



City of Bristol
BRISTOL, CONNECTICUT 06010

SPECIAL MEETING NOTICE

A Special meeting of the Salary Committee will be held on Tuesday, June 27, 2023 at 5:00 p.m. in Webster Conference Room A.

AGENDA

1. Call to order.
2. To review the May 17, 2023 regular meeting minutes.
3. To consider a request by the Superintendent of PRY&CS to eliminate the position of Assistant Parks, Grounds and Facilities Supervisor and to create a position of Athletics and Ballfield Supervisor.
4. To adjourn.

Per order Cheryl Thibeault, Chairperson
DATED this 22nd day of June, 2023

Human Resources is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/5236552043?pwd=ZINHTHpKMWs4dXFaVEgxcVVqL1p6QT09>

Meeting ID: 523 655 2043

Passcode: 123456

Dial by your location

• +1 929 205 6099 US (New York)

Salary Committee
REGULAR MEETING MINUTES
Wednesday, May 17, 2023
City Hall West, Meeting Room 1

Present: Councilmembers Cheryl Thibeault, Jacqueline Olsen, Susan Tyler
Staff: Mark J. Penney, Linda J. Milia

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Cheryl Thibeault at 5:00 p.m.

2. APPROVAL OF MINUTES OF REGULAR SALARY COMMITTEE MEETING OF APRIL 19, 2023.

On motion of Council Member Jacqueline Olsen and seconded, it was unanimously voted: to approve the minutes of the regular Salary Committee meeting of April 19, 2023.

3. TO HIRE AN ADDITIONAL CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR.

Richard Brown, Building Official, discussed the challenges, time commitment and volume of code enforcement work to support his request for an additional position in the Building Department. Statistical information was shared with the Salary Committee.

On motion of Jacqueline Olsen and seconded, it was voted: to recommend to City Council to approve an additional position of Code Enforcement/Building Inspector in the Building Department, and to refer to Board of Finance for funding.

4. At 6:06 p.m., on motion of Council Member Susan Tyler and seconded, it was voted: To adjourn.

ATTEST:


Linda J. Milia

Recording Secretary



Subject: Upgrade of the Assistant Parks Supervisor to Athletics and Ballfields Supervisor
From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services
To: Cheryl Thibeault, Salary Committee Chair
CC: Mark Penny, Director of Human Resources; Salary Committee Members
Date Issued: 6/1/2023

Overview of Initiative: For the past 5 months the Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and the Board of Park Commissioners have been working with the Mayor's Office and Board of Education to advance a long standing city initiative to bring the maintenance and scheduling functions of the school fields under the purview of BPRYCS. The program leverages parks crew expertise to improve the quality of the school fields which will bring more playable fields online for public use, as well as centralizes and digitizes scheduling functions which improves customer service to community youth sport organizations. The BOE School Field Maintenance and Management Plan (attached) was endorsed by the Board of Education and formally adopted by the Board of Park Commissioners on May 24, 2023.

Requested Action & Financial Impact: The BOE School Field Maintenance and Management Plan year 1 requires the creation of an Athletics and Ballfield Supervisor to perform management functions at the existing park fields as well as all of the school fields coming online under the plan (job description attached). We are proposing to achieve this through the upgrade of the Assistant Parks, Grounds and Facilities Supervisor role.

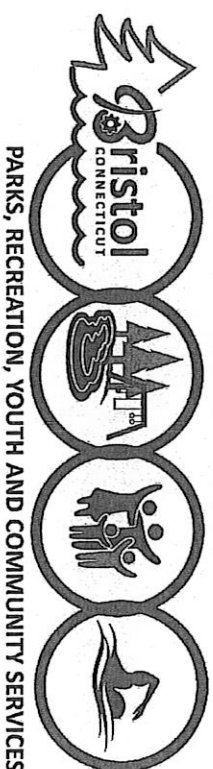
- Eliminate the Assistant Parks, Grounds and Facilities Supervisor (BPSA 6)= \$85,354*
 - Creation of the Athletics and Ballfields Supervisor (BPSA 7)= \$93,238*
- Increase:** \$7,884.00*

*Rates reflect the highest step in the BPSA contract for code 6 & 7 jobs

Sincerely,

Dr. Joshua T. Medeiros, Ed.D., CPRE
Superintendent of Parks, Recreation, Youth and Community Services
City of Bristol
860-584-6160 | joshmedeiros@bristolct.gov

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



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

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 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

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 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

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

Job Title: Assistant Parks, Grounds and Facilities Supervisor
Department: Parks and Recreation

Position Goal: Assists the Parks, Grounds and Facilities Supervisor in the organization, supervision, training and daily duties of the Park Operations Division of the Parks and Recreation Department through the care for City parks, recreation facilities, and fleet.

Primary Duties: Assists in the planning, organization, and supervision of Division operations and assigning of division employees according to standard procedures. Oversees maintenance operations including playground and park facility repairs and inspections, turf management and grounds care, municipal tree care and removal, plowing, sanding and cleaning of roads, sidewalks and parking lots; repair and maintenance of other park facilities as assigned. Assists in planning winter snow and ice control measures including the establishment of anti-icing, salt treatment and plowing routes, winter operations priorities and the use of private contractors. Develops, implements and monitors a year round continued education training for division staff in order to enhance employee skills and efficiency. Oversees division safety protocols and takes a lead role in the development of safety and inspection plans for staff, facilities and equipment. Applies and enforces standard safety procedures on all division operations. Assists the Parks Supervisor in the development of comprehensive park operating plans for each park and facility. Provides on-site supervision for tree care, best practices for athletic field care, routine pool upkeep, and storm and natural disaster preparedness and response. Works within approved budget and assists in the ordering and acquisition of supplies and materials used in Division operations. Maintains records of labor, equipment, materials and supplies used in Division operations and projects. Prepares statistical and narrative reports for the Superintendent on all division operations and activities as directed. Assists the Parks Supervisor and Superintendent by making recommendations and developing quotes for the annual budget including staffing levels, capital improvements and the purchase of equipment, supplies, and materials. Recommends improvements in work procedures and advises the Superintendent on project priorities. Evaluates work methods and procedures, and recommends improvements. May be required to respond to emergencies and after-hours calls involving any Parks and Recreation operations as assigned. Shall maintain thorough and up-to-date knowledge of all local, state and federal laws, regulations and procedures applicable to Division operations. Applies and enforces personnel policies and collective bargaining agreement terms for Division employees. Responds to inquiries and service requests from the public. Assumes responsibility for division during the absence of the Park Supervisor.

Supervised By: Directly reports to the Parks, Grounds and Facilities Supervisor

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's Degree in an appropriate curriculum plus three (3) years' experience in parks and recreation operations or related field with increasing responsibility or, in lieu thereof, five (5) years' experience in parks and recreation operations, including two (2) years of supervisory/crew leader experience.

Knowledge, Skills and Abilities: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Ability to develop written reports, including statistical information. Ability to deal with problems involving several variables related to park operations and personnel management situations. Ability to maintain decorum and exercise good judgment under the pressure of controversial and/or emergency situations. Ability to read, interpret and comprehend engineering drawings and specifications. Ability to communicate and interact with Division personnel. Ability to train staff in proper operation of all equipment. Ability to listen to and interact with the public in a professional manner in situations related to parks operations.

License or Certification: Valid Connecticut Motor Vehicle Operator's License. Certified Pool Operators License required within 12 months of hire, Certified Connecticut Tree Warden desired.

Physical Demands: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Hearing and speaking sufficient to exchange information in person, at formal presentations, or on the telephone; vision within normal range with or without correction; sitting or standing for extended periods of time, walking on uneven surfaces; uses hands to handle, feel or operate standard office equipment including personal computer; occasional movement of objects of up to 25 pounds and frequent or constant movement of objects of negligible weight; ascending/descending and various other positioning of oneself. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Works in indoor office conditions and outdoors in extreme weather conditions including extreme heat or cold sufficiently high or low to cause marked bodily discomfort.

City of Bristol
Job Description

Job Title: Athletics and Ballfields Supervisor (BPSA 7)

Department: Parks, Recreation, Youth & Community Services

Position Goal: Organizes, implements, coordinates and supervises the preparation, scheduling, maintenance, safety, repair, care and construction of ballfields, recreational areas, parks and grounds.

Primary Duties: Plans, organizes, directs and monitors the work of parks and athletic facilities staff to provide high-quality, clean and safely maintained athletic facilities. Effectively recommends, hires, trains, supervises and evaluates performance of ballfields and athletic facilities staff. Assists in the planning, organization, and supervision of division operations and assigning of division employees according to standard procedures. Oversees scheduling, communications, and permitting of ballfields and athletics facilities. Provides consultation to the Board of Education on best practices for ballfield maintenance. Communicates with facility rental groups on ballfield and athletic facility requirements. Responsible for developing, implementing, monitoring and reporting IPM plans for Board of Education school fields. Oversees the application of fertilizer and pesticides. May assist with other maintenance operation responsibilities as needed including playground and park facility repairs and inspections, municipal tree care and removal, plowing, sanding and cleaning of roads, sidewalks and parking lots. Assists in planning inclement weather, winter snow and ice control measures including the establishment of anti-icing, salt treatment and plowing routes, winter operations priorities and the use of private contractors. Develops, implements and monitors a year round continued education training for division staff in order to enhance employee skills and efficiency. Oversees safety protocols and leads the development of training, safety and inspection plans for staff, facilities and equipment. Applies and enforces standard safety procedures on division operations. Collaborates with the Parks, Grounds and Facilities Supervisor in the development of comprehensive operating and maintenance standard plans for each park and facility. Works within approved budget and assists in the ordering and acquisition of supplies and materials used in division operations. Maintains records of labor, equipment, materials and supplies used in division operations and projects. Prepares statistical and narrative reports for the Superintendent on division operations and activities as directed. Prepares recommendations and develops quotes for the annual budget including staffing levels, capital improvements and the purchase of equipment, supplies, and materials. Utilizes accounting, timekeeping, and work order software, as well as other department technology in order to oversee ballfield and athletic facility operations. Recommends improvements in work procedures and advises the Superintendent on project priorities. Evaluates work methods and procedures, and recommends improvements. May be required to respond to emergencies and after-hours calls involving any Parks and Recreation operations as assigned. Shall maintain thorough and up-to-date knowledge of all local, state and federal laws, regulations and procedures applicable to division operations. Applies and enforces personnel policies and collective bargaining agreement terms for Division employees. Responds to inquiries and service requests from the public. Assumes responsibility for parks, grounds and facilities division during the absence of the Parks, Grounds and Facilities Supervisor.

Supervised By: Superintendent and Deputy Superintendent of Parks, Recreation, Youth & Community Services

Physical Demands: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. The list is not all-inclusive and may be supplemented as necessary. Hearing and speaking sufficient to exchange information in person, at formal presentations, or on the telephone; vision within normal range with or without correction; sitting or standing for extended periods of time, walking on uneven surfaces; uses hands to handle, feel or operate standard office equipment including personal computer; occasional movement of objects of up to 25 pounds and frequent or constant movement of objects of negligible weight; ascending/descending and various other positioning of oneself. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Works in indoor office conditions and outdoors in extreme weather conditions including extreme heat or cold sufficiently high or low to cause marked bodily discomfort.

Knowledge, Skills, Abilities: Thorough technical knowledge of multi-use sports field maintenance and repair. Work processes and equipment used in athletic field preparations, scheduling and facility maintenance work. Strong communication skills and interpersonal sensitivity for developing and maintaining effective working relationships with employees, other departments including the Board of Education, city personnel, community sports groups, and the public. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Ability to develop written reports, including statistical information. Ability to deal with problems involving several variables related to park operations and personnel management situations. Ability to maintain decorum and exercise good judgment under the pressure of controversial and/or emergency situations. Ability to read, interpret and comprehend engineering drawings and specifications. Ability to communicate and interact with Division personnel. Ability to train staff in proper operation of all equipment. Ability to listen to and interact with the public in a professional manner in situations related to parks operations.

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's Degree in an appropriate curriculum plus five (5) years' experience in parks and recreation operations or related field with increasing responsibility or, in lieu thereof, seven (7) years' experience in parks and recreation operations, including three (3) years of supervisory/crew leader experience.

License or Certification: Valid Connecticut Motor Vehicle Operator's License. State Pesticide License required within 12 months of hire.