



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/86590873360?pwd=FvDQXNw5WIRs41qrLOrMN8uo2t4m8x.1>

The regular Board of Park Commissioners meeting will be held on Wednesday, July 17, 2024, at 4:30 PM. in City Hall Meeting Room 1-2 111 North Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
 - a. Pledge of Allegiance
2. Approval of Minutes
 - a. Approval of Minutes - April 17, 2024, Special Meeting Minutes
3. Public Participation
4. New Business
 - a. Geese Management Alternatives
 - b. Strategic Plan: 25-27 Strategic Plan Presentation and Workshop
 - c. Review and Approve Updated Refund Policy
 - d. Review and Approve Managing and Protecting Trees Policy
5. Adjournment

PER ORDER OF THE CHAIRPERSON
Cynthia Donovan, Chair



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/86055377902?pwd=8nFkBXdccQOyOyYnF7VZ836S2McA7B.1>

Ladies and Gentlemen:

The regular meeting was held on Wednesday, April 17, 2024, at 5:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Chair Donovan called the meeting to order at 5:01 p.m.

a. Attendance

Members Present:

Cynthia Donovan, Chair
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner

Dr. Joshua Medeiros, Superintendent
None.

Absent:

2. Approval of Minutes

a. Approval of Minutes - November 13, 2023, Special Meeting Minutes.

Motion: Made by Chair Donovan to approve the November 13.2023 Special Meeting Minutes.
Seconded by: Commissioner Lamothe, all in favor, motion carried.

3. Public Participation

None.

4. New Business

a. Planning Milestones & Action Plan

Superintendent Medeiros presented the Planning Milestones and Action Plan for 2025 - 2027 which includes what has been completed, what the next steps are, and what is currently in progress; discussion followed.

b. Review the 2022 - 2024 Strategic Plan and Action Plan Progress Report

i. What was accomplished so far?

ii. What remains a priority for 2025 - 2027?

Superintendent Medeiros presented the 2022 - 2024 Strategic Plan and Action Plan Progress Report. Superintendent Medeiros stated that the department had a little under 50% completion of the 2024 - 2024 Strategic Plan, items remaining on the current plan, and re-evaluating what can be carried into the new Strategic Plan for 2025 - 2027; discussion followed.

Recreation Supervisor Amry Shelby presented some of the strategic plans within the recreational programs, such as measurable outcomes and customer surveys following the completion of a program.

c. Desired Outcomes Exercise

Superintendent Medeiros presented the Vision and Desired Outcomes Statements. This is an example of the vision statements that would like to be included in the Strategic Plan for 2025 - 2027. For example, Outstanding Employees and Culture, Excellence in Operations and Strong Partnerships; discussion followed.

d. By Commissioners

None.

5. Adjournment

Motion: Made by: Chair Donovan to adjourn the meeting at 5:44 p.m.

Seconded by: Commissioner Lamothe, all in favor, motion carried.

Respectfully Submitted,
Amaris Estrada
Recording Secretary
Board of Park Commissioners



Alternative Geese Management Approaches

Approach	Description	Cost Estimates
Geese Spray	Application of geese spray onto the grass at the boulevard. Have heard conflicting reports on success rates. Additionally, if there is a heavy rain or the grass is cut then a re-application is needed.	\$650.00/per acre + Labor \$75/per hour
Boundary Fencing/Guard Nets	Boundary fencing to be applied along the perimeters of the pond. Netting is only needed during the migration season when geese are temporarily passing through though it can be kept up year-round.	\$117-\$129/per 100ft of fencing
Geese Poop Clean-up Services	3 rd party vendor to provide cleaning services and removal of geese droppings	\$350/per acre x 12 acres= \$2,805 for initial clean-up. Follow-up visits \$233.75/per acres x 12 acres= \$2,805. Extra \$275/per time if geese poop is removed from site
Riparian Buffers	Landscape modifications including riparian buffers that would alter the habitat and deter the geese. Plans are still under development.	TBD proposal (FRWA Grant*)

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Geese Management Company	Addle the eggs, bring in dogs, lasers and other deterrents to train the geese that the boulevard is unsafe and not an attractive home for them.	\$10,000-\$25,000+ annual expenditure
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General Recommendations on Approaches from geese management professionals:

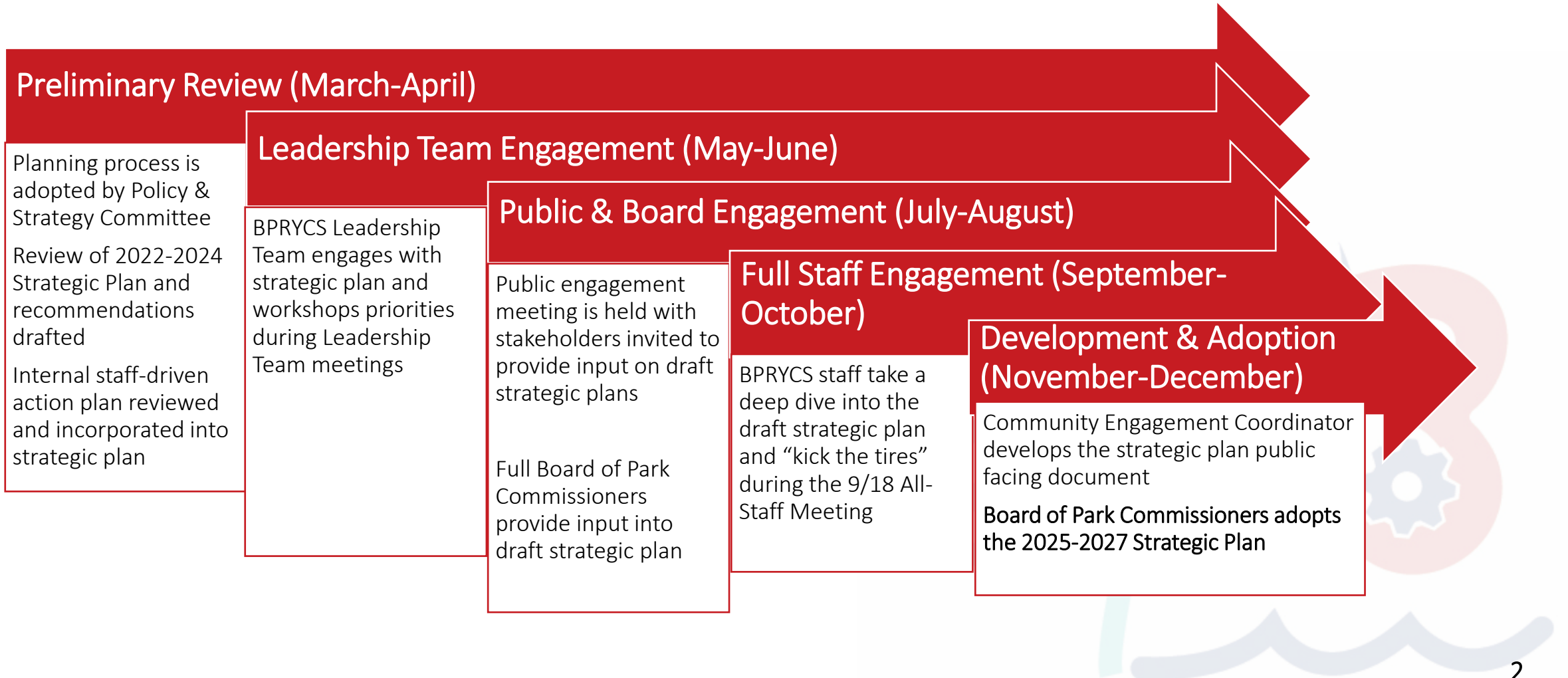
Requires a multi-pronged approach to make the natural environment less attractive to geese. A round-up will eliminate the problem temporarily but the geese will return if nothing is changed with the environment. Geese need to be deterred from wanting to come back, they are smart and need to be taught (like a dog). Strobe lights or cut outs of predators do not work long term as eventually the geese figure out that they are not a threat. More education is also needed as the geese will continue to show up if people are feeding them, no matter what you do.

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STRATEGIC PLANNING 2025-2027



Timeline of Activities

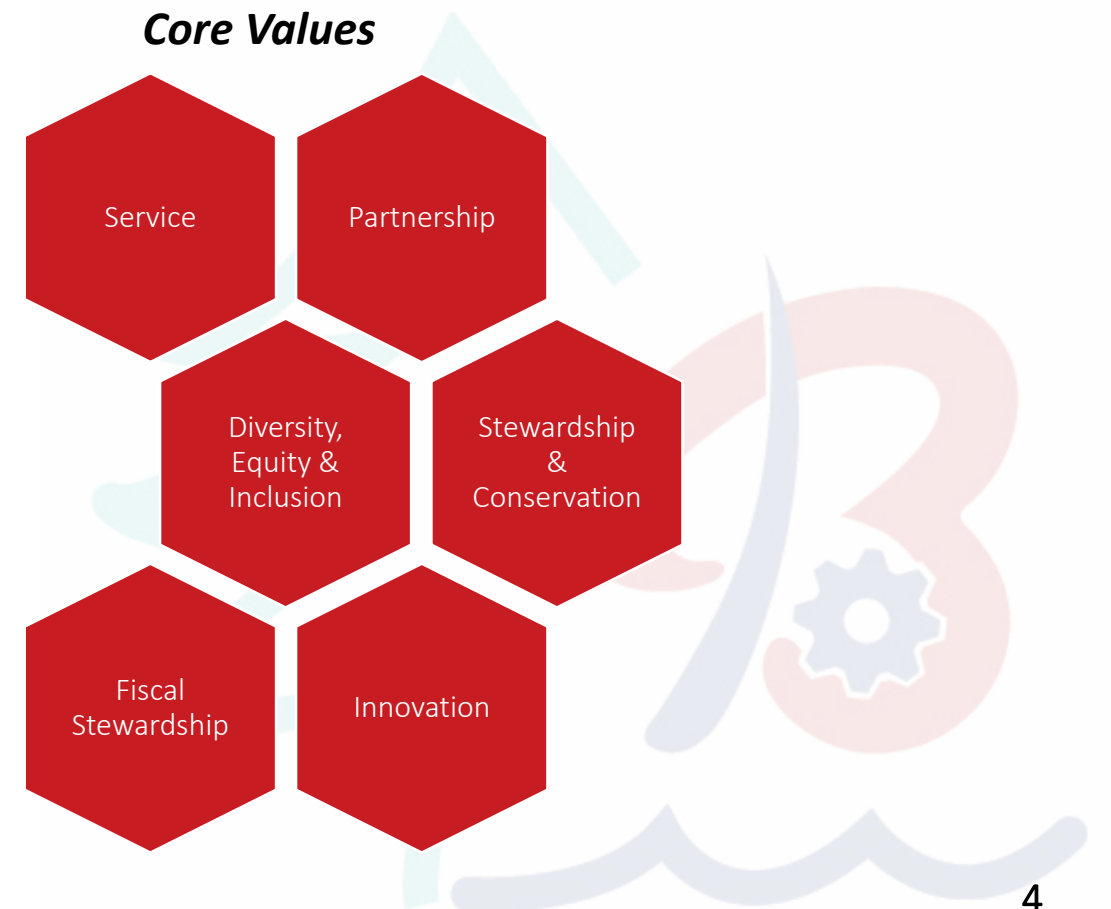


Work Completed to Date

Activity	Completed Date
<i>Strategic Planning Process Approved by Parks Board</i>	3/20/24
<i>Review of 22-24' Strategic Plan and prioritization of carry-over initiatives completed by Parks Board and BPRYCS Leadership Team</i>	4/17/24 (Parks Board) 4/24/24 (Leadership Team)
<i>BPRYCS Staff Contributed to priorities and vision for the next 3-years at All-Staff Meeting</i>	4/30/24
<i>All-Staff contributions were reviewed and themes developed at BPRYCS Leadership Team meeting.</i>	5/14/24
<i>Leadership Team reviewed draft plan and provided input into the goals and objectives</i>	7/10/24

Bristol Parks, Recreation, Youth & Community Services

- **Mission:** to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future.
- **Vision:** an essential department impacting the lives of all Bristol residents by shaping positive public perceptions, fostering cultural unity, creating responsible and healthy citizens, and inspiring advocacy.



Vision Translated to Goals

In order to achieve our vision, 4 strategic goals were developed, aligned with the central components of our vision statement that was adopted in 2020. The goals are paired with objectives and specific activities in order to guide staff in advancing the work needed to achieve the vision.

Vision	Goals
(1) Shaping positive public perceptions	Advance best practices, resources, training and talent to drive organizational excellence, resulting in safe and attractive facilities, programs and services that build a better Bristol.
(2) Fostering cultural unity	Foster inclusive and welcoming spaces that celebrate the diversity of the community to ensure everyone has equitable access to the benefits of our services.
(3) Creating responsible and healthy citizens	Drive increased and equitable investment in parks as critical community infrastructure resulting in benefits aligned with the 7- dimensions of well-being to improve the health of Bristol residents.
(4) Inspiring advocacy	Educate, develop and engage residents in the community building process to increase impact and capacity for mission delivery.

Shaping Positive Public Perceptions

- *Goal 1:* Advance best practices, resources, training and talent to drive organizational excellence, resulting in safe and attractive facilities, programs and services that build a better Bristol.
- *Summary:* Positive public perceptions are shaped by highly effective, qualified and dedicated employees that are well trained and committed to leveraging best practices to perform their best which creates enjoyable customer experiences. Attractive, safe and well-maintained spaces also inform perception of the public. National standards for accreditation demonstrate a department's success in meeting best practices and provides recognition that the community is a great place to live.

Goal 1. Objectives

1.1

- BPRYCS cultivates a **workplace** that is second to none in employee performance and satisfaction for maximum community impact

1.2

- BPRYCS stewards **clean, safe, and attractive** parks and facilities that encourage public visitation and play

1.3

- BPRYCS develops, adopts and implements **best practices** for operational efficiency and financial stewardship in alignment with industry and national standards to ensure organizational excellence

Fostering Cultural Unity

- **Goal 2:** Foster inclusive and welcoming spaces that celebrate the diversity of the community to ensure everyone has equitable access to the benefits of our services.
- **Summary:** Aligned with our commitment to ensuring every resident has access to high-quality parks and services; an emphasis on diversity, equity and inclusion fosters inclusive and welcoming environments. This is achieved through investment and improvements to the accessibility of our physical spaces, development of services that are reflective of a diversity of needs and interests, and through creation of strategic approaches that engage, involve, and amplify the voices of underserved residents.

Goal 2. Objectives

2.1

- BPRYCS **programs, services, and staff** are diverse and reflective of the Bristol community

2.2

- BPRYCS **creates physical spaces** that are inclusive, accessible and welcoming to all members of the community through strategic investment and decision-making

2.3

- BPRYCS develops and employs policies, practices, and procedures that **amplify and engage diverse voices** within the community bringing new perspectives to shape service delivery

Creating Responsible and Healthy Citizens

- **Goal 3:** Drive increased and equitable investment in parks as critical community infrastructure resulting in benefits aligned with the 7- dimensions of well-being to improve the health of Bristol residents.
- **Summary:** Research shows that harmony between the 7-dimensions of well-being is the key to a healthy, more satisfying life. Investment in BPRYCS services that most significantly influence the dimensions of well-being will be prioritized for maximum impact. Healthy citizens need healthy environments to thrive and the sustainability and development of green spaces is key.



SOCIAL | EMOTIONAL | PHYSICAL | OCCUPATIONAL | INTELLECTUAL | ENVIRONMENTAL | SPIRITUAL

Goal 3. Objectives

3.1

- BPRYCS identifies, implements, and prioritizes **programs and initiatives** that directly result in **increased access** to benefits from the 7-dimensions of well-being

3.2

- BPRYCS is the leader in projects, educational initiatives and policies that build an **environmentally resilient community** and **empowers** the next generation of park stewards as healthy green space champions

3.3

- BPRYCS' role as an **essential health provider** that influences community wellness benefits, is **fully realized** and reflected in both investment and resource allocation

Inspiring Advocacy

- **Goal 4:** Educate, develop and engage residents in the community building process to increase impact and build capacity for mission delivery.
- **Summary:** BPRYCS inspires advocacy through a comprehensive community engagement program that allows residents to have a seat at the table to shape department services. Opportunities for community members to volunteer allows for connection, stewardship and employment pathways. Strong community partnerships subsidize gaps in funding and other resources deficits that create barriers in meeting our mission.

Goal 4. Objectives

4.1

- BPRYCS **engagement, brand recognition, and communication** efforts result in community members that are engaged, informed and part of the process of shaping their parks, programs and services

4.2

- BPRYCS fosters a deep pool of committed, qualified, and **engaged volunteers** that support department services and creates a leadership pipeline for stewards of the future

4.3

- BPRYCS forges **strong community partnerships** that support mission delivery through funding or other resources that help reduce barriers

Activity Breakout: Kicking the Tires on the Goals & Objectives

- Do the goals & objectives resonate?
- Do the objectives properly align under the stated goal?
- Is there anything missing?
- Is the scale inspirational and transformative yet doable?



Next Steps: Developing the Activities to Support the Objectives

Activity	Completed Date
Board of Park Commissioners contributes to and approves Strategic Plan goals and objectives	7/17/24
Leadership Team meets to build the activities that will support the objectives	7/24/24
Youth Commission, Arts & Culture Commission and additional community engagement pop-ups for additional input into the activities	<i>Summer 2024</i>
All-Staff Meeting to engage staff in the creation of activities to support the objectives, activity measures that are ambitious yet achievable and developing accountability teams that are responsible for the objectives	9/18/24
Final plan is developed, approved and adopted by the Board of Park Commissioners	Final Development: Fall 2024 Board Adoption: 12/18/24



Revised Policy: Refund Policy

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review:

Bristol Parks, Recreation, Youth and Community Services provides account credits or refunds in line with the below policy. Account credits may be used towards any future Parks, Recreation, Youth and Community Services Department program or reservation. Account credits can be refunded upon request. Credit card refunds can be provided for transactions within 90 days of original purchase, assuming the credit card is still active. Refunds for non-credit card purchases, transactions longer than 90 days, or with inactive cards will be provided via check and take 2-3 weeks to process.

Program Refunds:

1. If insufficient enrollment causes a class to be cancelled, notification will be given and full tuition refunded or credited for future use. The Bristol Parks, Recreation, Youth and Community Services Department reserves the right to cancel, postpone, combine classes, or change instructors.
2. Persons canceling out of a program prior to the start date will receive a credit or refund in the full amount of the program cost. No credit or refund will be issued after the start date of the program (unless the participant is medically unable to attend).
3. A person canceling out of Summer Fun, Little Explorers, Teen Adventure Camp, or Splash, prior to the start date will receive a credit or refund for half of the amount of the program cost.
4. Should a participant be medically unable to attend a program after it has begun, a prorated refund or credit will be provided upon receipt of a doctor's note.

Reservation Refunds:

1. If inclement weather results in Bristol Parks, Recreation, Youth and Community Services cancelling a reservation, a refund or credit will be provided for that reservation date.
2. Persons cancelling a reservation prior to the date of the reservation will receive a credit or refund in the full amount of the reservation cost.
3. Persons cancelling a pavilion rental, due to inclement weather, up to one week following the date of reservation, will be provided an account credit for future use.

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Revised Policy: Managing and Protecting Park Trees

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review:

The City of Bristol Department of Parks, Recreation, Youth and Community Services (BPRYCS) is responsible for the maintenance of trees located within the City's parks. In accordance with this policy and CT State Statue Sec 23-59 it is the City's objective to maintain and protect healthy trees for the benefit of City residents and to mitigate the risk trees pose to property and persons, while ensuring the sustainability of Bristol's urban forests. While not required by state law, BPRYCS, in line with the policies and procedures set forth by the Board of Public Works, has adopted the following policy to ensure a consistent approach to maintaining and protecting City Trees. Certified Tree Wardens on BPRYCS staff shall serve as Deputy Tree Wardens for the City of Bristol under the direction of the City's Tree Warden.

Bristol Parks, Recreation, Youth and Community Services has two primary responsibilities regarding park trees:

1. Maintain and protect healthy trees
2. Evaluate trees when complaints are received that may pose a risk to property or persons. The City does not have or maintain a survey of park trees indicating location, size, type or condition.
 - a. Upon receipt of a complaint, a Deputy Tree Warden shall inspect the tree(s) to confirm that it is a City owned tree and determine the condition/risk of failure of said tree.
 - i. Determination of City owned tree shall be based on location as determined by available mapping or a measurement from the pavement centerline to the edge of the right way (typically 50 ft.). The property owner shall reserve the right to obtain the services of a licensed survey to determine/confirm ownership of the tree. Tree location is based on the location 3 ft. above average surrounding grade.
 - ii. Tree evaluations performed by the City shall be based on a visual inspection from the ground to evaluate risk of failure. The property owner shall reserve the right to submit a report from a Licensed Arborist in the State of Connecticut. In addition, BPRYCS may also may procure the services of a Licensed Arborist to perform an additional evaluation. Tree evaluations shall be documented using the

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applicable department forms and be made available to both the concerned party and the City of Bristol's Tree Warden.

- b. Tree removal must satisfy one of the following criteria:
 - i. The tree:
 - 1. Is a bona fide hazard and poses threat to the health, safety, and welfare of the public;
 - 2. Is diseased and has no prospect of recovery;
 - 3. Has been damaged by a storm event or damaged mechanically resulting in instability and posing a danger to people and/or property;
 - 4. Is damaging adjacent infrastructure, and root or crown reduction will not eliminate the intrusion;
 - 5. Is obstructing motorists' view which creates an unsafe condition, and pruning will not eliminate the obstruction;
 - 6. Needs to be removed due to construction activity, new landscape installations, or landscape renovations and the tree cannot be incorporated into the project;
 - 7. Has declined substantially, will not recover, and detracts from the landscape;
 - 8. Has outgrown its location or is planted too close to a building.
 - ii. Shade, leaves, fruit, sap, limited building and sign visibility, view visibility, etc., shall not constitute justification for tree removal.
- c. Trees that pose an immediate hazard shall be removed/cut by the City. All other trees scheduled for removal shall be posted for a period of 10 days in accordance with CT State Statue 23-59. Once posted the City shall conduct a hearing in accordance with State Statue if a concern is received from the public. In accordance with CT State Statue decision of the Tree Warden are final and appeal is through the CT State Superior Court.
- d. Trees located on private property are the responsibility of the property owner not the City of Bristol.
- e. Trees where a portion of the tree is located on private property and a park, are defined as shared ownership. Since the objective of the Department is to limit City risk, trees that are classified as shared ownership that pose a risk to the public are removed/cut or trimmed to remove the hazard at City expense. Care is taken during tree trimming as to not unbalance the tree, therefore trimming on the City portion of the tree may in the removal of the entire tree. For large trees that are primarily located on private property and do not pose a risk to the public but do pose a risk to private property the Department shall notify the private property owners that the City is not responsible for removing the hazard (cutting/trimming trees).

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- f. There are times due to work load, hazard (electrical), location, and/or the need of specialized equipment that requires work to be performed by a private vender (tree company) procured in accordance with City purchasing requirements.

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