



Board of Park Commissioners

Wednesday, May 24, 2023 at 6:00 p.m.

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

<https://bristolct-gov.zoom.us/j/86717821263?pwd=T2tdGNXREtkclBzNHYwTDRSYmRBUT09>

Regular Meeting Agenda

1. Call To Order
 - a. Attendance
2. Acceptance Of Meeting Minutes
 - a. April 19, 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. Review updated proposal for maintenance and management of BOE school fields
(Attachment E)

b. By Commissioners

Documents:

[ATTACHMENT E.PDF](#)

6. New Business

a. Review an updated Indoor Pavilion fee schedule and alcohol process for Perry J. Spinelli
Pavilion (Attachment F)

b. Consider blanket approval for the utilization of beer/wine truck at the BAIMS field for
Downtown Live productions

c. Consider a request from All Points Media for Dunkin' Summer Energy Punch
sponsorship (Attachment G)

d. Approve award of the 2023-2025 E.G. Stocks Playground Food Concession Services
contract to Steve Top Dog

for the amount of \$12,300.00 (Attachment H)

e. Discussion on Muzzy Field Concession bid and consider next steps

f. Strategic Planning for the Friends of Bristol Parks and Recreation Fund and refer to the
Finance Committee

g. Approve a temporary construction easement and a permanent easement to the
Connecticut Department of

Transportation associated with the Veterans Memorial Boulevard East Street Bridge
(Attachment I)

h. By Commissioners

Documents:

[ATTACHMENT F.PDF](#)
[ATTACHMENT G-1.PDF](#)
[ATTACHMENT G-2.PDF](#)
[ATTACHMENT H.PDF](#)
[ATTACHMENT I.PDF](#)

7. Committee Reports

a. Fund Development Committee:

1. Dinner on the Diamond Final Report (Attachment J)

b. Policy Committee:

1. Park Hours (Attachment K)
2. Parkland Acquisition (Attachment L)
3. Staff Acceptance of Gifts and Donations (Attachment M)

c. Finance Committee

d. City Council Liaison updates

Documents:

[ATTACHMENT J.PDF](#)
[ATTACHMENT K.PDF](#)
[ATTACHMENT L.PDF](#)
[ATTACHMENT M.PDF](#)

8. Adjourn

Respectfully submitted,

Jazzya Coakley

Recording Secretary

Board of Park Commissioners



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Wednesday, April 19, 2023 at 6:00 p.m.

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

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Regular Meeting Minutes

1. Call to order

a. Vice Chair Robert Fiorito called the meeting to order at 6:00 p.m.

b. Attendance

Present: Mayor Jeffrey Caggiano, Chair
Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner
Andrew Howe, City Council Liaison

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Emily Michaud, Commissioner
Marie O'Brien, Board of Finance Liaison

2. Acceptance of meeting minutes

a. **MOTION:** Made by Commissioner Lamothe to accept the March 15, 2023 Regular Meeting Minutes.

Seconded by: Commissioner Lawson, all in favor except Commissioner Bogdanski and Commissioner Donovan, who abstained; motion carried.

3. Public participation

a. Brian Avery, of American Legion Post 209, provided updates on the Quinlan Park Project, and requested permission from the Board of Park Commissioners to add a POW MIA chair to the project with raised funds.

MOTION: Made by Commissioner Lamothe to approve the request to add a POW MIA chair to the project with raised funds upon Inland Wetland Commission approval.

Seconded by: Commissioner Bogdanski, all in favor; motion carried.

b. Mark Farber, Bristol resident, inquired about the former capped waste near Superior Electric and Pine Lake. Discussion followed; Superintendent Medeiros will follow up with Nancy Levesque, City Engineer, and directed Farber to the Inland Wetland Commission to provide further details regarding the subject.

4. Superintendent's Report

a. **MOTION:** Made by Commissioner Lamothe to accept the Superintendent's Report and place on file.

Seconded by: Commissioner Donovan, all in favor; motion carried.

5. Old business

- a. **MOTION:** Made by Commissioner Donovan to move Old Business Item 5a. after Committee Reports.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
Commissioners reviewed the updated proposal for maintenance and management of BOE school fields; discussion followed.
MOTION: Made by Commissioner Bogdanski to refer the proposal for maintenance and management of BOE school fields to Policy Committee and a working group of BPRYCS and BOE staff members.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- b. By Commissioners:
 - i. Commissioner Lamothe inquired about the Ed Swicklas Employee Garden Monument, as well as the status of security services for Rockwell Park; discussion followed.
 - ii. Vice Chair Fiorito inquired about barricades for Rockwell Park's soccer field and Page Park's upper parking lot to discourage prohibited motorized activities; discussion followed.

6. New business

- a. Commissioners reviewed nominations for the 1st annual All Heart Park Advocate of the Year Award; discussion followed.
MOTION: Made by Commissioner Donovan to award former mayor, Ellen Zoppo-Sassu, the 1st Annual All Heart Park Advocate.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- b. By Commissioners:
 - i. **MOTION:** Made by Vice Chair Fiorito to request the mayor's signature on a flood plain application for Muzzy Field shade structures.
Seconded by: Commissioner Donovan, all in favor; motion carried.
MOTION: Made by Commissioner Donovan to authorize the flood plain application for Muzzy Field shade structures.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
 - ii. **MOTION:** Made by Commissioner Donovan to add the approval of the Bristol Blues 2023 event calendar.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
MOTION: Made by Commissioner Donovan to approve the Bristol Blues 2023 event calendar.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
 - iii. **MOTION:** Made by Vice Chair Fiorito to consider a request from the Pep Program to renovate the lending libraries in Bristol Park locations.
Seconded by: Commissioner Donovan, all in favor; motion carried.
MOTION: Made by Commissioner Donovan to approve the request from the Pep Program to renovate the lending libraries in Bristol Park locations.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

7. Committee reports

- a. Fund Development Committee: Chair Donovan provided updates on the 2nd Annual Dinner on the Diamond event; discussion followed.
- b. Policy Committee: None.
- c. Finance Committee: None.

- d. City Council Liaison updates: Council Liaison Howe provided feedback on the Workout with the Mayor event and Rockwell Park's new PARA fitness equipment.

8. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 7:30 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
May 24, 2023

I. Parks, Grounds and Facilities Division Highlights

- Planting beds have been re-mulched at all the parks.
- Parks crew members provided feedback in the Policy Committee's review of the proposal for maintenance and management of BOE school fields.
- A work order system was implemented for the Parks division, where Supervisor Lincoln and Assistant Supervisor Trillo attended a training hosted by Deputy Superintendent Larson.
- Baseball season has commenced at Muzzy Field.
- The Parks crew did an excellent job preparing Muzzy Field for the 2nd Annual Dinner on the Diamond Fundraiser.
- Progress on the court renovations at Seymour Park and Wilson Field continues.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Vandalized Outdoor Bathrooms	Rockwell Park & Stocks Playground	Cleaned

II. Recreation Division Highlights

- Pine Lake Adventure Park's new climbing wall was constructed and installed. The climbing wall will be the featured element of the park upon opening in late summer/fall.
- The 71st Annual Perry J. Spinelli Fishing Derby was a success despite the inclement weather during the event, with an estimated attendance of over 150 people.
- April Vacation Camp was held at the Perry J. Spinelli Pavilion. The camp maxed out registrations and received positive reviews.
- Recreation Supervisor Amry Shelby and Bill Mancini of the BOE discussed a collaboration that would provide funding for specific children attending select Bristol schools that were negatively impacted by COVID to attend BPRYCS summer programs at no cost to the families.

Recreation & Event Measures	April 2022	April 2023
# of youth engaged in recreation programs	289	380
# of adults engaged in recreation programs	124	262*
Total # of recreation programs running	18	27

**The actual figure is higher than displayed. For our Men's Softball program and our Co-ed Volleyball leagues, the team captain is the only individual reflected in this figure. The other individuals on the team are not included.*

III. Aquatics Division Highlights

- The new Hydroider Underwater Cycling program was launched and has full enrollment.
- May is National Water Safety Month, a Water Safety Billboard will run May 8th-June 4th
- A new hot water heater was installed at Rockwell pool.
- Installation of new solar lighting at DMAC parking lot is underway.
- A Life Guard Instruction course is being hosted by the Aquatics division in May.

Aquatics Measures	April 2022	April 2023
# of visits to the Dennis Malone Aquatics Center	1165	1130
# of pool memberships sold	18	28
# program participants	562	640

IV. Outreach, Marketing, and Event Highlights

- The Pigeon Hill Preserve officially opened to the public on Saturday, April 22nd after a formal ribbon cutting ceremony. Prior to trail tours, BPRYCS Superintendent, Joshua Medeiros, and Environmental Learning Centers of CT (ELLCT) Executive Director, Scott Heth addressed over 50 community members and welcomed them to the preserve.
- Deputy Superintendent, Sarah Larson, and Community Engagement Coordinator, Erica Benoit, hosted MyRec training for department supervisors and staff to review program, facility, event, and payment collection software.
- Department staff participated in a Walking Tour of the Pigeon Hill Nature Preserve on Friday, April 28th. Staff walked the new 1.3-mile-long Purple trail and familiarized themselves with the property in anticipation of calls and questions from community members.
- The BPRYCS department supported and hosted the Bristol Police Department college baseball game ([Misericordia University](#) vs. Steven's Institute of Technology) honoring Officer Iurato on April 12th at Muzzy Field. Tickets were sold at the BPRYCS Main Office at 51 High Street. Parks and Grounds crew members worked to diligently to prep the field.
- The BPRYCS department supported the City's Annual Community Clean Up on April 22nd, Earth Day. Community members were directed to the BPRYCS Main Office at 51 High Street to obtain their clean up supplies and t-shirt.
- BPRYCS was announced as a National Gold Medal Award Finalist with the American Academy for Park and Recreation Administration. For the second year in a row, the department has been ranked a top 4 agency in the entire country for communities serving populations of 30,001-75,000.

Outreach, Marketing, and Event Measures	April 2022	April 2023
Unique # of visits to the Parks Project Portal	N/A	130
Total # of e-mails sent	18	33
% of emails opened	40%	48%
Email click rate	2%	3%

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Community Rabies Clinic	May 20, 2023	9:00 AM – 12:00 PM	Rockwell Park – Mrs. Rockwell’s Pavilion
Water Exercise Showcase	May 29 – June 5, 2023	Varies by day	Dennis Malone Aquatics Center
1 st Rockin' Out at Rockwell Summer Concert Series <i>Cajun Ray and the Steamers</i>	June 20, 2023	6:30 – 8:00 PM	Rockwell Park - Amphitheater
2nd Rockin' Out at Rockwell Summer Concert Series <i>Radio Waves</i>	June 27, 2023	6:30 – 8:00 PM	Rockwell Park - Amphitheater

Active Parks, Recreation, Youth and Community Services Projects (Updated: 5/17/2023)

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	Courts are nearing completion with fences installed and courts being acid etched in preparation for painting and lining. A grand opening celebration will be planned for early summer. This project is expected to be removed from the next project report.	\$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.	Progress continues on track with splash park equipment expected to arrive any day. Lights and basketball courts are expected to be underway shortly with grand opening celebration to be planned for early summer. This project is expected to be removed from the next project report.	\$261,811 for playground, \$109,000 for design/bid/construction admin. \$609,250 for construction	\$1,025,000- CIP (3027004).	Late Spring 2023
Kern Park Planning & Improvements	Design and construction of site improvements	Progress continues following a second public engagement hearing. We anticipate final designs to be completed in June with the project going out to bid in July. Construction is anticipated to start at the end of August pending contract award timing.	\$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.	Demolition of the Electrical Fixtures on the Interior is scheduled to start Friday 05/19/23. Conduit Installation on the Interior is scheduled to start on Monday 5/22/23. Delivery of the glass, as well as doors, frames and hardware is expected the week of 05/29/23.	\$73,600 for design/bid/construction admin. \$366,589 anticipated for construction	\$810,000-CIP (3027010-22C02 & 21L01)	Early Summer 2023

Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Detail design work continues in preparation of construction documents for an anticipated late 2023/early 2024 bid process. Weston and Sampson will be providing a presentation update to the Board at the July meeting.	\$13.6 million (4yr phased approach)	\$2,000,000- CIP (3027010)	Winter 2024 (phase 1 construction)
Pine Lake Improvements (phase 2)	Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.	Construction of the new climbing wall was completed. The prefabricated bathroom is expected to be installed in late July/early August. We are planning for a grand opening of the park and adventure program late summer/early fall.	\$425,000 estimated for all upgrades	\$275,000- ARPA (3071032-22C23), \$150,000- CIP (3021032-20031)	Late Summer/Early Fall 2023
Upgrade your Play Campaign (Playground Upgrades)	Playground replacements for priority sites: Federal Hill Green, Seymour Park, Wilson's Field, and Peck Park	Site prep and review for Seymour Park playground continues. A social media playground vote is expected to commence in early summer with the playground installed later this year.	TBD	TBD- various equip (0017021-589100)	Summer/Fall 2023
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	The urban garden, Cris Radio QR monument audio tour and the bridge is scheduled for grand opening as part of the Memorial Day festivities scheduled for May 29 th at approx.10:30am following the parade. Planning for phase 2 on ADA work and bathroom is getting underway later this summer.	\$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

Note: Kompan will be applying the new binder to the areas on the pad where the bond between the buffering layer and topcoat separated. After the areas have been fixed, they will do a complete rollover of the entire surface of the pad which applies a fresh layer of binder/protection. Expecting to hear a repair date in the near future.

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	-369,309.11	.00	-30,690.89	92.3%*
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-26,805.00	.00	3,475.00	114.9%
0017021 514000 REGULAR WAGES &	406,940	0	406,940	333,492.48	.00	73,447.52	82.0%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	4,508.61	.00	1,491.39	75.1%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	3,506.13	.00	15,493.87	18.5%
0017021 517000 OTHER WAGES	0	2,250	2,250	2,250.00	.00	.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	3,432.08	667.92	.00	100.0%
0017021 553100 POSTAGE	750	0	750	469.83	.00	280.17	62.6%
0017021 554000 TRAVEL REIMBURSE	250	0	250	202.00	.00	48.00	80.8%
0017021 557700 ADVERTISING	8,000	-1,500	6,500	7,377.92	174.00	-1,051.92	116.2%*
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	2,089.52	.00	410.48	83.6%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	1,214.88	628.85	156.27	92.2%
0017021 581120 CONFERENCES & ME	7,500	1,500	9,000	8,888.71	.00	111.29	98.8%
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	3,808.38	2,000.00	9,191.62	38.7%
0017021 589100 MISCELLANEOUS	0	291,469	291,469	143,536.43	40,161.32	107,770.89	63.0%
TOTAL PARKS ADMINISTRATION	121,710	293,719	415,429	185,028.11	43,632.09	186,768.44	55.0%
TOTAL GENERAL FUND	121,710	293,719	415,429	185,028.11	43,632.09	186,768.44	55.0%
TOTAL REVENUES	-423,330	0	-423,330	-396,114.11	.00	-27,215.89	
TOTAL EXPENSES	545,040	293,719	838,759	581,142.22	43,632.09	213,984.33	
GRAND TOTAL	121,710	293,719	415,429	185,028.11	43,632.09	186,768.44	55.0%

** 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	-14,267.50	.00	-15,732.50	47.6%*
0017022 450321 RENTALS	-20,500	0	-20,500	-14,560.00	.00	-5,940.00	71.0%*
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	4,885	1,033,555	860,344.11	.00	173,210.89	83.2%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	72,605.15	.00	39,394.85	64.8%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	22,151.84	.00	28,348.16	43.9%
0017022 517000 OTHER WAGES	0	1,000	1,000	1,000.00	.00	.00	100.0%
0017022 541000 PUBLIC UTILITIES	73,000	0	73,000	81,270.77	1,429.32	-9,700.09	113.3%*
0017022 541100 WATER & SEWER CH	45,000	0	45,000	65,070.41	929.59	-21,000.00	146.7%*
0017022 542140 REFUSE	16,000	0	16,000	15,262.73	1,705.01	-967.74	106.0%*
0017022 543000 REPAIRS & MAINT	54,000	153	54,153	26,755.52	14,166.76	13,231.02	75.6%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	2,994.58	7,479.91	4,525.51	69.8%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	90,486.45	16,830.53	-15,316.98	116.6%*
0017022 562100 HEATING OIL	16,400	0	16,400	21,918.69	5,081.31	-10,600.00	164.6%*
0017022 562600 MOTOR FUELS	36,170	0	36,170	30,479.94	500.00	5,190.06	85.7%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	21,290.43	2,930.58	-3,221.01	115.3%*
0017022 563100 TIRES	3,500	0	3,500	4,844.17	82.00	-1,426.17	140.7%*
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	5,830.42	2,869.58	1,300.00	87.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	4,511.00	1,725.00	-2,236.00	155.9%*
0017022 581200 VANDALISM	4,000	0	4,000	373.05	400.00	3,226.95	19.3%
TOTAL PARKS GROUNDS & FACILITIES	1,523,340	6,038	1,529,378	1,298,261.76	56,129.59	174,986.95	88.6%
TOTAL GENERAL FUND	1,523,340	6,038	1,529,378	1,298,261.76	56,129.59	174,986.95	88.6%
TOTAL REVENUES	-57,900	0	-57,900	-28,927.50	.00	-28,927.50	
TOTAL EXPENSES	1,581,240	6,038	1,587,278	1,327,189.26	56,129.59	203,959.45	
GRAND TOTAL	1,523,340	6,038	1,529,378	1,298,261.76	56,129.59	174,986.95	88.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 PROGRAM FEES	-281,865	0	-281,865	-240,605.50	.00	-41,259.50	85.4%*
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-26,004.00	.00	-8,996.00	74.3%*
0017023 514000 REGULAR WAGES &	123,660	3,710	127,370	82,343.53	.00	45,026.47	64.6%
0017023 515100 OVERTIME WAGES &	500	0	500	795.15	.00	-295.15	159.0%*
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	197,514.09	.00	152,485.91	56.4%
0017023 517000 OTHER WAGES	0	500	500	500.00	.00	.00	100.0%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	87,861.29	30,403.15	6,735.56	94.6%
0017023 557700 ADVERTISING	400	0	400	400.00	.00	.00	100.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	22,131.03	3,941.94	5,927.03	81.5%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	1,230.00	.00	20.00	98.4%
TOTAL RECREATION	315,945	4,210	320,155	126,165.59	34,345.09	159,644.32	50.1%
TOTAL GENERAL FUND	315,945	4,210	320,155	126,165.59	34,345.09	159,644.32	50.1%
TOTAL REVENUES	-316,865	0	-316,865	-266,609.50	.00	-50,255.50	
TOTAL EXPENSES	632,810	4,210	637,020	392,775.09	34,345.09	209,899.82	
GRAND TOTAL	315,945	4,210	320,155	126,165.59	34,345.09	159,644.32	50.1%

** 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
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	-355.02	.00	355.02	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	-355.02	.00	355.02	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-355.02	.00	355.02	100.0%
TOTAL REVENUES	-53,195	0	-53,195	-355.02	.00	-52,839.98	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	-355.02	.00	355.02	100.0%

** 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							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-192,401.50	.00	-11,098.50	94.5%*
0017024 514000 REGULAR WAGES &	211,905	4,435	216,340	186,944.84	.00	29,395.16	86.4%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	2,228.78	.00	3,271.22	40.5%
0017024 515200 PARTTIME WAGES &	390,000	0	390,000	394,562.69	.00	-4,562.69	101.2%*
0017024 517000 OTHER WAGES	0	1,750	1,750	1,000.00	.00	750.00	57.1%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	3,078.00	3,291.00	2,131.00	74.9%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	25,029.12	11,970.88	8,000.00	82.2%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	15,287.54	4,712.46	500.00	97.6%
0017024 543000 REPAIRS & MAINT	30,000	0	30,000	16,663.79	6,160.57	7,175.64	76.1%
0017024 557700 ADVERTISING	500	-500	0	418.54	.00	-418.54	100.0%*
0017024 561400 MAINT SUPPLIES &	27,500	0	27,500	23,296.84	4,902.44	-699.28	102.5%*
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	15,315.51	1,770.31	-2,085.82	113.9%*
0017024 562100 HEATING OIL	3,500	0	3,500	8,016.65	83.35	-4,600.00	231.4%*
0017024 562200 NATURAL GAS	26,000	0	26,000	31,866.93	7,133.07	-13,000.00	150.0%*
0017024 581120 CONFERENCES & ME	2,500	500	3,000	2,906.37	.00	93.63	96.9%
TOTAL AQUATICS	582,905	6,185	589,090	534,214.10	40,024.08	14,851.82	97.5%
TOTAL GENERAL FUND	582,905	6,185	589,090	534,214.10	40,024.08	14,851.82	97.5%
TOTAL REVENUES	-203,500	0	-203,500	-192,401.50	.00	-11,098.50	
TOTAL EXPENSES	786,405	6,185	792,590	726,615.60	40,024.08	25,950.32	
GRAND TOTAL	582,905	6,185	589,090	534,214.10	40,024.08	14,851.82	97.5%

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



Proposal for Maintenance and Management of BOE School Fields

Executive Summary: The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and the Bristol Board of Education (BOE) is proposing to integrate maintenance and scheduling functions of BOE school fields to the BPRYCS Department. The proposal is aligned with the *BPRYCS Strategic Action Plan Strategic Goal 6 to increase public access to recreational and park spaces through critical community partnerships including the Board of Education* in order to address playable field deficits identified in the *2020 City Parks Master Plan*. Key benefits of the integration include:

- Centralization of city ball field calendars and permitting functions which allows the public to view field availability, submit requests and receive permits via MyREC software.
- Opportunity to leverage the expertise, training and certification of the BPRYCS parks, grounds and facilities staff to improve the quality of school ball fields which increases user safety and expands access for sports organizations to more playable fields.

Due to the varied conditions of the BOE school fields (*Appendix B*) and limited resources we are recommending a multi-year phased approach to this proposal (*Appendix A*). The phased approach reflects the expected level of care to be provided based on available resources and resources to be requested from the city. The plan also calls for a re-organization of existing Parks, Grounds and Facilities staff into two teams supported by the Parks, Grounds and Facilities Supervisor and an upgraded Athletics and Ballfields Supervisor (*Appendix C*). The re-organization creates specialized tracks that leverages staff expertise in the various areas of parks maintenance.

Process and Planning: *This proposal shall be endorsed by the Board of Park Commissioners in May 2023 followed by Salary Committee and union review in June. If approved, year 1 of the plan will go into effect July 1, 2023. The plan will be reviewed annually by department staff and the Board of Park Commissioners. Future years that call for additional personnel and equipment will be handled as part of the city's fiscal year budgeting process endorsed by the Finance Committee of the Board of Park Commissioners.*

To learn more about what the Department of Parks, Recreation, Youth and Community Services has to offer; visit us at www.Bristolrec.com | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

Appendix A: Phased Approach to maintenance and management of BOE fields

Years	Level of Care/Service	Required Resources
Year 1 (2023) <i>Effective July 1, 2023</i>	- Scheduling and permitting of elementary school, middle school, and BAIMS field - Maintenance of ballfield (<i>in-field only</i>) for priority middle school fields - Maintenance of BAIMS field - Provide consultation to BOE staff in relation to best practices for other fields when feasible	- General ballfield maintenance materials (i.e. Clay, paint) provided by the BOE - BOE outdoor workers to continue to cut fields and support the work of Parks when needed (1) additional ABI machine w/attachments estimated at \$38,000.00 (1) sod cutter estimated at \$5,200.00 (1) additional FTE Park Maintainer - Creation of an Athletics and Ballfields Supervisor position to oversee the expanded responsibilities
Years	Expanded Level of Care/Service includes all items above but adds:	Additional Required Resources
Year 2-3 (2024-2025)	- Expanded maintenance of additional ballfields for priority middle school fields - Rebuild and maintain 1-2 priority elementary school fields - Scheduling and permitting of elementary and middle school soccer fields	- Ballfield maintenance materials line item transferred from BOE to the Parks budget - Additional funding for materials to rebuild 1-2 fields (2) additional FTE Park Maintainers
Year 4-5+ (2026-2027+)	- Scheduling and permitting of High School fields and turf - Integration of care of all school grounds	- Flowers contract is terminated with appropriate funds transitioned to Parks Budget - Additional equipment to supplement Flowers machines (3) additional FTE Park Maintainers

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Appendix B: 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 pla

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Appendix C: Proposed Re-Organizational Changes

The Parks, Grounds and Facilities Maintenance crew will continue to report to the Rockwell Maintenance Building. Staff will be re-organized into specialized tracks in either **parks, grounds and facilities** care or **ballfields and athletics**. The chart below reflects a high level overview of focus areas for each team. Each team will be managed by a parks supervisor.

Table 1. Overview of Focus Areas

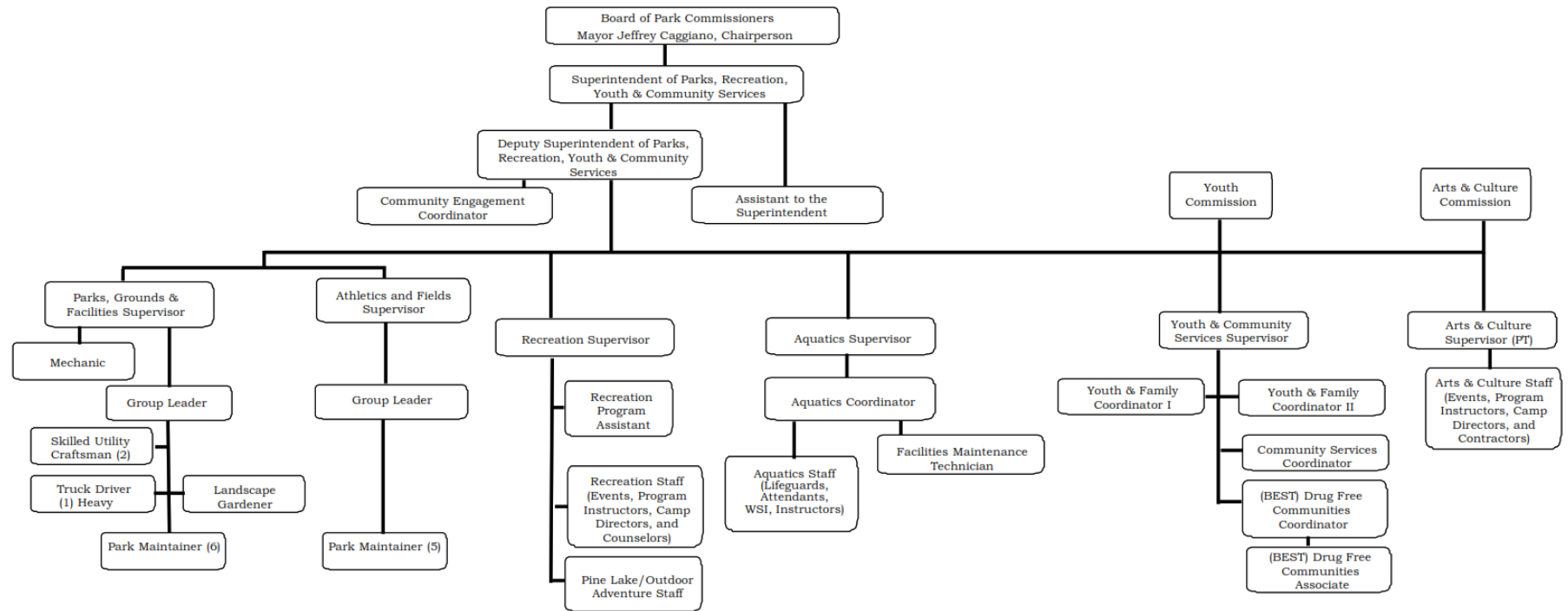
Parks, Grounds & Facilities Supervisor	Athletics & Ballfields Supervisor
• Care and maintenance of all park grounds (non-ball fields); mowing, plowing, and tree care. • Care for all recreational amenities including splash parks, playgrounds, pavilions • Responsible for prepping park sites for community 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

Table 2. Overview of Team Breakdowns

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

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Appendix D: Updated BPRYCS Organization Chart



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Join the conversation @BristolCTParksandRecreation on Facebook & Instagram



Policy: Pavilion Rentals

Adopted by Board of Park Commissioners: January 2020 (Updated 2023)

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; indoor and outdoor park pavilions are available for private group, non-profit and for-profit rentals. User groups looking to reserve a pavilion may submit a request online through www.bristolrec.com. Permits are issued on a first- come- first served basis. Pavilions may be requested starting January 1st for the following year.

The following pavilions are available for permitting under the jurisdiction of BPRYCS:

Park Location	Available Pavilions
Rockwell Park	• Back Playground Shelter • T-Shelter, • Stonehouse/Summerhouse • Open Field Gazebo • <i>Mrs. Rockwell's Pavilion (indoor)</i>
Page Park	• Upper Playground Shelter • Tennis Court Picnic Area • Ingraham Field Picnic Area • Ski Hill Picnic Area • <i>Perry J. Spinelli Pavilion (indoor)</i>
Stocks Playground	• Picnic Area Shelter
Veterans Memorial Boulevard	• Gazebo • Covered Picnic Area
Federal Hill Green	• Gazebo
Brackett Park	• Gazebo

In February 2019, the Board of Park Commissioners approved a fee schedule for use of the outdoor pavilions in order to help off-set clean-up and maintenance costs. In January 2020 an indoor pavilion fee schedule was approved to accommodate costs associated with offering indoor rentals to the community.

Pavilion Type	Bristol resident Fee	Non-Profit Fee	For-Profit Fee
Outdoor	\$25 (4hr rental)	\$50 (4hr rental)	\$100 (4hr rental)

To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at www.Bristolrec.com

Mrs. Rockwell Pavilion	\$300 (4hr rental) + \$75/each additional hr	\$300 (4hr rental) + \$75/each additional hr	\$400 (4hr rental) + \$75/each additional hr
Perry J. Spinelli Pavilion	\$350 (4hr rental) + \$75/each additional hr	\$350 (4hr rental) + \$75/each additional hr	\$450 (4hr rental) + \$75/each additional hr

Pavilion Alcohol

Consumption of alcohol at park pavilions is not permitted with the following exceptions:

- During a permitted rental of the Perry J. Spinelli Pavilion with the following conditions met:
 - The individual reserving an indoor pavilion must be 21 years or older and is responsible for the behaviors of all guests throughout the event. Failure to follow rules may result in ejection from the facility without refund.
 - Beer and wine only- served under the supervision of a licensed bartender that carries their own Liquor Liability insurance and names the City as Additional Insured.
 - Licensed bartenders must be pre-approved by the City as a preferred vendor for use during rentals.
 - Vendor will submit a Certificate of Insurance naming the City as additionally insured
- Other event specifically authorized by the Board of Park Commissioners and confined within those areas specifically designated (Sec.16-2 Code of Ordinances).



Program Description – Dunkin’ Summer Energy Punch

Thank you for your continued interest in APM’s Network Partnership programs. As an active partner in our local, regional, and national advertising network we are proud to offer you an exclusive program within your industry.

We are working with Dunkin’ Donuts to help announce their new summer punch drink that is available exclusively in the New England Area!

Program Details:

Program: Dunkin’ Summer Energy Punch

Objective: Announce their new drink available at exclusive stores.

Signage: **(1) 3'H x 5'W Hanging Banner**

Dates: 5/17/23-7/12/23

Network Partnership Payment: Each location will receive a network payment based on level of network partnership/sponsorship.

If you are interested in partnering with us on this program, please contact me using the information below. I am happy to send you an agreement and discuss what comes next.

We look forward to working with you and your location on this program. Please contact us with questions regarding this or any of our other programs.

Thank you,

Lauren Smith

Operations Project Manager

Laurensmith@allpointscsco.com

P: 503 626 0669 F: 503 626 3785

RAMP UP WITH DUNKIN' ENERGY PUNCH



POWERED BY



ROCKSTAR and the Rockstar Design are registered trademarks of Rockstar, Inc. that may be used only for children, pregnant or nursing women, or people sensitive to caffeine. 80 mg caffeine per 16 fl. oz. can.



BID FORM

RFP 2023-067: E.G. Stocks Playground Food Concession Services

Submissions due: 2:00 pm, May 12, 2023

Remit to:

Mailing address:

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

Physical address:

131 North Main Street
Second Floor
Bristol, CT 06010

According to City Specifications, the undersigned agrees to provide concession services at E.G. Stocks Playground for an annual fee payable to the City of Bristol in the amounts stipulated in Section 3, specifically

Sum Due and Payable on or before July 1, 2023: 4,000.00

Sum Due and Payable on or before July 1, 2024: 4,100.00

Sum Due and Payable on or before July 1, 2025: 4,200.00

Proposed Total: 12,300.00

The undersigned is familiar with the conditions surrounding this call for proposals bids, is aware that the City reserves the right to reject any and all bids, and is submitting this proposal without collusion with any other person, individual or corporate.

[Signature]
Signature

Steve M Lavoie
Printed Name

owner.
Title of Signing Agent

5/11/23
Date

Steve's Top Dog.
Company Name

040-567208.
Federal ID #

79 Dogwood Ln.
Address

stevestopdog7@gmail.com.
Email address

Bristol CT 06010
Town State Zip Code

860 9382438.
Telephone Number



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

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

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

Please complete and sign

Legal Name of Bidder:

Steven M Lucore

Business Address:

79 Dogwood LN

Bristol CT 06010

Name of Authorized Agent

Title:

Phone:

Fax:

Signature:

Date:

Return to:
State of Connecticut
Department of Transportation
Division of Rights of Way/0403
P.O. Box 317546
2800 Berlin Turnpike
Newington, Connecticut 06131-7546

EASEMENTS

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETING:

KNOW YE THAT, the **City of Bristol** (Grantor), a municipal corporation, having its territorial limits within the County of Hartford and State of Connecticut, acting herein by Jeffrey Caggiano, its Honorable Mayor and Chief Executive officer, hereunto duly authorized, for good and valuable consideration received to its full satisfaction of the State of Connecticut, does hereby give and grant, unto the said **State of Connecticut** (Grantee), its successors and assigns, those certain easements, under, over, and across portions of land of the Grantor, situated in the Town of Bristol, County of Hartford, and State of Connecticut, and more particularly shown on a map to be filed in the Bristol Town Clerk's Office, entitled: "TOWN OF BRISTOL MAP SHOWING EASEMENT ACQUIRED FROM CITY OF BRISTOL BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION REPLACEMENT OF BRIDGE NO. 04487 EAST STREET OVER PEQUABUCK RIVER SCALE 1" = 20' JUNE 2022 SCOTT HILL, P.E. CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION", Town No. 0017, Project No. 0017-0192, Serial No. 1, Sheet 1 of 1, Revised 4/24/23, and such easements are further described as follows:

1. A full and perpetual defined easement for highway purposes, within an area of 480 square feet, more or less, located at the northeasterly corner of the intersection of Present East Street and Present Memorial Boulevard, as more particularly shown on said map.
2. A construction easement for the purpose of access, storage of equipment and materials, installation of temporary sedimentation & erosion control system, temporary earth retaining system, temporary cofferdams, and grading during the rehabilitation of Bridge No. 04487, within an area of 984 square feet, more or less, located on the easterly side of Present East Street, as more particularly shown on said map. Construction easement taken under this paragraph will be restored by removal of all appurtenances and by grading and seeding any disturbed areas. Said easement will be extinguished upon completion of the project, unless sooner extinguished by the State's filing of an affidavit on the Town of Bristol Land Records.

City of Bristol
0017-0192-001

The above-described easements are conveyed subject to such rights and easements as appear on record.

The above-described easements are conveyed subject to any and all provisions of any ordinance, municipal regulation, or public or private law.

TO HAVE AND TO HOLD the easements for the aforesaid purposes unto the said State of Connecticut, its successors and assigns.

IN WITNESS WHEREOF, the Grantor has hereunto set its hands and corporate seal
this ____ day of _____, A.D. 2023.

Signed, Sealed and Delivered
in the presence of

City of Bristol

Witness

By _____ (L.S.)
Jeffrey Caggiano
Honorable Mayor & Chief Executive Officer
Duly Authorized

Witness

STATE OF CONNECTICUT)
) ss: _____
COUNTY OF HARTFORD)

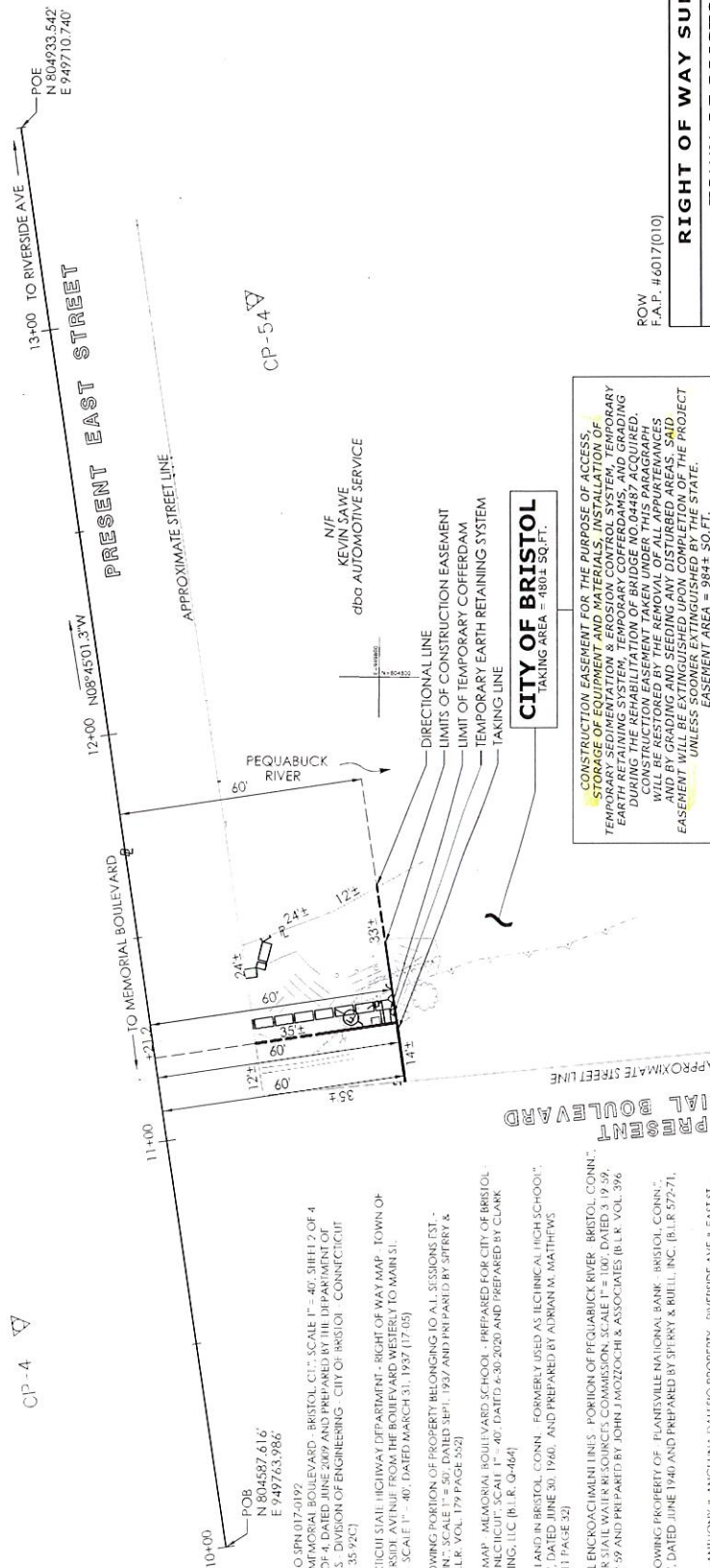
The foregoing Instrument was acknowledged before me this ____ day of _____, A. D. 2023, by Jeffrey Caggiano, its Honorable Mayor and Chief Executive Officer, duly authorized, on behalf of the City of Bristol, who acknowledged the same to be their free act and deed and the free act and deed of the municipal corporation.

My Commission Expires

Notary Public



5. THE CONSTRUCTION EASEMENT DEPICTED HEREON WILL BE FORMALLY EXTINGUISHED BY AN AFFIDAVIT WHICH WILL BE FILED IN THE PUBLIC LAND RECORDS.



CONSTRUCTION EASEMENT FOR THE PURPOSE OF ACCESS, STORAGE OF EQUIPMENT AND MATERIALS, INSTALLATION OF TEMPORARY SEDIMENTATION AND EROSION CONTROL SYSTEM, TEMPORARY EARTH RETAINING SYSTEM, TEMPORARY COFFERDAMS, AND GRADING DURING THE REHABILITATION OF BRIDGE NO.04487 ACQUIRED. CONSTRUCTION EASEMENT TAKEN UNDER THIS PARAGRAPH WILL BE RESTORED BY THE REMOVAL OF ALL IMPURTEANCES AND BY GRADING AND SEEDING ANY DISTURBED AREAS. SAID EASEMENT SHALL BE EXTINGUISHED BY THE STATE. THE PROJECT UNLESS SOONER EXTINGUISHED BY THE STATE. EASEMENT AREA = 984+/- 30. FT.

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

[illegible]

LS #70486

VOID WITHOUT LIVE SIGNATURE AND EMBOSSED SEAL

CHRISTOPHER B. SEEDMONICK 18

PROJECT NO.: _____

SERIAL NO. _____ TITLE _____
FORMULA - JUNE 1, 1965

SHEET 1 OF 1 DATE 11/1/2011

File: M:\017 192 East Street Bristol\330 Design Data\Rights of Way\017 0192 PM1.dgn

DRAWN BY	NAB
DATE	04-28-2022
CHECKED BY	PMB
DATE	05-03-2022







51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

Dinner on the Diamond - 2023

Summary Report

Background

Event: Second Annual Dinner on the Diamond

Date: Saturday, May 13, 2023

Time: 5:00 – 8:00 PM

Location: Muzzy Field (Muzzy Street, Bristol, CT 06010)

Impact

Total Profit: \$13,334.49

**To Benefit the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation in its entirety*

Total Number of Guests: 146 Guests

- 49% Increase in attendance from 2022
- Approx. 35% of guests from 2022 returned for 2023

Total Number of Sponsors: 14

- 86% Increase in sponsor participation from 2022
- 93% Increase in sponsorship funding from 2022

Total Number of Tables: 18 (*each with 8 guests*)

- 34% Increase in number of tables from 2022
- Four local businesses who participated by sponsoring or purchasing a table in 2022 increased their support in 2023 on average by \$1,950.00 (Thomaston Savings Bank, D'Amato, Bristol Boys and Girls Club, and Donovan and Son Attorneys at Law)

Total Number of BPRYCS Staff (full time) in Attendance: 11 (37% participation)

- 55% increase in participation from 2022

Number of Parks Board Members in Attendance: 6 Commissioners + 1 City Counsel Liaison (88% participation)

- 13% increase in Board of Park Commissioner participation from 2022



Revised Policy: Park Hours

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 5/2/2023

Parks are open daylight to 10:00 P.M. and shall be considered closed after 10:00 P.M. even if the park does not have gates or barriers which prevent access to the park. Some park facilities may only be open during times posted at the facility. No person should be in any park between the hours of 10:00 P.M. and daylight unless they're participating in a department sanctioned activity, driving through the park on a parkway, hold a permit issued for an afterhours rental at a facility, have been granted permitted parking connected to a contracted vendor, or have written permission from the Superintendent.

Park hours are subject to change by the Superintendent in consultation with the Board of Park Commissioners. Any park or section of park may be closed by the Superintendent at any time. A notice will be posted in any area which is closed.

Policy: Land Acquisition Strategy**Adopted by Board of Park Commissioners: 2023**

BPRYCS is continually identifying opportunities and gathering information for potential park acquisitions to meet the department's mission to provide residents greater access to high-quality recreation and parks. Property acquisitions for park purposes are made possible through a variety of resources including donations, grants and special one-time allocations from the Board of Finance and City Council. Due to limited resources it's important to be selective on which properties to acquire.

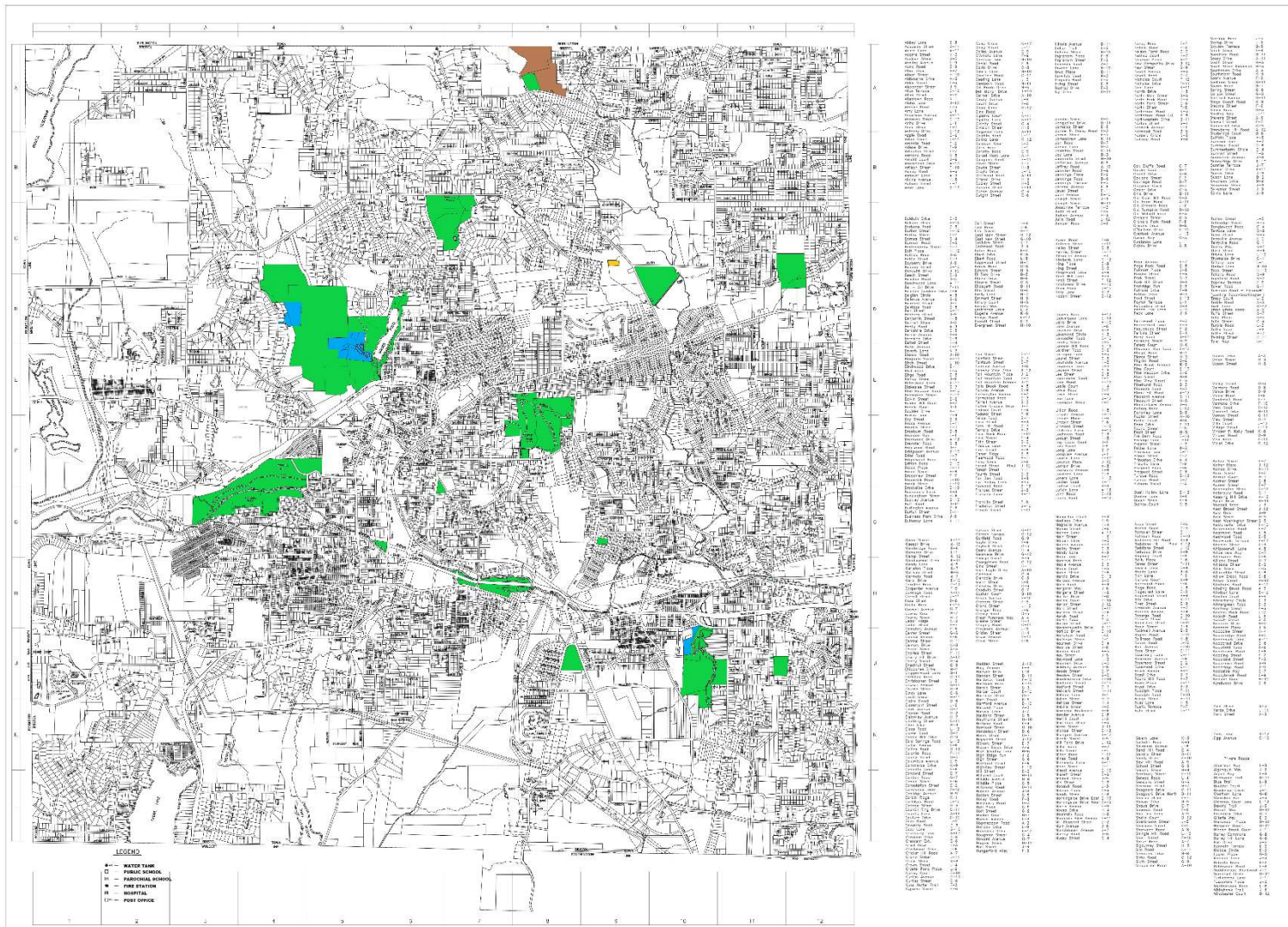
The purpose of this policy is to establish the strategic framework to guide staff and the Board of Park Commissioners in the prioritization, review and approval of new land acquisitions.

Property Considerations must meet 1 or more of the following criteria:

- Connection to recreational needs and/or strategic goals identified in the current Parks Master Plan or other formal community need assessment reports
- Offers a setting in which a diversity of active and passive recreational opportunities can be undertaken, including sites that may be uniquely positioned to offer specific kinds of recreation opportunities not currently offered by the city
- Abuts and/or is closely connected to existing park properties (see Appendix A)
- Abuts the Pequabuck River or other natural area
- Abuts existing and/or future planned bike trails
- Potential to serve a large number of underserved households, or are in high density areas with limited recreational opportunities (See Appendix B)
- Meets equity and access goals such as the 10-minute Walk Campaign (see Appendix B, Appendix C, and Appendix D)
- Contains habitat types that are endangered, under-protected and/or under-represented in the City's park system

Properties that meet 1 or more of the criteria may be pursued by staff and recommended to the Board of Park Commissioners for approval. Properties that are approved by a vote of the Board of Park Commissioners are then referred to the Planning Commission and the City Real Estate Committee for approvals with further referral to the City Council and Board of Finance for funding.

Appendix A: Identified Adjacent Properties of Interest



Key

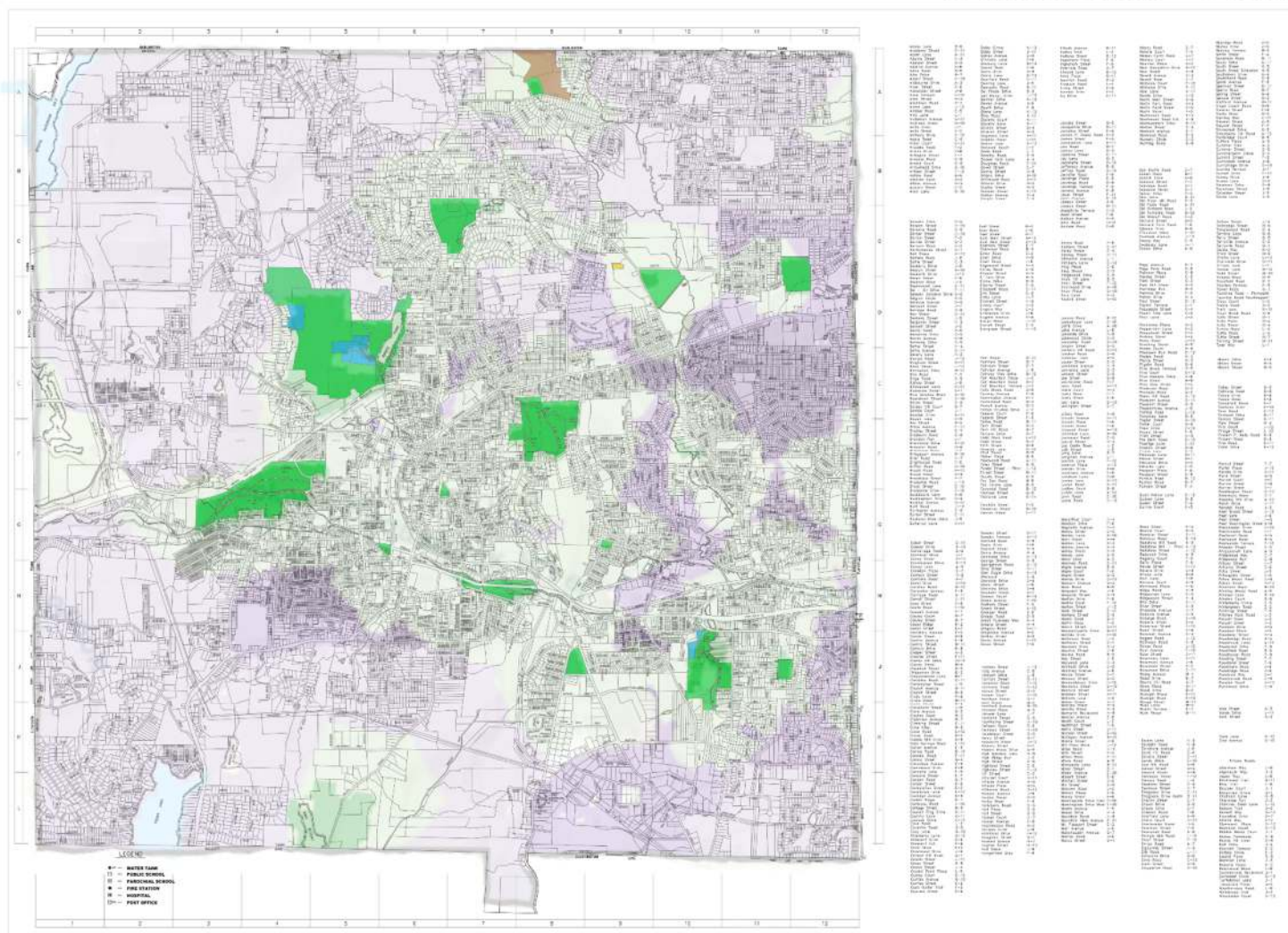
Color	Meaning
	Park Property under the jurisdiction and maintenance of BPRYCS
	Park Property under the jurisdiction of BPRYCS and maintained via MOU
	Dennis Malone Aquatics Center
	Identified Adjacent Properties of Interest

Adjacent Properties of Interest		
Address	GIS Parcel #	Adjacent Park
460 Pine Street	03-38A_0104558	Pine Lake
260 Perkins Street	60-12-5_0158976	Hoppers and Birge Pond Nature Preserve
Perkins Street	60-11 REAR_0158925	Hoppers and Birge Pond Nature Preserve
Ambler Road	60-15_0093718	Hoppers and Birge Pond Nature Preserve
1 Ambler Road	20-221_0011495	Hoppers and Birge Pond Nature Preserve
3 Ambler Road	20-219_0100196	Hoppers and Birge Pond Nature Preserve
112 Ambler Road	20-220_0153389	Hoppers and Birge Pond Nature Preserve
144 Ambler Road	20-218_0098701	Hoppers and Birge Pond Nature Preserve
Ambler Road	20-216_0014850	Hoppers and Birge Pond Nature Preserve
45 Grassy Road	20-214_0014826	Hoppers and Birge Pond Nature Preserve
51 Grassy Road	20-215_0014761	Hoppers and Birge Pond Nature Preserve
Grassy Road	20-217_0014842	Hoppers and Birge Pond Nature Preserve

Appendix B: Properties with 10 Minute Walk Impacts

The Trust for Public Land's 10-minute Walk Campaign encourages safe, equitable access to a high-quality parks within a 10-minute walk of home. Close-to-home parks serve as essential backyards for millions of people and open up countless possibilities for communities and cities by helping to confront some of today's most pressing urban challenges. The 10-minute walk metric—equivalent to approximately a half-mile for an able-bodied person—is the average distance most people are willing to walk to reach a destination. Ensuring that all people have access to a park within a 10-minute walk of home and that there's adequate park space in all neighborhoods is essential to creating an equitable park system.

10 Minute Walk - Overlay



Key

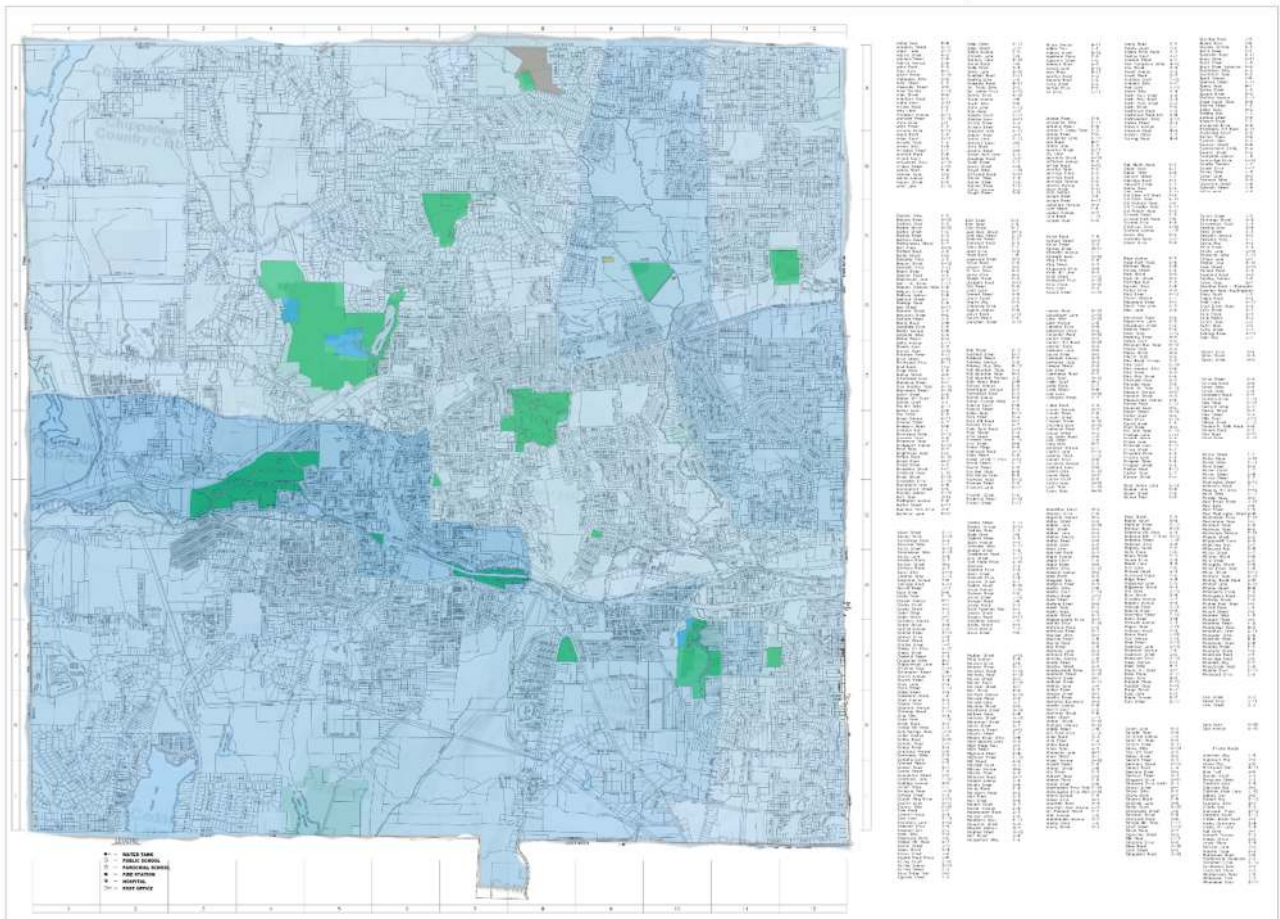
Color	Meaning
Green	Neighborhoods within a 10-minute walk of a public park
Purple	Neighborhoods without a 10-minute walk of a public park
Blue	High-Impact neighborhoods without a 10-minute walk of a public park

Appendix C: Properties with a Mental and Physical Health Impact

Public parks support good health for people of all abilities, ages, socio-economic backgrounds, and ethnicities. Parks help reduce obesity and incidence of chronic disease by providing opportunities to increase rigorous physical activity in a variety of forms and provide a connection to nature which studies demonstrate relieves stress levels, tightens interpersonal relationships, and improves mental health. These areas highlight the prevalence of the two following CDC metrics from 2021 data: Poor mental health: Respondents aged ≥ 18 years who report 14 or more days during the past 30 days during which their mental health was not good.

Lack of physical activity: Respondents aged ≥ 18 who answered “no” to the following question: “During the past month, other than your regular job, did you participate in any physical activities or exercises such as running, calisthenics, golf, gardening, or walking for exercise” Source: TPL

Mental and Physical Health - Overlay



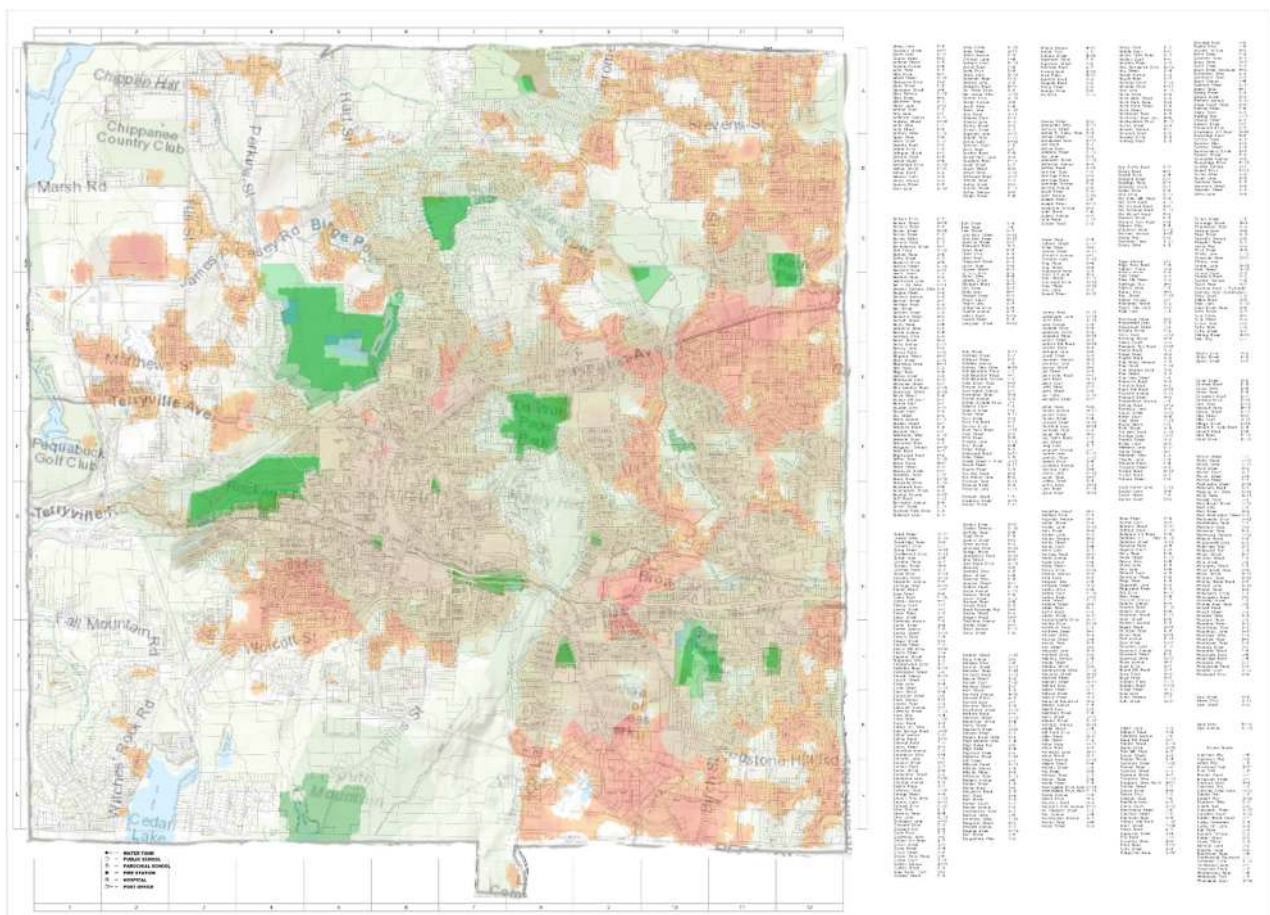
Key

Color	Meaning
Light Blue	Neighborhoods with low mental and physical health disparities
Medium Blue	Neighborhoods with moderate mental and physical health disparities
Dark Blue	Neighborhoods with high mental and physical health disparities

Appendix D: Properties with a Temperature Impact

Urban heat islands are urban or metropolitan areas that are warmer than their surrounding rural areas, due to human activities, such as energy use, transportation, and building construction, which generate and retain heat. These areas highlight where urban heat islands coincide with high density of people outside a 10-minute walk of a park using Landsat 8 satellite imagery to identify thermal reflectance values hotter than 1.25 degrees over the average of the whole City. Parks with tree canopies are one of the most effective ways to combat extreme heat cooling the air temperature by as much as 17 degrees more than parts of the city lacking trees and green space. In addition, the cooling benefit of parks can extend as far as a half-mile from park boundaries, helping cool the neighborhood and reduce heat stress for residents.

Urban Heat Island - Overlay



Key

Color	Meaning
Green	Neighborhoods with temperatures at or below community averages
Light Green	Neighborhoods with temperatures slightly higher than community average
Orange	Neighborhoods with temperatures moderately higher than community average
Red	Neighborhoods with temperatures significantly higher than community average

Policy: Staff Acceptance of Gifts and Donations

Adopted by Board of Park Commissioners: 2023

The BPRYCS Department accepts gifts and donations that support the organizations mission from private donors in the form of cash or physical property subject to the *Restricted Gift Donations* policy.

Employees of the department may not solicit or accept personal gifts given because of their official position with the city. The staff acceptance of gifts and donations policy is described in Sec. 2-129.

Conflict of Interest in the *City of Bristol Code of Ordinances*.

Sec. 2-129. Conflict of Interest

No official shall accept or solicit anything of value whether in the form of a gift or promise of a gift from any person. For the purposes of this section a person shall mean an individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons. A gift shall include the receipt of any payment, subscription, rendering of service, deposit of money or anything of value unless the amount paid by the official is that normally charged to the general public for like goods, services or loans. This section shall not apply to the receipt of any food or beverage or both, consumed on a single occasion. This section further shall not apply to campaign contributions.

No official who has a financial or personal interest, either individually or as a member of a group that has a financial or personal interest, direct or indirect, in any transaction or contract with the city, or decision of any board, body, or commission, or in the sale of real estate, material, supplies, or services to the city, on which he may be called to act upon in his official capacity, shall vote upon or otherwise participate in the transaction, contract, or decision and shall excuse himself from the proceedings in accordance with sections 6 and [64](#) of the Charter of the City of Bristol.