T04:28:15	3	1	2	4	Peck Park	Arudolewicz07@comcast.net	TRUE
686036	2023-01-29T03:33:40	1	3	4	2	Seymour park looks like it's has the least amount of equipment. Can the park be expanded? The loss of swings is a big disappointment.	MLburritt1@gmail.com	TRUE
685927	2023-01-28T23:53:30	3	2	4	1	I love near Wilson and have 2 toddlers. I love the look of the planned new playground.	Kdyer724@gmail.com	TRUE
685709	2023-01-28T18:50:05	2	1	4	3	I hope this is done by need and not who generates the most votes in their neighborhood Facebook groups.	Sandybogs@gmail.com	FALSE
685695	2023-01-28T18:23:08	3	2	4	1	Thank you for doing this!!	Amanda.n.wiegert@gmail.com	TRUE
685659	2023-01-28T17:28:44	4	3	2	1	My sons would be very thankful for updated federal hill/Riordan playground. We play almost every day after school in the fall/spring as many other families do as well.	Alwayswright79@yahoo.com	TRUE
685655	2023-01-28T17:22:35	1	3	4	2	Federal hill	Staricani@hotmail.com	TRUE
685654	2023-01-28T17:21:14	4	2	3	1	Would love to see double swings	111415ramirez@gmail.com	TRUE
685648	2023-01-28T17:16:56	4	1	3	2	They all look great	Nicole.nims610@gmail.com	FALSE
685633	2023-01-28T16:50:46	1	3	4	2	I like the addition of the stuff to climb, my kids love that stuff	amandaharris757@gmail.com	TRUE
685617	2023-01-28T16:34:22	2	4	3	1	The designs look great. Wilson park has the least amusement type playground so i feel it should be first	jenipher182@aol.com	TRUE
685605	2023-01-28T16:24:48	3	1	2	4	Just wondering if the turtle statue/structure will be staying.	dyanna31@comcast.net	TRUE
685596	2023-01-28T16:17:39	4	2	3	1	This is general feedback for all the parks.... there needs to be year round restroom/portable restrooms available.	Thereis+bristolparks@gmail.com	TRUE
685587	2023-01-28T16:06:45	3	1	4	2	Go for it!	Co.ryan@yahoo.com	TRUE
685582	2023-01-28T16:04:31	2	1	4	3	Why aren't there splash pads at any of these parks?	Wadoss@comcast.net	TRUE
685555	2023-01-28T15:12:10	4	1	2	3	Seymour	Mannjennifer12@gmail.com	TRUE
685541	2023-01-28T14:43:38	2	4	3	1	Seymour is most important to me	Judycollella@icloud.com	TRUE
685540	2023-01-28T14:43:23	2	3	1	4	Federal hill green	Oznor@yahoo.com	TRUE
685534	2023-01-28T14:29:34	3	2	4	1	All improvements are great and hopefully will be accomplished for the summer months.	emilyoparowski@gmail.com	TRUE
685528	2023-01-28T14:23:50	4	3	1	2	None	SarahaNnheath23@gmail.com	TRUE
685526	2023-01-28T14:17:12	2	3	4	1	Peck park should have actual swings not just that disc swing	Angelicareyesx@gmail.com	TRUE
685524	2023-01-28T14:15:54	4	2	3	1	My son says "please don't remove the turtles from Federal Hill Park" .	rl.white@live.com	TRUE
685523	2023-01-28T14:14:24	3	2	4	1	Love all these updates! My one recommendation for Federal Hill would be to leave the standalone slides. Kids love racing each other down and trying out the different feel of each slide. It is also nice to have a separate structure as my daughter often gets overwhelmed if too many kids are using the main structure, so it is nice to have others she can go on until she is comfortable on the big structure. We can't wait to get out and play on all of these new play grounds. Thanks for your hard work for Bristol!	annettefeinson@yahoo.com	TRUE
685519	2023-01-28T14:05:32	3	4	1	2	Federal hill or shrub road first	Bethanymuscara@bristolk12.org	TRUE
685513	2023-01-28T14:03:23	4	3	2	1	Peck park -The removal of multiple swing options (and traditional swings) will not allow multiple children to access the park in the way that they do now. The larger groups of kids from the neighborhood, k8 (soon k5) and baseball crowd families use this park with frequency.	katewelch12@hotmail.com	TRUE
685508	2023-01-28T14:00:47	3	4	2	1	Federal hill- will the turtle be removed? I know generations of families that come to put the kids on the turtle. This one as well as the one at Brackett Park.	giarosa61@gmail.com	TRUE
685507	2023-01-28T13:59:22	3	1	4	2	Please keep the turtles at the Green. They've been there since I was a child.	debahl@hotmail.com	TRUE
685505	2023-01-28T13:57:30	1	4	3	2	Park plans are great & all parks should be upgraded for families to utilize!!	Aschettinix3@gmail.com	TRUE
685502	2023-01-28T13:47:33	3	2	4	1	Great to see you asking for community engagement on this. Our parks are important to Bristol	Ner_bindokaite@hotmail.com	TRUE
685501	2023-01-28T13:44:50	4	3	2	1	Wilson Park should still have baby swings to accommodate children of all ages.	Henn_swift@yahoo.com	TRUE
						N/a		
						I love the plans for federal hill park. My daughter and i are able to walk to this park. Has just been too small for all the children that go there at once. Wish is also had a small splash pad for the summer.		

685495	2023-01-28T13:37:36	3	1	4	2	Seymour park- option 1 park plan looks great but needs swings. Is it even a park if there's no swings? :)	Seandeegan1987@gmail.com	TRUE
685494	2023-01-28T13:36:06	4	2	3	1	The more the better	Cass.des@gmail.com	TRUE
685493	2023-01-28T13:34:42	1	4	3	2	More toddler friendly playscapes.	Kadief08@gmail.com	TRUE
685490	2023-01-28T13:32:46	4	1	2	3	We are very happy to see all the work to upgrade our city parks!	Katums285@gmail.com	TRUE
685487	2023-01-28T13:30:26	2	4	3	1	Would like to see some sort of fencing around federal green. That is a very busy street and nervous to bring the kids there to the green	Lizorluk@gmail.com	TRUE
685486	2023-01-28T13:29:06	3	2	4	1	Looks great!!!	Brittanybristol@gmail.com	TRUE
685484	2023-01-28T13:20:30	2	3	1	4	Peck park was my childhood park and I now take my children there. Back in the day it used to have a sandbox with a digging claw, you should bring that back. Thank you!	Victoriaangels860@gmail.com	TRUE
685481	2023-01-28T13:16:49	3	4	2	1	I love what you want to do with federal green, my kids love that park. It will challenge my 4 year old more which is great but still be safe and fun for my 2 year old. (Also love the dual swing you have, wish there was more than 1)	Danielle_71985@yahoo.com	TRUE
685479	2023-01-28T13:13:59	3	4	2	1	The plans should be adjusted to include disability accommodations. This would ideally be for federal hill park since it's the most visited, as well as its a place where events happen regularly. Families with children with disabilities would be included in both play and events and Bristol would be able to be a beacon of inclusive play for many families who have to travel outside the city.	Skyejewl@gmail.com	TRUE
685476	2023-01-28T13:08:01	3	2	4	1	Please use wood chips many times I've been to Seymour park and there was sand used instead.	Maritzarivera428@gmail.com	TRUE
685470	2023-01-28T12:59:39	3	2	4	1	All the plans look amazing!	jenmeh85@hotmail.com	TRUE
685468	2023-01-28T12:57:37	3	4	2	1	Federal hill and peck park are near fields kids play baseball in town. It would be nice to have a decent playground to use after the activities or even during for parents who have another kid in attendance.	Gauthier.steph@hotmail.com	TRUE
685467	2023-01-28T12:57:03	2	3	1	4	I think it is such a great idea to ask for resident input. Transparency is key and citizen voices are so important, thank you!	Somaya.mcdermott@gmail.com	TRUE
685464	2023-01-28T12:46:36	2	4	3	1	They all look great. The ones that don't have swings it would be nice if they could have one or two.	Dejota81@yahoo.com	TRUE
685463	2023-01-28T12:43:55	3	1	4	2	Yeah for upgrading Seymour Park! It's so sad now.	Krystal.doucette@gmail.com	TRUE
685461	2023-01-28T12:38:25	3	1	4	2	Looks great!	Hawksleyerin@gmail.com	TRUE
685460	2023-01-28T12:37:07	1	4	3	2	Great job P&R. The playgrounds at Wilson and Peck are a favorite of the softball/baseball kids however the average are is 10 and the current playgrounds are dated!	Mlpkitti@gmail.com	TRUE
685458	2023-01-28T12:36:02	1	3	4	2	Looking forward to having some new equipment added to Wilson.	Tycz33@yahoo.com	TRUE
685457	2023-01-28T12:35:26	2	3	4	1	We use the federal hill park all the time. It's convenient for so many and would be great to update.	Jlaporta04@gmail.com	FALSE
685456	2023-01-28T12:33:10	3	1	4	2	For Seymour Park - is there any chance for any swings? Toddler swings?	Stephhcat	TRUE
685454	2023-01-28T12:32:32	1	4	2	3	Plans look nice	Stephhanlon1@gmail.com	TRUE
685453	2023-01-28T12:29:02	3	2	4	1	The federal hill plans sound great. This is a park that gets a lot of use especially when church lets out during the summer. I bring my daughter here almost every day if the weather fits. There is always tons of kids and teens here.	aprilgerhardt2598@gmail.com	TRUE
685452	2023-01-28T12:26:48	2	2	2	1	More to do at Federal Hill	KDisney85@aol.com	TRUE
685449	2023-01-28T12:14:25	2	4	3	1	Federal Hill Park please leave the turtles (and if at all possible raise them back up. I know the mulch had to be placed but the poor turtles lost their legs!)	Kimkb0429@aol.com	TRUE
685448	2023-01-28T12:09:51	2	4	3	1	I feel the parks that are in lower income & multifamily home areas (Federal Hill & Wilson Park) should be prioritized over Peck & Seymour parks when it comes to updates.	Beemx24@gmail.com	TRUE
700692	2023-02-16T15:19:27	2	4	1	3	Peck park- I think the web swing is a great idea.	tjhdm@gmail.com	TRUE
700786	2023-02-16T16:58:15	3	4	2	1	Can we get a park that has an outdoor inline hockey rink? The closest outdoor rink in CT is in Groton, CT. Yeah, there is an indoor rink in Plainville, but nothing beats outdoor hockey on a late summer night. During the winter, it could be flooded and turned into an outdoor rink for ice hockey.	jake_white@live.com	TRUE
700907	2023-02-16T19:52:34	4	1	3	2	Seymour really needs updatinh	Wadoss@comcast.net	TRUE

366	340	379	271
Wilson Park	Seymour Park	Peck Park	Federal Hill
Order of Priority as of February 13, 2023: 1 - Federal Hill 2 - Seymour Park 3 - Wilson Park 4 - Peck Park			

2.691176471 2.5 2.786764706 1.992647059



Preliminary proposal for maintenance and management of BOE school fields

Overview: The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and Board of Education is proposing to align maintenance and scheduling functions of Board of Education school fields to the BPRYCS Department. The proposal is expected to generate efficiencies through the streamlining and centralizing of maintenance and scheduling functions which are expected to yield the following benefits to residents:

- All city ball fields will be scheduled using the MyREC software which allows the public to view all field schedules in one centralized location. The calendar feature allows local sports organizations to view calendars and submit requests online 24/7.
- The maintenance and upkeep of all city ball fields will be the responsibility of the Parks, Grounds and Facilities Division of BPRYCS. This will allow the city to leverage the expertise, training and certification of parks staff to improve the quality of school ball fields. This will improve user safety and expand access for sports organizations to more playable fields.

The proposal is aligned with findings from the *2020 City Parks Master Plan* which indicated a strong community need for more playable fields which could be achieved through maintenance improvements on the school fields. The recommendation from the Master Plan is captured in *BPRYCS Strategic Action Plan Strategic Goal 6. Increase public access to recreational and park spaces through critical community partnerships including the Board of Education.*

BOE School Field Inventory and Current Conditions

Name of School	Fields (& Recreational Amenities)	Acreage	Current Field Condition	# of rental hours annually
BAIMS	1 multi-use field	3.57	3	250.50
Chippens Hill Middle	1 softball, 1 hard ball, & 2 soccer fields	8.08	2	979.25
Edgewood	1 little league baseball field	1.05	0	0
Greene- Hills	1 softball, 1 hard ball, & 1 soccer fields	3.17	2.5	529.50
Hubbell	1 softball, 1 hard ball	1.6	0	0
Ivy Drive	Site is completely abandoned lots of field space but needs full rebuild. May have been a softball field at one time	4.67	0	185
Mountain View	1 softball field	4.52	0	0
Northeast Middle	1 softball, 1 hard ball	6.07	1.5	700
South Side	1 softball field	2.03	2	185
Stafford	1 softball field	1.65	0	185
West Bristol	1 softball, 1 hard ball, & 1 soccer fields	7.29	2.5	774.50
Total:		43.70		3,788.75

Note: The BOE will continue to use contracted services for the high school fields and turf for the time being with an eventual 3-5 year goal to phase them out of the contract and integrate them into BPRYCS.

Scoring Criteria

- 0- Requires complete rebuild to be playable
- 1- Poor. Requires significant work to make playable
- 2- OK. Passable but needs maintenance to get it to a playable level
- 3- Good. Requires some basic maintenance but generally ready to play

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Personnel Needs and Proposed Changes

In order to achieve this long standing strategic goal, the following personnel changes are being proposed:

- Upgrade of the **Assistant Parks, Grounds and Facilities Supervisor** (BPSA 6) to a new **Athletics and Ballfields Supervisor** (BPSA 7). *Organizational Chart in Appendix A.*
- Additional 2-3 Park Maintainers (depending on scope of expected maintenance)

High Level Overview of Focus Areas

Parks, Grounds & Facilities Supervisor	Athletics & Ballfields Supervisor
• Care and maintenance of all park grounds (non-ball fields); mowing, plowing, and tree care. • Care for all recreational amenities including splash parks, playgrounds, pavilions • Responsible for prepping park sites for community rentals and special events • Custodial care and maintenance of all indoor facilities (excluding Muzzy Field Stadium) • Maintenance on all parks vehicle fleet and equipment	• Maintenance and care of Muzzy Field Stadium • Maintenance and call of park ballfields • Care and maintenance of BOE School Ball Fields • Implementation of IPM plan for BOE school fields • Processes ballfield schedules in consultation with Superintendent/Deputy • Responsible for prepping ball fields for community use and special events

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High Level Overview of Team Breakdowns

The Parks, Grounds and Facilities Maintenance crew will continue to report to the Rockwell Maintenance Building but each supervisor is responsible for the following work teams to support area of service. It is expected that the supervisors will communicate and share personnel as appropriate as well as cover each other's areas of responsibility in the event of absence.

Parks, Grounds & Facilities Team	Athletics & Ballfields Team
• (1) Group Leader • (2) Skilled Utility Workers • (1) Heavy Truck Driver • (1) Mechanic • (1) Landscape Gardener • (6) Park Maintainers	• (1) Group Leader • (4-5) Park Maintainers *

*Includes 2-3 new Park Maintainers

Discussion and Approach to Care

The current conditions of Board of Education fields vary but generally range from OK to Poor/unplayable (*BOE School Field Inventory and Current Conditions*). Depending on the level of care desired from the city this will require proper resource investments to get the fields in playable shape. The city may opt to allocate a one-time Capital Improvement Project fund to allow the department to rebuild the fields and bring them all online for rental.

- Capital Improvement Funds (\$120,000) to rebuild BOE School fields (approximately \$12,000 to rebuild a field)

The City could choose not to allocate CIP and just leverage existing line items that exist within the BOE facilities budget (transferred to Parks) to perform general care and maintenance of priority fields (i.e. Middle School fields which are generally in better shape). This may allow for 1 or 2 fields to be re-built each season which will take longer to bring the fields online for community use.

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Financial Investment (Staffing and Equipment)

Staffing Investment

Position	Union	Code	Annual Salary+ Benefits
Elimination of Assistant Parks, Grounds & Facilities Supervisor	BPSA	6	(\$85,354)
Creation of Athletics & Ballfields Supervisor	BPSA	7	\$93,238
(3) Park Maintainers	1338	1	~\$159,679.65
Total:			\$167,563.65

Note: Possible funding for these roles could be made possible through the elimination of vacant BOE outside custodians and/or future BOE vacancies.

Depending on available equipment from the BOE, the following investments should be considered in order to best equip the Parks, Grounds, and Facilities division for standard of care.

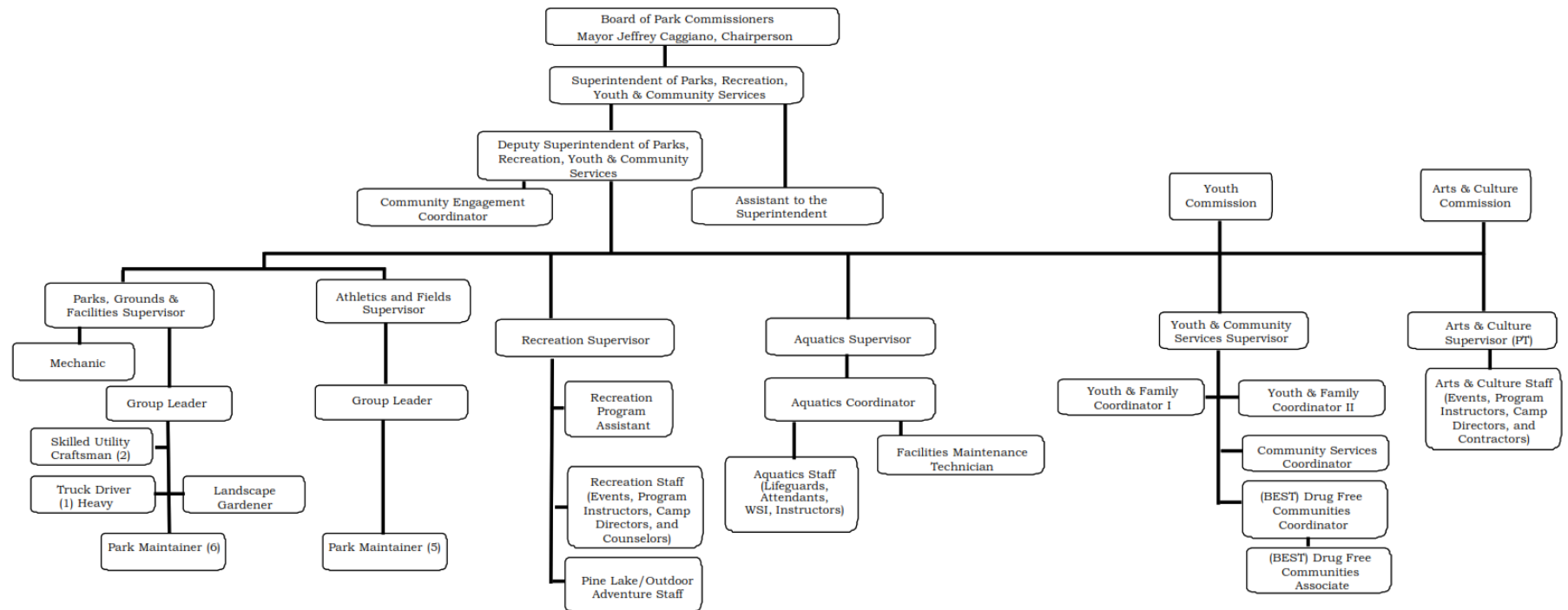
Equipment Investment

Equipment	Cost	Number	Total
ABI Machine	~\$38,040.04	1	\$38,040.04
Sod Cutter	\$7,900.00	1	\$7,900.00
Total:			\$45,940.04

Total Costs: \$213,503.69

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Appendix A: Proposed Organization Chart



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